



Chisago Lakes

Primary

School

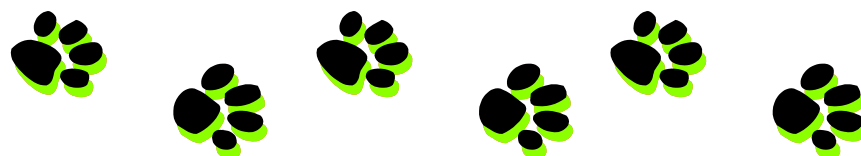
2011-2012

PARENT/STUDENT

HANDBOOK

651-213-2200
FAX 651-213-2250

www.chisagolakes.k12.mn.us



PRIMARY SCHOOL AT-A-GLANCE CALENDAR 2011-2012

August	31	<p>OPEN HOUSE: 9:00 – 10:30 M/W Kdgn, AM Kdgn & Miss Tollberg’s Kindergarten 11:30 – 1:00 T/Th Kdgn, Mrs. Krenz & Mrs. Delzer Kindergarten 4:00 – 6:00 Grades 1-3 Open House / Meet Your Teacher</p>
September	6	First Day of School
	12-16	Fall Fundraiser Kick-off Week
	13	CLPTO Meeting, 6:30 Lakeside
	20	Hearing & Vision Screening
October	3	School Pictures
	4	Hearing & Vision Re-screens
	6	School Pictures for T/Th Kindergarten & Preschool
	11	CLPTO Meeting, 6:30 Lakeside
	14	No ½ day or Every Other Day Kindergarten / Kindergarten Conferences 8:00-4:00
	17&18	K-3 rd Grade Conferences 4:00 – 8:00
	19	No School / Conferences 8:00 – 4:00
	20&21	No School / MEA
	27	3:30-6:30 Fundraiser Distribution
November	8	CLPTO Meeting, 6:30 Lakeside
	9	Picture Retakes
	23-25	Thanksgiving Break
December	2	End of 1 st Trimester
	23-30	Winter Holiday
January	2	No School / Staff Development
	3	School Resumes
	10	CLPTO Meeting, 6:30 Lakeside
	16	No School / Martin Luther King, Jr. Day
	23	No School / Staff Development
February	7	CLPTO Meeting, 6:30 Lakeside
	17	No School / Staff Development
	20	No School / President’s Day

March	2	End of 2 nd Trimester
	12-16	Spring Break
	20	CLPTO Meeting, 6:30 Lakeside
	27-30	K-3 rd Grade Conferences 4:00 – 8:00
	28	No ½ day or EOD Kindergarten / Kindergarten Conferences 8:00-4:00
	29	Early Dismissal Elem only / Conferences 4:00-8:00
	30	No School / Conferences 8:00 – 4:00
April	6	No School / Good Friday
	10	CLPTO Meeting, 6:30 Lakeside
	11	Kindergarten Round-up / NO KINDERGARTEN CLASSES
	17&18	Grade 3 MCA Testing – Reading
May	2&4	Grade 3 Field Trip to Warner Nature Center
	8	CLPTO Meeting, 6:30 Lakeside
	11	Kindergarten Field Day for M/W & ½ Day Kindertartens
	18	Kindergarten Field Day for T/Th and All Day Kindertartens
	24	Grade 2 Super Sticker Day – 1:15
	25	Grade 1 Super Sticker Day – 9:15
	25	Early Dismissal
	28	No School / Memorial Day
	29	Grade 3 Super Sticker Day
	30	Grade 2 MN Zoo Trip
	30	Primary School 3 rd Grade Talent Show
June	1	Grade 2 Music Program
	5	Last Student Day

Welcome to the Primary School!

On behalf of everyone who works here, we welcome you to the 2011-2012 school year. Our goal is to work with families to educate and shape the children entrusted to us so they reach their full potential. With your support, we can do it!

Our academic program is researched based and extremely effective - with reading and math scores that are some of the best in the state. In addition to providing a solid academic program, we are committed to teaching our students positive behavior expectations. At the Primary School we call that the 'Wildcat Way.' The Wildcat Way focuses on four core areas: **Be Respectful, Be Responsible, Be Cooperative, and Be Safe.** That means we try to work together as a staff and with families to create a common language and approach to discipline - and we do it with the goal of giving kids six positive messages for every correction that is needed.

Each week, you will see a new behavior skill being introduced and practiced in the classrooms, hallways, cafeterias, and other areas of the building. Students are praised frequently for demonstrating the new skill. In addition, we send home the steps and expectations for this new skill every Friday in our communication folders or through our weekly e-mails. We ask that you review the steps and practice them as a family to help emphasize their importance and solidify them with your child. Children who return the skill-of-the-week tickets will have their names entered into a drawing for public recognition.

It is also important to remember that all children make bad choices from time to time. It is part of the learning process. On the following pages, you will see our common behavior expectations for the building and the process we follow if your child makes a poor choice. If your child should happen to receive a Stop and Think Referral, do not be alarmed. **We use these times as an opportunity to teach better choices and hope you will join us in this effort.** Remember, we try very hard to recognize your child often for the good choices they make every day.

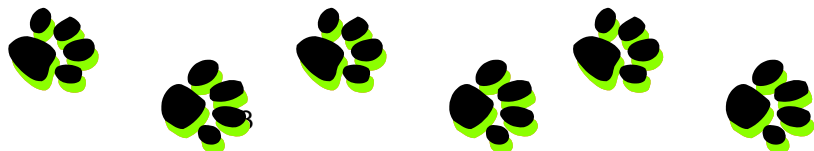
Complete handbooks are no longer being sent home in paper copies. They are available on our Primary School website. For a full version of district policies, you may call for a copy or visit the district website, www.chisagolakes.k12.mn.us.

On behalf of all of the teachers and staff, Thank You for entrusting your child's education to Chisago Lakes Primary School.

Sincerely,

Brenda Schell, Principal

Nancy Kopacek, Secretary



Chisago Lakes Primary Behavior Expectations – “the Wildcat Way”

School Behavioral Standards	All Setting	Hallways	Playground Recess P.E.	Cafeteria	Restrooms	Arrival/Dismissal
Be Responsible	<ul style="list-style-type: none"> •Be on time •Be prepared w/ necessary supplies •Be accountable for choices •Respond to/complete tasks •Keep hands to yourself •Keep area clean & litter free, and recycle 	<ul style="list-style-type: none"> •Plan ahead Walk directly to destination •Observe “Quiet Zone” independently and with small groups 	<ul style="list-style-type: none"> •Take care of equipment/facilities •Plan appropriate times for drinks/ restroom visits 	<ul style="list-style-type: none"> •Have lunch number ready • Be orderly in all lines •Keep area clean 	<ul style="list-style-type: none"> •Flush and wash hands •Use restroom at designated times •Throw away trash •Use facilities for intended purposes •One pump of soap 	<ul style="list-style-type: none"> •Be on time
Be Respectful	<ul style="list-style-type: none"> •Use appropriate voice •Listen to/follow directions of staff •Respect self, others property •Be polite/use manners •Express appreciation •Accept/respect differences in people •Look at person talking 	<ul style="list-style-type: none"> •Use quiet voices when classes are in session •No voices •Main Office (Buzz spot) •Keep hands off walls 	<ul style="list-style-type: none"> •Be a good sport •Include others in your play •Line up when whistle blows 	<ul style="list-style-type: none"> •Use proper table manners •Eat your own food •Clear messes 	<ul style="list-style-type: none"> •Observe privacy of others •Use polite words and actions 	<ul style="list-style-type: none"> •Listen to the bus driver •Use quiet voice and polite words on bus
Be Cooperative	<ul style="list-style-type: none"> •Be helpful •Participate with a positive attitude\ •Be patient; share/ wait your turn •Acknowledge others 	<ul style="list-style-type: none"> •Keep movement flowing •Share equipment and play space •Stay to one side of hallway to let others pass 	<ul style="list-style-type: none"> •Follow rules/ procedures 	<ul style="list-style-type: none"> •Wait patiently/ quietly 	<ul style="list-style-type: none"> •Wait patiently/ quietly 	<ul style="list-style-type: none"> •Enter/exit vehicles in an orderly fashion •Share bus seats
Be Safe	<ul style="list-style-type: none"> •Be helpful •Participate with a positive attitude •Be patient; share/ wait your turn •Play in designated areas only 	<ul style="list-style-type: none"> •Walk at all times 	<ul style="list-style-type: none"> •Avoid rough, dangerous play •Use equipment properly 	<ul style="list-style-type: none"> •Walk at all times •Wash hands •Chew food well; don't rush 	<ul style="list-style-type: none"> •Use designated restroom •Walk 	<ul style="list-style-type: none"> •Wait in designated area •Remain seated when riding the bus •Watch out for traffic •Use crosswalk only

Primary School Behavior Referral Plan:

** Students who warrant an Office Referral will be sent down to the Stop & Think Room with a completed Gold Office Referral Form.*

** Before sending a child down for an office referral, call the Time-out room at 2265 to give them a heads up.*

Students who leave the classroom for an office referral will:

- a. Complete a Stop and Think Form
- b. Receive an appropriate consequence
- c. Make an appropriate apology
- d. Get a phone call home
- e. Have the Referral & Stop & Think Form mailed home

Infractions that Should be Dealt with by the Classroom Teacher:	Infractions that Warrant an Office Referral:
<ul style="list-style-type: none"> ➤ Minor Physical Contact – (Touching, etc.) ➤ Minor Disruptions ➤ Blurting ➤ Cheating ➤ Running ➤ Minor swearing / Inappropriate Language ➤ Work Refusals that don't disrupt the class 	<ul style="list-style-type: none"> ➤ Non-compliance ➤ Disruption ➤ Physical contact ➤ Bullying ➤ Inappropriate language ➤ Fighting ➤ Property misuse ➤ Theft ➤ Other _____

*****Appropriate Consequences could include:**

- A Warning
- Time Out
- Loss of privileges
- Fixing a Mistake
 - Cleaning up thrown food in lunchroom
 - Washing off wall or desk markings
 - Etc.
- Suspension

ADMISSIONS

New kindergarten students must be 5 years old on or before September 1st of the school year in which they are enrolling and a copy of a birth certificate must be provided. Kindergarten students must have gone through a preschool screening, immunizations must be up to date and recorded prior to starting kindergarten.

Transfer students and their parents should visit the school to register. In addition, they need to contact Hunt's Transportation at 213-2020, to be assigned a bus route.

ARRIVAL

Students not in Kid's Club should not arrive at school before 8:45 a.m. Students that consistently arrive earlier will be sent to Kid's Club at parent's expense. The school day begins at 9:05 and buses are dropping off students from 8:45 to 8:55. The north driveway is for bus traffic only. Parents should use the driveway on the south side of the building, entering from Lamar Avenue and exiting on Old Towne Road to drop off their child. Students arriving after 9:05 need to check in with the office before going to their classroom. If you are walking your child to class, please remember to sign in first at the office.

ARRIVAL BY CAR

All students who come to school by private vehicle are to be dropped off in the back of the building. The back road is a ONE WAY. Enter off Lamar and exit onto Old Towne Road. School doors are open between 8:45 and 9:05. If the students exit from the passenger side of the vehicle they can step directly onto the sidewalk.

ASSEMBLIES OR LYCEUMS

Assemblies are planned periodically as special events to enhance the school's curriculum. The Parent Teacher Organization pays for most of these special programs.

ATTENDANCE

**** If your child is absent from or tardy to school, please call the office by 10 a.m. or contact the office within 3 days. If you know in advance your child will not be in school, Pre-excused Absence forms are required and are available in the school office or on-line.**

Attendance- What do I need to know?

Regular attendance is the foundation of a successful school experience and essential to the education program at Chisago Lakes School District. Classroom experiences are valuable and essential. Time loss from class cannot be regained and absences will result in the loss of valuable opportunities to learn. Research has clearly indicated that the amount of time a student is involved in instruction has a direct relationship to his or her academic achievement.

Minnesota Statue 260C.007 subd. 19 defines an Habitual Truant as "a child under the age of 16 who is absent from attendance at school without lawful excuse for seven school days...or for one or more class periods on seven school days if the child is in secondary level."

Absence from School

All absences, including reason, should be reported to the school office as soon as you know your child will be absent. All absences not otherwise excused are unexcused. **An absence not excused by note or telephone call within 3 school days of the absence will be recorded as unexcused.**

The following reasons are examples which are recognized by the courts and school as legitimate:

1. Parent or doctor verified illness
2. Family Emergencies: Serious illness, injury or death of an immediate family member
3. Scheduled appointments
4. Religious holidays
5. Prearranged family vacations- Pre-arranged absence forms available from teacher or office
6. Court Appearances
7. Exceptional circumstances: coordinated by the parents with the school, in advance.

While this list is not exhaustive, it does lay the groundwork, for the primary excuses that are valid and would be recognized as such by the courts.

An unexcused absence is an absence for reasons that are not recognized by the courts and the school authorities as legitimate. The following reasons are examples of unexcused absences:

1. Car trouble
2. Over slept: alarm did not work
3. Shopping
4. Needed at home
5. Family vacation that is NOT prearranged
6. Visiting
7. Missed bus; no ride to school
8. Personal (no reason given)
9. No call or not from the parent/guardian verifying the absence within 3 days
10. Other absences as determined on a case by case basis.

Attendance Procedures

The following attendance procedures for Taylors Falls Elementary School, Chisago Lakes Primary School, and Chisago Lakes Lakeside School were developed in collaboration with Chisago County Health & Human Services and school administrators.

Unexcused Absences

1. If a student has been absent without an excuse for three or more partial or full days, a letter may be sent by school officials.
2. If a student continues to be absent without an excuse for four or more partial or full days, the parent/guardian should be required to discuss the attendance concerns with a school official. At this time, the school official will schedule a phone meeting and/or a conference with the parent/guardian to address the issue. Parents/guardians that fail to complete the required sessions should be referred to Chisago County Health and Human Services.
3. If a student has been absent without an excuse for seven or more partial or full days, an educational neglect referral may be completed and sent to Chisago County Health and Human Services. This report will be reviewed by Chisago County Human Services to evaluate the need for services and could result in a referral to Chisago County Attorney's office to prepare a petition to court.

Excessive Excused Absences

1. Excessive excused absences can be defined as 3 or more consecutive days of absence, 4 or more days of absence in a month, 10 or more days of absence in a school year.
2. When students have excessive absences due to health reasons, they may be referred to a licensed school nurse for follow up.
3. If a student has 7 or more excused absences, school officials may notify parents by mail regarding excessive absences.
4. Students who acquire 10 excused absences during the year may be required to provide professional health care verification for additional excused absences.

Students should be required to make up all assignments or to complete alternate assignments as deemed appropriate by the classroom teacher.

AWARDS

Students receive special recognition at school through a variety of award programs. These awards are intended to promote and recognize academic skills, athletic achievement and various aspects of good citizenship.

BICYCLES

Please do not allow Primary School students to ride bikes to school.

BULLYING

Our school is committed to creating a positive climate where children can feel comfortable to learn and grow. Students will be instructed in the definition of bullying and how to handle it when they see it in our schools, on the playground, or on the bus. Parents will be notified if your child is involved in bullying – as the victim or as the child who is bullying.

“Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending him or herself.”

Three characteristics of bullying:

1. Involves an aggressive behavior
2. Typically involves a pattern of behavior repeated over time
3. Imbalance of power or strength

BUSSING

Except in an emergency, students are expected to ride to and from school on their assigned bus. If it is necessary for a student to ride a different bus home or to school, the school office needs a parent-signed note stating the date, Bus Letter and address where the child is to be delivered.

The condensed transportation policy is in the district handbook. Please refer to it when you have questions or concerns.

CALENDAR

Each school year the district will publish and mail a calendar of events, holidays, parent/teacher conferences, etc. to residents. Classrooms will also send weekly or monthly notes home giving notice of upcoming events specific to that room or grade level.

CANCELLATION OF SCHOOL

It is important that parents have a plan worked out with their child with instructions about where they should go and what they should do if school is dismissed early. Arrangements should be made with a neighbor, friend, or relative to be responsible for your child if school would be dismissed early, and you will not be home.

CARE OF SCHOOL PROPERTY

Accidents may happen. When something is broken by accident, we will replace it. Some people vandalize, break or deface school property without any thought as to who paid the bill in the first place and who is going to have to pay the bill to replace or fix the defaced item. The schools belong to the taxpayers in the district. Every time an item in school is damaged, children are putting an added tax burden on their parents. In cases where school property or equipment is damaged, lost or vandalized due to deliberate, negligent or careless actions by a student, the student will be charged the value of the property or equipment.

CENSUS DATA

In order to have accurate information concerning our future enrollments, we are constantly attempting to update our census files. If you have a new baby or know of families new to our district that may not be listed on our census, please call the Family Center at 213-2066 with that information. Our census data helps us in planning for Early Childhood Family Education classes, Kindergarten Round-Up and Early Childhood Screening.

It is very important, for emergency and administrative reasons, that we have accurate, up-to-date information including: address and telephone numbers. Please notify us immediately, if either changes during the school year.

CHANGES IN ROUTINE

Parents are asked to send a note or contact us by phone to notify us of any change in your child's daily routine ie: being picked up by another adult, transportation changes, change in day care, Kid's Club, staying after school for scouts, etc. **THESE NOTICES ARE VERY IMPORTANT FOR YOUR CHILD'S WELL-BEING!**

COMMUNICATIONS

Thanks to the Parent Teacher Organization, the Primary School students will receive a communication folder to facilitate correspondence between school and home. Folders will typically be sent home on Fridays and are expected back on Monday.

Classroom messages and special notices are types of communication parents can expect from the school. Our intent is for these folders to provide two-way communication, so parents are encouraged to also send notes to the teacher or the school using these folders.

Teachers will be collecting parent e-mail addresses as we move toward more electronic communication to cut down on paper waste. If your e-mail address should happen to change, please remember to inform your child's teacher or update the information through 'Skyward Family Access.'

CONFERENCES (PARENT/TEACHER)

Parent/teacher conferences will be held in October and March. The intent of the early fall conference will be for the parents and the teachers to collaborate in setting academic and social goals individual to each Primary student. These individual goals will be reviewed in March with the option to modify, continue or generate new goals based on assessments of each child's progress.

We believe the education of each child is a partnership between the home and school. We appreciate and value the active participation of parents.

Parents need not wait for formal conferences to visit with a teacher. Parent/teacher conferences are encouraged and can be arranged at any time during the school year.

DATA PRIVACY

Please refer to the 'Data Privacy Request Form' in the district handbook.

DISCIPLINE/EXPECTATIONS FOR STUDENT CONDUCT

Good behavior, centering on self discipline and consideration for others is encouraged and rewarded at Chisago Lakes Primary School. Maintaining an atmosphere conducive to learning for the individual child, and for all children, is a priority for everyone who works at CLPS.

The basic rules of discipline involve being respectful, responsible, cooperative and safe with all people and property.

These rules are enforced firmly and consistently. With parents' support, we communicate to the children that these rules are important to our community of learners.

To help children learn and follow the rules, teachers, paraprofessionals and the principal will review rules and expectations for student behavior and personal conduct in classrooms, halls, lavatories, playground, lunchroom and gym.

All adults in the building – teachers, secretaries, paraprofessionals, custodians, cooks and the principal – support the children's efforts to follow these rules.

Incentives will be used to reward good conduct.

Chisago Lakes Primary School students are expected to "Always treat others with Respect." This includes:

1. Keeping hands and feet to yourself (not fighting)
2. Using appropriate language (not teasing, name calling or swearing)
3. BEHAVING SAFELY (on the playground and walking in hallways and sidewalks)

Individual classrooms may also develop their own set of additional expectations. Consequences may include the following:

1. A warning
2. A time out
3. Alternative recess or loss of privileges
4. Meeting with the principal
5. Phone call to parents
6. Suspension

For more details, refer to the District's Policy in district handbook.

EMERGENCY DRILLS

Classrooms have posted procedures for fire and tornado emergencies. The Minnesota Department of Public Safety requires schools to conduct 5 fire drills, 4 lockdown drills and 2 tornado drills to insure each student knows what to do in each situation.

FIELD TRIPS

Field trips designed to enhance or supplement the curriculum are scheduled throughout the school year. The principal will approve such field trips. In some cases a fee may be charged to cover admission costs. Parents will be notified in advance when field trips are planned. If for some reason you object to your child participating in these classroom extensions, please notify your child's teacher.

FOOD PRODUCTS POLICY

Minnesota State Statute states that only food prepared, wrapped and sealed commercially can be brought to school for consumption by groups of students or adults. This policy would include birthday and holiday treats to be shared with others. This policy does not include food brought to school for a student's individual snack or lunch.

HAZING

District #2144 policy prohibits hazing of any kind. Please refer to the district handbook for the complete policy.

HEARING AND VISION SCREENING

Hearing and vision screening is conducted in grades 1 and 3 and referrals are sent according to criteria set forth by the Minnesota Department of Health.

HOMEWORK (practice makes permanent)

The research done on effective schools tells that homework should be assigned on a regular basis and homework should be reinforcement or practice items instead of new material and is never to be used as a punishment. Teachers have observed that students who have adult help with homework assignments score better on state and district assessments and have higher achievement at school.

MAKEUP WORK

If your child is absent, you may call the school to arrange to pickup work or have it sent home with another student. Please call in the morning to allow time for teachers to put assignments together before dismissal.

HOURS

Office hours	7:30 a.m. to 4:00 p.m.
School hours	9:05 a.m. to 3:35 p.m. A.M. Kindergarten 9:05 to 11:35
Kid's Club hours	6:00 a.m. to 6:00 p.m.

ILLNESS OR INJURY

In case of minor illness or injury, a child will be cared for temporarily by the school health aide and eventually sent back to class. If in the health aide's judgment, the child should not remain in school, the parents will be notified. School personnel will render first aid treatment only. If emergency medical treatment is necessary 911 will be called, and we will make every effort to notify parents.

Emergency health forms are sent home each fall for parents to report important, current health information. Parents are not legally required to supply health emergency data; however, school staff will not be able to respond thoroughly and safely without current health information on file. All private information will be handled in accordance to District Policy as well as State and Federal laws. You will also be asked to supply home and work phone numbers for yourself and friends, neighbors, or relatives listed as local emergency contacts. Please inform these individuals you are listing them as contacts.

Colds, Upper Respiratory Flu and Gastro-Intestinal Flu

These are highly contagious diseases among school age children. DO NOT SEND STUDENTS TO SCHOOL IF SYMPTOMS ARE NEW AND/OR SIGNIFICANT – DO NOT SEND CHILDREN TO SCHOOL UNTIL THEY HAVE BEEN FREE OF A FEVER, DIARRHEA, AND/OR VOMITING FOR A FULL 24 HOURS, i.e. if a child has a fever, any vomiting or diarrhea in the evening, the child must NOT return to school the next day even though the fever is down in the morning or the diarrhea or vomiting has stopped.

Common Communicable Diseases in School Age Children –
School Attendance Rules and Guidelines

<u>Disease</u>	<u>For Patients</u>	<u>For Contacts</u>
Chicken Pox	May return to school 5 days after rash appears. Scabs must be dry.	May continue under observation
German Measles	Should remain at home 7 days after rash appears.	May attend under observation
Mumps	When swelling subsides; not less than one week.	May attend under observation
Scarlet Fever Scarletina Epidemic Sore	Minimum of 7 days after first symptoms appear, providing there is complete recovery.	May attend under observation
Infectious Hepatitis	First week of illness and until Dr. advises return to school	May attend under observation
Impetigo	Return to school when lesions are covered or well healed.	May attend under observation
Pink Eye	Return to school after being on medication for at least 24 hours and symptoms are subsided.	May attend under observation
Ring Worm	Return to school when doctor advises.	May attend under observation
Head Lice	Exclude until lice in hair/clothing are treated. (Usually after 1 shampoo treatment with recommended shampoo)	May attend under observation
Scabies	May return 24 hours after Doctor prescribes treatment.	May attend under observation

IMMUNIZATIONS AND VACCINATIONS

Minnesota statute states:

1. The minimum accepted age for measles immunization is 12 months of age.
2. Schools must have a record for all students of the following immunization dates for kindergarten entry:
 - a. 2 doses measles, mumps and rubella vaccine
 - b. 5 doses of DTP vaccine (diphtheria, tetanus, pertussis) unless the 4th dose was given after the 4th birthday
 - c. 4 doses of polio (unless 3rd given after 4th birthday)
 - d. 3 doses of hepatitis B
 - e. 2 doses varicella (chicken pox) vaccine

LIBRARY BOOKS

Damaged books that are still usable must be paid for in proportion to the damage. Damaged books that are no longer usable must be paid for in full. See the librarian concerning the cost. Lost books and materials must also be paid for. However, should a book be found a refund will be made. WE WOULD RATHER HAVE BOOKS BROUGHT BACK THAN HAVE STUDENTS PAY FOR THEM. No fines will be charged for overdue books. We trust that books will be returned within three weeks.

LOST AND FOUND

The school keeps lost and found articles on hooks in the hallway by the gym. Please look through these items when you visit school or come for your child's conference. Clothing with student's names in them are much easier to claim from the Lost and Found. Twice a year, unclaimed items are donated to outside charities.

MEDICATIONS

PURPOSE

The administration of medication during the school day is provided to enable the student to remain in school, to maintain or improve health status, and to improve his/her potential for learning.

GUIDELINES

- 1) If your child needs to take a **prescription drug** during school hours:
 - A. Have your doctor write a brief note to the school indicating what medication is needed, dosage, time, etc. (Obtain a medical authorization form from your school health assistant or most of the clinics already have forms available for this purpose.) You can send this to school with your child when he/she brings the medication.
 - B. Parent or guardian should sign the medical authorization form or send a permission statement-indicating name and grade of the student, medication, date and signature.
 - C. Medication must be brought to school in the original bottle with the complete prescription label.
Note: If your child needs a controlled substance medication, you must call your child's health room and indicate arrival date, amount being supplied, and name of delivery person. In some situations, parents may be required to personally deliver this medication. If a student delivers the medication it must be contained in a sealed package.
 - D. Students may possess and independently use asthma inhalers if (1) the school has received a written order from a licensed prescriber and an authorization from the parent/guardian, (2) the inhaler is properly labeled for that student, (3) the parent has not requested school personnel to administer the medication to the pupil, and (4) a licensed school nurse has assessed the student's knowledge and skills to safely possess and use an asthma inhaler in the school setting and has entered into the student's school health record a plan to implement safe possession and use of the asthma inhalers.
- 2) If your child needs a **non-prescription** drug during school hours:
 - A. Parent or guardian must send a permission statement-indicating name and grade of student, medication, dosage, times to be given, date of permission and signature.
 - B. Non-prescription medications (Tylenol, ibuprofen, cough syrup) may be given for only one week. If the non-prescription medication is needed longer than one week, or throughout the school year, a physician or licensed prescriber will need to also send a written order.
 - C. All non-prescription medication must be brought to school in an original labeled container.
- 3) All prescription and non-prescription medications will be kept in the health room and administered through the health room for safety reasons.
- 4) Parents/guardians must send a written notification to the school of medication changes. The school must also receive a written order from the health care provider regarding medication dosage changes or discontinuance of a drug.

MILK BREAK

A milk break is provided each day. If your child is to participate in this program, the cost may be paid for by the year or by the quarter. Each classroom varies in their milk break time. Please contact your child's teacher for the scheduled milk break time, if needed.

PARENT TEACHER ORGANIZATION

Chisago Lakes Primary and Lakeside Schools are most fortunate to enjoy the support of the Chisago Lakes Parent Teacher Organization. This parent organization has made several sizeable donations to the programs for children in our schools.

All our parents are encouraged to join this organization and actively participate in sponsored events.

PICKING UP STUDENTS AFTER SCHOOL

If you wish to pick up your child at the end of the day, please make sure they have a dated note stating your plan. Please park in the south lot and come to the lunchroom at 3:30 and your child will meet you there. Any student that is not picked up on time will be sent to Kid's Club as teachers and staff have other responsibilities and cannot provide child care.

PETS

Pets and animals in the classrooms are discouraged for health and safety reasons. Animals used for educational purposes require prior approval by the principal.

PLAYGROUND SUPERVISION

Weather permitting, Primary students have a supervised recess daily. Adults supervise the playground and our expectations for student conduct are the same as those found on page 4 of this handbook. Please remember to send students to school dressed for the weather i.e., boots, hats, coats and mittens in the winter.

PSYCHOLOGIST

A school psychologist serves as a resource person to our school. The services provided include individual evaluations and assessments of students, consultations with appropriate agencies, teachers and parents as well as liaison with our special education cooperative.

PUPIL SAFETY

THE FOLLOWING RULES ARE ENFORCED FOR ONLY ONE REASON – STUDENT SAFETY

Visiting the Primary School, especially by parents or grandparents, is encouraged. Exterior doors are locked during the school day and an audio/video security system is located by the main (center back) doors. Anyone wishing to enter the building during the school day needs to press the button on the monitor to the right of these doors. A receptionist will respond and unlock the door. **All visitors** are asked to check in at the office to pick up a visitor's badge when first entering the building and before going to classrooms or to the lunchroom.

To help insure student safety during bus loading and unloading times, the bus zone in front of the school is off limits to vehicle traffic from 8:30 a.m. to 3:55 p.m. We encourage parents to use the drop-off zones created on the south side of the Primary School entering from Lamar Avenue and exiting on Old Towne Road.

If students are to be picked up early from school, they must be signed out in the office. When students are to be picked up early or by someone other than a parent, we ask that a note be sent to the teacher. Children will not be released to anyone who can not be identified to the satisfaction of the school administration. Teachers, bus drivers, and support staff are instructed not to release students from their care except through the office.

Primary School students are asked to not ride bikes to school. There are no bike racks on the Primary grounds.

Students who walk home after school will be dismissed after the buses leave the building (about 3:45 p.m.).

Teachers and staff are often involved in meetings or planning activities until 8:45 a.m. and unavailable to supervise students. Therefore students not in Kid's Club should not arrive at school before 8:45 a.m. Students that consistently arrive earlier will be sent to Kid's Club for supervision at parent's expense.

Safety at Arrival

If you are dropping your child off in the morning, parents should use the driveway on the south side of the building, entering from Lamar Avenue and exiting onto Old Towne Road. **Please do not enter the Bus Lane.**

Safety in the Back Parking Area

Please be very aware of safety concerns in the parking lot – obey the signs, do not block the handicap spots and only park your car in designated parking areas.

Handicapped Parking

Please do not pull into the handicapped parking spaces while you run into school. It is illegal to park in the handicapped spots even for a few minutes. Violators are subject to a large fine. There are parents and others in this school community who need the spots and they should never be taken by someone else for convenience.

RECORDS AND STUDENT INFORMATION

School records are maintained in accordance with District #2144 policy as well as state and federal laws.

Parents have the right to inspect and review the educational records of their children. We assume that both parents of a student have the same rights to these records unless presented with evidence to the contrary.

School personnel may have access to student educational records on a need to know basis only. Private student data such as address, phone number, and health information will not be released to the public.

Occasionally student pictures are taken to share special student activities. If you object to your child's picture and/or name being published, please notify your child's teacher in writing.

REPORT CARDS

The school year will be divided into three grading periods this year. Reports of student progress will be issued at the end of each trimester. Please carefully review report cards with your child. Parents are encouraged to contact the teacher immediately with questions or concerns.

SHOES FOR PHY. ED.

Tennis shoes must be worn on the gym floor and are required of all children in grades 1-3. These shoes should be worn for gym classes only. This is in the interest of both health and safety. Be sure that shoes are marked with the child's name.

SOLICITATION

Students are not to be solicited for money unless a project has been approved by the principal.

SUPPLIES

The following school supplies are needed by students in specific grades. Be sure to label all supplies with the student's name.

KINDERGARTEN SUPPLIES

The only school supplies kindergartners will need are a sturdy book-bag, a large box of Kleenex, 1 container of Lysol Brand Sanitizing Wipes for the classroom and \$15.00 for school supplies, which covers the cost of a rest mat and the October field trip. As a convenience for parents, the school district has purchased consumable supplies in quantity.

STUDENTS ENTERING FIRST GRADE WILL NEED:

- Crayons, Crayola 24-pack
- Dry Erase Markers, 4 LOW ODOR EXPO
- Elmer's White Glue
- Folder, 1 2-pocket
- Glue Stick, Elmer's
- Kleenex, 1 large box
- Lysol Sanitizing Wipes, 1 large container
- Markers, Crayola
- Pencil Box, 5 x 8
- Pencils, standard yellow #2, sharpened
- Pink Pearl Erasers
- Scissors, Fiskars brand recommended
- Spiral Notebook, 1 wide-ruled
- Tennis Shoes for Phy. Ed. (to remain at school)

Due to limited space, please no backpacks with wheels.

STUDENTS ENTERING SECOND GRADE WILL NEED:

- Backpack
- Crayons, Crayola 24-pack
- Dry Erase Markers, 4 wide tip, LOW ODOR, EXPO brand
- Folders, 1 green, 1 red, 1 blue
- Glue Sticks, 4-pack

- ___ Kleenex, 1 jumbo box
- ___ Lysol Sanitizing Wipes, 1 large container
- ___ Markers, Crayola 8 pack
- ___ Pencils, standard yellow #2 sharpened
- ___ Pink Pearl Erasers, 4 pack
- ___ Scissors, Fiskars brand recommended
- ___ Shoes for Phy. Ed. (to remain at school)
- ___ Spiral Notebook, 1 wide ruled

STUDENTS ENTERING THIRD GRADE WILL NEED:

- ___ Crayons, Markers, Colored Pencils
- ___ Dry Erase Markers, 4 LOW ODOR
- ___ Elmer's White Glue
- ___ Erasers
- ___ Folders, 2 2-pocket
- ___ Kleenex, large box
- ___ Lysol Brand Sanitizing Wipes
- ___ Pencil bag – small, no boxes
- ___ Pencils, standard yellow #2, sharpened
- ___ Post-its, 1 package 3x3"
- ___ Ruler, wooden or plastic, metric and customary
- ___ Scissors, Fiskars brand recommended
- ___ Shoes for Phy. Ed. (to remain at school)
- ___ Spiral Notebook, 5 wide ruled
- ___ \$3 to offset the cost of student planners

We realize these are difficult economics times – If you are not able to provide all of these supplies, please let your child's teacher know. If you wish to donate extra supplies you may drop them off at the school office or with a classroom teacher.

TARDINESS

Just as attendance is important, so is a prompt arrival at school. Students arriving late are a distraction and instructional time is lost. Doctor and dentist appointments are examples of excused tardies. Parents are encouraged to request these appointments after school or on days when school is not in session. (We understand this is not always possible.) Students arriving late need to check in at the office before going to their classroom.

TEACHER REQUESTS

If you wish to offer information in the placement of your child for the following school year, placement forms are available in all of the elementary school offices. To be considered these forms must be turned into the school office by May 11.

TELEPHONE

The office telephones are for school business only. Students will only be allowed to use the phones in an emergency.

No student will be called from the classroom to answer the telephone except in an emergency. Phone messages for children will be passed on to the teacher to be relayed to the student.

TESTING

All students' test results are available for parents.

USE OF SCHOOL BUILDINGS

District #2144 buildings are available for community use. Permission for and scheduling of school facilities is under the control of the Community Education Office located at the Family Center, 13289 St. Croix Ave., Lindstrom, MN, Telephone - 213-2603.

VALUABLES

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. We are not responsible for valuables which students bring to school that may get broken or stolen. We ask that students do not bring any valuable video equipment or personal possessions to school.

VANDALISM

If a student destroys or ruins school property due to any reason other than an accident, they will be asked to replace that item.

VISITORS

Parents, grandparents, and adult volunteers are encouraged to visit the school. All visitors are asked to sign in and pick up a visitor's badge in the office before going to the classroom, lunchroom, or playground. To limit disruptions for both students and employees in the classroom learning environment, as well as to protect their data privacy rights, observations will not be allowed.

VOLUNTEERS

We are grateful for the assistance provided by volunteers during the school year. Volunteers assist us in several areas; tutoring students, clerical help, field trip supervision and special classroom events. However, your child's safety is our goal. All volunteers are required to have a background check on file at the district office. The district will ask that you pay a one-time fee of \$10.00 towards the cost of a background check, or provide one from an employer or other agency that has been completed within the last year. If this creates a financial hardship, please contact the building principal and we will cover the cost for you. We also require that all volunteers sign a confidentiality agreement. Please check with your child's teacher if you are interested in volunteering.

WALKING STUDENTS

Students who wish to walk to school will need to have a walking permission slip signed by a parent or guardian. Remember, there is no need to be here before 8:45 A.M.

WEAPONS

District #2144 has adopted a weapons policy. The entire policy is included in the district handbook. The policy prohibits weapons of any kind on school grounds and sets out specific consequences for students or others who bring or use weapons on or in school facilities. Toy and look-alike weapons are included in the policy.

WEB PAGE

Please visit our web page at: www.chisagolakes.k12.mn.us It contains valuable information pertaining to our school.

WITHDRAWALS

When students transfer from our school, the new school will request copies of the student's educational records. These will be forwarded at no cost to the parents. Please notify the teacher and the office when your child is transferring.



School Song - Follow the Wildcat Way
-sung to the tune "We're Off to See the Wizard"

Follow the Wildcat Way! Follow the Wildcat Way!
Follow, follow, follow, follow, follow the Wildcat Way!
Be safe and respectful, cooperate, Be kind and be thoughtful and don't
be late

Always be responsible for this is the Wildcat Way!
Follow the Wildcat Way. Follow the Wildcat Way.
Follow, follow, follow, follow, follow the Wildcat Way!

Follow the Wildcat Way! Follow the Wildcat Way!
Follow the Wildcat Way! Follow the Wildcat Way!

Respectful, Responsible, Safe, Cooperate, Make this place great!
Respectful, Responsible, Safe, Cooperate, Make this place great!