

Winterquist Elementary School



Student Handbook

Introduction

This handbook has been written for you and your parents. Its purpose is to help you understand how Winterquist Elementary School operates and what we expect from you and what you can expect from us. Please read it over and discuss it with your parents. If you have any additional questions, please contact the elementary office and we will help you.

On behalf of the teachers and staff, we would like to welcome you to Winterquist Elementary. We are excited to have you and your parents as part of our school family. We believe that student success at school is directly related to the strength of the partnership that exists between the staff, students, and their parents.

As parents, we would ask that you assist us in helping your child to develop responsible attitudes and behaviors that are consistent with the school expectations. Parents are a strong part of our educational team at Winterquist Elementary. We hope to continue to work together to provide the best educational experiences for our students.

As students, we ask that you come to school each day prepared to learn and willing to do your best. Making good decisions and being a responsible individual will lead to great success at Winterquist Elementary School.

As a staff, we will work to create a safe and positive learning environment in which every student will be given the opportunity to learn. Student success is of the utmost importance. We offer great educational programs and are always looking to bring the best curriculums and teaching practices to our students.

We look forward to working with you throughout this exciting school year.

Sincerely,

Mr. Brian Harker
Elementary Principal

Esko Public Schools Vision Statement

The Esko School District will provide a personalized learning environment that incorporates best teaching and learning practices and enhanced technology, to maximize every students' preparation for lifelong success.

Winterquist Elementary School History

Winterquist Elementary school was named after former Esko Superintendent A.L. Winterquist. He dedicated 26 years of service to our school and community. He was the superintendent from 1919 to 1945.

The current elementary school was built in 1960. Since 1981 all of the elementary students have attended Winterquist Elementary School. Prior to 1981 our students attended two sites, Washington Elementary and Winterquist.

Winterquist Elementary School was recognized as a "School of Excellence" in 1991, while Mr. Bill Hoffman was principal.

In 2011, Winterquist Elementary School was recognized as a Reward School establishing itself as one of the highest performing elementary schools in the state. We will work hard to make sure our school continues to be an excellent school for all students that provides a rewarding experience.

Equal Opportunity/Affirmative Action Employer

It is the policy of the Esko Public School to undertake and maintain a program of affirmative and positive action. Inquiries regarding our district policy, and compliance, may be directed to the Equal Opportunity Officer, Esko Public Schools #99, Esko, Minnesota 55733.

Administrative Discretion

This handbook does not cover all situations. Therefore, the administration reserves the right to sanction students for violating school rules and expectations not specifically covered in this publication. Sanctions may include, but are not limited to detention, after-school detention, extended time-out, in-school suspension, exclusion, expulsion, community/school service, parent involvement, and loss of privileges. The Principal's, or designated representative, may impose or recommend longer suspension, expulsion, or any other discipline as appropriate on a case by case basis. The Esko School Board of Education may revise policy at any time. In the event it does after publication of this document the new policy shall be followed.

Absence

If your child is absent from school please call 879-3361 by 8:30 a.m. It is required to inform the office of your child's absence and the reason. If you do not call the office we will contact you as a safety precaution. If we can't get an excuse for the absence it will turn into an unexcused absence.

Attendance

Punctuality and regular school attendance are essential to success in school. The State of Minnesota requires compulsory attendance for all children between 7 and 16 years of age. Students who require more than 15 absences in a semester, for any non-school related reason, many receive a grade of Incomplete. Each absence beyond 15 requires a physician's note to be considered excused. Consistent school attendance is one means by which a student develops responsibility and self discipline. For these reasons, student absence should be limited to those instances in which absence is genuinely unavoidable. Each student, his or her parent/guardian and the school share an obligation to encourage and insure good student attendance.

Winterquist Elementary participates in the Truancy Prevention Program. Through parent involvement and early intervention, we hope to avoid the court-based truancy petition process.

This process follows a three step process with our goal of being to improve attendance.

Step One: Esko Schools will notify the parent(s)/guardian(s) in writing when a student has compiled three (3) unexcused absences or a combination of eight (8) total excused and/or unexcused absences at any time during the semester. The first communication will come from the principal's office and will be to inform you of our concern for your student's regular attendance.

Step Two: This step begins at such time as a child reaches five (5) unexcused or a combination of ten (10) total excused and/or unexcused absences. The student may be referred to the Carlton County Truancy Prevention Program. A meeting with the student, parents/guardians, school officials and the Truancy Officer may be requested to discuss attendance.

Step Three: At such time as a student reaches seven (7) unexcused absences or fifteen (15) total excused and/or unexcused absences the Truancy Officer may refer the student to the County Attorney's Office as a Habitual Truant (*Minnesota Statute 260.007, subdivision 19*). Upon request of a referral from the Truancy Officer, the County Attorney's Office may elect to file a truancy petition with the district court.

Open- Enrolled Students: *The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school or high school, or a child who is 16 or 17 years of age who*

is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.

Definition of a Habitual Truant – A student who has been absent without lawful excuse for 3 or more class periods on 3 days may be referred. A Habitual Truant is a child under the age of 18 who is absent from attendance at school without lawful excuse for 7 school days if in elementary school or for 1 or more class periods on 7 school days if the child is in secondary school.

Excused Absences – The burden of a child being excused from school is placed on the parent/guardian of the child. **A school has the right to accept or deny an application for an excused absence.** Therefore, schools can develop reasonable policies for school attendance and reject invalid excuses offered by the child or parent.

- **ACCEPTABLE REASONS for Absence**

- Sickness (School may request doctor verification.)
- Medical/dental visit/mental health included
- Religious holidays
- Extreme family emergencies (e.g.: floods, house fire, etc.)
- Funerals for immediate family members, relatives or close friends.

- **UNACCEPTABLE REASONS**(including but not limited to the following)

- Staying home to baby-sit
- Overslept
- Missed bus
- Inclement weather when school is in session.
- Travel without school permission
- Needed at home
- Vacations with family

- **Interventions taken by the school:**

1. Encourage student to attend and stay in school.
2. Advise parent/guardian of school policy and state law.
3. Seek and involve support services proactively. (i.e.: School Counselor, School Psychologist, and Family/School Support Worker.)
4. Collaborate with the Carlton County Truancy Officer.

Birthday Party Invitations

We ask that all invitations to home parties be taken care of outside of the school setting by either phone or invitations in the mail. This takes away the chance of students feeling left out if they are not invited to the party. Your cooperation and understanding is appreciated.

Books

Library books or books from a teachers' collection are provided free to students. When books are issued they become the responsibility of the student. They are to be cared for responsibly and returned at the end of the term in appropriate condition. Students whose book are excessively worn, abused, or lost will be fined.

Bullying

Esko Public Schools Policy 514, meets the requirements of the Minnesota Safe and Supportive Schools Act. It expressly prohibits bullying, and outlines the definitions, procedures and regulations for bullying prevention and intervention.

Bullying is intimidating, threatening, abusive, or harming conduct that is objectively offensive. It involves an actual or perceived imbalance of power between the student engaging in the conduct and the target of the behavior, and the conduct is repeated over time. The conduct materially and substantially interferes with the student educational opportunities or performance or ability to participate in school functions or activities. Not all negative interaction between or amongst students constitutes bullying.

This conduct may involve, but is not limited to intimidating, threatening, abusive, or harming conduct that causes physical harm to a student or property, violates student privacy, defames a student or constitutes intentional emotional distress. Prohibited conduct involves that directed at any student or students based on actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status, student performance, disability, status with regard to public assistance, or age.

Every effort is made to provide students with a safe and supportive learning environment. When bullying is witnessed and/or identified a remedial response will follow that will follow the school disciplinary procedures.

A person who engages in an act of bullying, reprisal, or false reporting of bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Parents of students who are perpetrators and/or victims bullying will be notified of the behavior by school officials. The school district may take into account the following factors:

- The developmental and maturity levels of the parties involved;
- The levels of harm, surrounding circumstances, and nature of the behavior;
- Past incidences or past or continuing patterns of behavior;
- The relationship between the parties involved; and
- The context in which the alleged incidents occurred.

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to a teacher, counselor or the school's official bullying contact designee, the high school principal.

Cyberbullying that occurs on school campus (or off campus but has a nexus to the learning environment and materially disrupts student learning or school function) will be subject to the Esko School District bullying prevention policy.

Yearly, the school district will provide appropriate training to staff and students regarding bullying prevention.

Care of Building and Materials

Students, staff and community members like a school that is bright, cheerful and well cared for. The building was built at a great expense to the community and we all are proud of it. It is everyone's responsibility to keep our school as neat and clean as possible.

Students are individually responsible for the proper care of lockers, school equipment, books, materials and supplies used by them. If a student damages school property while using it in a normal way, they should report the damage to his/her instructor at once. Anyone who disfigures property, including lockers, through negligence or malice will be required to pay for the damages.

Class Lists

If you wish to make a request for your child's homeroom teacher you will have the opportunity to do so in the middle of April. Requests are due in the office by May 1. You will need to fill out a Teacher Request Form that is available in the office starting April 1 and you must have a valid reason for the request.

Communication Between Home and School

Communication between home and school is essential for the well being of our students. Please take the time to read all notes/correspondences that your child brings home.

The *Esko's Corner* is a community/school newspaper that is distributed monthly.

Parent Volunteer Program – Parents are always welcome in our school. If you would like to volunteer or otherwise be involved in the school please contact Joyce Bergstedt, our volunteer coordinator.

Eskomo PIE (Partners in Education) – This is our parent's group. They meet once a month. The group is focused on bringing opportunities to our students. We encourage all parents to be part of this group. This is a great place for new families to meet people.

Concerns and Questions

If you have any questions or concerns please contact the appropriate staff member. We want to work with you to provide the best experience for your child. We do ask that you follow a chain of command in this area. Here is a list of steps to follow.

1. Talk to the staff member directly involved. (i.e. bus driver, teacher, paraprofessional)
2. If not resolved, communicate concern or question to bus supervisor or principal.

3. If not resolved, contact superintendent. At this point you could discuss with superintendent about approaching the School Board.
- We do understand that there are some issues that require you to go directly to a supervisor. We will be glad to assist you in those situations.

Data Privacy

It is the policy of Esko Public School District No. 99 to collect, maintain, and release educational records concerning present and former students in such a manner that the student and parental rights are fully protected as stated in the Family Educational Rights and Privacy Act, the Minnesota Government Data Practices Act and any other law or statute which pertains.

Parents/guardians of minor and/or dependent students and individual students have the right to examine all records concerning the individual student which are maintained by the school district, as well as receive copies of those records at a nominal fee. Those wishing to examine these records or to receive copies of such should contact the principal to arrange a conference to explain/interpret the records.

Discipline

This section is contained at the end of the elementary handbook.

Email Communication

Would you like to get a hold of us on your computer? Here's how: first initial, last name @esko.k12.mn.us. As an example, you would contact the elementary principal by typing bharker@esko.k12.mn.us. The Esko Public Schools website is <http://esko.k12.mn.us>

Emergency Closings

Emergency school closings are sent via the Esko Public Schools **Instant Alert Messaging System** in addition to being broadcast over local radio and television stations. These stations are notified as soon as possible that the school will be closed so that this information can be communicated to families.

<u>Radio</u>	TV
WKLK	KDLH
KDAL	WDIO
WEBC	KBJR
KQDS	

Enrollment

Enrolling new students can be done by calling the elementary office. For resident district students we will need to request records and to make sure immunizations are current. This can all be done with our elementary school secretary.

Open enrollment students/non-resident agreement students will need to get the proper paper work from the elementary office. We will assist you as you go through the process of enrolling. Esko public schools, in some years, does close open enrollment. This is when we can in some cases do a non-resident agreement. Call the elementary office with questions at 879-3361.

Enrichment Programs

Enrichment programs for students are offered for students that show talent and achievement at a very high level. Programs offered include: Junior Great Books, Omnibus Units, Inventors Fair, Destination Imagination, Math Masters, Spelling Bee, Polar League Enrichment, Knowledge Bowl and other programs. These programs are usually offered to students in grades two through six. Students are selected through teacher recommendations, standardized tests, and gifted and talented recommendations by staff members.

Grading Procedure

Report cards are given out four times per year. When parent/teacher conferences are scheduled (after first quarter and mid February), the report cards are available at your child's conference, otherwise they are sent home with each child the week following the end of the quarter.

We currently have separate report cards for each grade level. A sample of the report card will be provided upon request.

Health Services

Every child enrolled in the Esko Public Schools has an emergency information card. It is imperative that the emergency information card is completed with updated, accurate information and is returned each year as soon as possible. This is the information that we will use when we need to contact you regarding your child.

Winterquist Elementary is fortunate enough to have a full time nurse on staff. The nurse will take care of the health needs that arise throughout the school day. Please feel free to contact her if you specific needs or questions.

If your child should become ill at school you will be notified at home or at work. If you cannot be reached we will contact the person(s) listed on the emergency card. In the case of an accident of a serious nature your child will be taken to Community Memorial Hospital in Cloquet, or another local hospital if specifically requested in writing on the emergency card.

All medication should be brought in the original bottle. Prescription medication must have pharmacy labeling. Parents need to send a note with the date, time and amount of medication to give their child. The school nurse will administer all medications. In the event that the nurse is not available the homeroom teacher will administer the medication.

A note by a physician is required for all long term medication.

Internet Usage

Our mission is to prepare students for the future through developing and supporting quality information literacy skills. We believe it is imperative for our district to provide and support the informed use of technology both for administration, staff and students.

Our vision of the media and technology program is to create and support a learning environment that enables students and staff to use media and technology to develop information literacy skills as a life tool. We recognize the necessity of preparing our students to function in a technology-based society. We provide facility, personnel and resources to support district curriculum and technology, meet individual and classroom literacy needs, and create a foundation for life-long learning, information literacy and an appreciation of literature.

The Internet offers many educational opportunities for Esko students. Our goal is to promote educational excellence and information literacy by facilitating resource sharing, innovation and communication.

The Esko Public Schools assumes that students will use Internet and other school district system resources. **Parents or guardians must sign an Internet Use Agreement if they do not want their child/children to access the Internet.** The form is attached to Policy #524, Internet Acceptable Use and Safety Policy. The district will assume your children have your permission to use the Internet unless the attached form is returned to the school district office. Please be aware that the Internet is used extensively for research and access to educational resources. If you return this form your child will not be issued a network account and will be limited to only non-electronic resources and word processing when a non-network computer is available.

Computers in our school are equipped with a filter to help keep our students safe to comply with the federal Children's Internet Protection Act of 2001. No students may have internet access without direct supervision by Esko School Staff.

Internet and District Computer Use

The following are unacceptable and may result in privileges being revoked, school disciplinary action taken and/or legal action taken.

- Sending or displaying offensive messages or pictures
- Damaging computers, computer systems or networks
- Harassing, insulting or attacking others
- Employing the network for commercial purposes
- Use of the network for infringing on the rights of others
- Using obscene language
- Trespassing in others' folders or files
- Intentionally wasting limited resources
- Using others' passwords
- Use that compromises the security or integrity of the system
- Installing personal software or customizing the desktop
- Intentionally circumnavigating the district internet filter

Consequences for violating appropriate use of school email and internet policies follow a three-step progression from one-week removal of privileges, to three-week removal of privileges, followed by the permanent removal of email and/or internet privileges.

Library/Media Center

The Elementary School Library/ Media Center is here to meet the information needs of our students, staff, faculty, parents, and community members with a wide variety of information resources. The Library Media Centers is open from 7:45 a.m. until 3:15 p.m. Monday through Friday and welcomes you to use our resources during these hours.

Elementary Students will be able to check out library/media center materials on a weekly basis.

Please return all materials to school by the next scheduled media class.

Students will be charged the replacement cost of lost or damaged books. The Elementary School office will distribute a formal bill that will be mailed home to parents.

Lock Down Drills

Minnesota Law requires public schools to practice school-wide lock down drills. When students are informed via intercom that a lockdown is in effect, they must:

- Proceed immediately to the nearest open classroom.
- Proceed to the nearest office if they are locked out of classrooms (or are in the high school commons area).
- Remain quiet to ensure that adults can get their attention if necessary and to simulate what would be required in the event of an actual lock down.
- Remain in lock down mode until “All Clear” has been announced via intercom.

Staff will lock doors, pull shades, turn out lights, and move students away from windows.

Lost and Found

The lost and found is located in the hallway as you enter the building near the cafeteria. Items that are found are placed in the lost and found and parents and students are encouraged to visit the lost and found area if they have lost any items. Please label your child’s lunch box, snow pants, jackets, etc. You would be amazed at how many identical items we have at school. There are also many items that remain unclaimed in the lost and found. Twice a year the items are removed and taken to a charity organization.

Lunch Program

Lunch/Milk prices are set each fall and will be communicated to you in a school bulletin and the fall edition of the Esko’s Corner. If you desire information regarding free/reduced lunch/breakfast eligibility, please contact the school.

You can deposit money into your child’s account. Everything will be handled electronically this year.

Breakfast is available for students each school morning from 7:50-8:15 a.m.

Money, Toys, Valuables at School

Please do not send money, toys, trading cards or valuables to school unless they are requested. The school will not be responsible for money, toys or valuables if they are lost or stolen at school.

Nuisance Items/Devices

Any item or device that may disrupt, interrupt or detract in any way from the learning of another student(s) may be considered a nuisance. Nuisance items/devices may include but are not limited to: cell phones or other communication devices, skate boards, electronic gadgets, playing or game cards, electronic games, etc. Such items/devices are not welcome at school and will be confiscated when discovered and brought to the elementary school office until the end of the school day. The parents of repeat offenders may be required to come to school to pick-up the confiscated item/device. The disciplinary action taken may include detention, suspension or expulsion.

The school district assumes NO RESPONSIBILITY for the loss of any confiscated item/devices.

Photo Release

The Esko Public Schools assumes that students may be photographed for classroom use, use on the district website, use in the school yearbook, or use in local media outlets promoting programs offered by Esko Schools. **Parents or guardians must sign a Picture Release form if they do not want their child/children photographed at school.** The form is available in the elementary office. The district will assume your children have your permission to be photographed unless the form is returned to the elementary office.

Pledge of Allegiance

Anyone who does not wish to participate in the reciting of the Pledge of Allegiance for any personal reason may elect not to do so.

Recess

On all school days, except when it is raining or below 0 degrees, students will be out on the playground for supervised play before 8:15 a.m. and during noon recess. We understand that it is necessary for some children to remain inside for health reasons. We will honor a written request from parents/guardians, and school staff. The request should include an explanation for the child remaining inside. They will be adequately supervised by school personnel.

School Hours

School hours are from 8:15-3:15.

8:15 All grades line up and come in from the playground.

8:25 Tardy Bell

3:05 Walkers dismissed

3:15 Bus students dismissed

3:20 Buses leave the school building (K-12)

Students are not to be in the school buildings before 7:45 a.m. or after 3:30 p.m. unless they are under the direct supervision of a teacher or coach. Students are not to be in the hallways or school commons area after 3:15 without staff supervision. Student rides should be arranged accordingly. The buildings are closed to students on weekends and vacations unless a teacher or coach is present and has scheduled the use of the building through the Community Education Office.

School Phone Numbers

Elementary School Office	879-3361
High School Office	879-4673
Superintendent Office	879-2969
Community Education Office	879-4038
“Cool Kids” (School Age Care)	879-4038

School Supplies

Students are asked to provide some essential supplies for school. Individual teachers differ in their specific requests, but all students (K-6) need the following items: pencils, crayons, big erasers, Kleenex. The August/September issue of the Esko's Corner will contain the complete list of items needed for each classroom, or you can obtain a list from the Elementary Office.

Sexual Harassment

Winterquist Elementary School is an equal opportunity school and will follow all guidelines of the *Title IX Federally Legislated Education Amendments Act of 1972* and the *MN Human Rights Act*. Suspected cases of sexually harassment by another student or staff member should be reported to the principal or teacher immediately. The report will then be filed with the District Human Rights officer. An investigation will follow and appropriate action taken toward any individual found to have harassed someone verbally, physically, or exerted pressure for sexual activity. Further information and a complete copy of our sexual harassment policy can be obtained from the Elementary School Office.

Student Dress

Students are expected to use good taste in their dress. Students will not be allowed to present themselves at school in any manner which causes a disturbance or distraction.

Student Release Policy

Students shall be released only to a parent(s) with whom they reside, their legal guardian, or to another lawful custodian during the school day. Please send a written request if your child will be leaving with anyone other than the parent or legal guardian. Students must be signed out before leaving the school building.

Students that are not involved in after school activities are not permitted in the building unsupervised after 3:15. This includes the playground.

Valuables

Students are urged to leave valuable articles at home. Students are further urged to carry only as much money as they need. Fortunately most students at Winterquist Elementary School are respectful for other people's possessions but for a very few the temptation is too great. For your own protection you should keep any money or valuables in your possession at all times. The school is not responsible for valuables that are lost or stolen.

Vending Machines

Elementary students are not to use the pop/candy machines.

Weapons

Students are forbidden to knowingly and voluntarily possess any instrument, in school, on school grounds, or at a school sponsored activity, that is a weapon.

Weapons are defined as any firearm, whether loaded or unloaded, any device or instrument designated as a weapon through its use or capability of threatening or producing great bodily harm or death, any device that is used to threaten or cause bodily harm or death.

For students in K-6 possession of a weapon may result in the following actions taken by school authority:

- Notification of the police
- Confiscation of the weapon, if feasible
- An initial suspension of up to five (5) days
- Conference with parent/guardian prior to the student returning to school
- Possible recommendation to the Superintendent that the student be expelled

Withdrawing a Student

In the case of a change of residence where your child must be withdrawn from our school please notify the office and your child's homeroom teacher. This will enable us to complete the necessary paperwork to help your child receive a smooth transition into their new school. As you register your child in his/her new school, please sign a release of records. They will send it to us requesting your child's records. We will then forward all school records to the new school.

Elementary Discipline Program

The following is a summary of expectations for adults and children at Winterquist Elementary School. It includes the classroom, playground, transportation, before and after school events, classes, scouts, and clubs and in general the entire building.

BE PROMPT AND PREPARED
RESPECT AUTHORITY
RESPECT RIGHTS OF OTHERS
RESPECT PROPERTY
DISPLAY A CONCERN FOR LEARNING
DISPLAY APPROPRIATE SOCIAL SKILLS

Expectations are posted and discussed in each classroom. Students not meeting the expectations will be asked to stop the behavior and counseled on what the appropriate behavior should be. Each classroom will have a discipline plan in place. A repeat or severe violation may result in a white slip being sent home in the mail or be referred to the principal. We ask that parents/guardians discuss the situation with their child. To view a copy of your child's classroom discipline plan please contact the classroom instructor.

While on the playground students are expected to follow the expectations listed above along with a few specifically designed for the playground area.

PLAY IN A FAIR AND SAFE MANNER
RESPECT ONE ANOTHER
RESPECT AND OBEY ADULTS
STAY IN THE DESIGNATED AREA
LINE UP PROPERLY AND PROMPTLY

The following activities are not safe and should not be done on the playground at any time: tackling, King of the Hill, skateboarding, inline skating, sitting, hockey pucks, hard baseballs, snowballs, sharp objects, harassing behavior, leaving the playground without permission.

Discipline Consequences

The rules and expectations have been established to ensure a safe and friendly learning environment. Students who don't follow the rules will be subject to discipline. All staff members have a responsibility to enforce these rules and expectations. If a rule or expectation is not being met the staff member will decide an appropriate consequence, if needed. The immediate consequence could be, but not limited to, the following: verbal reminder, positive practice of behavior, time-out, white slip referral, notifying classroom instructor, or sent to the principal's office. Students not following the directions of the staff member will be referred to the Elementary Principal.

Elementary Principal's Discipline Procedures

Students that are sent to the principal will be dealt with in an appropriate manner. The principal will work through the situation and decide the appropriate steps to take. These steps could include conferencing with the student, notifying the parents, a time-out, a white slip, time by the fence during recess, removal from class, in-school suspension, out of school suspension, or referral for expulsion. In cases where behaviors are very persistent or severe a parent/guardian conference meeting may be called by the principal.

Consequences that involve suspension and/or expulsion will follow the procedures established in the Minnesota Pupil Fair Dismissal Act.

Transportation

Students are expected to follow the school wide expectations listed above. In addition we ask students to follow a few specific expectations on the bus. They are discussed and revised each fall and are printed in the fall edition of the Esko's Corner.

Bus Expectations:

- Follow the directions of the bus driver
- Remain in your seat
- Keep all body parts inside the bus
- Keep the noise down

Consequences for Inappropriate Bus Behavior:

1st Written Report

- Discuss with student
- Report sent home
- Possible time by the fence

2nd Written Report (within an 8 week period)

- Discuss with student
- Parent called
- Report sent home
- Loss of riding privilege for two or more days

3rd Written Report (within 8 week period)

- Discuss with student
- Parent called
- Report sent home
- Loss of riding privilege for one week or more
- Conference before bus reinstatement including parent, student, principal, bus driver, and bus captain

4th Written Report (within 8 week period)

- Loss of riding privileges indefinitely
- Immediate conference
- Possible suspension of bus privileges for the remainder of the school year

Severe Clause

In the case of a severe disruption immediate suspension may be determined necessary. Incidents of this nature will be decided upon after consultation with the bus driver, bus captain, and principal. Bus riding privileges will be suspended indefinitely. A conference will determine whether bus riding privileges will be reinstated or suspended for the remainder of the school year.

Situations that arise which are not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations may call for an adjustment in the discipline policies to meet the school and/or districts needs. These adjustments are made at the discretion of school administration.

This handbook is reviewed annually by the Esko Board of Education. Date(s) of annual review: 6/27/17

