

Parkview Learning Center

2017-2018

STUDENT

HANDBOOK

Mr. Michael Krebsbach, Principal

506 North 9th Ave. Virginia,

MN 55792

218-742-3801

www.vmeps.org

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Hello and Welcome to the Parkview Learning Center,

It is my pleasure to welcome you to the Parkview Learning Center. The faculty and staff join me in saying we are happy to have you as part of the Parkview family. We hope that this will be a successful and satisfying school year for you. We are proud of the Parkview Learning Center, a school known for its high achieving, well-behaved students and exemplary teachers and support staff. To maintain our current level of excellence and to assist our students in complying with our school's code of conduct, we request that parents and students review the contents of this handbook together. The pages are filled with important information regarding school policy and procedures. If you have questions that remain unanswered after reading the handbook, please call the school office (742-3801). Please refer to our handbook throughout the school year, as it contains answers to many of the questions you may have about daily life at our school. We feel that parental involvement is an important component of success in school. We encourage parents to talk with their children about school experiences, inquire about assignments, and insist that their children attend school regularly. We hope that all parents will attend conferences and that many will have the opportunity to volunteer in classrooms, on field trips or within our PTA. We value our parents and appreciate their contributions. We look forward to celebrating with you the achievements of our students.

Sincerely,

Michael Krebsbach

PROLOGUE

1. Send a signed, dated note to school if:
 - a. your child has been absent (give the reason for the absence)
 - b. your child is going somewhere other than home after school
 - c. your child is riding a different bus
 - d. your child is leaving school early
 - e. your child will be picked up by someone other than you (for your child's protection it is our policy not to release a student to anyone other than the parent unless we have a signed, dated note stating the name of the person who has permission to pick up the child)

2. Upon returning to school, every absent student must present his/her teacher with a re-admittance note. The note must include the student's name, the date of absence, the reason for the absence, and the parent/guardian's signature.

3. All medication, including short and long-term medication, whether prescription or non-prescription, requires both physician and parental written consent before it can be dispensed at school.

4. With safety as our utmost concern, we request that all visitors (including parents) first report to the office. We will be happy to assist you with any need you may have to communicate with your child or his/her teacher. Parent volunteers are also asked to check in at the office before proceeding to their work area. Volunteers and visitors will be asked to wear a visitor/volunteer badge (obtained from the office).

**Parkview Learning Center Staff
2017 - 2018 School Year**

	<i>EMAIL ADDRESS</i>	<i>EXT.</i>
PRINCIPAL		
Krebsbach, Michael	mkrebsbach@vmmps.org	4302
SECRETARY		
Judnick, Kathy	kjudnick@vmmps.org	4301
Christenson, Kimberly	kchristenson@vmmps.org	4301
NURSE		
Peterson, Pam	ppeterson@vmmps.org	4321
KINDERGARTEN		
Erickson, Lisa	lerickson@vmmps.org	4165
Lemieux, Mary	mlemieux@vmmps.org	4164
Seppala, Kathy	kseppala@vmmps.org	4167
Spelts, Beth	bspelts@vmmps.org	4168
Tyminski, Anita	atyminski@vmmps.org	4162
Zeidler, Emily	ezeidler@vmmps.org	4170
FIRST GRADE		
Cochems, Kayla	kcochems@vmmps.org	4131
Davidson, Deron	ddavidson@vmmps.org	4132
Peterson, Carolyn	capeterson@vmmps.org	4134
Rakovetz, Linda	lrakovetz@vmmps.org	4135
Stefanich, Sheena	smstefanich@vmmps.org	4130
Tieberg, Ann	atieberg@vmmps.org	4133
Westin, Caley	cwestin@vmmps.org	4136
SECOND GRADE		
Reid, Nichole	nreid@vmmps.org	4206
Rentz, Maggie	mrentz@vmmps.org	4201
Sporich, Nina	nsporich@vmmps.org	4202
Spry, Bobbie	bspry@vmmps.org	4207
Voss, Kelli	kvoss@vmmps.org	4205
Warren, Cullen	cwarren@vmmps.org	4204
TITLE ONE		

Keute, Sharon	skeute@vmmps.org	4170
SPECIAL EDUCATION		
Anderson, Gina	ganderson@vmmps.org	4123
Schiller, Aubree	aschiller@vmmps.org	4150
Scuffy, Crystal	cscuffy@vmmps.org	4122
ELEMENTARY COUNSELOR		
Kennedy, Kelly	kkennedy@vmmps.org	4124
SPEECH		
Peplenjak, Val	vpeplenjack@vmmps.org	4154
ADAPT		
Swanson, Sue	sswanson@vmmps.org	4121
Galloway, Don	dgalloway@vmmps.org	4121
ESL		
Meissner, Deb	dmeissner@vmmps.org	
Art		
Skyberg, Maren	mskyberg@vmmps.org	4149
MUSIC		
Sandstede, Julie	jsandstede@vmmps.org	4140
TECHNOLOGY		
Caddy, Samantha	scaddy@vmmps.org	4142
PHYSICAL EDUCATION		
Casareto, Dominic	dcasareto@vmmps.org	4110
Skoglund, Taylor	tskoglund@vmmps.org	4110
EARLY CHILDHOOD SP ED		
Evans, Kayla	kevans@northlandsped.org	4166
McFaul, Laura	lmcfaul@northlandsped.org	4166
Rones, Lindserly	lrones@northlandsped.org	4166
ECFE COORDINATOR		

Kush-Jeffery, Shanon	skush-jeffery@vmmps.org	4305
EARLY CHILDHOOD STAFF		
Claviter-Tveit, Samantha	sclaviter-tveit@vmmps.org	4174
Kemen, Kathy	kkemen@vmmps.org	4176
Koski, Dawn	dkoski@vmmps.org	4173
Lillibridge, Karen	klillibridge@vmmps.org	4109
Phillips, Jill	jphillips@vmmps.org	4109
Youngman, Nancy	nyoungman@vmmps.org	4305
Friedlieb, Ashley	afriedlieb@vmmps.org	4175
INDIAN EDUCATION		
Huisentruit, Duane	dhuisentruit@vmmps.org	4115
CUSTODIAN		
Hill, Todd		
Niska, Kari		
Pelletier, Jeff		
Viger, Robin		
Kindergarten Prep Aide		
Andrick, Carrie		

**Virginia Public School District #706
School Calendar
2017-2018**

<i>All dates are subject to change</i>	
August 29, 30, 31	Teacher In-service - No classes
Thursday, August 31	Parkview Open House (1:00 pm to 3:00 pm)
Monday, September 4	Labor Day - No classes
Tuesday, September 5	First Day of Classes
Monday, September 20	Charleston Wrap Fundraiser Kickoff
Friday, September 22	Playtime in the Park – Summer Reading Program
Thursday, October 12	Parkview School Picture Day
Tuesday, October 25	Fundraiser Orders Due
Monday & Tuesday, October 16 & 17	Parkview Parent Teacher Conferences (4:00 – 7:00 pm)

Thursday & Friday, October 19 & 20	Teacher Convention – School Closed
Tuesday, October 31	PTA Fall Harvest Day
Friday, November 3	Grade 2 Tour of Roosevelt Elementary
Tuesday, November 14	Charleston Wrap Fundraiser Delivery Day
Thursday, November 16	Parkview School Picture Re-take Day
Wednesday, November 22	End of Fall Trimester
Thursday & Friday, November 23 & 24	Thanksgiving - School Closed
December 22 – January 1, 2018	Winter Vacation – School Closed
Tuesday, January 2	Classes resume after winter vacation
Monday, January 15	No School / Teacher In-Service Day
February 5 - 9	Parkview Book Fair
Monday, February 19	President’s Day - School Closed
Friday, March 2	End of Winter Trimester
March 29 – April 3	Spring Vacation - School Closed
Wednesday, April 4	Classes resume after spring vacation
Tuesday, April 17	Spring Picture Day
Thursday, May 10	Parkview Game Day (Rain day is May 11)
Monday, May 29	Memorial Day – No School
Wednesday, May 30	Last day of classes / End of Spring Trimester
Thursday, May 31	Senior Commencement

Wednesday Early Dismissal – 1:45 pm

September 13	February 28
September 27	March 14
October 11	March 28
October 25	April 11
November 8	April 25
November 22	May 9
December 13	May 23
January 10	
January 24	
February 14	

ALL ABOUT US

Virginia Pre K through grade 2 students will be housed in the Parkview Learning Center during the 2017 - 2018 school year. Your child’s safety and well being is our number one priority at Parkview Learning Center. We will do whatever it takes to insure that your child has a positive learning experience and is kept in a safe, secure learning environment.

During the 2017 - 2018 school year Parkview Learning Center will educate about four hundred eighty-five students in six sections of kindergarten, seven sections of grade one, and six sections of grade two. All first

and second grade students will spend fifty minutes each day with one of the five "specialist" teachers on staff who will prepare lessons in, music, physical education, computer technology, and art. Parkview Learning Center will also have programs to meet the needs of students who are having difficulty mastering reading and math (Title I), students who have a Learning Disability (LD), students who are Developmentally Cognitively Delayed (DCD), and students who have emotional/behavior disorders (EBD). We offer many more programs to meet the individual needs of students.

Parkview Learning Center School offers a well-rounded, educational program designed to provide a challenge for students with a wide variety of educational needs. Through our encouragement of parental participation, our rigorous curriculum and the high standards of our teaching staff, Parkview Learning Center School makes the words of the Virginia School District's mission statement come to life: A school-community partnership fostering self-esteem, guaranteeing a challenging learning environment, and empowering success for all! **We want to assure you that we do all we can to protect your students while they are attending school. When you visit our school, please use Door #1 on the east side of the building and register in the office.**

ASBESTOS NOTIFICATION

The Virginia Public Schools has established an asbestos abatement and management plan for all asbestos containing building materials. All of our buildings are regularly inspected to insure compliance. If anyone has questions or concerns, please contact Bob Judnick, the District's Director of Transportation & Maintenance at 742-3939.

AFTER SCHOOL PLANS

Your kids are important to us. Please communicate with your child, before they come to school, about where they are supposed to go after school.

We seem to have an increase of students unsure of what they are supposed to do after school or where they are supposed to go and we do not have a note that tells us anything different from their normal route home. If your after school plans change, please send a note to school with your child so the teacher can get your child on the proper bus. If you must call the school to change your after school plans, please call before 2:00 and be sure that you talk to someone in person. Do not leave a message and expect that it will be heard before 2:45 p.m. If there is no answer, please call back in a few minutes and speak with the secretary.

The safety and security of your children are of the utmost concern for us and we want to make sure we deliver them back to you every night. Changes in plans, or not knowing plans, makes this very difficult for us.

If your change in plans is immediate, do not leave a message, talk to a person directly.

ATTENDANCE

All Parkview Learning Center students are expected to attend school daily and to report to class on time. The Parkview Learning Center is staffed from 7:45 a.m. until 4:00 p.m. The playground is staffed starting at 7:30 a.m. Students enter the building at 8:05 a.m. each morning (except on very cold or rainy days when students enter the building as soon as they arrive), and classes begin at 8:05 a.m. Students dismiss at 2:45 p.m.

Minnesota State Law says that all children between the ages of seven and sixteen are required to attend school and that “the principal shall make and file a complaint against person neglecting or refusing to comply with the provisions of the law.” **Regular, punctual attendance is directly related to success in academics and establishes a habit of dependability important to the future of the student.**

Our goal is to see that students receive the maximum benefit from their school experience by being in class every day. In order to operate efficiently, **WE NEED YOU TO INFORM US WHEN YOUR CHILDREN ARE GOING TO BE ABSENT FROM SCHOOL.** In most cases, this will require a telephone call the day of your child’s absence.

ABSENCES Please refer to policy # 503 <http://vmeps.org/board-of-education/board-policies/>

Excused Absences: An excused absence is one in which the parent/guardian has informed the school, and the school has approved a student to be absent. The following reasons shall be sufficient to constitute an excused absence:

1. serious illness in the student’s immediate family
2. death in the student’s immediate family or of a close friend/relative
3. medical or dental appointments that cannot be made after school hours or at other times when school is not in session
4. court appearances
5. religious instruction not to exceed three hours in any week
6. removal of a student because of suspension
7. family activities with prior approval of school administration

Procedures for Excused Absences.

- A. **Parent/guardian must notify the school office by calling 742-3801 preferably before school starts (or by 9:00 a.m.) and giving the following information: child’s name; grade; teacher’s name; reason for absence; length of absence (if known); and any make-up work requests (if the student will be out more than one day).** The office staff is on duty at 7:45 a.m.; should they not be at the phones, leave the information via a voice message. Make-up work requests will not be ready to be picked up in the office until 2:45 p.m. the following day, as teachers cannot interrupt their teaching to prepare homework to be picked up in the middle of the day. You may also request to have the work sent home with another student, in which case you need to leave the name and classroom of the child who is to bring the work home.
- B. **Upon returning to school, every absent student must present his/her teacher with a re-admittance note.** The note must include the student’s name, the date of absence, the reason for the absence, and the parent/guardian’s signature.
- C. **No notification of any type by a parent/guardian will result in the absence being unexcused.**

Procedures for Prearranged Absences:

The school strongly recommends that family vacations be scheduled on days when school is not in session. If a student must miss school, the following procedure should be followed: At least two school days prior to the student's prearranged absence, the student must bring a note to the school office stating the reason and the dates for the absence. The office will then forward the note to the student's teachers. Because it is difficult to estimate the amount of material which will be covered in the student's absence, we have found it beneficial to have students make up their missed work when they return to school. In some cases teachers may prefer to send some homework in advance; we will leave that up to the discretion of the individual teachers. Please check with your child's teacher to determine his/her preference.

Extended Absences

If a health situation arises and your child will not be able to attend school for an extended period of time, notify the school office. Arrangements can be made to continue your child's education by homebound tutoring. A written medical request by your child's physician and the principal's approval are needed to provide this service.

TARDINESS

Students are expected to be in their classrooms at designated times. Failure to do so constitutes tardiness.

Excused Tardies: Excused tardies include being absent from an assigned area from 0-3 hours for the following reasons:

1. medical or dental appointment
2. court appearances
3. late bus
4. bad weather; physical emergency conditions such as fire, flood
5. illness
6. serious illness in the student's family
7. a death in the immediate family or of a close friend or relative
8. attendance at the school breakfast program
9. tardiness incurred because school staff has detained the student

Unexcused Tardies: An unexcused tardy is failing to be in an assigned area at the designated time the class period commences from 0-3 hours without one of the valid excuses listed above (examples: oversleeping; missing the bus). The tardy will be recorded on the student's attendance record. Consequences for unexcused tardies will be on an individual case basis and at the building principal's discretion.

TRUANCY

Truancy is when a student is absent from school with or without parental and/or school knowledge or consent.

Continuing Truant

Continuing truant means a child who is subject to compulsory instruction and is absent from instruction in an elementary school without a valid excuse for three days. If a student at the Parkview Learning Center is a "continuing truant" we will follow the procedures outlined in

M.S. 260 A.03 which say that the school must notify the parent:

1. that the child is truant
2. that if he/she has an excuse, he/she must present it
3. that there should be meetings to try to solve the problem
4. that ultimately the parents, as well as the child, could end up in court

Habitual Truant

A habitual truant is a child under 16 years of age who is absent from elementary school without a lawful excuse for seven school days. Minnesota law M.S. 260 A .01 dictates that a representative of the school shall refer a habitual truant child and parents/guardian to the county intervention services. If the intervention services cannot resolve the attendance problems of the truant student, the matter will be referred to the county attorney under section M.S. 260 A.07.

BICYCLES/HEELYES/ROLLERBLADES/SCOOTERS/SKATEBOARDS

Heeleys (shoes with wheels attached), skateboards, rollerblades and scooters may not be used on school property.

BIRTHDAYS

Please let the teacher know if you would like to send treats to class to celebrate your child's birthday. **All treats must be commercially made, as home-baked items cannot be given to students due to state health regulations.** We request that you send any party invitations to students through the mail instead of passing them out at school. It is easy for feelings to be hurt unintentionally when invitations are distributed at school.

BREAKFAST

The school cafeteria will be offering a daily breakfast program for those students who would like to participate from 7:30-8:00 a.m. Students wishing to eat a school breakfast should go directly to the cafeteria upon arrival to Parkview in order to **finish eating by 8:05 a.m.** When students are finished they are expected to empty their tray and go directly outside for morning recess or to their classroom depending on the time. Students are not to remain in the cafeteria to socialize.

Breakfast prices are:

Reduced - FREE

Elementary - \$1.80

Adult - \$2.30

BULLYING

Please refer to policy #514 <http://vmpls.org/board-of-education/board-policies/>

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel.

However, to the extent such conduct affects the educational environment of the school district and the

rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying, permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
 - 1. The developmental and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved;
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

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

BUS SAFETY PROCEDURES

We are fortunate to have a school district that provides safe, efficient bus transportation for our students. The schedule of bus times and routes appears in the Mesabi Daily News just before school opens each year. If you have questions about bus information please call the school Transportation Director, Mr. Robert Judnick (741-6240).

The first month of school is School Bus Safety Month. During Bus Safety Month, all Parkview Learning Center students will receive school bus safety training. We ask your cooperation in reminding students that they are to be responsible citizens on the buses as well as in the classrooms. Please take some time to review with your children the school board approved bus procedures and consequences listed below.

Rules for Waiting at the Bus Stop

1. Be on time.
2. Respect others and their property.
3. Stay away from the street, road or highway.
4. Keep safety in mind...no shoving, running or pushing.

Procedure for Boarding A School Bus

1. Line up in single file.
2. Approach the bus only when it has stopped and the driver has opened the door.
3. Don't push or crowd others.
4. Use the handrail, climb the steps one at a time, and be seated quickly.

Rules When Riding the Bus

1. Obey the driver's instructions.
2. Promptly be seated and remain in your seat.
3. Speak quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep the bus clean and do not damage it.
6. Do not throw any object.
7. Do not bring weapons/dangerous objects on the bus.
8. The use of alcohol, tobacco and drugs is prohibited.
9. Fighting, harassment, and horseplay are prohibited.

Procedure for Leaving a School Bus

1. Remain seated until the bus stops.
2. Let the students in front get off first.
3. Don't push or crowd.
4. Watch your step, and use the handrail.
5. Move out of the "danger zone."

Procedure for Safe Crossing of Vehicle Lanes

1. Move away from the side of the bus, to at least 10 feet in front of the bus.
2. Turn to the driver and make eye contact.
3. Wait for the driver to signal that it is safe to cross.
4. Walk 10 feet in front of the bus, stopping to check for vehicles that might violate the stop arm.

5. When it's safe, complete the crossing.

Procedures for Emergency Evacuation

There are three different evacuation plans:

1. using only the front service door
2. using only the rear (or side) emergency door
3. using both the service door & the emergency door

Whichever plan is used, students need to:

1. Be quiet and wait for instructions from the driver.
2. Be alert and move quickly.
3. Keep your feet out of the aisle; go out seat-by-seat, alternating sides.
4. Duck your head when going out the emergency door.
5. After you are out of the door, move away from the bus as this clears the way for others to follow.
6. Go a distance of at least 100 feet from the bus and remain there in a group until given further instructions by the driver.

Consequences for failure to abide by bus rules are as follows:

(Elementary (K – 6))

- 1st offense: warning; parents notified by mail
- 2nd offense: warning; parents are called
- 3rd offense: up to a 3 day suspension from riding the bus; parents are called
- 4th offense: up to a 10 day suspension from riding the bus; meeting with parent(s)

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

CHILD ABUSE AND NEGLECT

District employees are required by law to immediately report evidence of child physical or sexual abuse, neglect, or emotional maltreatment to the Child Protection Unit of St. Louis County Social Services. Any person who is required to report this evidence and willfully fails to do so will be guilty of a misdemeanor. At the same time, any person who reports child physical or sexual abuse, neglect, or emotional maltreatment is immune from civil or criminal liability. The purpose of reporting such an incident is not to accuse or punish anyone but to help ensure that the situation does not continue.

CODE OF CONDUCT

We believe that students and staff have a right to be safe, a right to learn, a right to be respected and a right to have their property respected. To help ensure that these rights are upheld, we have adopted policies and procedures to give our students direction and set the limits which must be maintained to offer an effective learning atmosphere. While each teacher will display his or her own set of classroom rules and a list of consequences if the rules are not followed, the conduct guidelines that follow are enforced school wide.

Entering the Building, Passing in the Halls, and General Conduct

1. Students should line up at their designated entrance. Students will enter the building when the bell rings and the teacher in charge opens the door.
2. Hats are removed.
3. Students keep to the right side of the hallway and walk through the halls in a quiet, orderly manner.
4. Students shall respect their teachers, peers, and other adults.
5. Students shall follow directions given by school staff.
6. Inappropriate language will not be tolerated.
7. When classes are dismissed, all students must go immediately to their after-school destination. Loitering is prohibited.
8. Students walk to their buses.

Cafeteria Conduct

1. Walk to your assigned table, make your seating choice, and stay there.
2. Respect your tablemates and the lunch ladies.
3. If you socialize while eating, speak quietly.
4. Food must be eaten in the cafeteria.
5. Leave your spot as clean as you found it.
6. Students remain seated until dismissed and may not leave the cafeteria until they have permission.

Lavatory Conduct:

1. The lavatory should only be used for tending to personal needs.
2. Use the proper receptacles for disposal of hand towels.
3. Do not climb on partitions, hang on doors or stand on stools.
4. **Be considerate of fellow students and custodians. Leave the lavatory in as good or better condition for the next person.**

Playground Conduct

1. Students must remain within the fenced area during noon recess.
2. When playing on the equipment, the safety rules outlined by the PE teacher must be observed.
3. Behavior problems/injuries must be reported to the playground aides. Students must line up promptly when the whistle is blown and walk quietly back in the building.
4. The following activities are not allowed on the Parkview Learning Center playground:
King on the Hill, throwing snowballs or rocks, consuming food or beverage, littering, misuse of playground equipment, leaving the playground without permission.

Definitions of Conduct

Disciplinary action may be taken against students for any behavior which is disruptive to good order or which violates the rights of others at school, at school activities or while being transported by or for the school. The following acts are unacceptable behavior subject to disciplinary action at our school but are not all inclusive:

- A. Truancy and Unauthorized Absences (Parkview Learning Center School's procedures for dealing with this behavior are included under the section entitled Attendance)
 1. As required by current statutes, regulations of the State Department of Education and the School Board of this District, students shall be in attendance each day

that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time.

2. Truancy, for the purposes of this policy, is absenting ones self from school without the approval of the school.
3. If a student develops a pattern of tardiness or truancy disciplinary action will be taken.

B. Damage to School or Personal Property

1. **Vandalism:** Damage to or destruction of school property or property of others by students.
2. **Theft:** Theft is the act of intentionally and without "claim of right" taking, using, transferring, concealing, or retaining possession of movable property of another without ones consent and with intent to deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.

C. Physical Assault

1. Physical assault is an act that intentionally inflicts or attempts to inflict bodily harm upon another.

D. Verbal Assaults

1. Verbal assaults are abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including conduct which degrades people because of their sex, race, religion, ethnic background, or physical or mental handicaps.

E. Threats and Disruptions

1. **Dangerous Threats:** Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist.
2. **School Disruptions:** Any student who disturbs or interrupts the peace and good order of the school or school- sponsored activities will be subject to disciplinary action.

F. Dangerous, Harmful, and Nuisance Substances and Articles

1. **Alcohol:** Students are prohibited from using, possessing, or being under the

influence of alcoholic beverages at school, on school grounds, or at school-sponsored activities.

2. Drugs: Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, school-sponsored activities, or on school grounds.
3. Use of Tobacco: Tobacco use/possession by students is prohibited at school, at school-sponsored activities, and on school grounds
4. Harmful or Nuisance Articles: The possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited at school and school-sponsored activities.

G. Failure to Identify Oneself: Failure to provide proper identification upon request of a staff member is unacceptable behavior.

H. The violation of any state or local law or the violation of any federal law is unacceptable behavior.

I. The following constitute unacceptable behavior:

1. Willful conduct which materially and substantially disrupts the right of others to an education.
2. Willful conduct which endangers school district employees, the pupil or other pupils, or the property of the school.
3. Willful violation of any rule of conduct specified in this handbook.
4. Violation of the School District Sexual Harassment Policy
5. Violation of the School District's Weapon Policy

Disciplinary Action for Inappropriate Behavior

Consequences for inappropriate behavior may include but are not limited to: Meeting with teacher or principal; *detention; loss of school privileges (**field trips, music "Sings", school activities, etc.**); **notification of parent/guardian; parent conference; *removal from class; *suspension; bus suspension; modification of school program; notification of police; expulsion; and others as determined by the principal and staff. The principal will impose consequences on a case-by-case basis.**

We have included below the definitions of the *terms as identified in the Pupil Fair Dismissal Act. We have also listed the procedures we follow at Parkview Learning Center when implementing these consequences:

Detention: Noon Detention

Noon Detention is a form of discipline that requires a student to remain in the office during noon recess. Detention will be held Monday-Friday in the Noon Detention Management Center, which will be in the Parkview Office. Students may be assigned time in the Noon Detention Management Center for:

1. Neglect of work in the classroom.
2. Misbehavior (disregarding classroom or school rules)

3. Repeated tardiness.
4. Unexcused absence (truancy)
5. Cheating or test/assignment compromise

The following steps will be followed before the Noon Detention Management Center is used:

1. Each teacher will display a set of rules for their classroom including assignment completion and classroom discipline.
2. When a child becomes deficient in completing assignments or misbehaves the teacher will confer with the child.
3. The teacher will use positive techniques.
4. The principal may speak with the child.

If the preceding steps are unsuccessful the child will be assigned time in the Noon Detention Management Center.

1. A note will be sent home notifying the parent that the child will be kept in for noon detention.
2. If there is still continued misbehavior and/or a lack of effort in completing schoolwork after spending time in the Noon Detention Management Center, other solutions may be employed, including conferring with the parent, removal from class, or suspension.
3. When students choose to behave in ways that we feel are blatantly unacceptable or if they are endangering others, they may be assigned detention, removal from class, or suspension without going through the preceding steps.

Removal from class:

Violation of a teacher's conduct guidelines may result in a student being removed from class. Removal from class is the short-term exclusion of a student from his classroom situation during which time the school retains custody of the student. Students shall be removed from class only upon agreement of the appropriate teacher and principal after an informal conference with the pupil. At the conference, the teacher will notify the pupil/principal of the grounds for removal, provide an explanation of the evidence, and have the pupil present his/her version of the facts. The decision as to removal shall ultimately be up to the principal. The removal from class may be imposed without an informal conference where it appears that the student will create an immediate and substantial danger/disturbance to himself or to persons or property around him. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher. It will be the teacher's responsibility to notify the parents (by phone or letter) about their student's removal from class. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference.

Suspension:

Suspension is defined as exclusion of a student from all curricular activities due to inappropriate behavior or infractions of the code of conduct policies/procedures outlined in this handbook. Suspension may be exercised by the principal when it is determined that removal from all curricular activities is necessary for the best interests of the educational program, the student involved or other students. Suspension is a more severe consequence than detention or removal from class.

Parkview Learning Center will assign out-of-school or in-school suspension. During out-of-school suspension the student is prohibited from attending school for a period of time. The school may place a student in "in-school" suspension for a period of time rather than out-of-school suspension. The discretion will be left up to the building principal.

The following is a list of possible reasons for suspension:

1. Possession, evidence of intoxication, or use of narcotics, unauthorized drugs, alcohol, or tobacco in the school, on school grounds or at school sponsored activities
2. Truancy
3. Willful destruction or damage to school property
4. Bringing a weapon or look alike weapon to school or to a school activity
5. Violation of school or classroom rules
6. Reoccurring detention
7. Misconduct of a nature that interferes with the legal and personal rights of others, specifically the right to an education and which presents a danger to the health, safety, welfare, and morals to any person, including the offender, in the school or at school related activities
8. Theft of personal or school property
9. Any commission of a crime in a school building or on school grounds
10. Insubordination Physical or verbal assault upon a student, member of the faculty, administration or other school employee
12. Sexual, religious, or racial harassment or violence
13. Any sufficient grounds rendering the attendance of the student hostile to the educational program of the school district which results or may result in a disruptive influence on the educational program or on other students or school personnel.

Procedure for suspensions:

- A. An informal conference will take place between the principal and the pupil. The conference will take place before the suspension, except where it appears that the pupil will create an immediate danger to self or surrounding persons or property, in which case the conference will take place as soon as practical. At the conference the principal will notify the student of the grounds for suspension, provide an explanation of the evidence; and the pupil will have the opportunity to tell his/her version of the facts.
- B. A written notice containing the grounds for suspension, a brief statement of the facts, a readmission plan and a copy of the Pupil Fair Dismissal Act shall be served upon the pupil at the time the suspension is to take place and upon the pupil's parents by mail within 48 hours of the conference.
- C. Effort will be made to notify the student's parent or guardian of the suspension by telephone as soon as possible following the suspension.
- D. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate danger, written notification of the reasons for and the length of the suspension and the procedure for re-admittance, if applicable, shall be served upon the pupil and the pupil's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.
- E. If requested by the parent or guardian, a conference may be held with the principal to discuss the suspension.

Expulsion:

A school board action to prohibit an enrolled student from further attendance for up to 12 months from the date the student is expelled (Example of an instance where a student may be expelled: bringing a gun to school).

Readmission Plan:

A student and their parent/guardian will need to go through a readmission plan meeting with the building principal after a suspension period and before they resume attending school. At this time, a plan will be developed and signed by the student and principal so that the student understands the consequences for any further behaviors that could result in disciplinary action.

All students are protected under the Pupil Fair Dismissal Act. Students involved in suspension or possible expulsion will be given a copy of this document which outlines the steps the school district will be taking and defines the students' rights. Parents/guardians of students who have not been involved in suspension/expulsion situation who wish to view the Pupil Fair Dismissal Act may contact the school principal. Nothing in this handbook is intended to conflict with the Pupil Fair Dismissal Act.

COMMUNICATION

School to Home:

Open communication between home and school is critical to your child's success. Conferences, open houses, report cards, school bulletins, telephone calls, emails, parent portal, web pages, notes and newsletters are some of the ways we will use to keep you informed about your child's school experiences.

If you are visiting/entering Parkview Learning Center, for any reason, you will need to enter Door #1 on the east side of the building. This is the only public access during the school day. You are required to check into the office for a visitor badge.

With PowerSchool (our student information system), you have real-time access to read our calendar, catch up on your child's class assignments, and check on grades. Whether you want to view your child's attendance or grades or simply email a teacher, open your web browser to our district website at www.vmpps.org and click on PowerSchool Portal on the top of the page. Wherever you have Internet access, you will be able to view your child's current grades, attendance, and other information at any time.

Report cards are issued three times a year. We distribute computer-generated report cards using PowerSchool software. PowerSchool is the name of the software that Virginia Public Schools uses to manage its Student Information System.

Parent/teacher conferences in October will give teachers and parents a chance for two-way communication. We always have close to one hundred percent participation and are looking forward to keeping up that fine tradition!

Home to School:

We want everyone to feel welcome in our school at all times, and we also give uninterrupted instructional time a high priority. In the interest of least disruption to our school's role in educating children, we ask that you follow this list of procedures when visiting the school:

With safety as our utmost concern, Door #1 will be the only public entrance into the Parkview Learning Center. You will need to buzz the office to be let into the building. Upon entrance, please report directly to the office. We will be happy to assist you with any need you may have to communicate with your child or his/her teacher. Parent volunteers are also asked to check in at the office before proceeding to their work area. Volunteers and visitors will be asked to wear a visitor/volunteer badge (obtained from the office).

When picking up your student from Parkview, report to the Principal's office and arrangements will be made for your student to be brought to the office to meet you. **Again, all visitors, including parents, must report to the office upon entering the building.**

If you are delivering books/materials/lunch/treats, etc. to your child, please bring them to the office. School personnel will either deliver the articles to the student or have the students pick them up during a non-instructional time of the day.

Telephone Calls:

1. Phone calls also constitute an interruption in instructional time and will not be routed to the classroom during school hours. If you have an emergency, please inform the school office (742-3801) by 1:30 pm and we will be able to get the necessary information to your child.
2. Classrooms will not be interrupted to give reminders to students about prearranged activities. We ask that you find other ways to help your child remember (a reminder note pinned to his/her school bag, etc.).
3. Cell phone use by students for personal calls is prohibited during school hours. Virginia Public Schools will not be responsible for lost or stolen cell phones at school. Call the office if you need to contact you child in case of an emergency; do not call your student's cell phone. Do not call your student's cell phone during the school day.
4. Student use of telephones is discouraged except in the case of an emergency. After-school plans should be made prior to leaving for school in the morning.
5. Parents who wish to contact a teacher should be prepared to leave a voice mail requesting that the teacher contact the parent at the teacher's convenience. Teachers are not available to come to the telephone when school is in session. Leaving a message may also be necessary before or after school, as teachers are often involved in conferences or meetings at these times.

If you wish to discuss any aspect of your child's education at any time throughout the year or if you have concerns or questions, please follow our school's "chain of command." First, call your child's teacher to make an appointment to discuss the situation. If your question is not answered or your problem is not resolved please call the Parkview Learning Center Principal at 742-3802.

Necessary Paperwork:

For your child's safety and security, please:

1. **Complete the emergency card you receive the first day of school and let us know immediately if you have a change in address or telephone number.**

2. **Discuss with your child and your child’s teacher what you expect your child to do in case of an early school closing due to a snowstorm or some other emergency.**
3. **Send a signed, dated note to school if:**
 - a. **your child has been absent (give the reason for the absence)**
 - b. **your child is going somewhere other than home after school**
 - c. **your child is riding a different bus**
 - d. **your child is leaving school early**
 - e. **your child will be picked up by someone other than you (for your student’s protection it is our policy not to release a student to anyone other than the parent unless we have a signed, dated note stating the name of the person who has permission to pick up the child)**

CONFERENCES/MEETINGS WITH PARENTS

Parents are asked to follow our “Code of Ethics and Ground Rules” when participating or attending in any school meetings, conferences, IEP meetings, etc. Termination of meetings can occur when and if necessary circumstances arise.

CONFERENCE PREPARATION

1. Decide in advance the questions you want to ask the teacher. It's a good idea to jot them down. Pinpoint specific concerns and avoid generalities.
2. Ask your child if there is anything he/she would like you to discuss with the teacher.
3. Think about things you want to tell the teacher about your child. There are many things you know that could help us better understand your child. The teacher is not prying when she/he asks about your child's family life, health, hobbies, and habits or feeling about school. Knowing these things will be helpful in planning an appropriate teaching approach for your child.
4. Look and listen before you leap. If you're concerned about school, keep cool until you hear the facts.
5. Don't expect the impossible. Be reasonable in what you expect the teacher to do and the amount of special attention that can be given to your child. Ask how you can help meet some of the child's needs at home.
6. Take notes during the conference, and review them when you get home. Start right away on any action steps you and the teacher agreed upon.
7. The conference doesn't end here. You have the right to know at any time about your child's progress or problems. A phone call to your child's teacher will set up an appointment at a time convenient to both of you. Teachers value the interest and opinions of parents.

CODE OF ETHICS/GROUND RULES

1. Focus on the relevant issues and what is best for all students (or the student).
2. Stick to the agenda and/or timelines.
3. Use professional dialogue at all times.
4. Refrain from sarcasm and comments that are negative in nature.
5. Put any personal and political agendas aside.
6. Respect and welcome differences of opinion and listen to each other without interrupting.
7. Be honest, open-minded, and refrain from judging.
8. Support decisions made by the group.

DISMISSAL, BUS DEPARTURES AND ARRIVALS

Suggested arrival time before school is 7:55 a.m. We encourage parents that are dropping their students off for school to make a concentrated effort to arrive between 7:45 and 8:00 a.m.

Parkview students are not allowed to walk or ride bike to or from school unless accompanied by a parent.

Parents dropping children off at school after 8:10 a.m. are asked to accompany their child into the Parkview office to check in with the secretary.

All Parkview students are dismissed from school at 2:45 p.m. If you are picking your child up after school, parents are to enter the school using Door #1 on the east side of the building. Parents will wait in the school cafeteria. Your children will be delivered to the cafeteria at the end of the day. **Again, as a safety precaution we highly recommend that families use the District School Buses whenever possible during the 2017 - 2018 school year.** Children should not be left in the office as they wait for pick up. If you are going to be consistently picking up your child after 2:45, please make arrangements for your child to stay in the After School Child Care.

DRESS CODE

While it has become obvious nation-wide that dress codes are almost impossible to maintain, we credit our Parkview Learning Center families for the neat, appropriate attire of our students! Our school is a place for the business of education, and students' grooming and dress should be appropriate to the school setting, as well as appropriate for the season and the weather. **Hats and headgear may not be worn in the building. Apparel may not include words or visuals that are obscene, abusive, and discriminatory or which advertise, or otherwise condone the use of drugs, alcohol or tobacco. Items of clothing which could be distracting to the educational process are considered inappropriate school attire.** Students disregarding the dress code will be sent to the office. A parent may be asked to bring in alternate clothing or the student may use clothing available in the nurse's office.

Please do not send your child to school in flip-flop type shoes. These are unsafe while children are going up and down the school stairs and running around on the playground.

EMERGENCY SCHOOL CLOSING

The time is here again when schools close for inclement weather. We want you to be informed of the procedures that will be used if school closings are necessary. While we do not anticipate closing school often, you do need to be prepared. Schools close for non-weather related reasons also such as the loss of a utility like electricity or water. It is possible that buses may run in town but not on all rural roads.

There are three types of school closings. They are, closed for the day, a late start and an early dismissal. Late starts will always be two hours late. That means if class starts at 8:00 am on a normal day it will start at 10:00 am on a late start day. A cold breakfast will be available if there is a late start day. Preschool programs such as ECSE, ECFE, Learning Readiness and Head Start will communicate individually with parents what their schedule will be on late start dates. If there is an early dismissal then After School Child Care will **not** be held.

The decision to close or start school late will be made early enough in the morning for parents to make adjustments in your personal schedules and to accommodate day care. Due to the fact that science has not advanced far enough yet to have weather forecasts that are 100% accurate, a decision to close school will not be made in the evening. You will need to wait until the morning to hear the announcement.

The Virginia School District is linked to an Instant Alert System. Once you have signed up to accept information through this system, you will receive emails and/ or voicemails with important school announcements. This system will also alert you, by an automated phone message, to any school closings due to inclement weather.

In addition to an instant Alert System, the radio and TV stations listed below will announce information concerning the Virginia Schools if school is canceled in the morning. The same stations will announce early dismissals due to severe weather or other emergencies.

Radio	Television
WEVE 97.9 FM 1340 AM	KDLH TV3
WTBX 93.9FM	KBJR TV6
Radio USA 99.9 FM	WDIO TV10
KMFG 106.3 FM KMFG/WMFG 1240 AM WNMT 650 AM	

The information will be put on the home page of the Virginia Public Schools school website. You may want to bookmark <http://vmops.org/> as a favorite on your home computer.

Please **do not** call the school to find out if school is closed. This only interferes with the process of getting the information to the public in a timely manner.

You need to prepare your children for the winter season. I urge you to go to the Minnesota Department of Public Safety website. Go to their website, they have some great information there. Below is an example from their website.

Winter Attire: Dress warmly in loose-fitting, layered, lightweight clothing. Outer garments should be tightly woven, water repellent and natural wool, if possible. Wear a hat. More than half of body heat is lost through the top of the head. Wear mittens that are snug at the wrist. Mittens offer better protection than, gloves which allow your fingers to cool much faster. Cover your mouth and nose with a scarf to help protect lungs from cold air. Attempt to keep your feet as dry as possible.

Footwear: For safety purposes, students should wear shoes and socks to school. Flip/flops and open toe

shoes are not appropriate for school.

FIRE DRILLS

Fire drills are conducted to practice quick building evacuation to reduce the probability of injury in the event of a real fire or other emergency. Explanations of exit routes are provided to each classroom. Teachers explain the procedures to follow. Students leave the building in a quiet and orderly manner and move away from the building to the sidewalks surrounding the school. On a signal that all is clear, students quietly return to their classrooms.

FRAGRANCES AND MAKEUP

Please refrain from using large amounts of fragrances. This will help increase our indoor air quality. Please do not bring makeup/fragrances to school as it is a distraction to the learning environment.

GRADING SCALE

E = Exceeds Standard
M = Meets Standard
N = Does Not meet Standard

S+ = Above Satisfactory
S = Satisfactory
N = Needs improvement

Kindergarten

S = Standard met
N = Standard Not Met

HEALTH SERVICES

The health and well being of our students is a constant concern. A registered nurse is on daily duty at the Parkview Learning Center. The Nurse is available for consultation with parents and should be alerted if a child has a particular health problem that may affect his/her learning or functioning at school. All injuries/excuses must be cleared through the nurse. Nurse can be reached by calling 742-3821. Some health service activities conducted by our school nurse include:

1. Medication Administration
2. Vision and Hearing
3. Scoliosis screening
4. Immunization record review
5. Student health record review; current health information update obtained from parent and documented on health record

6. Maintaining emergency information on each student
7. Providing services for injury or illness
8. Assisting in identification, control and prevention of communicable diseases
9. Health Assessment for Individual Education Plan
10. Classroom presentations
- 11 Assist in maintaining a safe and healthy school environment

Accidents

Accidents in school, on the school grounds or occurring at a school event must be reported to the nurse and the principal. The student's health status will be assessed as to the degree of injury and treatment needed. Health service personnel will administer basic first aid.

If an injury needs further medical/dental assessment and/or treatment, parents will be called to transport their child to the health care facility of their choice. If parents cannot be reached, the designated individual on the emergency card will be called. Parents are responsible for the choice of treatment sought.

In the event of a life threatening accident or emergency requiring immediate attention, parents will be notified by telephone as to the student's condition. The student will be transported by school vehicle or ambulance to the medical /dental facility designated by the parent. If the parents cannot be reached, the school authorities will use their judgment in calling an ambulance or the child's physician/dentist per the Emergency Card information. If a parent does not approve of the aforementioned plan, he/she must designate in writing what they would like done and have it on file in the nurse's office.

Illness During School Day

When a student presents himself/herself at the nurse's office complaining of an illness, he/she will be assessed. The child will be monitored to determine if he/she should return to class or go home. If the child has symptoms that do not allow him/her to function in the classroom, the parent-guardian will be telephoned to transport their child home. When parents/guardians cannot be reached, information on the Emergency Card will be used. If the nurse is unable to reach anyone, the student will remain in the nurse's office the remainder of the day until an adult is reached. A child will never be sent home without consent from his/her guardian or the emergency phone numbers. Students being sent home due to an illness / injury will be dismissed from the Nurses' Office. Parents can pickup their child in the Parkview office. Parents/guardians or designated individuals listed on the emergency cards are responsible for transporting ill students home.

Immunizations

It is the parent's responsibility to have his/her child immunized. Minnesota law requires that in order to enroll or remain enrolled in a school, the parent must submit a statement to the school that shows the child is either:

1. Completely immunized against diphtheria, tetanus, pertussis, polio, Measles, and rubella according to child's age/grade level.
2. Medical or conscientious exemption

The School Health Service will annually review the immunization status of all students and make appropriate recommendations to complete the required immunization series or for boosters. Immunizations can be obtained from your family physician or the St. Louis County Health Department (call 749-0600) if your child is not covered under a private health insurance plan.

Medication Procedure

Medications must be dispensed by the school nurse when the student's health may be jeopardized without it, and when needed to maintain/promote the health of the student so that learning is enhanced.

All medication, including short and long-term medication, whether prescription or nonprescription, requires both physician and parental written consent.

If your student needs to take a prescription and or over-the-counter medication during school, the school district requires:

1. Signed written permission from the parent/guardian for school personnel to dispense medication. The statement must include: the name of the student, name of the medication, the reason the medication needs to be given, the route, the dosage, the time(s) the Medication Authorization form is available in the school health office.
2. A written statement from the child's health care provider which includes the name of the student, the name of medication, the reason the medication needs to be given (diagnosis), route, dosage, frequency and time of administration, possible side effects, termination date.

The physician must write this on a prescription form or use the district's Medication Authorization Form. The order must be updated annually. Updated consents will be obtained if orders change.

1. The school nurse will fax the Medication Authorization form to your child's health care provider prior to dispensing the medication if consent was not received with the parent permission statement.
2. Prescription medication must be in the properly labeled pharmacy container. Ask the pharmacist for a bottle for home and one for school.
3. Over the counter (non-prescription) medications must be in the original container that includes product instructions.
4. School personnel will not dispense medications that are sent to school in improperly labeled containers (i.e. plastic bags or containers envelopes, etc.)
5. Parent/guardian is responsible for providing all medications.
6. Parent/guardian are requested to bring controlled substances to school and give directly to Health Service personnel or other appropriate school personnel.
7. The school district retains the discretion to reject requests for administration of medication if the procedure is not allowed.
8. Only medications approved by the Food and Drug Administration (FDA) will be given.
9. Please refer to the school nurse at 742-3821, with questions or further clarification.

WHEN TO KEEP MY CHILD AT HOME

Many parents are frequently concerned about when to keep children home or send them to school. The following information is intended to help parents with this decision:

The child should stay home if she/he:

1. Has had a fever of 100 degrees or more, and should remain at home for 24 hours after the temperature returns to normal.
2. Has vomited or has had diarrhea, and should remain at home for 24 hours after it

- has stopped.
- 3. Has a persistent cough.
- 4. Has any rash.
- 5. Has open or draining skin sores.
- 6. Has inflamed or draining eyes or ears.

If your child is ill, please call the teacher to report the illness.

INDOOR AIR QUALITY

The Virginia Public Schools has established an Indoor Air Quality Program. If any parents, staff or students have any questions or concerns, please contact Bob Judnick, the district's Indoor Air Quality Coordinator, at 742-3939. A copy of the plan will also be available for review in the building principal's office.

IN SCHOOL SUSPENSION

ISS services will be used at the discretion of the building principal. Typically, a student will be placed in ISS for repeated negative or inappropriate behaviors, repeated detentions, or a behavior that would warrant a consequence more severe than noon detention.

LOCKERS

Policy 502 <http://vmmps.org/board-of-education/board-policies/>

The 1995 Omnibus Crime Act creates a statewide school policy. It provides that it is the policy of the State of Minnesota that:

“ School lockers are the property of Virginia Public Schools. At no time does the Virginia District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.”

1. STUDENTS ARE RESPONSIBLE FOR ALL CONTENTS CONTAINED IN THEIR LOCKERS.
2. STUDENTS ARE ADVISED NOT TO LEAVE MONEY OR OTHER VALUABLES IN THEIR LOCKERS.

3. Students found tampering with another person's locker will be liable for in-school suspension.
4. STUDENTS ARE NOT TO CHANGE LOCKERS.
5. Students will be expected to honor a request by the administration to open his/her locker for inspection. Should a student refuse to honor the request, the school reserves the right to cut the lock on the student's locker.

LOST AND FOUND

We have one lost and found table near the front entrance by the school office. Items are displayed, and those not claimed are disposed of. It's a good idea to mark your child's belongings, as many valuable pieces of clothing and equipment are turned in and never claimed.

LUNCH/PLAYGROUND PERIOD

The cafeteria is a place for students to eat their lunches and visit with their classmates. We do not assign seats, but we do require students to remain seated at one table with their class. Students spend about fifteen minutes of their lunch period eating their lunches and the other fifteen minutes outside on the playground. Students are supervised in the cafeteria and on the playground by four lunchroom aides. Students are encouraged to participate in our well-balanced, hot lunch program. Lunch costs are:

Reduced - \$.00

Elementary - \$2.50

Adult - \$3.65

All parents are encouraged to complete the school lunch paperwork as part of the educational funding for our school is calculated according to how many of our students' parents complete free and reduced school meal forms and then qualify for free and reduced-price school meals.

Times are subject to change.

All PK4 students will have lunch at 10:55

All 2nd Graders will have lunch at 11:30.

All 1st Graders will have lunch at 12:00.

All Kindergarteners will have lunch at 12:30.

Students are not to remove food items from the cafeteria and bring outside onto the playground.

Please make certain your students arrive at school dressed for the weather (boots, mittens, hats) as they spend fifteen minutes on the playground after lunch. Only students who have written permission from their parents (requests that include illness must be accompanied by a doctor's excuse) will be allowed to stay in during the noon hour. Local pediatricians agree that if students are well enough to be in school, they should be able to play outdoors for a brief interval without endangering their health. The physical exercise/fresh air the students get at this time provides an outlet for energy and tension release and contributes to better attitudes and behavior in the afternoon. During very cold or rainy weather, all

students are kept indoors with the playground aides supervising their inside activities.

PERSONAL PROPERTY

Students are not to bring to school personal property that is not directly related to class work(example: cell phones, video games, CD players, cameras, money in excess of a student's daily needs), as safe storage is a concern. **Parkview Learning Center will not be responsible for lost or stolen items.**

PEST CONTROL: (PARENT'S RIGHT TO KNOW ACT)

Our school district utilizes a licensed, professional pest control service form for the prevention and control of rodents, insects, and other pests in an around the district's buildings. Their program consists of:

1. inspection and monitoring to determine whether pests are present and whether treatment is needs;
2. recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. utilization of non-chemical measures such as traps, caulking and screening; and application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to the label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should an application be deemed necessary on a day different from the days specified in the schedule.

PETS

Students and parents are not to bring pets to school.

PTSA

We have a GREAT PTA! Parkview Learning Center has a very strong, supportive Parent/Teacher Association that does wonderful things for our students and staff! The group coordinates lucrative fundraisers, runs a Book Fair, funds the transportation for class field trips, provides treats for school parties, coordinates school pictures, honors and appreciates our

teachers. Join PTA...it's a great way to get involved at the Parkview Learning Center! Contact the Parkview Learning Center School at 742-3801 for more information.

SAFE SCHOOLS DRILLS

Minnesota State statute requires schools to have crisis management plans in place. As part of these plans, schools are preparing to better respond to a variety of potential crisis situations. Our school district has implemented a solid crisis plan, and our safe school drills will help build students, parents and staff's confidence that we are prepared for any situations which could potentially jeopardize our safety. Our school has a Crisis Response Team with clearly defined roles, and staff has attended training sessions on the issues of crisis management. Our safe drills will include Classroom Lockdowns (example of need: unwelcome intruder); Classroom Evacuations (example of need: tornado); Building Evacuations (example of need: fire) and Campus Evacuations (example of need: bomb threat).

What can parents do to help support our safe school efforts?

1. Remind your children that there is a very slim chance of a crisis occurring. Like the Scout motto, "Be prepared," our intention in conducting numerous Safe Schools Drills is to stress the importance of safety and preparedness.
2. Stress to your children that while they needn't be fearful of our drills. They need to take them seriously and follow the procedures given by their teachers.
3. To protect our students from unwelcome intruders, we ask that all visitors to our school (including parents and volunteers) stop in the office or an identification badge. Wearing the badge assures our staff and students that you have checked in at the office and are a welcome visitor!
4. Get the facts – please do not spread rumors!

What if a crisis situation did occur?

In most cases your children would be cared for at the school. In the rare event of an emergency affecting the school that prohibited re-entry to the building (such as a fire or bomb threat), students would be accompanied to a predetermined alternate site off campus. In case of a school emergency situation, we ask that parents/guardians follow these procedures:

The Virginia School District is linked to an Instant Alert System. Once you have signed up to accept information through this system, you will receive emails and/ or voicemails with important school announcements. This system will also alert you, by an automated phone message, to any school closings due to inclement weather.

In addition to an instant Alert System, the radio and TV stations listed below will announce information concerning the Virginia Schools if school is canceled in the morning. The same stations will announce early dismissals due to severe weather or other emergencies.

1. The school closing announcements will be put on the following media station:

Radio	Television
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WEVE 97.9 FM 1340 AM	KDLH TV3
WTBX 93.9FM	KBJR TV6
Radio USA 99.9 FM	WDIO TV10
KMFG 106.3 FM KMFG/WMFG 1240 AM WNMT 650 AM	

2. PLEASE DO NOT TELEPHONE THE SCHOOL. The phone lines must be used to respond to the emergency. Watch for an Instant Alert message.
3. PLEASE DO NOT COME TO SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD AT SCHOOL.
4. If the incident necessitates relocation of staff and students to off campus locations, listen to the MEDIA for information as to where and when your children can be picked up. Only parents/guardians of the students will be allowed to remove their children from these locations.

SCHOOL SUPPLIES

Books and many other supplies needed during a normal school day are provided by the school district. We require that students take good care of our school equipment and books. Students will be expected to pay for lost or damaged books or equipment on a pro-rated basis.

SEXUAL, RELIGIOUS, RACIAL HARASSMENT POLICY

Please refer to policy # 413 <http://vmps.org/board-of-education/board-policies/>

Everyone at the Parkview Learning Center School has a right to feel respected and safe. Consequently, we want to familiarize you with 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:

1. name calling, jokes or rumors
2. pulling on clothing
3. graffiti
4. notes or cartoons
5. unwelcome touching of a person or clothing
6. offensive or graphic posters or book covers or
7. 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 a student feel uncomfortable or fearful, he/she needs to tell a teacher, a counselor, the principal or the Human Rights Officer, who is the School Nurse. Students may also make a written report. The students right to privacy will be respected as much as possible. We take all reports

seriously and will take appropriate actions based on the reports. The school district will also take action if anyone tries to intimidate the victim or take action to harm him/her because he/ she reported the situation.

This is just a summary of the Virginia School District's policy against religious, racial and sexual harassment and violence. Complete copies are available in the Superintendent's office. Remember: Religious, racial and sexual harassment and violence are against the law! For more information contact: School Nurse, Human Rights Officer,
Virginia Public Schools
411 Fifth Avenue South
Virginia, MN 55792
749-5437, extension 1901

STUDENT SURVEY PUBLIC NOTICE

Please refer to: <http://vmmps.org/board-of-education/board-policies/>

PUBLIC NOTICE

Virginia Public Schools gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district and students currently in attendance in the school district, of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents, eligible students and students are hereby informed that they have the following rights:
 - a. All instructional materials, including teachers manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.
 - b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an emancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 - (1) political affiliation or beliefs of the student or the student's parent;
 - (2) mental and psychological problems of the student or the student's family;
 - (3) sex behavior or attitudes;
 - (4) illegal, antisocial, self-incriminating or demeaning behavior;
 - (5) critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 - (7) religious practices, affiliations, or beliefs of the student or the student's parent;
 - (8) income (other than that required by law to determine eligibility for

participation in a program or for receiving financial assistance under such program).

- c. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:
- (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.
 - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.

d. This notice does not preempt applicable state law that may require parental notification.

e. The school district has developed and adopted a policy regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

f. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

g. The school district will directly notify parents and eligible students, at least annually at the start of each school year, of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- (1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- (2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- (3) Any nonemergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

Please refer to policy # 524 <http://vmops.org/board-of-education/board-policies/>

GENERAL STATEMENT OF POLICY

This policy has been implemented to clarify the responsibilities of users as well as the expectations of the District as they apply to the use of the District's Technology Resources. In making decisions concerning user access to the District's Technology Resources, the District considers its own stated educational mission, goals and objectives. Making Technology Resources available increases the possibility that some material may be obtained that is controversial, obscene, repulsive, or potentially harmful. However, the District believes that the educational, business and administrative value of the Technology Resources far outweighs the possibility that users may obtain material that is inconsistent with the educational goals and policies of the District. The District expects that the faculty will blend thoughtful use of the District's Technology Resources throughout the curriculum and will provide guidance and instruction to students in their use. This policy is consistent with other District policies that relate to proper behavior within the school setting. All users are expected to use the Technology Resources in a responsible, ethical and appropriate manner, and the District will actively focus on providing individual users with the understanding and skills needed to use all Technology Resources in ways appropriate to educational needs and personal safety.

PURPOSE

The District provides access to Technology Resources because of the great informational and educational benefits that can be gained through the use of such resources. The primary use of the District's Technology Resources is to support the academic programs of the District to allow bona fide research and to support school related activities. The use of the District's Technology Resources will: (1) enhance classroom learning activities (2) facilitate professional or career development (3) assist in the collaboration and exchange of educational information. Use of the District's Technology Resources that is specifically aimed to assist users in performing the business and administrative functions of the District is also permitted.

TESTING

In a world of increasing system accountability, schools are being asked how well they are educating their students and how their students compare with students in other schools. To help measure our system's accountability and to give parents/students an idea of how we're doing, students at Parkview Learning Center participate in a new computer testing program called STAR 360. These tests measure academic progress in reading and math.

TITLE IX:

It is the policy of the Virginia Schools not to discriminate on the basis of sex, race, creed, color or national origin in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Superintendent of Schools at 749-5437, extension 1901 or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

WEAPONS POLICY

Please refer to policy # 501 <http://vmeps.org/board-of-education/board-policies/>

The following policy applies to students K-12 who are enrolled in all of the Virginia Public Schools:

Possession of a weapon will result in (1.) an initial suspension for five days; (2.) confiscation of the weapon; (3.) police involvement as they will be contacted immediately; (4.) the completion of a thorough investigation. At the completion of the investigation, the student may be expelled.

Definition of Possession of a Weapon: possession refers to having a weapon on one's person or having a weapon in an area subject to one's control on school property or at a school activity.

Definition of a weapon: Weapon means any firearm, whether loaded or unloaded; any device or instrument designed as a weapon or, through its use, capable of threatening or producing great bodily harm or death; or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are (This is a partial list. Any device or instrument which does meet the above criteria and may cause great bodily harm or death could be included in this list.): A gun (including pellet guns, look-alike guns and nonfunctional guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), numchucks, throwing stars, explosives, stun guns, and ammunition.

A student who finds a weapon on the way to school or finds a weapon in the school building and takes that weapon directly to the principal's office, shall not be considered in the possession of a weapon.

+Please keep this handbook for future reference.

Listed Policies:

- Policy 413: Harassment and Violence:*
The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. Virginia Public Schools prohibits any form of religious, racial or sexual harassment and violence.
- Policy 501: Weapons Policy:*
The purpose of this policy is to assure a safe school environment for students, staff and the public.
- Policy 502: Search of student lockers, desks, personal possessions, and student's person:*
The purpose of this policy is to provide for a safe and healthful educational environment by enforcing Virginia Public School's policies against contraband.
- Policy 503: Attendance:*
A. The Board of Education of Virginia Public Schools believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between students and establishes regular habits of dependability important to the future of the student. The purpose of to encourage regular school attendance. It is intended to be positive and not punitive.
B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.
- Policy 504: Student Dress and Appearance:*
The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.
- Policy 506: Student Discipline:*

The purpose of this policy is to ensure that students are aware of and comply with Virginia Public Schools' expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. Virginia Public Schools will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

Policy 514:

Bullying:

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 students' ability to learn and teachers' ability to educate students in a safe environment. Virginia Public Schools cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

Policy 520:

Student Surveys:

Occasionally Virginia Public Schools utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

Policy 524:

Student Technology Use Agreement Policy:

The term "Technology Resource(s)" includes, but is not limited to: computer hardware and software, Internet, web-pages, instant messaging systems, networks, telephones, pagers, scanners, printers, digital cameras, photocopy and facsimile machines and all communications and information communicated thereby, including e-mail and voice-mail and all communications and information transmitted by, received from, entered into, or stored in these resources. The term "District" refers to the Virginia Public Schools, Independent School District #706. The term "user(s)" includes all Virginia Public Schools, Independent School District #706 faculty/staff members, students, and any other person who may use or access the Technology Resources belonging to the District.

For a list of all board policies, please refer to the webpage below:

<http://vmops.org/board-of-education/board-policies/>

Last page reminders:

1. Send a signed, dated note to school if:
 - a. your child has been absent (give the reason for the absence)
 - b. your child is going somewhere other than home after school
 - c. your child is riding a different bus
 - d. your child is leaving school early
 - e. your child will be picked up by someone other than you (for your child's protection it is our policy not to release a student to anyone other than the parent unless we have a signed, dated note stating the name of the person who has permission to pick up the child)

2. Upon returning to school, every absent student must present his/her teacher with a re-admittance note. The note must include the student's

name, the date of absence, the reason for the absence, and the parent/guardian's signature.

3. Bring all medication to the school nurse, including short and long-term medication, whether prescription or non-prescription. We require both physician and parental written consent before it can be dispensed at school.

4. With safety as our utmost concern, we request that all visitors (including parents) first report to the office. We will be happy to assist you with any need you may have to communicate with your child or his/her teacher. Parent volunteers are also asked to check in at the office before proceeding to their work area. Volunteers and visitors will be asked to wear a visitor/volunteer badge (obtained from the office).