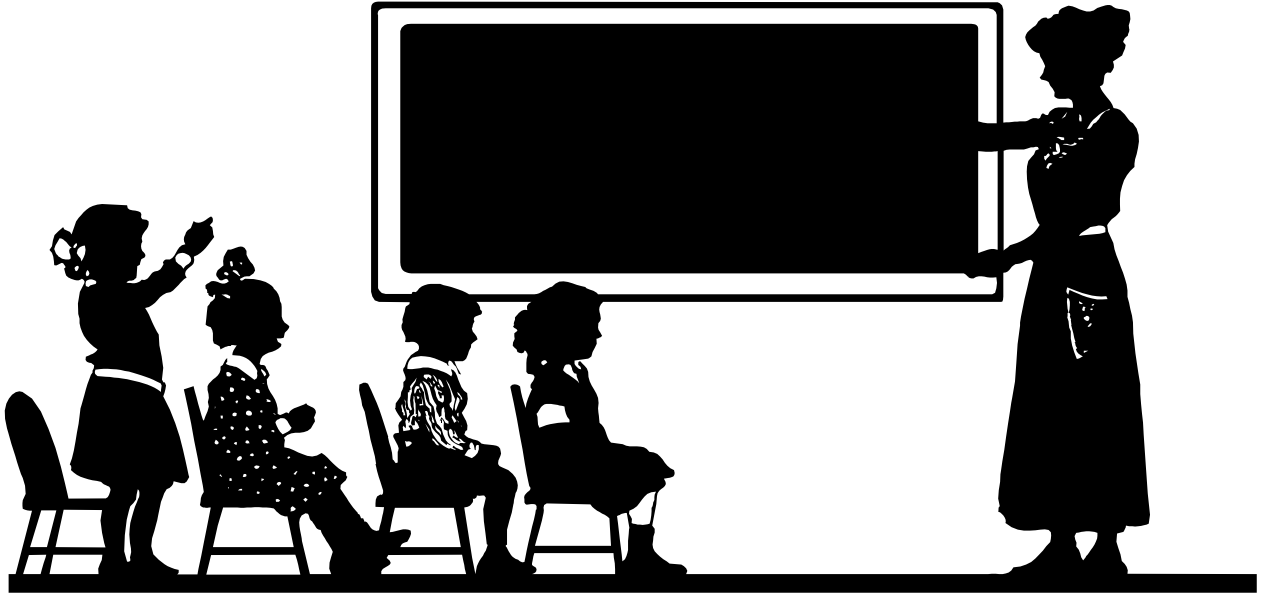


Welcome to Dassel Elementary



320-286-4100

ext: 1500

www.dc.k12.mn.us

Parent Handbook 2011 – 2012

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August, 2011

Dear Parents/Guardians,

Welcome to Dassel Elementary! The 2011-2012 school year promises to be an exciting and challenging year. Quality programming is in place to ensure success for your child.

This Parent Handbook is filled with information about our school and our district. Please take time to read through it and let me know if you have any questions. We invite you to visit our district website at www.dc.k12.mn.us. This will also link you to the Dassel Elementary page.

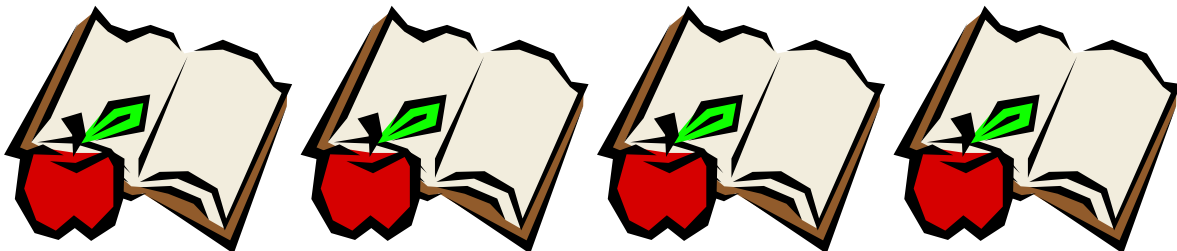
Following is a list of our staff members at Dassel Elementary. Communication is vital between home and school so please contact your child's teacher if you have a question or a concern.

In this handbook, we also have our calendar of events for Dassel Elementary. Parent involvement is very important for student success! We hope you can plan on attending many of the events.

Again, we welcome you to Dassel Elementary! If you have any questions, please don't hesitate to call me at school (320)286-4100 x1500 or contact me via email at Debbie.Morris@dc.k12.mn.us I look forward to meeting you and your child(ren) and working together to have a wonderful year of learning.

Sincerely,

Debbie Morris



DASSEL ELEMENTARY STAFF

Grade/Area	Name	Ext. #	Room
K	Becky Holm	1530	127
K	Beth Allen	1510	146
1	JoAnna Hall	1529	125
1	Luke Karlgaard	1528	121
1	Karley Silverberg	1525	111
2	Melissa Opsahl	1527	118
2	Alison Conely	1526	228
2	Shelly Grochow	1522	117
3	Gail Ganser	1520	110
3	Heidi Little	1516	134
3	Nancy Madsen	1537	109
3	Mechele Pitchford	1515	136
4	Mark Lingl	1514	140
4	Laura Lynk	1512	144
4	Matt Whittaker	1511	145
Volunteer Coordinator	Mary Neu	1518	
Special Education	Julie Redman	1524	130
Special Education	Steph Caron	1540	130
Physical Education	Patti Jo Erickson	1534	Large Gym
Physical Education	Dan Krause		Small Gym
Music	Sarah Luhrs	1533	150
Speech	Karla Davis	1513	143
Media/Odyssey	Carla Halvorson	1531	Media Center 129
Reading Specialist	Julie Renkes		
Reading Corp	Cheri Nord		
Paraeducator	Mary Arvola		
Paraeducator	Cindy Gruhlke		
Paraeducator	Lori Crowe	1530	127
Paraeducator	Jenny Kjell		
Paraeducator	Marla Beckman	1510	146
Paraeducator	Jenna O'Brien		
Paraeducator	Rori Carlson		
Paraeducator	Clare Bjork		
Paraeducator	Tonia Olsen		
Computer Assistant	Sandy Ward	1532	Media Center 129
Media Center Asst.	Kellie Eckroad	1523	Computer Lab 119
Special Education Asst.	Sandy Kraemer		
Special Education Asst.	Judy Randt		
Special Education Asst.	Susan Cron		
Special Education Asst.	Melissa Weckwerth		
Special Education Asst.	Gwen Rien		
Special Education Asst.	Kim Putnam		
Special Education Asst.	Wendy Korhonen		
Special Education Asst.	Janel Sherk		
Health Asst./Sp. Ed. Asst.	Barb Holly	1506	104
ELL	Megan VanZuilen		
School Psychologist	Lindsey Anderson		
Social Worker	Carmen Tschida	1507	113
Child Study Coord.	Beth Hoeg		130
Food Service	Doris Kyllonen	1505	Kitchen
Food Service	Amy Kaiser	1505	Kitchen
Food Service	Christina Mattson	1505	Kitchen
Food Service	Mary Russell	1505	Kitchen
Head Custodian	Charlie Smoldt	1508	116
Night Custodian	Art Vogelpohl	1508	116
School Nurse	Kelly Krueger	1519	104
Secretary	Marlyce Erickson	1500	102
Principal	Debbie Morris	1504	103
School-Age Child Care Coord.	Colleen Compton	1022	ECFE

DASSEL ELEMENTARY SCHOOL CALENDAR

2011-2012

Sept.	1	4:00-7:00	K-4 Open House (Come anytime during those hours)
	5	No School	Labor Day
	6	School begins	
	6-7	Kindergarten Registration	
	8-9	Half day for kindergarten	
	12	9:00-9:50 & 10:05-10:55	Critters & Co.
	26	8:15	Picture Day for M/W Kindergarten Class
	27	8:15	Picture Day for all students
	30	Gr. K-3	Vision & Hearing Screening
Oct.	14	Grandparents' Day & Fire Prevention Program	
	19	Grade 1 go to Children's Theater	
	20-21	No School	Education Convention
	28	Gr. K-3	Vision & Hearing Re-Screening
Nov.	4	Picture Retakes	
	11	9:45	Veteran's Day Program
	11	Kindergarten Parent/Teacher Conferences (No School - Kindergarten only)	
	15	4:00-7:00	Elementary Conferences
	17	4:00-7:00	Elementary Conferences
	18	No School	A.M. Teacher Planning/P.M. Parent-Teacher Conferences
	23	1:45	Grade 1 Thanksgiving Feast
	24-25	Thanksgiving Vacation	
Dec.	1	End of 1 st Trimester	
	2	No School - Staff Development	
	7	Volunteer Christmas Tea	
	15	1:30	Music Concert Matinee (Grades K-2)
	15	7:00	Evening Music Concert (Grades K-2)
	21	Grade 2 go to Cokato Museum	
	23-Jan. 2	No School	Winter Break
Jan.	3	Classes Resume	
	5	AAA Kick-Off for Grades 3 & 4	
	6	AAA Kick-Off for Grades 1 & 2	
	13	AAA Camp at Care Group	
	16	No School	Staff Development
	18	AAA Contracts Due	
Feb.	8	AAA Performance Judging	
	9	AAA Program Practice during Care Group	
	14	Jump Rope for Heart	

	14	9:45	AAA First Half of Program
	15	9:45	AAA Second Half of Program
	15		AAA Projects due
	16	10:20 & 2:00	AAA Project Judging & Performance
	20	No School	Presidents' Day
Mar.	2		End of 2 nd Trimester
	5		No School - Staff Development
	6		Kindergarten Parent-Teacher Conferences (No School - Kindergarten only)
	12	4:00-7:00	Elementary Conferences
	15	4:00-7:00	Elementary Conferences
	16	No School	A.M. Teacher Planning/P.M. Parent-Teacher Conferences
	20	3:30-5:30	Kindergarten Round-Up
Mar. 26-30		No School	Spring Break
Apr.	4	8:00-8:30	Kindergarten "Donuts for Dads" (Monday/Wednesday Class)
	5	8:00-8:30	Kindergarten "Donuts for Dads" (Tuesday/Thursday Class)
	6		NO SCHOOL - Good Friday
	11	1:30-2:10	Climb Theater "Hugger Tree"
	17-18		MCA Testing for 3 rd & 4 th Grade (Reading)
	24 & 25		MCA Testing for 3 rd & 4 th Grade (Math) Tentative
	27		Kindergarten Graduation Pictures
	30	1:30	Spring Music Matinee (Grades 3 & 4)
	30	6:30	Spring Music Concert (Grade 3)
	30	7:30	Spring Music Concert (Grade 4)
May	2	8:00-8:30	Kindergarten "Muffins for Moms" (Monday/Wednesday Class)
	3	8:00-8:30	Kindergarten "Muffins for Moms" (Tuesday/Thursday Class)
	10		Volunteer Appreciation Luncheon
	18		Grade 1 Bike Rally
	21		Alternate Day for Bike Rally
	25	9:45-11:30	Track & Sports Day Activities
		11:30-1:00	School Picnic
		1:00-2:30	Track & Sports Day Activities
	25		Kindergarten go to Como Zoo
	28	No School	Memorial Day
	30		Baccalaureate
June	1		Last day of school (unless there are snow days)
	1	8:15-2:50	Grade 1 - Children's Museum & Baker Park Reserve
	1	9:00	Awards Program
	3	2:00	Graduation
	4		Teacher Workshop $\frac{1}{2}$ Day

DASSEL ELEMENTARY

Logo - Home of Kids Who CARE

- MISSION

DASSEL ELEMENTARY - BUILDING A BETTER TOMORROW.

- GOALS/PHILOSOPHY

Our goal is that all students at Dassel Elementary will:

- Model the Character Pillars on a daily basis which include
 - Respect
 - Responsibility
 - Resiliency
 - Integrity
 - Compassion
 - Understanding Diversity
- Have a positive self image
- Continue their journey of being a life-long learner
- Put forth their best effort
- Be encouraged to explore the world around them and use higher level thinking
- Display good citizenship

Our goal is that all staff at Dassel Elementary will:

- Model the Character Pillars on a daily basis which include
 - Respect
 - Responsibility
 - Resiliency
 - Integrity
 - Compassion
 - Understanding Diversity
- Create an atmosphere where learning is important and enjoyable
- Promote communication and cooperation among staff, students, parents, and community
- Continue to grow on a professional basis
- Adapt district curriculum and provide organized and meaningful instruction to meet the needs of all students
- Strive to deliver instruction utilizing high levels of learning (Bloom's Taxonomy)
- Strive for mastery of basic skills identified by district curriculum
- Recognize that the physical, emotional, and social needs of children must be addressed as well as their intellectual needs

ATTENDANCE

All students are expected to be in school regularly and on time unless 1) prevented by illness, or 2) excused by the principal. Absences of any type are subject to the 9 days and/or excessive tardies per semester limitations which is part of school board policy. For safety and accountability reasons we appreciate getting a phone call at school from you to let us know when your child is absent (320-286-4100 ext. 1500). We would like to have that call by 8:15 a.m. if possible. A parent or guardian written excuse should accompany the child upon returning from each absence. Please include the child's first and last name, date(s) of absence, the reason, and your signature.

Please note the dates on our calendar of our MCA and ITBS testing in grades 2-4. It is very important that students are in attendance on these dates to be part of our testing.

We do have scheduled breaks throughout the school year, and we ask you to plan family vacations around these breaks. If you plan on taking a family vacation and your child will miss school, notify your child's teacher and the principal at least two weeks before the scheduled trip.

Illness Related Absences:

We understand that medical situations can vary, and there are times that we ask for your child to stay home due to illness. However, for multiple or extended illnesses, a note from your health care provider may be requested.

Not feeling well? When to keep your child at home:

There are times when children should be kept home for the sake of their own health, as well as the health of other children. Please keep this information in mind when determining whether or not your child should come to school.

Fever of 100° or greater: Please keep your child home until fever free without the aid of medication for 24 hours.

Vomiting or Diarrhea: Please keep your child home for 24 hours after the last episode of vomiting or diarrhea.

Strep Throat: Exclude from school until 24 hours after antibiotic treatment is initiated and fever is gone (under 100°).

Lice: Please keep your child home until treatment has been completed and there are no live lice found.

The full policy (556) can be viewed on our website. Please call if you are unsure whether or not to send your child. It is also much appreciated when parents report what illness or symptoms their child is experiencing; this helps us to track illness patterns. Some illnesses, like influenza and pertussis (whooping cough) need to be reported to the Department of Health.

BIRTHDAYS



Birthdays are special occasions when parents may send treats to school for the entire class. If you would like to send a treat, please comply with the Minnesota health guidelines which

states that all food brought to school must be commercially made as state law prohibits homemade food from being shared at school.

Birthday invitations should not be brought to school because this causes hurt feelings for those not involved. Please make arrangements to mail them or deliver the invitations in an alternative way. PLEASE NOTE: Our school office and teacher staff are prohibited from disclosing names, addresses or phone numbers of our students due to data privacy laws.

BREAKFAST PROGRAM



A nutritious, healthy breakfast is available for students and staff. The time for serving is from 7:40-8:05 a.m., which allows bussed students and students coming from Cokato Elementary

to also participate. Students are able to get to their classrooms before the instruction begins.

The program is helpful for students who normally do not eat breakfast at home or for students who want to occasionally participate.

If a child qualifies for reduced lunch, he/she may receive breakfast for free. Please refer to the "Back to School Supplement" in the local newspaper for the cost of breakfast and lunch.

BUS SERVICE



All busing services for the district are coordinated through the district office. If you have a question about pick-up time, or some other question relating

to your child's bus, please call the district office and ask for the transportation supervisor. The district office does have radio contact with each bus. Please call the transportation office in the morning if your child will not be riding. You may leave a message at anytime as they have 24 hour service (320-286-4100 ext. 1005).

Students will not be allowed to get off the bus other than at their scheduled stops unless they have written consent from their parent/guardian, signed by the office. When sending a note with your student giving them permission to get off the bus at a point other than home, please give the name and address where they are to be dropped off, not "Grandma's house." Most drivers do not know who the student's grandma is, or where she may live.

In inclement weather, be sure your child is dressed accordingly. If your child should miss the bus, bring the child to school . . . DO NOT CHASE THE BUS.

Discipline problems should be reported to the bus driver. If the problem cannot be resolved by the driver, it will be handled by building principals.

Rules at the Bus Stop:

- Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at your bus stop.
- Keep your arms, legs and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation or horseplay.
- No use of alcohol, tobacco or drugs.

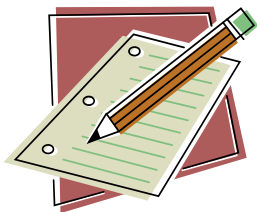
Rules on the Bus:

- Immediately follow the directions of the driver.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep your arms, legs and belongings to yourself.
- No fighting, harassment, intimidation or horseplay.
- Do not throw any object.
- Snacks are permitted with proper disposal of litter.
- No use of alcohol, tobacco or drugs.
- Do not bring any weapon or dangerous objects on the school bus.
- Do not damage the school bus.

CHARGER KIDS CLUB

The latch key program charger Kids Club, will be housed in the Cokato small gym from 6:00-8:00 AM and from 3:15-6:00 PM. The K-6 program will operate on school days and will also be open during non-school days, such as the day after Thanksgiving, inservice days, and winter/spring breaks. To register, please call Colleen Compton, School-Age Child Care Coord., 320-286-4100 ext.1022.

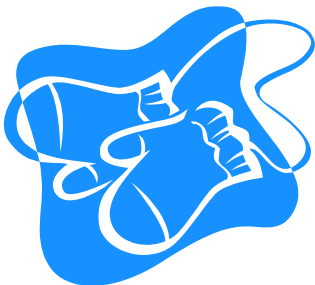
CLASS ASSIGNMENT



There are many factors we consider when assigning students to certain classrooms such as gender, ability, and special needs.

Another important piece of information is parent input. We feel that our teachers are all very qualified and most students would do well in any room. Information about the parental input for class assignments will come out in our March newsletters. All information forms are due in the office by March 25th.

CLOTHING



During the cold winter weather, please be sure that your child has a warm coat, gloves or mittens, some type of head gear, boots, and snow pants. If students do not have snow gear they will be outside by the wall or inside across from the office during recess.

If your child is missing any clothing, feel free to check the Lost and Found box in the front hallway across from the office. We ask that you label your child's clothing. We have sent several large bags of clothing from Lost and Found to "Goodwill". If items would be labeled, we could return them to their owner.

EARLY CLOSINGS



In the event that school should close early due to bad weather, please tune into one of the following radio

or T.V. stations: WCCO (830 AM), KRWC (1360 AM), KDUZ (1260 AM), KLFD (1410 AM), Channel 4 WCCO TV, Channel 5 KSTP TV, Channel 9 KMSF, and Channel 11 KARE TV. It is also important for your child to know where they should go if school closes early. Your child's classroom teacher will be sending a form home for you to fill out and send back to his/her teacher as to what you want your child to do in the event that school would close early. This will help your child's teacher eliminate many phone calls.

If there is a late start on a Friday, there will be no morning kindergarten.

EMERGENCY CARDS

In case of an accident or student illness a few seconds saved can be very important for your child. For that reason we require that all students have on file in the office an emergency information card. Please update us continuously if anything changes such as your work number, cell phone number, or home phone number.

EQUIPMENT



We do allow some games and sports equipment to be brought to school for student use during recess. We cannot accept any responsibility for lost or damaged equipment. Baseballs and bats are not allowed due to the safety issue with all children. The principal will discuss with students what is appropriate equipment and activities for the playground.

FIELD TRIPS

Every class goes on a field trip each year. Parents are encouraged to join the group if space permits. Parents must pay their own way into an area that charges a fee. Parents are asked to ride the bus with the students. Only under special circumstances will parents drive to the field trip and join the class.

For liability reasons we must limit chaperones to parents or guardians. (no preschool children, grandparents or older siblings) Our insurance only covers students who are riding on the bus, so all students must use the bus for transportation on a field trip.

GIFTED PROGRAM

A program for academically gifted students (Odyssey) is available for qualifying students. We recognize that these students have special needs that must be met. If you would like to have your child tested for this program, please contact the building principal, or program director, Middle School Principal Brian Franklin. Usually the testing takes place in 3rd grade.

GOING HOME WITH A FRIEND



To avoid a communication problem between home and school we require a written, dated, note (signed by a parent) if a child is to go home with someone else. That note should be brought to the office by the student, initialed by Mrs. Erickson

(secretary) and then given to the bus driver.

HARASSMENT POLICY

1. Everyone at Dassel Elementary has a right to feel respected and safe.

2. We will not allow put downs that include bad sexual language or actions, or put down your race or religion. This is called harassment.
3. Harassers can be a student or adult. Some examples of harassment can include:
 - a. Name calling, jokes;
 - b. Notes or drawings;
 - c. Unwelcome touching of your body or clothing;
 - d. Other actions or words that make you feel so bad it is hard to concentrate on school work.
4. Respectful behavior is expected in classrooms, on the playground and the school bus.
5. If someone makes you feel uncomfortable, afraid or confused you need to tell your teacher, principal, or social worker.
6. We will help you and make the person stop hurting you.
7. We will not allow anybody to pick on you because you told about the harassment.

A. Purpose

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the education goals of the school district and are prohibited at all times.

B. General Statement of Policy

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated

into or affiliated with a student organization shall be subjected to discipline for that act.

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

C. Definitions

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or playing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves

violation of state or federal law or of school district policies or regulations.

6. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. Reporting Procedures

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

V. School District Action

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion to protect the complainant, reporter, students, or others

pending completion of an investigation of hazing.

- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

VI. Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. Dissemination of Policy

This policy shall appear in each school's student handbook and posted in each school in a place accessible to staff.

We will gladly administer medication to your child during the school day, provided the medication policy is followed. Please review this summarized policy below:

****All medication must come in the original container. Medication sent in baggies will not be administered for safety reasons.**

****All requests to give medication must come with a signed note from the parent-the best form to use is our medication administration form. This form is available online or from the health office.**

**** Requests to give prescription medications must also include an order from the prescribing health care provider. We cannot administer the medicine without this important piece of information.**

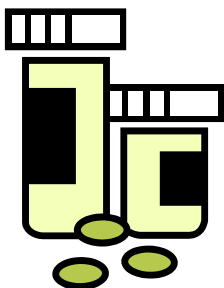
****Certain medications will not be given at school due to safety reasons. These include:**

- 1) Any medication/remedy that is not FDA approved (herbal supplements, etc.)
- 2) Requests to give medication in a manner that is not consistent with the instructions on the label.
- 3) Aspirin or any product containing aspirin (ex. Excedrin) to children under the age of 18 without a provider's prescription (due to risk of Reye's syndrome).

To protect the safety of your child, school personnel will not administer any medication to a student unless we have received all of the required information as listed above.

The full medication policy (516) can be viewed on our website. Please call if you have any questions or concerns related to this policy. Thank you for your cooperation!

HEALTH OFFICE



Medications In School

Our medication policy is a reflection of the Minnesota Guideline for Medication Administration in Schools.

INSURANCE INFORMATION FOR STUDENTS

If you wish to purchase the all-risk accident policy that is available for students, please contact the office. The school district does not provide accident insurance for student injuries and that's why "The Voyager" accident policy

may be valuable to your family. This all-risk policy can help pay those medical expenses for most any accidental injury your family might face.

If you chose to buy the insurance, please send the forms and premiums directly to the insurance company per instructions.

INTERNET POLICY AT DASSEL MEDIA CENTER



The Dassel-Cokato School Board has an Internet Acceptable Use Policy in place. We would like to share with you a summarized expectation

for computer/Internet use, as well as, the educational value Internet provides to your child at the elementary school level. The full policy may be viewed on the district web page under policy #524. <http://www.dc.k12.mn.us>

Expectations for Computer/Internet Use at Dassel Elementary School

- Internet is limited to educational purposes and is to be used as an educational tool.
- Students will receive instruction regarding the school's expectation for computer and Internet use as an education tool.
- Students at Dassel Elementary School may only use the Internet when supervised by an adult.
- ***Each student will be given access to the network system and the Internet.***
- Accessing, reviewing, uploading, downloading, storing, printing or sending materials that are inappropriate in the educational setting or disruptive to the educational process are unacceptable uses of the computers and the internet.
- If a user inadvertently accesses unacceptable material they are to inform an adult immediately. This disclosure will act as a defense against allegations that the user intentionally violated the policy. Likewise, users who observe inappropriate use of the computer or Internet must also report the misuse to an adult.

- Internet use is subject to compliance with other school district policies.
- Users are not to download or install programs, games or materials onto the computers or in any way disrupt computer systems or violate copyright laws.
- User will not post private information about themselves or another person (i.e. addresses, telephone numbers.)
- Media staff will randomly monitor the use of computers and the network to check for violations of the policy.
- The school district is not responsible for materials damaged or lost on the computers or network system.
- Should the user violate the school's expectations for computer and Internet use, their access privileges may be revoked and school disciplinary and/or legal action may be taken.
- The school district's Internet policies are available for review by parents, guardians, staff, and members of the community. Please contact the district office or visit the district web site.

Educational Value of the Internet at the Dassel Elementary School

- The school subscribes to many valuable online databases to support students' researching needs. We provide access to Grolier's Online encyclopedias, ProQuest (database of thousands of magazine articles that the state has provided to all schools). The school used to provide similar databases on CDROM. It is more cost effective and more timely to now provide this information online.
- Students have access to a wide range of materials online that support the curriculum. The school could not afford to purchase the materials or provide the field trip opportunities that are provided online. For example, students may visit online history museums in their social studies classes.

If you have any questions or concerns regarding your child's access to the school computers and Internet, please call the school at 286-4100 x 1531 or **send a written note indicating your**

wish for your child to not have access to the Internet. Students will begin using the Internet as part of their classroom activities on September 9th.

LEAVING SCHOOL GROUNDS



Students will not be allowed to leave the school grounds during the school hours unless accompanied by a staff member, parent or guardian, or a written note from a parent or guardian.

LUNCH PROGRAM / MORNING MILK & JUICE BREAK



A balanced, nutritious meal is available for all students each day. Milk may be purchased separately for cold lunches. Payments should be made to one lunch account at the district office for all children in your family. There are forms in the back of this handbook to attach with your payment. Please refer to the “Back to School Supplement” in the local newspaper or call our office for prices. Students with allergies to dairy products must have a doctor’s written statement to receive juice in place of milk with lunch. Lactose intolerant students cannot get juice. Lactose free milk is available for either a lactose allergy or lactose intolerance. When a class goes on a field trip, the food service personnel will prepare a sack lunch for those who choose to have one at the cost of a hot lunch meal. Chaperones can also participate and pay an adult lunch price.

MEDIA CENTER / COMPUTER LAB

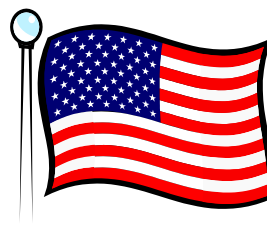


Each class has a scheduled weekly time in the media center. This may include library skills lessons and a read aloud, in addition to book check out. Library

books may be checked out and returned anytime on a school day in addition to the scheduled weekly class time period. Recent periodicals are housed in the Media Center. The Media Center is open before school to all students.

Computers are housed in the Media Center. Each class has a scheduled time of 45 minutes per week to work on computers as well as time blocks for computer-related class projects. In addition to this time, teachers may also send students to the Media Center to work on computers during unscheduled time periods. Students in grades three and four may stay after school from 3:15 to 3:45 to use the computers on Tuesdays and Thursdays. Each student who wishes to use computers after school should bring a permission slip to the Media Center. Younger students may use computers after school only if a parent accompanies them to the computer lab.

MORNING ANNOUNCEMENTS / PLEDGE OF ALLEGIANCE



Dassel Elementary begins each morning with the Morning Announcements. Each classroom takes turns sending students to the office to be our guest announcers! The students say the Pledge of Allegiance, the day’s lunch menu, birthdays, and the temperature. If you have any questions about this, please contact the building principal.

MUSIC



The main goal of the music curriculum at Dassel Elementary is to create a positive music making environment that encourages the development of musical skills, knowledge, performance, and creativity in all students.

Through music, we hope to stimulate the child’s ability to learn; which contributes to improved test scores and achievement levels. Music

an alternate time for the pet to come to school. Pets cannot be transported on the bus per Minnesota state law.

PHYSICAL EDUCATION



A well-planned physical education program is available at Dassel Elementary School. Students in grades 1-4 meet five days per week with a physical education specialist. The primary goals of physical education at this level are to provide experiences (a) that improve fitness levels, (b) for students to learn skills that enable them to be successful at various activities, and (c) promote appropriate social and emotional behaviors and a positive self-concept. Special events include Jump Rope for Heart in February and a field day in May.

REPORTING PUPIL PROGRESS



Students in grades K-4 are given report cards each trimester. Teachers or the principal will contact the home at other times when necessary to report progress or discuss a concern.

Parents/guardians are encouraged to contact the school if they have a concern.

The following are suggestions for a meaningful parent/teacher conference:

- Make a list of areas you wish to discuss. If a certain item or concern seems too important to wait for the conference call the teacher immediately to discuss it.
- Decide in advance what you want to ask. A conference is much more meaningful if both parties ask questions and both give answers. Specific questions are more meaningful.

- Be honest. The teacher can be more effective if he/she has all of the facts. Do not try to describe a situation in a way you would like it to be rather than the way it really is.
- If possible, bring both parents. This indicates to all involved that the entire family is concerned about the education of your child.
- If possible leave younger brothers and sisters home. Small children not only disrupt a parent/teacher conference, they also may repeat what is said. Child care is provided during conference time.
- Listen before you leap. Rather than listening to “coffee party rumors” and storing up resentment, bring up any concerns with the teacher in a caring, professional manner. You may want to observe your child’s classroom to arrive at your own ideas about a certain area.
- Be sure to find out how you can help the most in the education of your child. The teacher may have specific suggestions that would help improve weaknesses and develop strengths of your child.

SAFETY



A Safety Plan is written and being used at Dassel Elementary. Copies are available upon request. We encourage suggestions from parents to help eliminate accidents at school.

Students will be instructed in the areas of bus evacuation, building evacuation, fire drills, lock-downs, and procedures for protection from storms.

SCHOOL DOORS

To help keep our staff and students safe, all exterior doors will be locked throughout the school day with the following exception:

The East Doors will be open from 7:45 a.m. – 8:10 a.m. and from 3:05 p.m. – 3:30 p.m. This will allow parents to drop off and pick up students at the east end of school. Please do not drop your child off or pick your child up in the front of school during these times. This is our bus loading and unloading area

SCHOOL HOURS



School is in session for grades 1-4 from 8:10 a.m. until 3:15 p.m. Kindergarten classes are all day every other day with Fridays as half days.

Students may enter the building when the first bell rings at 8:00 a.m. They should not enter before that time as that is preparation time for the teachers. Exceptions to this would be cold or rainy weather, or a teacher sending a note for a student to come in early.

SECTION 504 PARENT/STUDENT RIGHTS (Section 504 of the Rehabilitation Act of 1973)

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping conditions;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;

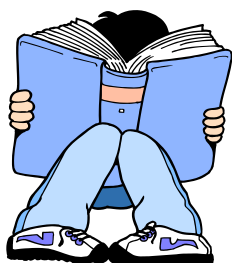
4. Have your child receive a free appropriate public education. This includes the right to be educated with nonhandicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided nonhandicapped students;
6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (PL 101-476) or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation program, and placement;
11. Obtain copies of educational records at reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses the request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or

placement. You and the student may take part in the hearing and have an attorney represent you. Hearing request must be made to the Superintendent of Schools;

15. Ask for payment of reasonable attorney fees if you are successful on your claim;
16. File a local grievance.

504 Managers for District 466:
Dassel Elementary – Carmen Tschida
Cokato Elementary – Heidi Sickmann
Middle School – Sandy Jones
High School – Heidi Kepley

SPECIAL EDUCATION



Special Education Programs at Dassel Elementary consist of Speech and Language Services, Specific Learning Disabilities Services, Developmental Cognitive Disabilities, and many other

services that meet a student's individual needs as determined by assessments.

Speech and Language Services are for kindergarten through fourth grade students with speech and language needs. Services are available to students who meet state criteria for services in the areas of speech, articulation, fluency, voice and language disorders.

Specific Learning Disabilities and Developmental Cognitive Disability Services serve kindergarten through fourth grade students. These programs are designed for students who meet state criteria for services in the above listed areas as well as the areas of autism, attention deficit disorder, vision/hearing impairments, physical disabilities, and Emotional, Behavioral Needs.

In order for a student to qualify for any of the above listed special education services, the students must be referred for assessment, go through the assessment process, and meet specific state criteria.

STUDENT EXPECTATIONS

Building:



The sign outside our door states, "Dassel Elementary, Home of Kids Who Care." That is the basic theme at this

school, and we want to approach discipline from a positive standpoint. We believe that all children have positive qualities upon which desirable and appropriate behavior can be established.

We have adopted the acronym "CARE," which stand for "Care and Responsibility Everyday," as our guide for expected behavior. Care and responsibility include actions toward self, others, and property. Safety would also be inherent in our definition.

We believe that most undesirable behaviors can be eliminated by building on positive qualities, by providing a challenging and motivating teaching environment, and by taking the time to address any area of concern. We further believe that all adults in this building have responsibility toward all students, and we will reflect that in our interaction with students and other staff members.

We know that a two-way communication between home and school is critical to an effective discipline plan. We will use every means possible to involve parents in our effort to provide consistency between the home and school in our expectations and overall plan.

Occasionally, certain behaviors on the part of students may warrant their being sent to the principal's office for further action. We believe that students should be sent for both undesirable and very desirable behaviors on their part.

Playground/Recess Expectations:

- Listen to playground supervisors
- Be friendly / Play fair
- Respect equipment
- Ask permission to go inside
- Return equipment and line up

- Go to locker – quickly and quietly
- Wash hands
- Go directly to lunchroom – without waiting for friends

Winter Playground Rules:

- Safety:
Snow may not be thrown
Ice chunks may not be thrown anywhere
Students may not push, shove, fight, or cause harm to others
Sliding in special areas only – not on ice, by step railing, or hill
- Respect:
Be nice to others and listen to directions
All students are allowed to play games
- Responsibility:
Wear all your winter clothes – coat, hat, mittens, snowpants



SUPPORT SERVICES

An elementary school Social Worker is available at Dassel Elementary to work students, parents, and staff in the areas of social-emotional development including mental health concerns, self-esteem, behavior, feelings, family changes/conflict, social skills, etc. She also works as a resource person and as a liaison between school and outside agencies. She provides entire classroom activities, small groups, individual, and family counseling, and consultation. The Social Worker works closely with teachers and encourages you to contact her if she can help in any way to make this a better year for your child.

TELEPHONE

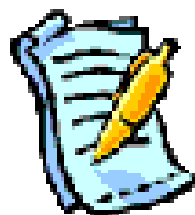


Each room contains a telephone. We have installed it for safety and better communication between the parents and teacher. We will send home your teacher’s schedule so that you can make calls during

his/her preparation time. That way classes will not be disturbed.

We would appreciate it if calls on the school phone (both students calling out and parents calling in to leave a message for their children) be only when absolutely necessary. This allows the line to be open for any emergency calls. We will not allow students to call home to make arrangements to visit a friend, etc. That should be done prior to the day they are going, and a note should be sent by the parent to verify it for us and the bus driver.

**TITLE I
APPLYING FOR EDUCATIONAL
BENEFITS**



Much of our school funding is based on our percentage of students who receive free and reduced lunches. This funding is used to hire Title I para-professionals, reading specialist, and other educational benefits in our building. In order to access all of the funding our children are entitled to have we are asking you to fill out the “Application for Educational Benefits” form found in this newsletter. Please complete and return it even though you think you may not qualify or choose not to receive the service, it will still benefit our children. All information is kept confidential. (See attached “Application for Educational Benefits” form in the back of this handbook.)

USE OF BUILDING

Dassel Elementary is available for community use. All people using the building must obtain a permit through the scheduling office located in the high school (286-4100 ext. 1021).

VISITORS

We are excited to share our school with parents and friends so we welcome you to our building at any time. We do ask, for the safety and security of our staff and students, that you stop in the office, sign in and put on a visitor sticker. There are several times throughout the year when

we have special programs and events. It is very important to our students to have family members in attendance so we ask that you make every effort to come to our special days.

VISITORS

SCHOOL-AGED FRIENDS

There have been times when our Dassel Elementary students have wanted to bring school-aged friends or cousins to visit our school. These visitors are welcome to come eat lunch and play at recess with them, but we ask that they do not attend during the instructional portion of the day. Each and every day is an important time of learning and we want to keep instruction uninterrupted. We do ask that all visitors to our school sign in at the office and wear a visitor's sticker.

VOLUNTEERS



You are invited to become a volunteer for Dassel Elementary. The volunteer program has been developed to organize opportunities to be

involved in the educational experiences of your student. Volunteers may work in the classroom, small groups, media center, computer lab, at home or sharing their own personal areas of interests. We have many opportunities for you to choose from. Please consider volunteering and contact the volunteer coordinator for further information at extension 1518.

WEAPONS AND ASSAULT DISCIPLINE POLICY

Weapons

Possession of a weapon can result in (1) an initial suspension for five (5) days; (2) confiscation of the weapons; (3) contact the police department; and (4) a recommendation to the Superintendent that the student be expelled. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity.

"Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or look alike firearms, or any device or instrument that is used to threaten or cause

bodily harm or death. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

Assault

1. A threat of bodily harm or death to another person, without material physical contact, will result in a parent/guardian conference and an initial suspension of up to five (5) days for students in grades 5-12.
2. A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon shall be dealt with under the preceding section of this policy dealing with "weapons".
3. Students in grades 5-12 who engage in fighting with another person will be suspended from the classroom or from the building for three (3) days. Students in grades K-4 may be suspended from the classroom or from the building for a period not to exceed three (3) days. Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from "poking, pushing, shoving or scuffling".
4. Direct attack with a weapon: Direct attack with a weapon shall be dealt with under the preceding section of this policy with "Weapons".
5. Unprovoked direct attack without a weapon on another person: Students in grades K-4 may receive one (1) to five (5) day/s suspension. Students in grades 5-12 will be initially suspended for five (5) days and reported to legal authorities. Subsequent direct attacks will lead to a recommendation to the Superintendent for expulsion.

WITHDRAWALS

If you know that you child will be withdrawing from Dassel Elementary, please inform us at the earliest possible date. This will help in our

planning and will allow the forwarding of records so that the transition to the new school can be as smooth as possible.

ANTI-BULLYING POLICY

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 or permits, condones, or tolerates bullying shall be subject to

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 up to and including termination or discharge. 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.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a

reasonable person under the circumstances knows or should know has the effect of:

1. harming a student;
 2. damaging a student's property;
 3. placing a student in reasonable fear of harm to his or her person or property; or
 4. creating a hostile educational environment for a student.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school district property or at school-related functions" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

- A. 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 an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal or the principal's designee or the building supervisor is the person

responsible for receiving reports of bullying at the building level.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.
- #### **V. SCHOOL DISTRICT ACTION**
- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to

appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials may notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

A. The school district annually will provide information and any applicable training to school district staff regarding this policy.

B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.

C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

VIII. NOTICE

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

Legal References: Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Model Policy 423 (Employee-Student Relationships)

MSBA/MASA Model Policy 501 (School Weapons Policy)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 507 (Corporal Punishment)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 711 (Videotaping on School Buses)

MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

LEAVE SCHOOL EARLY

Student's Name _____ has my permission to have
school early. Reason: _____

Parent/Guardian Signature Date

LEAVE SCHOOL EARLY

Student's Name _____ has my permission to have
school early. Reason: _____

Parent/Guardian Signature Date

LEAVE SCHOOL EARLY

Student's Name _____ has my permission to have
school early. Reason: _____

Parent/Guardian Signature Date

SCHOOL LUNCH PAYMENT

Please make your checks payable to I.S.D. 466 and mail to:

Dassel-Cokato Public Schools
Lunch System
Suite 1700
Cokato, MN 55321

Parent/Guardian Name:

Last: _____ First _____

Address: _____ City: _____

Telephone Number: _____ Amount Sent: _____

List Students: _____

Please do not combine milk/juice money and lunch money on the same check.

SCHOOL LUNCH PAYMENT

Please make your checks payable to I.S.D. 466 and mail to:

Dassel-Cokato Public Schools
Lunch System
Suite 1700
Cokato, MN 55321

Parent/Guardian Name:

Last: _____ First _____

Address: _____ City: _____

Telephone Number: _____ Amount Sent: _____

List Students: _____

Please do not combine milk/juice money and lunch money on the same check.

SUPPLIES FOR DASSEL ELEMENTARY 2011-2012

KINDERGARTEN

- 1 - resting mat or rug - must fold up to fit in cubby hole (plastic ones are best)
- 1 - pack of 8 crayons (whatever size your child uses best)
- 1 - large school bag (with zipper)
- 1 - pocket folder
- 4 - pencils #2 (sharpened)
- 1 - paint shirt
- 1 - spiral notebook for journal writing (wide lined)
- 1 - school box
- 1 - eraser
- 1 - box of Kleenex
- 1 - Fiskar Scissor

GRADE 1

- 1 - plastic pocket folder
- 1 - school box (not a zipper bag)
- 1 - box of 24 color crayons
- 1 - 1 subject spiral notebook
- 1 - box of Kleenex (to be shared)
- 12 - pencils #2, sharpened
- 1 - large eraser and/or pencil top erasers
- 4 - large glue sticks
- 1 - bottle glue
- 1 - box crayola washable markers
- 2 - low odor Expo Dry erase markers
- 1 - Fiskar scissor
- 1 - deck of playing cards
- \$5.00 cash for journal & everyday folder
- NEW - headphone (3.5 mm cable connection) for use in the computer lab. Send in a Ziplock bag with students name on it. Will be returned.

GRADE 2

- 1 - box of crayons (24 pack)
- 2 - large glue stick (each trimester)
- 1 - white glue (large)
- 1 - pair Fiskar scissor
- 12 - pencils #2 (sharpened - each trimester)
- 1 - big eraser & pencil top erasers
- 2 - sturdy pocket folders
- 2 - spiral notebooks (wide lined)
- 1 - small school supply box (5 ½ X 8)
- 1 - box of Kleenex (200 count)
- 1 - box color pencils
- 1 - 4 pack low odor expo white board markers (large, not skinny)
- 1 - box quart size Ziplock bags
- NEW - headphone (3.5 mm cable connection) for use in the computer lab. Send in a Ziplock bag with students name on it. Will be returned.

GRADE 3

- 1 - box fine point markers
- 1 - box of 24 crayons
- 1 - box of colored pencils
- 1 - sturdy pocket folder
- Last Name A-M - 1 box of gallon size Ziplock bags
- Last Name N-Z - 1 box of quart size Ziplock bags
- 1 - white liquid glue & 1 large glue stick
- 12 - pencils #2 (sharpened)
- 1 - Fiskar pointed scissor
- 1 - ruler (inches & cm.)
- 1 - large eraser
- 6 - pencil top erasers
- 3 - single subject spiral notebooks (1 blue, 1 green, 1 yellow - wide lined)
- 2 - blue pens
- 2 - box of Kleenex
- 2 - expo low odor dry erase white board marker
- 1 - pencil box
- 1 - pencil sharpener with cover
- \$3.00 to purchase binder & switch time folder from teacher

GRADE 4

- 2 - spiral notebooks
- 2 - 3 subject notebooks
- 2 - pocket folders
- 2 - red/green pens for correcting
- 2 - glue sticks & 1 bottle of white glue
- 1 - large box of Kleenex
- 1 - Fiskar scissor (sharp point)
- 1 - box colored pencils & markers
- 1 - backpack or school bag
- 12 - pencils (#2 lead)
- 1 - Large eraser and pencil top erasers
- 1 - ruler (inches & cm.)

FOR EACH GRADE

- ◆ A pair of tennis shoes for physical education class which have good support for running, kicking, and jumping

NO backpacks on wheels
NO roller shoes



Application for Educational Benefits
Free and Reduced-Price School Meals • School Year 2011-12 • State and Federally Funded Programs

1. Check here if this is the first school meal application at this school district or nonpublic school for any child listed below.

2. Names of all Children in Household including Foster Children Attach additional page if necessary	Date of Birth Month/Day/Year	Grade	School	<input checked="" type="checkbox"/> if foster child *	Any Regular Income to Child (for example SSD)	3. Benefits (if applicable) If any household member receives benefits from a program listed below, check the applicable box and write in the name of the person receiving benefits and their case number. Skip section 4.
Last Name First Name	____/____/____			<input type="checkbox"/>	\$_____ per _____	Name _____ Case Number _____ <input type="checkbox"/> Minnesota Family Investment Program (MFIP) <input type="checkbox"/> Food Support (SNAP) <input type="checkbox"/> Food Distribution Program on Indian Reservations
	____/____/____			<input type="checkbox"/>	\$_____ per _____	
	____/____/____			<input type="checkbox"/>	\$_____ per _____	
	____/____/____			<input type="checkbox"/>	\$_____ per _____	
	____/____/____			<input type="checkbox"/>	\$_____ per _____	

* The child is the legal responsibility of a welfare agency or court. If all children applied for are foster children, skip Sections 3 and 4.

4. Names of all Adults in Household (all household members not listed in Section 2) Include all adults living in your household, related or not. Attach additional page if necessary.	Check if NO Income <input checked="" type="checkbox"/>	Gross Wages and Salaries - all jobs - before deductions -	Pension, SSL, Retirement, Social Security	Public Assistance, Child Support, Alimony	Unemployment, Worker's Comp, Strike Benefits	Any Other Income, including net Farm/ Self-Employment
First Name Last Name		\$_____ per _____	\$_____ per _____	\$_____ per _____	\$_____ per _____	\$_____ per _____
		\$_____ per _____	\$_____ per _____	\$_____ per _____	\$_____ per _____	\$_____ per _____
		\$_____ per _____	\$_____ per _____	\$_____ per _____	\$_____ per _____	\$_____ per _____

Household Incomes: Write in each gross income and how often it is received: weekly (W), bi-weekly (every other week) (BW), twice per month (TM), monthly (M). Do not write in hourly pay. If income fluctuates, write in the amount normally received. Attach additional page if necessary.

5. If your children are approved for school meal benefits, this information may be shared with MinnesotaCare and General Assistance Medical Care programs to identify children eligible for Minnesota health insurance programs. See back page for more information. Leave the boxes blank to allow sharing of information.
 Do not share information with the MinnesotaCare health insurance program. Do not share information with the General Assistance Medical Care program.

6. I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get federal and state funds based on the information I give. I understand that if I purposely give false information, my children may lose meal benefits and I may be prosecuted.

Signature of Adult Household Member (required) _____ Print Name: _____ Date: _____
Social Security number - last 4 digits (required if Section 4 is completed): _____ OR I don't have a Social Security number
Address: _____ City: _____ Zip: _____ Home Phone: _____ Work Phone: _____

Total Household Size: _____ Total Incomes: \$_____ per _____	Office Use Only
Approved (check all that apply): <input type="checkbox"/> Case Number - Free <input type="checkbox"/> Foster - Free	Signature - Confirming Official: _____ Date: _____
<input type="checkbox"/> Income - Free <input type="checkbox"/> Income - Reduced Price <input type="checkbox"/> Temporary until _____	Date Verification Sent: _____ Response Due: _____ 2 nd Notice: _____
Denied: <input type="checkbox"/> Incomplete <input type="checkbox"/> Income Too High <input type="checkbox"/> Other: _____	Result: <input type="checkbox"/> No Change <input type="checkbox"/> Free to Reduced-Price <input type="checkbox"/> Free to Paid <input type="checkbox"/> Office Use Only
Signature - Determining Official: _____ Date: _____	<input type="checkbox"/> Reduced-Price to Free <input type="checkbox"/> Reduced-Price to Paid
Change Status To: _____ Reason: _____ Withdrawn: _____	Reason for Change: <input type="checkbox"/> Income <input type="checkbox"/> Household Size <input type="checkbox"/> Refused Cooperation
	<input type="checkbox"/> Other: _____
	Signature - Verifying Official: _____ Date: _____

Privacy Act Statement / How Information Is Used

The National School Lunch Act requires that the household member signing the application must provide the last four digits of their Social Security Number unless an active Minnesota Family Investment Program (MIFIP), Food Support (SNAP) or Food Distribution Program on Indian Reservations (FDPIR) assistance number is supplied for your child, or you are applying for a foster child, or you do not have a Social Security number. Provision of a Social Security number is not mandatory, but if a Social Security number is not given or an indication is not made that the signer does not have such a number, the application cannot be approved.

We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

At public school districts, each student's eligibility status is also recorded on a statewide computer system used to report student data to the Minnesota Department of Education as required by state law. The Minnesota Department of Education uses this information to: (1) administer state and federal programs; (2) calculate compensatory revenue for public schools; and, (3) judge the quality of the state's educational program.

Sharing Information with MinnesotaCare and General Assistance Medical Care Programs

Children who are eligible for free and reduced-price school meals may be eligible for Minnesota health insurance programs. Your child's eligibility status for school meals (qualified for free or reduced-price meals) may be shared with the MinnesotaCare and General Assistance Medical Care programs unless you tell us not to share your information by checking the boxes in section 5 of the application. You are not required to share information for this purpose and your decision will not affect approval for school meal benefits.

Nondiscrimination Statement

This explains what to do if you believe you have been treated unfairly:

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Children's Ethnic and Racial Identities (Optional)

Please provide the following information, which is used to determine the institution's compliance with civil rights laws. If the information is left blank, a representative of the institution is required to identify the ethnic and racial categories of participants for civil rights reporting.

1. Choose one ethnicity:
 - Hispanic/Latino
 - Not Hispanic/Latino

2. Choose one or more (regardless of ethnicity):
 - Asian
 - American Indian or Alaskan Native
 - Black or African American
 - Native Hawaiian or other Pacific Islander
 - White