

A decorative border of various pencils surrounds the text. The border includes three pencils at the top, three at the bottom, and several on the left and right sides. In the bottom right corner, there is a pencil holder containing several pencils.

**2017-2018
Student Handbook**

Humphrey Elementary

803 Elm Avenue
PO Box 248
Waverly, MN 55390
320-543-4680

Winsted Elementary

431 Fourth Street North
PO Box 160
Winsted, MN 55395
320-543-4690

www.hlww.k12.mn.us

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This handbook was approved by the Howard Lake-Waverly-Winsted District 2687 School Board on March 13, 2017. The handbook may be changed or amended during the school year. Changes will be posted in the office and on the schools' web site. All questions regarding any provisions in the handbook should be directed to the elementary principal.

PARENTS

This handbook is prepared for the families of elementary children in District 2687, Howard Lake-Waverly-Winsted Public Schools. It is designed to help you understand how schools and families share in the elementary school experience.

We look forward to an exciting school year. It is our goal to involve parents as key members of our educational team. We sincerely hope you enjoy this year and experience it as a time for real growth.

Teamwork, of course, means good communication between home and school. Please contact us whenever you have questions or concerns. In addition, our schools are always open for you to visit. We welcome and greatly appreciate parent visits, and encourage everyone to share their reactions.

Best wishes for a successful school year!

Sincerely,
Jennifer Olson
Elementary Principal
Howard Lake-Waverly-Winsted

PHILOSOPHY

All children are entitled to a rewarding and successful school experience, not only as individuals, but also as members of the school group, the community and the nation. Through a nurturing environment, the school program should stimulate all students to achieve their individual maximum potentials and to develop attitudes, skills, interests and knowledge that enable them to become contributing and productive citizens of society.

DISTRICT GOALS



Mission

“Provide a positive learning environment that recognizes diversity, instills life-long learning skills, and nurtures each individual’s unique potential, talents and self-worth through academics, fine arts, and athletics.”

Values

Howard Lake-Waverly-Winsted School District will:

- Ensure a safe and respectful learning environment
- Empower all members of our school community
- Demand high quality instruction in every classroom
- Provide high quality programs at all levels
- Hold high expectations for all stakeholders
- Build positive relationships
- Foster creativity
- Promote critical thinking and problem solving skills
- Respect all individuals

- Utilize resources efficiently and effectively

Vision Statements

Howard Lake-Waverly-Winsted School District will:

- Appropriately and effectively use data to meet the needs of all students
- Increase the integration of current and future technologies
- Provide ongoing, research-based professional development that addresses students’ current and future educational needs
- Build and maintain facilities to meet the growing needs of our students and communities

Motto

“Excellence through education.”

GENERAL INFORMATION

Academic Curriculum

The academic curriculum at Humphrey and Winsted Elementary is comprehensive and provides a firm foundation for students. The research-based curriculum focuses heavily on the areas of reading, writing, and math. Other areas of classroom study include spelling, handwriting, science, social studies and health.

To complete the foundation for a solid education, specialists at Humphrey and Winsted Elementary teach physical education and music. The physical education curriculum promotes healthy lifestyles and lifelong personal fitness through a wide variety of physical activities. Music education provides every student with opportunities for self-expression and fosters a lasting interest in the fine arts.

Technology is a vital part of a child’s day at Humphrey and Winsted Elementary. Computers are used to enhance classroom instruction. The school has a computerized network that serves the media center and all classrooms. Students and faculty use technology to conduct research and have supervised access to the internet.

Allergies

Humphrey and Winsted Elementary are committed to providing a safe and nurturing environment for students. We understand the increasing prevalence of life threatening allergies among school populations. Recognizing that the risk of accidental exposure to allergens can be reduced in the school setting, we are committed to working in cooperation with parents, students, and physicians, to minimize risks and provide a safe educational environment for all students. The focus of allergy management shall be on prevention, education, awareness, communication and emergency response.

Attendance

School attendance laws of the State of Minnesota require that children must attend school regularly. Regular school attendance is important to the educational growth of

students in grades kindergarten through fourth grade. Parents are strongly encouraged to remind their children that consistent attendance will result in a continuity of the instructional process, higher grades and a more enjoyable school experience.

Regular classroom attendance will help students develop successful life skills including punctuality, self-discipline and responsibility. The shared learning experiences that take place daily in the schools are a purposeful and important part of the educational process.

The attendance regulations exist to assist the parents and school team to work together to help students develop good punctuality and attendance patterns.

Excused Absences

- Personal illness – once a student reaches ten (10) absences due to illness in a year, parents may be notified that any additional absences will not be excused unless a school nurse verifies the illness or documentation from a doctor is provided.
- Illness in the immediate family.
- Death in the immediate family.
- Legal obligations.
- Religious holidays.
- Family vacations – you are strongly encouraged to take family vacations during winter or spring break. In the event this is not possible, the elementary office as well as your child’s teacher should be informed in advance of any vacation that will cause student absence from school.
- Prior notification of absences.
- Suspensions.

It is the responsibility of the parent/guardian to communicate absences and/or late arrivals for their child by 9:00 a.m. on the day of the absence. Should school staff not hear from you, a courtesy call will be made to determine your child’s safety. Any future absences not communicated with the school office will be recorded as unexcused. Please contact the school for absences using these office contacts:

Humphrey 320-543-4680 or tknuth@hlww.k12.mn.us
Winsted 320-543-4690 or jstifter@hlww.k12.mn.us

When calling your child in, give the following information: name of student, grade, name of teacher, and length of and reason for absence.

Unexcused Absences – These absences are counted!

- An absence not recognized as an excused absence will be considered unexcused.
- Any absence without a written or verbal explanation by the parent/guardian by 9:00 a.m. to the school office will be considered unexcused.
- Examples of unexcused absences are: out-of-town guests, oversleeping, “running late,” shopping, taking care of younger brother or sister, hair

appointments, family trips without prior approval, or any duty/errand which can be done outside of the normal school day.

When a student reaches three (3) unexcused absences, school/parent contact will be made in an effort to help improve student’s attendance. Seven (7) unexcused absences will be referred to County Court for educational neglect. Minnesota State Law concerning educational neglect presumes that parents or guardians of a child under 12 years of age are held accountable for any unexcused absences.

Tardies

Students are expected to come to school on time. Frequent late arrivals establish a pattern that is not acceptable. Often classes start with instruction right away and the late student misses important information. A student will be marked tardy if he/she arrives after the second bell. If the arrival is after 10:30 a.m. the student will be marked absent ½ day. If the student leaves before 1:30 p.m. for the remainder of the day the student will be marked absent ½ day. Tardies shall be excused when a note or telephone call is received from the parent/guardian explaining how the tardy was unavoidable.



- Five unexcused tardies will be treated as the equivalent of one unexcused absence.
- Examples of unexcused tardies are: oversleeping, missing bus or being late to class for playing in the hallway or lunchroom. (When unfavorable weather conditions are forecast and Howard Lake-Waverly-Winsted is starting on time, please plan ahead so that your child arrives to school before the second bell.)
- Examples of excused tardies are: medical appointments or the bus the student is arriving on is late due to road conditions.

We understand that family schedules do not always mix with school schedules. If your child is late to school, we ask that an adult check your child in at the elementary office. If your child needs to leave early, please send a note in the morning so we can have your child ready for you when you arrive.



Accidents


Accidents which are incurred by children during the portion of the day when they are under the supervision of the school should be reported to the classroom teacher or teacher on duty immediately. An accident form will be filled out and sent home with the child. If the school nurse or designee determines that the injury is serious, the parents will be called immediately.

Arrival – Dismissal Time

For the welfare and safety of all students, it is requested that students do not arrive at school any earlier than necessary. This is especially important for those children who walk, ride bicycles or are dropped off by parents. Students who

walk, ride bicycles or are dropped off by parents should not arrive more than 20 minutes before school starts due to supervisory reasons.

If your child attends Winsted Elementary School and they are being dropped off before school or picked up after school, please do not drive on the playground area.

Humphrey Elementary/Winsted Elementary
 School Begins – 8:15 a.m.
 Dismissal – 3:10 p.m.

Animals In The Classroom

To prevent exposure to allergens and to maintain the best possible indoor air quality, prior approval is required before animals are allowed to visit the classroom.

Bicycles

Students who are competent bicycle riders and practice good bicycle safety may ride their bicycles to school, weather permitting. Bicycles are to be walked when on school grounds. Bicycles should be parked and locked in the bicycle racks during the school day. The use of helmets is encouraged. We are not responsible for lost, stolen or damaged bicycles.



Cell Phones

Cell phones are strongly discouraged at the elementary schools due to potential learning distractions, as well as possible theft. If you feel your child must have a cell phone for emergency purposes, we expect that it will be kept in your child’s locker on silent mode (or off) during the school day. Students will not be allowed to use them in class, on the playground or any time during school hours, unless given permission by the classroom teacher. Please contact the school in case of emergencies and not your child’s cell phone as we may need information to assist you accordingly.

Communications

One key feature of effective schools is good communication between school and home. The elementary schools use a variety of communication tools to make our school – family relationship strong: monthly newsletters from the principal and individual classroom teachers, special flyers in the Wednesday folder, phone calls and notes. Classrooms use daily communication journals/student planners.

Our parent organizations hold regular meetings throughout the year, and usually receive updates on important school and district information. In addition, news of special events is published in the local newspaper as well as the district newsletter.



The Howard Lake-Waverly-Winsted School District website address is <http://www.hlww.k12.mn.us> and includes timely general information about the district, its policies and activities. We encourage you to respond to our communication efforts and let us know if they are effective, and how we can improve for the future.

Custody Issues

If there are special concerns or court orders involving our elementary students, we must have current copies of legal court documents on file at school. Parents without specific court documents stating otherwise are entitled and have access to all school functions.

Discipline

At Humphrey and Winsted Elementary School we expect our students to conduct themselves appropriately by showing respect for themselves and others and by demonstrating responsibility by making appropriate choices. The staff at our schools has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure and happy.

The discipline plan at Humphrey and Winsted Elementary Schools is based on the Above the Line program, which was developed by Corwin Kronenberg, a nationally recognized expert on behavior management.

The goal of Above the Line is to promote a safe and caring environment where all students are taught the difference between appropriate and inappropriate behavior. In the program, behavior is divided into three groups, Above the Line, Below the Line, and Bottom Line. The three behavior categories with some sample behaviors are illustrated in the box below.

ABOVE THE LINE		
Be Respectful	Be Safe	Be Responsible
Be Cooperative	Be Polite	Be a Worker
BELOW THE LINE		
Swearing	Teasing	Budging in Line
Hitting	Not Cooperating	Wasting Time
BOTTOM LINE		
Weapons	Vandalism	Racial Harassment
Assault	Use of Drugs	Sexual Harassment

Students are expected to demonstrate Above the Line behaviors. If a student makes a bad behavior choice and fall Below the Line, the student will be expected to assume responsibility for the behavior.

Students who choose a Below the Line behavior will be given a choice by the adult in charge. They will be asked if they want to “Fix It” or if they want a consequence for going Below the Line. If the child selects the “Fix It” option, the child will be expected to assume responsibility for developing a plan for fixing the problem he/she has caused with his/her Below the Line behavior. When a child requests a consequence for a Below the Line behavior, the consequence will be worked out with the child and the adult in charge. The consequence must be related to the behavior, delivered respectfully, and it must be reasonable. There is a separate form for primary grades (kindergarten-one-two and intermediate grades (three-four).

There are some behaviors that are considered totally inappropriate at school. These behaviors are considered Bottom Line behaviors. A Bottom Line behavior is a violation of state law or district policy or any totally unacceptable behavior. When a student demonstrates a Bottom Line behavior, the principal, parent(s)/guardian(s) and maybe a legal authority will get involved.

Dismissing Students

Students are dismissed only from the office during school hours. If you must take your child out of school, a written request should be sent to the classroom teacher stating the date and time of dismissal. You must come to the office to meet your child. Children will not be released to waiting cars or to anyone who cannot identify himself/herself to the satisfaction of school personnel.

In an effort to minimize classroom disruptions, increase classroom learning time and keep our students safe, parents are asked to communicate dismissal changes to your child's teacher or the elementary office by 12:00 noon for grades K-4. We will no longer be interrupting classes in the afternoon to deliver messages to students except in an emergency.

When picking up your child at the end of their school day, please follow one of the procedures below.

- You may come into the school (using the main entrance) and wait in the main entrance until your child's class is dismissed. Please let the teacher know that you are taking your child. **Parents should not pick up their child at or near your child's classroom.** (This is a busy time and the classroom teacher has the responsibility of getting their entire class dismissed at the end of the day.)
OR
- You may wait outside (by the buses) for your child's class. For the safety of all students, please meet your child at the bus loading area.
- If you arrive after the buses have gone, your child will be waiting for you in the classroom or in the office. Please come into the building to pick up your child.

Early Childhood Screening

Early Childhood Screening is required by MN Statutes prior to kindergarten enrollment.

District 2687 offers screening in vision, hearing, growth, immunization status, and skills in thinking, communication and language, large and small muscles and social/emotional development for children who are between three and four years old. If your child has not been screened, please call 320-543-4680, ext. 3103.

Educational Data Privacy

Pursuant to the requirements of ISD #2687 Howard Lake-Waverly-Winsted School District's Policy regarding educational data privacy, the following constitutes the

school district's annual notification to parents and students regarding data privacy practices of the school district. The school district has adopted a Data Privacy and Student Records Policy incorporating state and federal requirements as to data privacy rights. In summary, the policy provides:

- A. Privacy Rights**
Educational records which identify, or could be used to identify, a student other than directory information, may not be released to a member of the public without the written permission of the student's parents or guardians, or the student, if he or she is 18, attends a post-secondary institution, is married or has graduated. This general rule is subject to specific and limited exceptions which cannot be set out here, due to limitations of space, but which are set out in district policy.
- B. Directory Information**
"Directory Information" includes a student's picture, parents' name, student's name, address, telephone number, date and place of birth, gender, major field of study, participation in officially recognized activities and sports, weight and height, member of athletic teams, dates of attendance, grade levels completed, degrees and awards received, the most recent previous educational agency or institution attends by the student and other similar information. Directory information may be released to the public without prior parent or student consent unless the parent or eligible student has objected in writing to the release of one or more categories of such information. Directory information does not include identifying data which references religion, race, color, social position or nationality. A parent of a student or an eligible student in the district may refuse to permit the release of any or all categories of directory information by contacting the building principal in which said student attends and completing the form Non-Release Of Information. This objection must be given to the district within thirty (30) days of this publication notice.
- C. Inspection of Records**
Parents of a student or a student who is 18 or older, may request to inspect and review any of the student's educational records except those which are, by State or Federal law, made confidential. The school district will comply with the request immediately if possible and if not, within five days exclusive of weekends and holidays. In special circumstances, an additional five days may be required in order to comply. Copies of records may be obtained at the actual cost of reproduction.
- D. Challenge to Accuracy of Records**
A parent of eligible student who believes that specific information in the student's educational records is inaccurate, misleading, incomplete or violates the privacy or other rights of the student,

may request that the school district amend or correct the record in question. If the superintendent, within a period of thirty (30) days, declines to amend the record as requested, the parent or student who is 18 or older will be advised in writing of their right to request and obtain a hearing. If either the superintendent, or, after hearing, the hearing officer appointed by the school district determines that the record in question is inaccurate, misleading, incomplete or violates the privacy or other rights of the student, the record will be amended, the parents or student age 18 or older will be notified of their rights to place a statement with the record commenting upon it and setting out any reason for disagreeing with the decision of the school district. Dates in dispute will be disclosed only if the statement of disagreement is included with the disputed data. The decision of the superintendent or hearing officer is the final decision of the school district and may be appealed under the provision of the State Administrative Procedure Act, MN state C15, relating to contested cases.

- E. **Transfer of Records to Other Schools**
ISD #2687 Howard Lake-Waverly-Winsted forwards educational records of students to other schools and school districts in which a student seeks or intends to enroll upon request of that school or school district. A parent or student who is 18 years of age may request and receive a copy of the records which are transferred and may, pursuant to the policy, challenge the accuracy of the records. The district does not, however, notify parents or students of age 18 or older prior to such transfer.
- F. **Data Collection Rights**
A parent or eligible student when asked to supply private or confidential data shall be informed of:
- The purpose and intended use of the requested data,
 - Whether he/she may refuse or is legally required to supply the requested data;
 - Any known consequence arising from his/her supplying or refusing to supply the data;
 - The identity of the persons or entities authorized by state or federal law to receive the data;
- G. **Complaints for Non-Compliance**
- H. The school district is not responsible for any lost, stolen, or damaged personal items. Personal items other than school related items should NOT be brought to school. Parents and students of age 18 or older may submit written complaints of violation of rights accorded them by the Family Education Rights and Privacy Act to the Family Education Rights and Privacy Act Office, U.S. Department of Education, Washington, DC 20201. This review of the data privacy rights of students and parents in the educational records maintained

by Independent School District #2687 is intended only to be a summary of the provisions of school district policy and applicable state and federal law. Requests for copies of the policy and questions should be addressed to: Superintendent of Schools, ISD 2687 HLWW, PO Box 708, Howard Lake, MN 55349.

Elementary Enrollment

Elementary enrollment for the 2017-2018 school year is approximately 475 students. Total enrollment in grades K-12 is about 1,100 students.

District facilities include two elementary buildings, one in Waverly (Humphrey) and one in Winsted, housing pre-kindergarten through fourth. Students in grades five through eight attend the middle school in Howard Lake and students in grades nine through twelve are enrolled at the senior high school in Howard Lake.

Emergency Drills

Schools are required by law to conduct emergency drills during the school year. The purpose of emergency drills is to prepare students for emergency situations such as fire, lockdown, severe weather, etc.

Field Trips



During the school year various classes take field trips. Permission slips are sent home for parents to sign, thus giving permission for a student to go on a field trip. In the event that a parent does not want his/her child to go on a trip, the child must be in attendance on that day. Provisions will be made for the student. If there are special health concerns or medications needed, please contact the school prior to the trip.

Health Records

A health record is kept for each child, as required by Minnesota state law. Any significant health condition or immunization that the child has during the summer or during the school year should be reported to the school nurse so the information can be recorded on the child's health card.

Home Prepared Food

Howard Lake-Waverly-Winsted abides by State Health Department recommendations and regulations regarding the serving of food in school.

Howard Lake-Waverly-Winsted prohibits the distribution and service of food items including treats which are prepared in individual homes. Food for classroom parties, or any occasion, must be purchased from a store which is subject to state food inspection regulation. All food to be shared with other students must be commercially prepared, pre-packed, unopened, and when possible, individually wrapped. This action is needed in order to take a firm preventative stand against the spread of germs and disease.

Homework

The homework guideline we use is quite simple. Ten minutes per school night per grade level. An example is 30 minutes a school night for third grade. We understand children work at different rates. Some students in a class may have less homework because they have made better use of their study time at school, or school work may come easier for them. Some students in a class may not be able to complete their homework within the grade level timelines. If this happens to your child on a regular basis, you should contact the teacher to discuss some options. For most students, the ten minutes per grade level guideline works well.



As parents, you can make homework more successful for your child by providing a work area free from distractions. Another idea is to see that your child is using his/her time well and not spending time getting drinks, sharpening pencils, etc. What works well for some families is setting aside a common homework time each evening for the whole family. On the nights your child doesn't have any homework, he/she could read a book, write a letter to grandma, or practice math flash cards.

If, for any reason, you need to pick up homework, please contact your child's teacher early in the day so that the teacher has time to get the materials ready. It is very difficult for the office and the teachers to handle requests for homework if parents wait until the end of the day to ask the teacher for the materials.



Immunization

In compliance with Minnesota school immunization law, all students are required to have a complete immunization record at school. The law requires: five diphtheria, tetanus, pertussis; four polio, two measles, mumps, rubella; three Hepatitis B and two varicella (not required if child already had chicken pox). No child will be allowed to enroll or remain enrolled without a statement verifying these immunizations or a notarized statement that immunizations are contraindicated due to a child's medical diagnosis or a parent's conscientious opposition. The entire policy, as adopted by the School Board, is available in each building.



Keeping Your Child Home From School

Please do not send your student to school with:

- Rashes: If the student has a rash of unknown origin, it needs to be evaluated by a health care provider. Children should not come to school with rashes if they are spreading, itching or open/draining.
- Vomiting/Diarrhea: Student needs to remain home until 24 hours after the last episode.
- Fever of or greater than 100 degrees F: Student should stay home for 24 hours after the temperature returns to normal without the use of fever reducing drugs such as Tylenol.

Kindergarten Early Entrance

Children five years of age on or before September 1 are automatically eligible to enter kindergarten. If a child's birthday falls on a date after September 1 and before December 31, parents may request early entrance. To be considered for early entrance, parents must submit a request to the building principal by July 1. After review, the district may recommend academic testing to verify the request. Parents incur the expense for the testing. Students must score at the 95 percentile or above and show physical, emotional, or social maturity to receive the recommendation for early entrance.

Latex Products

School District buildings are latex restricted sites. No balloons or other latex products are permitted.

Lockers

Most students are assigned a locker for storing books and supplies. Each student is responsible for seeing that his/her locker is kept in order at all times. Students are not to share lockers unless given permission by the principal. The school is not responsible for lost or stolen items. Lockers are the property of Howard Lake-Waverly-Winsted Schools and school officials reserve the right to search a locker at any time.

Lost And Found

Please label your children's boots, gym shoes, caps, scarves, mittens, etc., so we can return them if they become lost. Each elementary school has a lost and found container. Parents are welcome to check the lost and found for articles at any time. A good time to do so is during conferences, concerts and other school activities. Lost and found items will be discarded at the end of each quarter.

Mail

Students are not allowed to receive personal mail at school. The mail will be returned to the sender. If there is no return address, the mail will be given to the legal guardian or parent. Any flowers, balloons, etc. sent to your child at school will be held until lunchtime in the office. These deliveries cause disruptions to classroom routines.

Milk Program

Milk is available to every child in kindergarten at no cost.

Milk is available to grades one through four for "classroom milk break" and is optional. You may pay for half a year or for a full year. For families that pay per half of year, money is due the first week of school for the first half and the last day of the second quarter for the second half. After these dates your child will not be able to participate in the program. Milk payment should be given directly to your classroom teacher.



For any student with lactose intolerance, the school will make available upon written request from a parent, lactose reduced milk, milk fortified with lactose in liquid, tablet

granular or other forms of milk to which lactobacillus acidophilus has been added.

For students who bring a lunch, deductions will be made from the family account for milk.

Students are not allowed to bring pop for classroom milk break or for their lunch.

Minnesota Comprehensive Assessments

The Minnesota Comprehensive Assessments (MCA III's) will be given at grade levels three and four. The MCA are state-developed tests that measure high standards in reading and mathematics at grades three and four. Students answer both multiple choice and short answer questions. State law requires all students to take these tests, although special education students and students with limited English-speaking skills participate at the recommendation of their teams.

Students do not pass or fail these tests; rather these tests are used to chart school progress, generate information for school improvement, and serve as a tool to make decisions that will improve student achievement.

Students are classified in one of four achievement levels based on their test scores. The district goal is to see the number of students at Level One decrease, while the number of students at Levels Two, Three and Four increases.

Achievement Level Information

Level One (Does Not Meet Standards) scores indicate that the student has significant gaps in the knowledge and skills necessary for satisfactory grade level work.

Level Two (Partially Meets Standards) scores represent partial knowledge and skills required for successful grade level achievement.

Level Three (Meets Standards) scores represent state expectations for achievement of all students. Students who score at Level Three are working successfully on grade-level material.

Level Four (Exceeds Standards) scores represent successful work with challenging, above-grade-level material.

Overdue Library Books

All library materials are to be returned at least one week before the last day of school. The last day to check out materials will be one week before the day all library books are to be returned. Students/Parents are to be notified of overdue materials by written notice and/or a phone call. Students/Parents will be asked to pay replacement costs of materials that are not returned. Written requests for payment will be issued shortly after the due date of all library materials. Money will be refunded for materials that are subsequently found and returned.



Students who do not return borrowed materials or pay for replacement will be restricted as to checking out library materials in the future.

Parent Access – ParentVUE

Howard Lake-Waverly-Winsted Schools are providing parent access to ParentVUE to further promote educational excellence and enhance communications with parents/guardians. ParentVUE allows elementary parents to view their student's attendance, census information, immunization, report card, transportation, and is available to every parent/guardian of a student enrolled at Howard Lake-Waverly-Winsted Schools. It is our belief that you will find ParentVUE to be a valuable tool linking family, student, and school in informative, cooperative, and proactive manner.

Parent – Teacher Conferences

Parent – teacher conferences take place twice during the school year. Parents will receive information regarding fall and spring conferences from each building. The school will contact parents for specific appointment times.

Personal Appearance

We encourage our students to dress in a neat and appropriate manner that reflects pride in themselves and their school.

The District reserves the right to take appropriate action when student attire and/or grooming endangers the health, safety or negatively influences the educational opportunity of students in the Howard Lake-Waverly-Winsted Schools.

The District has established no restrictions on student dress or grooming except as follows:

- When the dress or grooming presents a clear and present danger to the student or others health or safety;
- When the dress or grooming interferes with the education process;
- When the dress or grooming creates disorder in the classroom or the school;
- When it displays logos or references to alcohol, tobacco, or drug products, or their use.
- Hats should not be worn in school, except for special occasions.
- No inappropriate short shorts/skirts, biker shorts, or spaghetti strap/midriff style clothing will be allowed.

Footwear must be worn at all times. Sandals and open-toed shoes are discouraged.

Disciplinary action for infractions of this policy shall be consistent with the disciplinary code outlined in the school student management policies.

Personal Belongings Of Students

Unless a teacher requests them specifically, students should not bring toys, radios, sport equipment, cell phones, hand-held electronic games or other expensive items to school. School staff is not responsible for non-requested items.

Phone Calls

Parents are welcome to call the principal with questions, concerns or ideas they wish to share. Teachers should be called during school hours. However, when classes are in session, teachers may not be available to answer the phone. In case of an emergency, please call the school office and your child will be contacted immediately. A message may be left on the answering machine. Children are to be called only in the event of an emergency. They will seldom be given permission to call from school except in an emergency.

Phone Numbers

It is very important that we have an EMERGENCY NUMBER for each student so parents can be reached at any time. An emergency form will be distributed to each child at the beginning of the school year. It is essential that you return your child's form to the office as soon as possible. It is necessary that you include the phone number of someone who can be reached in your absence in the event of illness or emergency. Please notify us of any change in phone numbers during the school year.

Photographs



Photographs are taken in our buildings throughout the school year. Some of these photographs will be used in district publications or submitted to outside publications. Videotaping, for district use and by news organizations, may also occur. Requests not to photograph or film specific students will be honored. Please contact your child's principal for additional information.

Physical Education

Children are expected to participate in physical education and recess activities unless they have a health problem. Students may be excused from physical education for three days with a parent's written request. Beyond that, a doctor's excuse is needed.

Pledge Of Allegiance



The Pledge of Allegiance is recited at least once per week at the elementary school in accordance with Minnesota Statute 121.11, Subdivision 3. This is done either via individual classrooms or through the school intercom system. Any student or teacher may decline to participate in the recitation of the pledge for any personal reasons. Anyone electing to "opt out" will be free from discrimination by other students, teachers or staff. Students and staff must respect another person's right to make a choice to recite, or not recite, the Pledge of Allegiance.

Progress Reports

The school seeks your cooperation in its efforts to educate your child. The progress report informs you of your child's

progress four times a year, once at the end of each nine-week period. Feel free to visit the school and confer with staff about your child's progress any time during the school year.

Recess

Fresh air in the middle of the day helps refresh students' bodies and minds for a full afternoon of learning. Footwear must be worn at all times. Sandals and open-toed shoes are discouraged.

Please be sure your child has the right outdoor clothing to enjoy our Minnesota winter recesses! All students, grades kindergarten through fourth, are asked to wear hats, mittens, boots, and snow pants during the winter season (**students not wearing boots must stay on the paved area during recess**). Also, a reminder for parents to assist their child, and our staff, by labeling your child's winter apparel.

Students will be outside during the noon hour recess period unless one of the following weather related conditions (listed below) are in existence. If any of the conditions apply, recess (or a portion of recess) will be held indoors. The principal or designee will make decisions related to the application of this policy.



1. The temperature and/or wind chill index is at or below zero degrees. (We will hold very closely to the "zero-zero" rule during the winter season. Due to the variation of the weather, however, it is crucial that children come prepared to go outside on a daily basis.)
2. Precipitation (rain or snow) and/or weather conditions (thunderstorms or lightning) to a degree that it is deemed the conditions are not conducive to student's well-being.
3. The playgrounds are in such condition (wet, icy and/or muddy) that it is deemed unsafe and/or conducive to student's well-being.

School Bus Behavior

The HLWW school bus garage is located at 8700 County Road 6 SW, Howard Lake. Phone number for the bus garage is 320-543-4650.

Students riding the bus will be picked up and let off only at their regular stops. Anyone wishing to ride a different bus or get off at a different stop must bring a note from home, have it signed by the principal and presented to the bus driver.



1. Every bus rider must abide by these rules or be deprived of the privilege to ride the bus.
2. All riders shall remain in the seats assigned to them.
3. Keep your head, hands and arms inside the bus.
4. Scuffling, fighting, and obscene language are forbidden.
5. Bus riders will not litter the bus with food or other debris.

6. Bus driver will report any misconduct to the principal.
7. Bus driver is in complete charge while on the bus.
8. Parents will be notified if the misconduct continues. The bus rider may be denied the privilege of riding for the school year.
9. Damage to the bus other than regular usage will be paid for by the rider.
10. Be at the loading pace at the schedule time. The driver will not wait.
11. Follow the recommended procedure when crossing the roadway.
12. Inform driver, if possible, when rider will be absent.
13. Cooperate with the **BUS DRIVER AT ALL TIMES.**
14. Wait in **FRONT** of the bus, never behind.
15. Students are not to possess or use drugs or alcohol while riding a District 2687 school bus. Violation of this rule will mean automatic suspension from riding District 2687 buses.

School Bus Discipline

1. Students exhibiting inappropriate behavior will be written up on a bus discipline report.
2. The first bus discipline report for minor offenses will be a warning.
3. The second bus discipline report will result in a two day bus suspension.
4. Subsequent bus discipline reports will result in longer bus suspensions (i.e. third bus report will result in a 3 day bus suspension).
5. After the fourth bus discipline report for minor/major offenses, a parent/student/administrator/bus driver committee (3 bus drivers) will need to meet at 8:15 a.m. to discuss and set a behavioral expectations plan for further bus riding.
6. Major bus behavior offenses such as fighting and destruction of property will result in automatic bus suspension.

School Closing

School may be closed by the Superintendent in the event of extreme weather conditions or emergency circumstances. An official announcement will be made via the Emergency Notification Service as well as radio stations WCCO-830 AM, KRWC-1360 AM, KDUZ-1260 AM or KARP-106.9 FM and TV stations WCCO (channel 4), KARE (channel 11) KMSP (channel 9), and KSTP (channel 5). When adverse conditions exist buses may run late, so we ask that you do not call the school unless necessary. Parents are advised to make provisions for the care of their children in the event of a school closing, late start or early dismissal.

School Parties And Celebrations

Classrooms occasionally celebrate events such as birthdays, holidays, and special school events. If you wish to send food items for any classroom celebrations, it is important to remember that the district prohibits distribution of food

items (including treats) which are prepared in individual homes. Food must be commercially prepared, pre-packed, and when possible, individually wrapped.

School-Wide Procedures For A Positive Climate Classroom

- Specific classroom rules are generated by each teacher and his/her students.

Halls

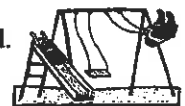
- Use quiet voices.
- Always walk and stay to the right.
- Listen to the person in charge.
- Keep hands, feet, and objects to yourself.

Lunchroom

- Enter the lunchroom in a quiet, orderly way.
- Quietly talk with your immediate neighbor.
- Hands off other people and their food.
- Keep your eating area clean.
- Be polite, use good manners.
- Follow the directions of the supervisor and teacher.
- Exit the lunchroom in a respectful, orderly, and quiet way.

Playground

- Be responsible for school playground equipment.
- Remain within the playground boundaries.
- Keep hands and body to yourself.
- Rocks, sticks and snow stay on the ground.
- Electronic devices are not allowed.
- Only TOUCH football is allowed.
- Dispose of all litter in the trash container.
- Ask for permission from playground supervisor to use restroom.
- Report any injuries to playground supervisor.
- Climbing Equipment: No climbing on top. No running or playing tag.
- Jump Ropes: Use the jump rope for only jumping. Jump ropes should never be tied or twisted.
- Slides: One person may slide down at a time. Take one step at a time and hold onto the handrail when climbing the ladder to the top of the slide. Slide down feet first and sitting. Climbing up the slide is not allowed.
- Swings: One person at a time is allowed on one swing (three allowed on tire swing). Always sit on the swing. Hold on tightly with both hands. Use back and forth motion. No jumping out while swinging. No underdogs, dodging between swings, twisting, or spinning on the swings.
- Winter Snow Safety: All students are asked to wear hats, mittens, boots, and snow pants during the winter season. Snow stays on the ground (do not throw snow at anyone or anything). Play on the front side of the snow hill only. Only one person can slide down at a time. No standing, sit down to slide. No pushing or jumping off snow hill. Do not play on the ice.



Lavatory

- Quiet time.
- Please flush after use.
- Wash your hands and put the paper towels in the basket.
- Return to your classroom immediately.

Assemblies

- Be a courteous, silent audience.
- Stay seated until your teacher signals you to line up.
- Stay seated until the performance is over. Please, no running in and out of the auditorium or gymnasium.

Snacks And Classroom Food

Snacks are important for providing children with nutrients to support growth and learning. Smart snacks enhance children's academic and athletic performance, and provide an opportunity to apply nutrition education principles by having students plan their snack.

Parents are encouraged to provide healthy snack choices. By doing this, you are reinforcing the importance of healthy eating and contributing to the improved eating habits of your child. A healthy snack option is also available for purchase either by half year or full year and should be purchased through the school office.

Try these healthy snack ideas for your child: trail mix, raisins/dried fruit, pretzels, animal crackers, baked chips/crackers, cheese, granola and cereal bars, etc.



Student Meetings Before – After School

At times a teacher may request that a child remain after or come early to school. Parents will be notified the day before so arrangements may be made for transportation.

Student Performance

Our students perform well according to standardized testing measures. In college entrance examinations our students exceed both state and national norms.

Student Registration

Students enrolled in our elementary schools are automatically registered in spring for the following school year. Children entering kindergarten in the fall are registered in the spring during kindergarten registration. Children who move during the summer months from one attendance area to another within the school district and students new to the community should register prior to school opening in the fall. Children entering kindergarten must be five years of age on or before September 1. Verification of the child's birth date is required, as is verification of all immunizations.

Textbooks

The school district furnishes all textbooks free of charge. Students will be charged for any lost book or for wear beyond normal use. Students will be required to pay the full cost of any lost book. It is recommended that all textbooks have protective covers by the end of the first week of school or a week after issue.

Visitors And Security

We encourage parents to visit school and participate in our activities. Please prearrange visits with your child's classroom teacher. Occasionally, parents ask permission to bring other children – preschool brothers or sisters or other relatives – to visit school. It is important to keep classroom distractions to a minimum, we ask that you find alternate supervision for preschool brothers or sisters while visiting or participating in activities.

For the safety of all Howard Lake-Waverly-Winsted students and staff, all visitors – including parents, non-district 2687 students, vendors, and community members – must report to the school office upon entering the building. Visitors must sign in and will be given a visitor's badge to wear.

Volunteers

HLWW Public School has a long tradition of volunteerism from its parents and community members. The help that volunteers have given to our schools is tremendous!

Many of the volunteer jobs require your undivided attention. It is also important to keep classroom distractions to a minimum to keep students focused on learning. If you have younger children that may need to accompany you, please talk to your child's teacher and/or staff about volunteer projects that might be appropriate or can be done at home.

If you would like to become a volunteer, there are a few steps you need to follow (forms, handout and slideshow can be found at www.hlww.k12.mn.us):

1. Complete a volunteer application form.
2. Review required documents.
3. Complete a background check form.
4. Please remember to sign all forms and submit all forms to your child's school. Failure to complete the forms in full will delay your opportunities to volunteer in your child's classroom.

Walkers

Students who walk, ride bicycles or are dropped off by parents should not arrive more than 20 minutes before school starts due to supervisory reasons.

Wednesday Folders

As a means of facilitating communication between home and school, the elementary buildings will be using a "Wednesday Folder" program. Each student will be issued a folder to be used for transporting general school information home. Included will be updates, newsletters, school-wide information notes, lunch menus, etc. Folders will come home only on Wednesday. Parents are asked to review the



folder, sign the inside and return it with their child the next day.

Withdrawal From School

If a student withdraws from school before the end of the school year, the school's office should be notified one week before departure. All books and school-owned supplies need to be returned to the teacher. A transcript of the student's records will be sent to the new school when requested by the new school.

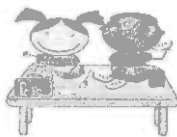
STUDENT SERVICES

Food Service

Students have an opportunity to begin their day with breakfast at school (breakfast will not be available when school has a late start). Eating a healthy breakfast provides immediate nutritional benefits and leads to improved eating habits throughout the day. School breakfast is linked to positive health outcomes for students.

Nutritious lunches are served each day for students and staff. The food service staff plans each lunch, which consists of five food groups daily: protein (meat or cheese), vegetable, fruit, bread or bread alternative and milk. A student may have all five items, but may select three of the five. Students who bring their own lunch may purchase milk.

The prices for breakfast, lunch and milk are set by the School Board.



All buildings use a computerized program that allows parents to deposit money into a personal lunch account. Each student is assigned a four or five digit ID number (PIN) to access their account. PIN cards are distributed at each school's open house and/or registration, or may be obtained by calling Food Service at 320-543-3900, ext. 4245.

Parents who want to eat lunch with their child are asked to call the elementary office by 8:30 a.m. so a meal can be ordered for you.

Guidance And Counseling

The elementary guidance and counseling program is established to promote the social and emotional growth of children along with their academic growth. The school social worker works with children in large and small groups and may see them individually. The school social worker also works with teachers, parents and other agencies to give your child a well-balanced educational setting.

Health Checkups

We recommend that your child have a thorough physical examination and dental checkup prior to enrollment in school. If there are any health conditions that prevent your child from certain activities, the doctor is asked to indicate this in a note directed to the school nurse. The checkups should be done in the summer before the child begins

school. Please advise the school nurse of any significant health condition.

Vision and hearing screening tests are administered in the fall for children. Referrals for further evaluations are phoned or mailed to parents as needed.



Health Service

The school health service is under the direction of a licensed school nurse, who will evaluate the health status of students and staff. If there is evidence of a health problem with a child, the school nurse will contact the parents. The school nurse counsels students, parents, staff and others regarding health matters; helps prevent and control diseases; and serves as a resource person. When children become ill or are injured, the nurse or designee provides emergency care and determines the seriousness of the ailment. If the situation is warranted, the child's parent or guardian will be called.

Homebound Instruction

If it is necessary for your child to be absent from school for several weeks because of serious illness, either at home or in the hospital, arrangements may be made for homebound instruction. Parents must contact their building principal to request that provisions be made.

Special Education

Special education services are provided to students identified in accordance with state and federal standards. Licensed teachers are employed by District 2687 to provide direct and/or indirect service to students with special needs and support for classroom teachers. Related and itinerant teachers are also available for occupational therapy, physical therapy, developmental adapted physical education and other support needs. Minnesota uses a categorical qualifying model to identify students who may need special services. Categories include speech and language, developmental delayed, specific learning disabilities, autism spectrum disorder, developmental cognitive disabilities, traumatic brain injury, emotional/behavior disorders, physically handicapped, vision impaired, hearing impaired or other health impaired.

Most referrals to special education are made by classroom teachers. Student Success Team (SST) meets in each building to review referral information from parents and classroom teachers.

Parents play a key role in determining whether a child should be assessed or receive special education services. If their child qualifies they are also members of the team that develops the students' Individual Education Plan (IEP), which is reviewed and adjusted on an annual basis. If you have any questions or concerns about your child's development, please contact a teacher, building principal, or the coordinator of special education.

Early childhood special education can begin at birth for children who qualify for this program. A home-based model is used for infants, and a center-based model is used for

children from three to five years of age. Children are typically referred to this program by parents, physicians, county health nurses or other agencies. If you have any questions or concerns about your child's development, please contact the school's Early Childhood Special Education Teacher. Parents are also encouraged to look at the "Help Me Grow" website for more information (<http://education.state.mn.us/MDE/JustParent/EarlyLearnKReadi/HelpMeGrow/index.html>).

Title One

Title One is a program that is funded by the federal government, administered by the State of Minnesota, and operated by the local school district. Title One gives small-group supplemental help in reading and math to children with the greatest need as identified by the needs assessments. Children in grades kindergarten – third grade are given first priority because of a belief in early intervention. Parental involvement contributes significantly to the success of the Title One program. We ask parents and legal guardians to actively participate.

STUDENT POLICIES

All policies listed below, in addition to general policies of the district, are located on the Howard Lake-Waverly-Winsted Schools' website at www.hlww.k12.mn.us. A hard copy will be made available upon request.

- Bullying Prohibition Policy
- Equal Employment and Education Opportunity Policy
- Harassment and Violence Policy
- Immunization Policy
- Internet and Electronic Mail Policy
- Mandated Reporting of Child Neglect, Physical or Sexual Abuse Policy
- Protection and Privacy of Student Records Policy
- Release of Students to Social Service Agent Policy
- Search of Student Lockers, Desk, Personal Possessions and Student's Person Policy
- Student Chemical Awareness Policy
- Student Discipline Policy
- Student Medication Policy
- Student Survey Policy
- Student Transportation Policy
- Weapons Policy

