



# Crookston Public Schools

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## WASHINGTON SCHOOL

### PARENT/STUDENT HANDBOOK

and

### DISCIPLINE POLICY

2021-2022

# Respect Counts



*Serving children ages Birth to Kindergarten*

Washington School  
724 University Avenue  
Crookston, MN 56716  
218) 281-2762  
(218) 281-2784 Fax

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# Crookston Public Schools

## *Independent School District #593 Mission Statement*

"Understanding that the student is the focal point of our mission, we will educate students to become lifelong learners and respectful, caring individuals within the fiscal resources available. Crookston Public Schools will involve family, other community members and organizations to create a positive learning environment."

### Core Values

**Communication:** Crookston Public Schools will excel in communicating with students, parents, staff, and community.

**A Culture of High Expectations:** Crookston Public Schools will be a place in which high expectations are set for our students and staff.

**Relationships:** Crookston Public Schools will excel in building strong relationships with students, families, staff, and community.

**Exceptional Systems of Support:** Crookston Public Schools will provide a strong system of mental health and academic support for students and families.

#### **Washington School**

724 University Avenue  
Crookston, MN 56716

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#### **Crookston Public Schools Board of Education**

Frank Fee	Chairperson
Mike Theis	Director
Patty Dillabough	Director
Dave Davidson	Director
Tim Dufault	Director
Adrienne Winger	Director

# Washington School Mission/Vision Statement

*Welcome to our Washington School Family.*

*We believe every child is special and deserves a quality education in a caring environment where coming to school is one of the best parts of their day.*

*Our students should feel safe, loved, and know kindness. Students will learn that they are valued, hard work is important, and that respect counts.*

*Our students should learn and love to learn. They should feel success and be successful. It is our goal for each child to become an independent and confident learner so they can reach their full potential.*

*We are excited to be on this educational journey together with parents, families, and friends. Together we can create a school where anything is possible.*



The general guidelines, policies, and procedures for Washington School are included in this handbook. We encourage you to review the contents and call if you have any questions.

**Please note that the procedures and guidelines in this handbook may change at any times during the year if we are required to implement COVID-19 restrictions.**

Our school day begins at 8 a.m. Dismissal is at 2:45 p.m.

More information about our schools, School Board, and policies can be found at [www.crookston.k12.mn.us](http://www.crookston.k12.mn.us).

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## ATTENDANCE PROCEDURES

Parents and guardians are responsible to see that their children attend school daily and on time. Students must be in school all day, every day unless they are ill, have a medical appointment or experience a family emergency. **When a student is absent, parents should call the school by 8:00 A.M.** This lets us know that the child is safe and that there is a reason for him or her to not be in school. Daily, our office staff attempts to contact each family whose child is absent, if the school has not been notified. If your child arrives late to school, **they are required to report to the office upon arrival with their parent or guardian.** Students that are absent just two days during each month are considered habitually truant. Students that are continually truant or habitually truant, including cases of chronic tardiness, will be dealt with on an individual basis and will include one or more of the following: student conference, parent conference, and involvement with Social Services. Every effort will be made to assist you in developing good school attendance habits and in solving problems that might hinder it.

Minnesota Statute states that if a child is under 12 years of age and the school has made appropriate efforts to resolve the child's attendance problems, a child's absence is legally considered to be the result of the parents' failure to comply with compulsory instruction laws. This is defined as educational neglect. When **seven un-excused absences (non-consecutive)** have occurred the student is considered "**habitually truant**" and the school is required to report the matter to Polk County Social Services for review.

Following are two types of absences:

**Excused:** Excused absences include illness, medical appointments and family emergencies. **A doctor's statement may be required** after three or more consecutive absences or a pattern of absences due to illness. The administration will decide if the absence is excusable based on the reasons given. If your child has an appointment during school hours, bring a note from the appointment to ensure this time away from school will be considered an "excused" absence.

**Un-excused:** Unexcused absences are those that could have been reasonably avoided or delayed. (Examples include, but are not limited to: oversleeping, shopping, haircuts, birthday celebrations, family trips, etc.) Even with the consent of the parents, absences can be ruled unexcused by the school administration. The administration will use the rule of reasonableness in determining whether or not an absence could have been avoided or delayed. Whenever possible, absences should be communicated in advance. At **three unexcused absences**, the school is legally required to notify the parent or guardian that the child is **continually truant**.

The Minnesota Department of Education requires students to be in attendance 90% of the school days to have "Consistent Attendance." Students are "Chronically Absent" when they miss more than 10" of the school days per year. The state of Minnesota includes BOTH excused and unexcused absences toward the 90% in school attendance requirement. When students are on pace for being "Chronically Absent" from school based on a prorated monthly calculation, Washington School staff will notify parents/guardians and inform them when their student is on target for being "Chronically Absent" from school.

## **BREAKFAST AND LUNCH PROGRAM**

Breakfasts and hot lunches are served daily. The Crookston Public Schools Hot Lunch Program is part of a federal and state program. Free breakfast and lunch will be provided to all students, regardless of income, during the 2021-2022 school year. Cold lunches may be brought from home. Milk is available for purchase to accompany a cold lunch. Menus can be accessed on the Crookston Public School website each month.

The Crookston Public School district was approved for the Fresh Fruit and Vegetable program again for the 2021-2022 school year. This program provides fruit and vegetables to pre-school and kindergarten students along with education during snack time in the classroom.

## **BUILDING USAGE**

The Board of Education has an established policy and fee schedule for groups desiring to use the building before or after school, weekends, or during the summer. Please contact the office for the schedule and building request forms.

## **BULLYING PROHIBITION POLICY**

"Bullying" is unwanted and aggressive behavior through the use of words, images, or actions that involve a real or perceived imbalance of power. The behavior is repeated, or can form a pattern, over time. Washington School will follow the district handbook according to Policy 514. You are able to view the current policy at <https://www.crookston.k12.mn.us/schoolboard-policies>

## **BUS SAFETY PROGRAM**

All students at Washington School participate in a Bus Safety Program in the fall. This program reminds students of the safety rules while loading, unloading and riding the bus. Whenever possible, please remind your child of the importance of bus safety! The students will participate in a second safety program in the spring.

## **CELL PHONES**

Washington School students are not permitted to have a cell phone at school.

### **Cell Phone Policy:**

If a student brings a cell phone to school:

- ❖ Phone will be confiscated.
- ❖ The parent/guardian of the student will be notified to pick up the phone.

**CROOKSTON PUBLIC SCHOOLS ARE NOT RESPONSIBLE FOR LOST, STOLEN, OR BROKEN CELL PHONES AND WILL NOT PAY FOR PHONES THAT ARE LOST, STOLEN OR MISPLACED.**

## **CHANGE OF ADDRESS/TELEPHONE OR CONTACT PHONE NUMBER**

It is the responsibility of a parent or guardian to notify **each school** of any changes in address, telephone or cell phone numbers. For your child's safety, please notify the school each time there is a change, so we are able to contact you in the event of an emergency or illness.

## **CLASSROOM VISITATION**

You are encouraged to visit your child's classroom making prior arrangements with the classroom teacher. **No** children should accompany the parents on these visits. Students are not to bring friends or relatives to visit during school hours, unless the principal grants permission. Anyone entering the school **MUST** report to the office to sign in and pick up a visitor's pass.

## **COMMUNICATION**

The staff wishes to communicate with families on a regular basis. It is the goal of the entire staff to keep families and all residents of Independent School District #593 informed of the activities and many interesting and worthwhile events throughout the District. In addition to phone and email communication, teachers may send home weekly newsletters or share information on their website. District employee's email addresses follow this general format: [firstlast@isd593.org](mailto:firstlast@isd593.org).

Crookston Public Schools uses social media platforms to celebrate students, promote school events and activities, and builds ongoing conversations about the positive impact our schools are making in the lives of our students. Parents, students and community members can follow CrookstonPirates on Facebook, CrookstonPirate on Twitter, crookstonpirates on Instagram and Crookston Public Schools on YouTube.

## **CONFERENCES**

Parent/Teacher Conferences are scheduled in the fall and spring. Conference schedules for elementary students are sent home prior to the conference. Additional conferences will be scheduled as needed by parent or teacher request.

## **DATA PRIVACY**

The policy on Data practices and the procedures included with it are designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act and the Confidentiality of Information section of the Education for All Handicapped Children Act of 1975. The Crookston Public Schools are committed to implementing the policy and following the procedures.

The Board of Education authorizes the school Superintendent to inform parents, students and the public of the policy and to exercise his administrative resources to implement the policy as well as deal with individuals who violate it.

In case the parent of a student, an eligible student or a citizen of the Crookston Public Schools believes that the district is violating the intent of the above legislation and is not able to resolve the issue with School District personnel, questions or problems may be directed to:

1. Information Policy Analysis Division  
MN Department of Administration  
201 Administration Building  
50 Sherburne Ave.  
St. Paul, MN 55155  
(651) 296-6733 or 1-800-657-3721

2. Family Policy Compliance Office  
US Department of Education  
400 Maryland Ave. SW  
Washington, DC 20202  
1-800-872-5327

## **DISCIPLINE POLICY**

Our discipline policy is designed to promote a positive environment for learning. The atmosphere of the school is intended to promote fairness, honesty, and respect among students, school personnel and community members. The discipline plan is intended to help students learn and practice appropriate behavior throughout the common areas of the school as well as in their classrooms. The common areas of the school are the hallways, bathrooms, library, lunchroom, playground, bus lines, etc. Each classroom teacher has a general classroom discipline plan.

It is the responsibility of every student to respect and follow the general rules of the school. When students choose to act disrespectfully and not follow the rules, the student may be required to sit out of an activity. Specific examples of inappropriate behavior include fighting, bullying, and disrespectful or threatening language or gestures.

Following are the rules and expectations for our school:

### **Washington School Rules and Expectations Include:**

- 1. Do the Safe Thing**
- 2. Do the Kind Thing**
- 3. Do Your Best Work**

### **Washington School's Respect Pledge:**

**Today I will. . .**  
**Be safe**  
**Be helpful**  
**Be respectful**  
**Be responsible and**  
**Always do my best!**

## **DOCTOR/DENTAL APPOINTMENTS**

The school office should be notified in advance of doctor and dental appointments your child will be attending during the school day. On the day of any appointment, please sign your child out of the office for their appointment. **Bring back a note from the appointment** to ensure the time away from school will be considered an “excused” absence. Upon return from the appointment, please come into the office to sign your child back into school for the rest of the day.

## **DRESS CODE**

All students are expected to observe a high standard of conduct at school and at all school related functions. High standards of conduct extend to wearing appropriate clothing. It should be neat, clean and in good taste. All parents and visitors are asked to adhere to the same rules.

The following clothing is not allowed:

- ❑ Clothing which violates the rights of others and/or disrupts the educational setting, including insignia and gang related colors, is prohibited in the school setting.
- ❑ Students may not wear caps, hats, hoods, jackets or coats in the school. They are to remove their hats/caps/hoods when entering the building.
- ❑ Students are restricted from any manner of dress or personal grooming which presents a danger to health or safety; causes interference with work; or creates classroom or school disorder. Such clothing includes but is not limited to: clothing with drug, alcohol or tobacco advertising; print or graphics which is sexually explicit or suggestive; representations which are inappropriate, offensive or demeaning to any group; clothing which is suggestive or inadequate in its covering, such as “Short shorts”, skimpy tank tops that expose the midriff such as shirts with spaghetti straps; and pants worn below the waist.
- ❑ Shorts must reach the student’s fingertips when standing with their hands at their side.

Consequences for violating the dress code include but are not limited to:

- \* Change of clothing immediately
- \* Removal from class
- \* Parent Conference

**Proper footwear is also required. At Washington School, students are to wear tennis shoes to school every day so they are prepared for safety during activities in Physical Education and at recess time.** The time it takes to change in and out of tennis shoes several times during the day, takes away valuable learning time. If a student wears shoes that are deemed unsafe or distractible, they will be asked to change into tennis shoes. This safety requirement is essential. Choose styles with non-marking soles. Tennis shoes can be a pair worn to school or an extra pair kept at school. Slippers or stocking feet can be dangerous and/or disruptive in the classroom. During cold weather, students should wear warm clothing such as jackets, hats, mittens, snow pants, and boots.

## **EMERGENCY DRILLS**

Emergency drills are held during the school year. These drills usually take place in the fall and spring of the year. In the event of an actual emergency, parents may be notified through School Messenger. See page 15 for more information about School Messenger.

## **EMERGENCY INFORMATION**

Parents/guardians must complete the emergency information portion of the student enrollment form each year. This emergency information will include the name of a responsible person who can be contacted if a parent/guardian is unavailable. This is useful in case of illness, accidents, early dismissal due to weather, or other unforeseen events. **The Washington School office staff must be notified of any changes in address, telephone or cell number, employment location, or designated emergency contact.** Parents must notify each building their child attends.

## **HEAD LICE**

Suspected cases of head lice in school will be referred to health service staff. If students are identified as having live head lice, school personnel will notify the child's parent or guardian by telephone call or by sending a note home with the child prompting parents of proper treatment. Children with lice will not be excluded from attending school whenever possible. They may return to school as soon as they have been treated for live lice. At the discretion of the school nurse, a letter may be sent home to parents in the classroom. The classroom teacher will be notified of the presence of lice in their classroom and encouraged to report any other suspected cases. Health Services Staff will check siblings, or notify other schools of the situation where siblings are located, if it is deemed necessary. Staff will maintain confidentiality of students with lice at all times. HSS may check in with the student or parent to determine treatment was done and no live lice are still present. Parents are encouraged to check their children periodically for head lice and be aware that it can be present at any time but does not pose a health risk.

## **HOMEBOUND INSTRUCTION**

Homebound instruction, by a private tutor, will be provided for students who will be out of school or at the hospital for an extended period of time, and have a doctor's statement.

## **HOMEWORK**

Homework may be assigned to a student for the purpose of practicing a skill or enriching learning. The work assigned is purposeful and intentionally planned to align with curriculum and grade level standards. Teachers will inform parents through weekly "Take Home" folders what work sent home should return to school. If parents have any questions about the homework, they are encouraged to contact the classroom teacher.

## **ILLNESS DURING SCHOOL**

***Any student that has a temperature above recommended guidelines set by the Minnesota Department of Health or exhibits COVID-19 symptoms will immediately be isolated and parents contacted. The student will need to be picked up as soon as possible.***

If a student becomes ill while at school, a parent/guardian will be notified and requested to come pick the child up. If no parent is available, it is very important that prior arrangements be made with a neighbor or relative to assume temporary care of your child. Please keep your emergency information accurate by notifying the office of any changes. If you have questions or concerns please contact the school nurse, at 218-281-2762.

Many parents are frequently concerned about when students should stay home or attend school. Please follow these guidelines to help with that decision.

1. If your child has had a fever of 100.4 degrees, your child SHOULD NOT return to school until 24 hours AFTER THE FEVER IS GONE, and without needing to use medication to keep the temperature down.
2. The same 24-hour guide applies to vomiting and diarrhea. (For example, if your child vomits in the morning at home, DO NOT send him/her to school at all that day.)
3. If a student is not running a fever but is obviously not feeling well enough to participate in classroom activities (such as: is excessively tired, has continual coughing, has excessive secretions) it is also a good idea to keep him/her home. This child may need extra sleep, fluids, or medications to more quickly get over these symptoms.
4. If you have a problem with daycare for your sick child or getting off work when you need to stay home with your child, please take time today to arrange your "emergency plan" to cover these days. The teachers are not equipped to care for ill students.
5. Sending ill children to school also exposes the other children to your child's illness. At this age, children easily pass germs through their play and close contact with each other. Please send your child back to school when he/she is fully recovered. Healthy kids are better learners!

## **IMMUNIZATIONS**

The law requires that all students entering any grade in school must have, on file, or submit a completed Certificate of Immunization signed by a physician, public health nurse, or the parent/guardian, unless the parent or legal guardian signs a waiver. The required immunization information can be found on the Crookston Public School website at:

<https://www.crookston.k12.mn.us/departments-healthservices>

## **INCOMPLETE WORK**

Any student who misses school because of an excused absence will be able to make up the work that was missed. Any student, upon the day of his/her return from the absence, is responsible for any work assigned previous to the absence. In cases of extended illness in which students need additional time to make up work, arrangements should be made with the classroom teacher.

## **LOCKERS**

Students are assigned a locker to keep their personal items such as outdoor garments. Personal items must be stored inside the lockers at all times with the locker door shut. **Students are not to bring valuables or toys to school. The school is not responsible for lost or stolen items.**

Chapter #227 of Minnesota Statutes covers student lockers. The state-mandated policy is as follows: "School lockers are the property of the school district. At no time does the school district relinquish its

exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials."

## **LOST AND FOUND**

There is a Lost and Found area at Washington School. Anyone who is missing personal items should check in the Lost and Found. Fragile or valuable items (e.g., prescription glasses, keys, jewelry) that are found may also be turned in at the office. If the items have not been claimed, the items will be donated. There is also a Lost and Found box at the bus garage (281-5444).

## **MEDICATION**

If your child needs to receive any type of medication during the school day, the school nurse must have, on file, a permission form signed by the parent/guardian and family physician. These forms need to be updated annually and/or when medication or dosages change in the case of long-term medication requirements and are available in the school office. State law prohibits the school from giving medication or over-the-counter medication or ointments without a doctor's order. **Please keep all medication in the original labeled container.** Only prescribed medication will be dispensed by school personnel. Medication must be delivered to school and picked up by an adult. Both parent and physician need to complete the Medication Administration Authorization Form found on the Crookston Public School website at <https://www.crookston.k12.mn.us/departments-healthservices>

## **MESSAGES FOR TEACHERS AND STUDENTS**

Teachers or students are not called from class while school is in session, except in the event of an emergency. If parents or guardians need to have an urgent message delivered, office personnel will take the message to the teacher. For non-urgent matters, parents may leave a message with the school secretary or a voice mail for the teacher. Teachers will return calls when they are not with students. All arrangements for a student's after school activities should be made before the student comes to school.

## **MUSIC**

Students participate in Music each week as part of the curriculum. Kindergarten students perform a Music Program in the spring for parents, relatives, and friends.

## **ORDER FOR PROTECTION/CUSTODY ARRANGMENTS**

If you have an order to protect your child or a specific custody arrangement, a copy of the order must be filed in the school office in order for us to enforce it.

## PARENT/TEACHER ORGANIZATION (PTO)

Family members, school staff, and other adult members of the community are encouraged to take an active part in PTO. The purpose of the PTO is to foster relationships between the home and school and to support educational programming. PTO meets monthly and adults are encouraged to attend. Notices are sent in advance for meeting dates and times.

## PARKING LOT

*It is highly recommended that students are not dropped off prior to 7:50 a.m. unless they are approved to be in the Before School Care program. At 7:50 a.m. students will enter the building and go to their classrooms to meet their teachers.*

**Washington** – You must park your vehicle in the parking lot if you are going into the school for any reason before, during, and after school. **There is no parking in the drop-off zones. See Appendix C, page 25.**

## Morning Drop-Off Routine

- Please enter and exit the school driveway safely and slowly to ensure a safe environment for our students.
- To keep your child safe, please do not let your child out of the car until you are in the Drop Off Zone.
- Please pull as far forward as possible in the Drop Off Zone to allow space for others in the Drop Off Zone.
- **Please have your child get out of the car on the sidewalk (right) side of the car along the playground so they do not walk on the parking lot and cross traffic.**
- Once your child is safely dropped off, continue to drive slowly through the lot until you reach the exit.
- If bring a child into the school or picking up a child from school, or pick up a child from school, please park in the parking lot and call into the office from our outside intercom system.
- Bicycles, skateboards, roller blades and scooters are not allowed at Washington.

## After School Pick-Up

- Please enter and exit the school driveway slowly to ensure a safe environment for our students.
- **Families must park in a designated parking space and walk to the sidewalk and wait near the fence or front entrance. We will not allow vehicles to park in the “Drop-Off Area”. School Readiness parents will pick up at 2:35 p.m. Kindergarten parents will pick up at 2:45 p.m. Parents will not be allowed to enter the building at the end of the day to meet their child inside the door due to safety concerns. The school will provide supervision of students and release children to their parents.**

## PETS

Family pets are not allowed on school grounds or classrooms at Washington School. The factors that led to this position include unpredictable animal behavior, allergies, asthma, and diseases such as rabies. Photos of pets are an acceptable method of sharing a pet. Animals used in therapy, service situations, or for educational purposes may be allowed in our schools if approved by the School

District and they meet all policy requirements. If anyone enters the building with a service animal, they may be asked what tasks it is asked to perform and if it is a service animal. If it is not a service animal and/or does not perform service animal functions, the animal will not be allowed in our building.

## **PHYSICAL EDUCATION**

Students participate in physical education daily. Tennis shoes are required for safety.

## **PLEDGE OF ALLEGIANCE**

Each day the Pledge of Allegiance is recited school-wide as part of the morning announcements. As stated in Minnesota Statute 121A.11, "Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students must respect another person's right to make that choice."

## **RECESS**

Washington students will stay inside if the wind chill exceeds -10 degrees Fahrenheit or at the discretion of the principal due to inclement weather. If a child has a health problem (such as a cold or earache) which requires him/her to stay indoors, a note **MUST** be sent or a phone call placed to the office requesting that the student stay in at recess.

## **REPORT CARDS**

Kindergarten student's progress is reported through quarterly report cards and Parent Teacher Conferences. Students will receive report cards four times throughout the year. Report cards are mailed to the home. Parents are encouraged to contact their child's teacher at any time with questions or concerns.

School Readiness students' progress reports are received during Parent Teacher Conferences.

## **SCHOOL MESSENGER**

Crookston Public Schools utilizes an on line help system that will enable school personnel to notify all households and parents by phone/text of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by School Messenger, a company specializing in school-to-parent communications. If you are not receiving school notifications and would like to be part of this service, please contact the school offices to update your information so messages can be sent to your home phone or cell phone.

## **SCHOOL NURSE – Stacey Grunewald**

The school nurse is scheduled to be at each school during the week. Our school nurse provides information on preventive and immediate care. The school nurse conducts a complete test of vision, hearing screening, and related health activities during the year. The school personnel handle most immediate first aid concerns with assistance from the school nurse. Illness and accidents will be

reported to a parent or guardian. In the event of an injury to the head, the parent or guardian will be notified as soon as possible to inform them of the injury and determine whether the child may require additional medical attention. If it is necessary for an ambulance to be called, permission from the parent/guardian will be obtained, if possible.

## **SCHOOL RESOURCE OFFICER**

The School Resource Officer promotes safer schools and safer children while assisting administration as a community liaison.

## **SEXUAL HARASSMENT AND SEXUAL VIOLENCE**

It is the policy of Independent School District #593 to maintain a learning and working environment that is free from sexual harassment and violence. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

Sexual harassment may include but is not limited to: verbal harassment or abuse; subtle pressure for sexual activity; inappropriate patting or pinching; intentional brushing against a student's or an employee's body; and any sexually motivated unwelcome touching.

If a student is being harassed contact the building principal, teacher or another adult to report this. An oral or written report regarding the sexual harassment will be completed and forwarded to a Human Rights Officer (Dr. Jeremy Olson, Superintendent or Kathryn Stronstad, Special Services Director). A Human Rights Officer will investigate the allegation and, if the complaint is valid, the school district will take action as appropriate based on the results of the investigation.

## **SNACKS**

We value the health, safety and wellness of our students! With the allergies and medical conditions that some of our students face, we are implementing a "healthy snacks" initiative so all children at Washington School can be safe and enjoy their time at school.

When it is your child's "snack day" or "birthday", please do **NOT** send cupcakes, cookies, candy, nuts, peanut butter or sugary snacks. **Please note that if a child brings a snack such as cupcakes, they will be sent home and the teacher will provide an alternative snack that day.** Consider celebrating with a non-food option that all the children can enjoy that will still help your child feel "extra special":

- Donate a book to the school library or classroom in honor of the child's birthday with a personalized gift acknowledgement inside.
- Donate playground/physical activity equipment – jump ropes, balls, etc.
- Read a favorite book to your child's class.
- Stickers, charms, bookmarks, erasers, pencils, art supplies.

The following is a list of healthy snack suggestions to choose from:

- Fresh fruit: whole, wedges, slices, or fruit kabobs plain or with non-fat whipped topping, orange slices, apples, bananas, or any other fruit
- Dried fruit: cherries, cranberries and raisins
- Applesauce or fruit cups packed in juice or water
- Fresh Vegetables: carrots, grape tomatoes, celery sticks, cucumber, red, yellow, orange or green bell peppers, cauliflower, broccoli with low-fat ranch, yogurt based dips or hummus
- String cheese, cheese cubes-sticks-slices with whole grain crackers
- Low-fat pudding cups, low fat yogurt squeeze packs or cups
- Pretzels, low fat popcorn, whole grain crackers, or mini bagels
- Cereal, granola bars, whole grain Fig Newtons, vanilla wafers
- Animal crackers, goldfish, rice cakes or graham crackers
- Sugar free popsicles or fruit bars
- Small bottles or cartons of flavored milk, water, or 100% juice

The district was approved for the Fresh Fruit and Vegetable program again for the 2021-2022 school year. This program provides fruit and vegetables to Pre-school and Kindergarten students along with education during snack time in the classroom.

## **SPECIAL SERVICES**

In addition to the regular classroom teacher and related activities, the following programs and services are available: Title I instructional support, English as a Second Language, and Special Education services and testing programs. A parent or classroom teacher can refer students needing these services. Parents desiring more information about these programs may contact their classroom teacher, the building principal, or Kathryn Stronstad, Special Services Director at 281-5313 ext. 2101.

## **STORM PROCEDURE**

At times, weather conditions mandate that school be dismissed early or for school not to be held at all. School closings, delayed starting, or early dismissal will be announced over KROX 1260 AM in Crookston, KVLV, WDAZ, Channel 3 of Crookston's cable television, and through our School Messenger system (telephone, text, email). Reports will be made between 6:00 a.m. and 7:30 a.m. If no report is made, it can be assumed that school will be in session. **Please do not call the school**, as the telephone lines must be kept open for emergencies. Parents must provide the school with a current phone number in order to utilize the School Messenger System.

## **STUDENT PLACEMENT REQUESTS**

Parents/guardians who wish to make a special request for their child's classroom placement the next school year must complete the Student Placement Request by Parent form. The form is located in this handbook or in the principal's office. It must be turned in by April 15th. When requesting a teacher or that your child not be placed in the same classroom as another student (e.g., relative in same grade, neighbor), an educational reason for the request must be listed. Requests will be considered, but cannot be guaranteed. Administration reserves the right to make the final decision.

## **TENNIS SHOES**

**At Washington School, students are to wear tennis shoes to school every day so they are prepared for safety during activities in Physical Education and at recess time.** The time it takes to change in and out of tennis shoes several times during the day, takes away valuable learning time. If a student wears shoes that are deemed unsafe or distractible, they will be asked to change into tennis shoes. This safety requirement is essential. Choose styles with non-marking soles. Tennis shoes can be a pair worn to school or an extra pair kept at school. Slippers or stocking feet can be dangerous and/or disruptive in the classroom.

## **VOLUNTEER HELP**

We encourage parents and other adults to volunteer for various activities or events. These may include classroom parties, field trips, working with students, or other activities that will enhance the educational program. If you are able to volunteer, please contact your child's teacher or call the school office.

## **WEAPONS**

In this handbook the term "weapon" includes a firearm whether loaded or unloaded, knives, explosives (including fire crackers) or any device designed as a weapon or having the appearance of a weapon (e.g., look-alikes of all kinds) or any device or instrument used or intended to be used to produce death, bodily harm, or injury. Laser pointers are considered a weapon.

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

Pursuant to Minnesota Statute 121A.44, a student who brings a firearm, as defined by federal law to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

## **WELLNESS POLICY**

The District's Wellness Policy (#533) exists to promote and protect students' health, well-being, and ability to learn by supporting healthy eating and physical activity. The policy aims to align the school environment with the health messages that are taught in school. This includes limiting sweet and other unhealthy foods for optimal nutrition and dental health. It also encourages physical activity both in and out of school.

Schools will not use of food as a reward for academic performance or good behavior. Healthy food options will be considered for special school events. Families will be encouraged to support the policy by sending healthy lunches and/or snacks to school. Healthy food options and/or non-food items are encouraged when families choose to send items to school for a celebration.

## **WITHDRAWALS FROM SCHOOL**

If you are moving out of town, the principal or teacher should be notified at least one day in advance so that proper transfer records can be prepared and the child's supplies collected for transfer.

Date Received \_\_\_\_\_

**Student Placement Request:** If you choose to request special placement for your child, please complete this form and return to the school office no later than April 15th. Requests received after the April 15th deadline may not be accepted.

**Student Placement Request by Parent**

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Grade Level Next Year: \_\_\_\_\_ Parents: \_\_\_\_\_

In order to help with your child's placement, please fill out this form COMPLETELY.

1. What are the educational reasons for making this special request?

2. Teacher Request - Please list 3 teachers or your request will be denied. Although you are not guaranteed your choice, every attempt will be made to honor one of the three requests.

1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_

3. Are there any students your son/daughter should not be with, due to special circumstances? Please list student and reason. (This may include relatives in same grade, neighbors, etc.).

---

(Parent/Guardian Signature)

Fecha Recibida \_\_\_\_\_

**Solicitud Para El Estudiante:** Si decide solicitar la colocación especial para su hijo, por favor complete este formulario y devuélvalo a la oficina de la escuela a más tardar el 15 de abril. No se aceptarán las solicitudes que se reciban después de la fecha límite de 15 de abril.

**Solicitud Para El Estudiante Pedida Por Padres.**

Estudiante: \_\_\_\_\_ Fecha: \_\_\_\_\_

Grado Para El Proximo Año: \_\_\_\_\_ Padre(s): \_\_\_\_\_

1. Cuales son las razones educacionales para pedir esta solicitud especial?
  
  
  
  
  
  
  
  
  
  
2. Maestro/a-Solicitud Favor de poner 3 nombres de las maestros que quiere solicitar (o) su pedido ser negado. Se va a ser todo lo possible por complacer uno de su 3 pedidos. Pero no se le garantiza.
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  
3. Ya algunos estudiantes con los que su hijo/hija no debido a circunstancias especiales? (esto incluye que sean familiares, amigos, vecinos, etc.) Ponga los nombres y razones.

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Firma de Padres

## **Appendix A: Student Transportation Services and Bus Regulations**

### **GUIDELINES FOR ESTABLISHMENT OF BUS STOPS**

The Transportation Director will determine the pick-up points and drop-off points for each child being transported and will use the following guidelines:

- A. It is considered reasonable for students in grades 3-12 to walk up to one-half mile to the bus, except that it shall be reduced to one-quarter (1/4) miles on November 15 and remain in effect until April 1 of each year.
- B. Students in pre-kindergarten shall be picked up at their door or as close as possible, and students in grades K-2 shall be expected to walk up to one-quarter (1/4) mile to meet the bus, except that it shall be reduced to one-eighth (1/8) mile on November 15 and remain in effect until April 1 of each year.
- C. It is considered reasonable for in-town students in grades K-12 to walk up to five (5) blocks to a bus stop. Pre-kindergarten students shall be picked up at their door or as close as possible. Carman Terrace, Forrest Knolls and Meadowland students shall be picked up at their entrance.
- D. Only regularly enrolled students in the public and parochial schools including the Area Learning Center and the Early Childhood and Family Education Program may ride on the public school buses. Drivers are not permitted to pick up adults or others who do not attend the Crookston public and parochial schools.
- E. Any pupil not regularly riding on a bus will secure written approval from their Building Principal or the Superintendent before riding one of the scheduled bus routes. The written permission shall be presented to the driver before entering the bus.

### **CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

Students should be on time at their designated school bus stop and should wait until the bus comes to a complete stop before attempting to enter.

#### **A. Safe Driving Regulations:**

While on the bus, students should –

1. Never put arms, hands or any other part of the body out of the doors or windows.
2. Remember that loud talking and laughing diverts the driver's attention and makes safe driving difficult. Horseplay, rowdiness or wrestling is not permitted around or on the school bus.
3. Not leave their seats while the bus is in motion.
4. Be on time at the designated school bus stop to keep the bus on schedule.
5. Stay off the road at all times while waiting for the bus.
6. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
7. Always be seated when the bus is moving.
8. Assist in keeping the bus safe and sanitary.
9. Respect and use interior parts of the bus and equipment in the same manner that they treat fine furniture in their home.
10. Never leave anything on the bus such as lunch boxes, paper sacks, books or clothing.
11. Keep all personal possessions out of the aisles.
12. Not throw anything out of the doors or windows.
13. Aid in looking after and helping small children.
14. Practice courtesy to fellow pupils and offer assistance to the bus driver.
15. Remain quiet when the bus is approaching railroad crossings.

16. Obey the bus driver instantly in case of an emergency and remain on the bus unless otherwise instructed.
17. Demonstrate the traits of good bus citizenship every day. Bus drivers are responsible for maintaining good discipline on their bus.
18. Inappropriate language directed at the driver or other passengers will not be tolerated.

B. Should discipline problems arise that the driver cannot handle, the following procedures will be used:

**1st Offense:**

The bus driver informs the Transportation Services Director of the discipline problem and completes a complaint form. The Transportation Services Director contacts the student's building principal. The principal calls the parent(s) and sends a letter with a copy of the complaint form and talks to the student.

**2nd Offense:**

The bus driver informs the Transportation Services Director of the discipline problem and completes a complaint form. The Transportation Services Director forwards copies of the complaint form to the student's building principal. The principal calls the parent(s) and arranges a conference with the parent(s), student, Transportation Services Director and the building principal.

The student is suspended from school bus riding privileges for 1 – 5 days. The bus suspension decision is made by the building principal and the Transportation Services Director.

A certified letter will be sent by the building principal to the parent(s) and student within forty-eight (48) hours of the conference detailing the reasons(s) for the suspension, when bus riding privileges will be reinstated and will include a copy of the Minnesota Fair Pupil Dismissal Act.

**3rd Offense:**

The bus driver informs the Transportation Services Director of the discipline problem and completes a complaint form. The Transportation Services Director forwards copies of the complaint form to the student's building principal. The principal calls the parent(s) and arranges a conference with the parent(s), student, Transportation Services Director and the building principal.

The student is suspended from bus riding privileges for the remainder of the time designated by the building principal and the Transportation Services Director.

A certified letter will be sent by the building principal to the parent(s) and student within forty-eight (48) hours of the conference detailing the reasons(s) for the suspension, when bus riding privileges will be reinstated and will include a copy of the Minnesota Fair Pupil Dismissal Act.

Alternate transportation for the student will be decided on an individual basis by the building principal and the Transportation Services Director.

Based on the severity of the incident, the student may be placed at any offense level listed above.

## **PARENT AND GUARDIAN INVOLVEMENT**

### **A. Parent and Guardian Notification**

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

### **B. Parents/Guardians Responsibilities for Transportation Safety**

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop five minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

## **OPERATING RULES AND PROCEDURES**

### **A. General Operating Rules**

Students may be released from the school bus at only two points, the assigned bus stop or at school, except in an emergency or as otherwise authorized by the Transportation Director. The parent or guardian shall designate one location to be their student's a.m. bus stop and one location to their student's p.m. bus stop. The locations must be in the attendance area of Independent School District #593 and may be a daycare facility, respite care facility, residence of a relative, or residence of a person chosen by the parent. Changes to the designated stop location will require ten business days to complete.

## **Appendix B: Pest Control Notice**

### **NOTICE CONCERNING USE OF PEST CONTROL MATERIALS**

Prepared by the Minnesota Pest Control Association

For the "Parents Right to Know Act", (M.S. 123B.575, Subdivisions 1-14)

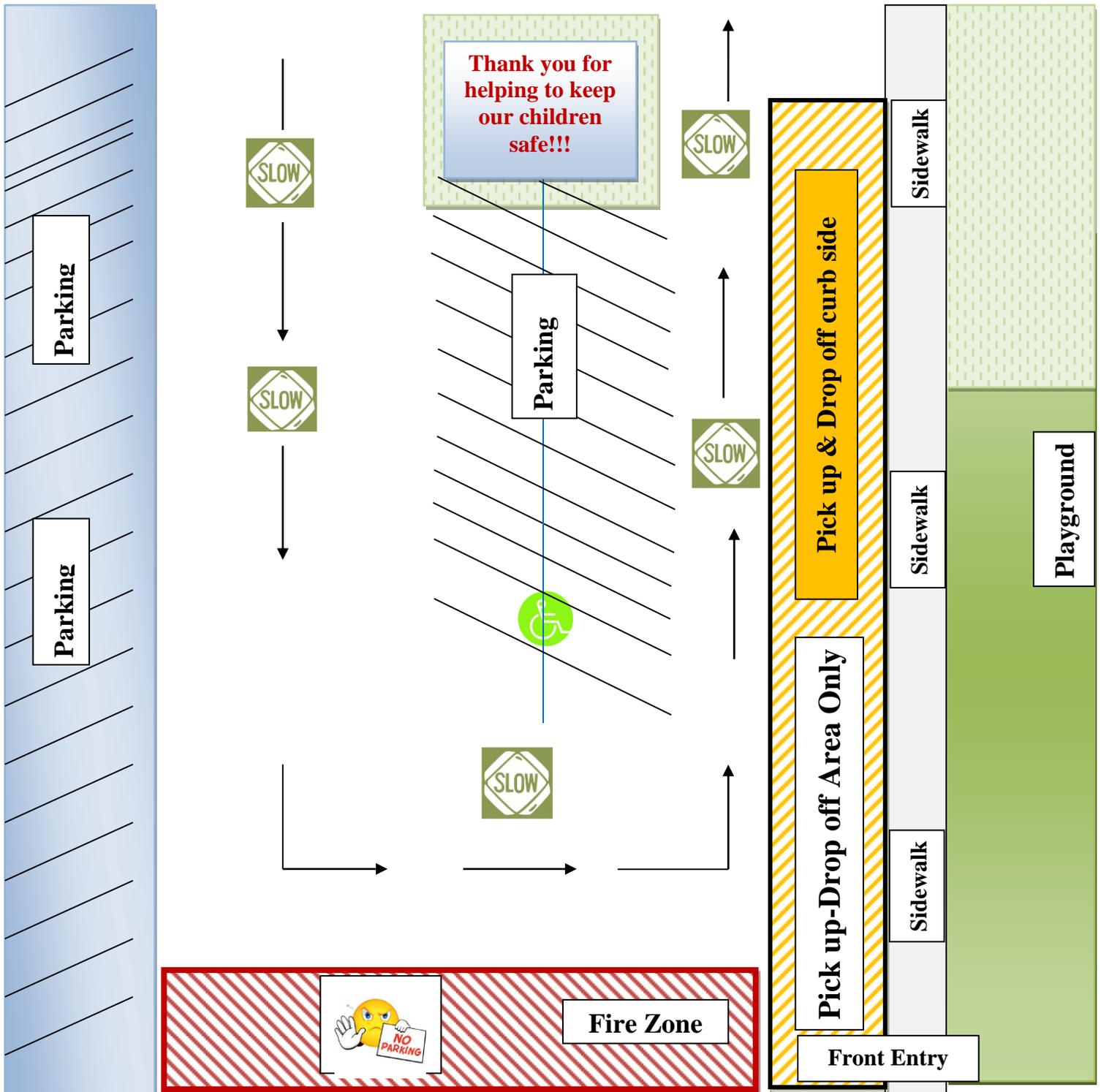
Our district utilizes a licensed, professional pest control service for the prevention and control of rodents, insects and other pests in and around the district's buildings. Their program consists of:

1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
2. Recommendations for maintenance and sanitation to help eliminate pests without need for pest control materials;
3. Utilization of non-chemical measures such as traps, caulking and screening; and
4. Application of EPA-registered pest control materials when needed.

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

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

## Appendix C: Map of Washington School Parking Lot



**Washington School**

If you plan to leave your car for any reason, please **PARK** the car in the parking lot before coming into the building.



Drop Off Time 7:50-8:00 a.m.  
 Students enter classrooms 7:50 a.m.  
 Pick Up Time: SR 2:35 p.m.  
 K 2:45p.m.

### Appendix D: Washington School Calendar 2021-2022

September	1	Meet the Teacher, 4 – 7:30 p.m.
	2	Meet the Teacher, 4 – 7:30 p.m.
	7	First Day of Kindergarten. Each school day begins at 8 a.m.
	13	First Day of School Readiness. AM begins at 8 a.m. PM begins at 11:45 a.m.
October	13	Early Dismissal (2W Day) No School Readiness.
	19	Early Dismissal. SR & K Parent/Teacher Conferences 1:00 - 7:30 p.m. (regular school day)
	20	No School – SR & K Parent/Teacher Conferences 8 a.m. – 7:30 p.m.
	21	No School – Ed MN
	22	No School – Compensation Day
November	5	End of Quarter 1 (41 days)
	10	Early Dismissal (2W Day) No School Readiness.
	25 - 26	No School – Thanksgiving Break
December	8	Early Dismissal (2W Day) No School Readiness.
	23-31	No School – Winter Break
January	3	School Resumes
	12	Early Dismissal (2W Day) No School Readiness.
	17	No School – Workshop Day
	21	End of Quarter 2 (44 days)
February	9	Early Dismissal (2W Day) No School Readiness.
	21	No School – Presidents’ Day
	23	Early Dismissal. K Parent/Teacher Conferences 1:00 – 7:30 pm (regular school day)
	24	Early Dismissal. K Parent/Teacher Conferences 1:00 – 7:30 pm (regular school day)
	25	No School – Compensation Day
March	9	Early Dismissal (2W Day) No School Readiness.
	25	End Quarter 3 (42 days)
April	7	Kindergarten Round Up 6:15 – 7:30 p.m.
	14	Early Out (2W Day) No School Readiness.
	15 & 18	No School, Spring Break
May	11	Early Dismissal (2W Day) No School Readiness.
	20	Last Day of School Readiness
	27	Last Day of Kindergarten. End of Quarter 4
	31	Workshop Day
June	1	Workshop Day

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