HIGHLAND SCHOOL

PARENT/STUDENT
HANDBOOK
and
DISCIPLINE POLICY
2026-2027

Highland School
801 Central Ave. N.
Crookston, MN 56716
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WWW.CROOKSTON.K12.MN.US

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Highland School
Grades PreK-5th

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Board of Education

Tim Dufault	Chair
Lorri Capistran	Treasurer
Marcia Meine	Director
Jaclyn Tiedemann	Director
Patty Dillabough	Director
Mike Theis	Clerk

"It Starts With Me!"
ISD 593 Employee 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.

Web Site

More information about our schools can be found at www.crookston.k12.mn.us.
Click on "Schools" and follow the links!

Welcome to Our School!

Dear Parents, Guardians, and Families,

On behalf of our school staff, we welcome you to the 2026-2027 school year. Highland serves students in PreK through 5th Grade. We are excited to partner with you as we begin another year of learning, growth, and discovery. Whether your family is joining us for the first time or returning for another wonderful year, we are grateful to have you as part of our school community.
At Highland Elementary, we believe every child deserves a safe, caring, and engaging environment where they can learn, grow, and reach their full potential. Our dedicated staff is committed to providing high-quality instruction while fostering kindness, respect, responsibility, and a love of learning.

This Student Handbook has been designed to provide important information about our school's policies, procedures, expectations, and available resources. We encourage you to review it with your child and keep it as a reference throughout the school year. By working together and maintaining open communication, we can create a positive and successful educational experience for every student.

We believe that education is a partnership between home and school. Your support, encouragement, and involvement make a tremendous difference in your child's success. We invite you to stay connected by attending school events, communicating with your child's teacher, volunteering when possible, and celebrating your child's accomplishments along the way.
Thank you for entrusting us with your child's education. We are honored to be a part of their journey and look forward to a year filled with exciting opportunities, meaningful learning, and lasting memories.

Together, we will make this school year one of growth, achievement, and success for every student. Thank you for being an important part of our school family. We look forward to a fantastic year together!

Warm regards,
Greg Garmen & Dave Kuehn
Greg Garmen & Dave Kuehn, Co-Principals
Highland Elementary School

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ATTENDANCE POLICY

Parents and guardians are responsible that their children attend school daily and on time. Students must be in school every day unless they are ill, have a medical appointment or experience a family emergency. **When a student is absent, parents must call the school by 8:00 A.M** at 218-281-5600 or email attendance@isd593.org. This lets us know that the child is safe and why they are not in school. 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 when arriving after 8:30 am**. **Students arriving after 8:00 will be marked tardy.** Students that are "continuing truant" or "habitually truant," including cases of chronic tardiness, will be referred to our school's discipline guidelines.

There are two types of absences:

Excused: Excused absences include illness, medical appointments and family emergencies. A note from a physician or a licensed mental health professional **may be required after 5 or more consecutive absences or a pattern of absences due to illness**. Administration will decide if the absence is excusable based on the reasons given. If your child has an appointment during school hours, please bring a note from the appointment to ensure this time away from school is an "excused" absence.

Unexcused: Unexcused absences are those that could have been reasonably avoided or delayed. (Examples include, but are not limited to: oversleeping, shopping, haircuts, 3 or more tardies etc.) Even with the consent of the parents, absences can be ruled unexcused by the school administration. Whenever possible, absences should be communicated in advance. When this is not possible, all absences must be cleared through the office within 24 hours of the student's return to class, or the absence may be declared unexcused unless a doctors note is provided.. **Three unexcused tardies** are equivalent to **one** unexcused absence. At **three unexcused absences**, the school is legally required to notify the parent or guardian that the child is a **"continuing truant,"** and the student may be required to make up the missed school time after school. The school may schedule a meeting with Polk County Social Services and the parents to discuss the student's attendance.

Each truancy case will be dealt with on an individual basis and will include one or more of the following: student conference, parent conference, involvement with Polk County Social Services, and/or detention to make up the time missed.

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 pro-rated monthly calculation Highland School staff will make phone calls to parents/guardians and send letters informing parents when their student is on target for being "Chronically Absent" from school.

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 **7 unexcused absences (non-consecutive)** have occurred, the student is considered **"habitually truant"** and the school is required to file **Educational Neglect** to Polk County Social Services.

BICYCLES, SKATE BOARDS, ROLLER BLADES, AND SCOOTERS
When a student has reached school property, he/she must remove their roller blades and/or carry their skateboards. Roller blades and skateboards must be stored in lockers or in the office between 8:00 am and 2:56 pm. Bicycles must be stored in the bicycle racks between 8:00 am and 2:56 pm. Failure to follow school rules regarding roller blades, skateboards, and bicycles will result in a loss of privileges and they will not be allowed on school property. Scooters are not allowed at Highland School. Skateboards and rollerblades may not be used on school sidewalks or on the playground for safety reasons. Students wanting to leave before the buses will need to carry their skateboards or roller blades to the bike rack and put them on. Tennis shoes with wheels in them are not allowed in the buildings. Remove the wheels and store them in your locker. Encourage your student(s) to place these items in a locked locker once they have reached school. Highland School is not responsible for lost, stolen, and/or damaged skateboards, rollerblades or bicycles.

BREAKFAST AND LUNCH PROGRAM
Highland participates in the Minnesota's Free School Meals Program. All students can get one free breakfast and lunch each day at school. Although no application is required to receive this free meal benefit, filling out the Application for Educational benefits is still important. Your child(ren) may qualify for other benefits like reduced fees at school. Your application may also help the school qualify for important education funds, discounts, and other meal programs. Filling out this application will also get you a FREE student activity pass for all Crookston students listed on the application.

Cold lunches may be brought from home. Milk is available for purchase to accompany a cold lunch. We encourage parents and siblings to join us for lunch any day of the week. Parents or family members may have lunch with your student only. Please check-in with the office and sit at the designated guest table. *Students are not allowed to bring soda or energy drinks to school*.

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
Highland 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/_files/ugd/2b57f6_c11dc28c857f4e14af18ee91418c1689.pdf

BUSING/BUS SAFETY PROGRAM
Busing additions/changes can be made through the Bus Garage 218-281-5444.
Parents can request their student to be escorted to their bus after school. All students participate in the Bus Safety Program. 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!

CELL PHONES
See "Phones."

CHANGE OF ADDRESS/TELEPHONE OR CELL 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
Parents have the right to view the curriculum of their child's teacher. Due to student confidentiality, parents are NOT allowed in classrooms unless approved by the Principal. 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 and pick up a visitor's pass.

COMMUNICATION
The staff wishes to communicate with families on a regular basis. It is the goal of our staff to keep families and residents of Independent School District #593 informed of activities and events throughout the District. In addition to phone and email communication, teachers may send home newsletters or share information on their website. Families may also get information on student attendance and grades using the online Skyward Family Access. Contact the Highland office to set up an account. District employee's email addresses follow this general format: 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 X, crookstonpirates on Instagram and Crookston Public Schools on YouTube.

If you would like to meet with the Principal please call the highland office to make an appointment at 218-281-5600.

CONCERTS/PROGRAMS
Please check-in with the Highland office when attending school concerts and programs. Students not participating in the concert/program will not be pulled from the classroom during program times due to seating availabitly. If you would like to sign out your student after the concert please do so with the Highland office.

CONFERENCES
Parent/Teacher Conferences are scheduled in the fall and spring. Conferences can be scheduled through Skyward Family Access or the Highland School office. Additional conferences will be scheduled as needed by parent or teacher request. Phone confrences are available upon 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 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
(612) 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, consequences may include, but are not limited to, time in the in school solutions room, suspension or expulsion. Specific examples of inappropriate behavior include fighting, bullying, threatening to kill another student and disrespectful or threatening language or gestures.

Highland School Rules and Expectations Include:
1. **Do the right thing**
2. **Do it to the best of your ability**
3. **Treat everyone with dignity and respect**

See Appendix I for Highland School's Discipline Policy

DOCTOR/DENTAL APPOINTMENTS
When possible, the school office should be notified in advance of any medical appointments your child will be attending during the school day. On the day of any appointment, please pick up and sign your child out of the office. 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.

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, bandanas, or coats in the school. They are to remove their hats/caps/hoods/bandanas 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 shorts that are inappropriate in length, skimpy tank tops that expose the midriff such as shirts with spaghetti straps; and pants worn below the waist.
- Shorts/skirts must be an appropriate length.

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

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

When the temperature falls below 20 degrees windchill students are expected to wear warm clothing. During cold weather, students should wear warm clothing such as jackets, hats, mittens, snow pants, and boots. Proper footwear is also required. Slippers or stocking feet can be dangerous and/or disruptive in the classroom. Boots will NOT be permitted to be worn in school during class time. Physical Education teachers encourage all students to have good fitting, lace-up tennis shoes for class. Boots may not be worn in the gymnasium. These shoes help prevent accidents and injuries.

EARLY CHILDHOOD FAMILY EDUCATION
Classes and events are offered through the school year for children ages birth to five years old and their parents. The high-quality programs are designed give parents information, ideas, and skills to support their child' learning activities planned for them in a classroom or outdoor location. School Readiness families are invited to participate in classes and events.

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 school offices must be notified of any changes in address, telephone or cell number, employment location, or designated emergency contact.

EMERGENCY SITUATIONS
In the event of a school-wide emergency parents would receive an Instant Alert message telling them what location to go to receive information regarding the situation or to pick up their child. Parents are not to come to Highland School in the event of a school-wide emergency because it will hinder emergency personnel. Parents are to meet at the designated location stated in the Instant Alert.

EXTRA HELP
Students may seek extra help from their teachers if they do not understand an assignment, if the work is difficult, or if they have missed school. Students should talk to their teachers to arrange a time during the day, before school, or after school to get extra help. A teacher may sometimes request that a student stay after school if it is apparent that the student is having difficulty with the work. This should not be thought of as punishment, but rather as the desire of the teacher to help the student achieve academically.

FACE MASKS
Optional

FAMILY SERVICES/COUNSELOR
School-Based Mental Health Providers are available to families and students at Highland School. Services are available to support families and can include mental health services, school supplies, cold weather gear, referrals/connections to resources within the community and homeless liaison services. For more information about services available please contact Tara Rodriguez.

FIDGET DEVICES/LASER POINTERS
The use of fidget devices (fidget spinners, fidget cubes, etc.) are allowed but only in classrooms where the teacher has approved their use. They are not to be used outside of that teacher's classroom. Students who violate this policy will have their fidget device confiscated.

Laser pointers are not allowed to be on school property. If a student violates this policy it will be confiscated and parents will have to pick it from the school.

FIELD TRIPS
Any parents that are interested in chaperoning a field trip must complete a Volunteer/Chaperone form in the office. You can also find the required form in Appendix N of this handbook. Chaperones must return the form to the Highland School office one week prior to the field trip. The classroom teacher will notify you if you are needed as a chaperone on the field trip. Only approved chaperones will be allowed to go on field trips. Chaperones must be legal parents or guardians of a child on the trip. Chaperones will be limited due to space limitations on buses. **There will be a limit of 2 volunteers per classroom, unless approved by principal.**

The Principal will make the decision if a student will NOT be allowed to attend a field trip or all field trips. The reasons for students losing field trip privileges may include but are not limited to the following:

- Leaving school without permission;
- Law enforcement assistance with your child;
- Students that have had drug, alcohol, tobacco, destruction of school property, assault, or weapons violations;
- Your child is suspended from school;

- The principal may not be able to supervise field trips, therefore students that have demonstrated severe behaviors and required the involvement of the principal may not attend field trips.

FIRE/DISASTER DRILLS
Ten fire and disaster drills are held during the school year. These drills usually take place in the fall and spring of the year. If our area is under a tornado warning, or lock down, the students will not be dismissed from school until we have an official "all clear" notice.

HEAD LICE
Suspected cases of head lice in school will be referred to the school nurse. If students are identified as having live head lice, the school Nurse 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. 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 all parents that have students in that classroom. The classroom teacher will be notified of the presence of lice in their classroom and encouraged to report any other suspected cases. The nurse will check siblings, or notify other schools of the situation where siblings are located if necessary. Staff will maintain confidentiality of students with lice at all times. The nurse may check in with the student or parent the next day to ensure treatment was done. 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 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 should supplement and reinforce what has been taught in the classroom. Some students may need added practice in basic skills that are taught. For other students, homework is a means of enriching school activities. Students who fall behind because of absence or poor work habits may need homework to catch up with their group. It is the school's objective to assign homework to accommodate the needs of a student. If a student has a great amount of homework every day, please arrange a conference with his/her teacher to determine why it is happening.

ILLNESS DURING SCHOOL
<u>During School</u>: ***Any student that has a temperature of 100.4 degrees or above or other 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 an emergency contact 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 218-281-5600.

When to keep your child home from school:

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.) 13 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 as required before they can be admitted to school unless the parent or legal guardian signs a waiver.

INCOMPLETE WORK

Any student who misses school because of an excused absence will be able to make up the work that was missed. The general rule is that for each day of absence, one day will be given to makeup the work. Any student, upon the day of his/her return from the absence, is responsible for any and all assignments and/or any recitations which were assigned previous to the absence and which were due the day of the absence from the class. In cases of extended illness in which students need additional time to make up work, permission must be granted through the principal's office.

LIBRARY POLICY

Students will have the opportunity to check out books once per week with their class or by special appointment (when available) if unable to attend library at their scheduled time. Students in grades K-2 will be allowed to borrow 1 book per week. Students in grades 3-5 will be allowed to borrow a total of 2 books per week. The number of books per student may be adjusted at the discretion of the classroom teacher and librarian. There are no fines for overdue books, however, students won’t be able to borrow any new books until previously borrowed books are returned in good condition, replaced or paid for.

LOCKERS

Students are assigned a locker to keep their personal items such as outdoor garments. Students in grades 1-5 may bring a lock from home to use on their locker with their teacher’s permission. If your student chooses to bring a personal lock the combination and/or a second key must be given to the office to keep during the school year before the lock can be used. The reason for this is students often forget their combinations and keys so this will prevent the lock from needing to be cut off of the

locker. In the event that a personal lock is cut off of a locker Highland School is not responsible for replacing the personal lock. Personal items must be stored inside the lockers at all times with the locker door shut. Do not store items above the lockers or on the floor of the locker bay. **Students are not to bring valuables or toys (Items not listed on the teacher supply lists) 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 each school. Anyone who is missing personal items should check there. 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 after one week***, 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 **(including over the counter medication such as aspirin, etc.)**, the school nurse must receive a permission form signed by the parent/guardian and family physician. These forms need to be updated annually in the case of long-term medication requirements and are available in the school office and located in Appendix M. State law prohibits the school from giving medication without a doctor's order. **Please keep all medication in the original labeled container. Label must include the student's name**. Students may never possess medication that is not prescribed to them (family members inhaler, etc.) All medication will be dispensed by school personnel. Medication must be delivered to school and picked up by an adult. **Students should never provide over the counter medications (Aspirin, etc.) to other students and ALL medications are required to be stored in the office at all times (Never in the student's locker). If a student is found to have medication in their possession without the proper paperwork the parent will be called immediately and the parent will be required to come pick up the medication or complete the required forms.**

MINNESOTA COMPREHENSIVE ASSESSMENTS (MCAs)

The Minnesota Comprehensive Assessments measure how well a student has mastered the math, reading, and science standards. Students in grades 3-5 are tested each year in reading and math. Fifth graders also take a science test. Students do not pass or fail these tests. Based on their scores, students are identified as not meeting, partially meeting, meeting, or exceeding the state standards in a given subject. These tests are part of Minnesota's educational accountability system. Schools will use these results to make curricular and instructional decisions for all students. The tests also provide individual student results and group information about how all children performed. Parents have a right to not have their student participate in state-required standardized assessments. See Appendix J for the Parent/Guardian Refusal for Student Participation in Statewide Assessments form.

MUSIC
Students have the opportunity to participate in orchestra in the spring of 4th grade. Choir and band are offered to students beginning in 5th grade. Concerts are held throughout the year. Musical instruments should be brought to class until your lessons. Instruments should not be left in locker bays, hallways, or stairways leading to music rooms.

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.

ITEMS NOT LISTED ON CLASSROOM SUPPLY LISTS
Any items not listed on the teacher's supply lists are not allowed on school property unless the teacher or principal have made a special exception to this policy. Examples of these types of items would be fidget spinners, rubik's cubes, iPads, handheld electronic devices, Slinkys etc.

PARKING
Morning Drop-Off Routine
It is highly recommended that students are not dropped off prior to 7:45am unless they are in the Before School Care program.

Morning Drop-Off Routine
Enter the parking lot using the east entrance. Follow the new drive going around the parking lot by the playground and continue all the way up to the main entrance to the new addition. Pull ahead as far as you can in the designated area before letting your student out of the vehicle. Do not wait for those ahead of you to finish dropping off a student so that your student can be dropped off closer to the main entrance to the new addition, unless there are special circumstances (e.g., child is on crutches or carrying a large instrument).
Please have your child on the passenger side of the car so they can exit directly onto the sidewalk. If the car in front of you is taking longer and you have dropped off your child you may use the passing lane to exit the student drop off zone.
Please be extremely careful when using the passing lane and please watch out for staff and students crossing the passing lane from the staff parking lot. Cars will proceed straight ahead and exit the staff parking lot using the south drive to exit back on Central Ave. Parents or guardians should never be on their cell phones while driving through the parking lot for the safety of students and staff walking through the parking lot! If you prefer to not wait in line to enter the “Drop-Off Area,” you may park your car in an open spot in the new parking lot of the new addition. Once you are parked you will have to escort your child from the car to the sidewalk. No students will be allowed to walk from the parking lot to the school without a parent escort.

After School Pick-Up for Grades 1-5

Reminder: Parents please refrain from picking up your child(ren) early at the end of the day unless they are leaving for an appointment. If you are picking up at regular dismissal time the doors will unlock at 2:45 pm. Also, if you are planning to escort your child(ren) from the building to your car, you MUST park in the east lots and then walk to the main entrance to pick up your child(ren).

Parents will not be allowed to enter the Highland School pickup area until after the buses have left (3:00 pm).

Enter the driveway to the Main Entrance (by the flagpole) to pick up your child(ren). Staff will use radios to call your child(ren) out from the main entrance. Please full forward as far as you can to wait for your child(ren) to come out – please follow the signage.

Parents will pick up students in front of Highland School. Students will be escorted from the cafeteria at 3pm to the front of Highland School to be picked up. Once your child has entered the car you may use the passing lane to the left of parked cars to exit Highland School. Please be extremely careful when exiting the pickup area. If parents choose to come into the school to pick up their children they will need to park in the new parking lot east of the new addition and walk into the building and pick up in the lunchroom. Parents will be required to escort their children from the sidewalk across the parking lot to their car.

Other Highland Parking Notes

● For safety reasons, only buses are to use the bus lane in front of the school from 7:30- 8:15 am and 2:35-3:00 pm.

● When a student is late to school or being picked up or dropped off during the day due to an appointment, vehicles may park across from the bus lane (between 8:15 am - 2:30 pm). NO CARS ARE ALLOWED TO BE PARKED IN THE BUS LANES UNTIL AFTER 3PM

● If you need to park for longer than 5 minutes during the school day (e.g., attend a meeting, volunteer in the classroom, eat lunch with your child), use the far northeast new parking lot next to the new addition.

● No student pick up behind Highland School.

After School Pick-Up for PreK-Kindergarten

Enter the far east entrance. Follow the new drive going around the parking lot by the playground and continue all the way up to Door 9, which is the Early Childhood main entrance to the new addition. Pull ahead as far as you can in the designated area. Please be extremely careful when pulling out of your parking spot and please watch out for staff and students crossing the passing lane from the staff parking lot. After loading your child(ren) into your car, please proceed straight ahead and then exit the far east entrance.

If you plan to escort your child(ren) from the Early Childhood main entrance (Door 9), please park in the new northeast parking lot and then walk to the Early Childhood main entrance where your child(ren) will be waiting. No students will be allowed to walk from the parking lot to the school without a parent escort.

*Siblings: Older siblings can be dropped off and picked up with Pre-K and Kindergarten siblings.

PETS

Family pets are not allowed on school grounds or classrooms at Highland School. The factors that led to this include unpredictable animal behavior, allergies, asthma, and diseases. 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 performs 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.

PHONES, HANDHELD ELECTRONIC DEVICES, SMART WATCHES, ETC.
We ask that parents please leave a message with the office or leave a voicemail message on the teacher's phone if they wish to have a teacher call them. If parents or guardians need to have an urgent message delivered, office personnel will take the message and see that the student receives it. Students are permitted to use the school telephone only when emergency conditions exist and must have approval to do so from their teacher and the office staff. *All arrangements for a student's after school activities should be made before the student comes to school.*

Cell Phone Policy: All cell phones must be turned off and kept in backpacks and/or lockers while on Highland School property. They must not be visible. **Students may not use their cell phones, handheld electronic devices, smart watches, any other electronic communication device between the hours of 7:00 am and 3:30 pm on School property. Students may not use their cell phones on buses.**

If a student is using a cell phone (ANY OF ITS FUNCTIONS) **for any reason** during the restricted time, the following consequences may be imposed:

- Phone will be confiscated from the student
- The discipline policy will be implemented
- The cell phone will be returned ONLY to the parent/guardian of the student. The student, sibling, neighbor or relative other than the parent/guardian may not pick up the phone.

We realize that having to pick up a student's phone may be inconvenient and therefore we recommend you discuss this policy with your student in order to avoid this problem. We also ask you to keep in mind that the use of cell phones are not only disruptive in class, they are an inconvenience to teachers and staff that must stop what they are doing to correct the problem, label the phone and be responsible for its safe keeping. Confiscated phones will be labeled with the student's name and kept in the main office until the parent or guardian takes possession. Parents may consult with the Principal should there need to be a reason for a student to have a cell phone outside their locker. The Principal may grant exceptions based on specific individual needs of students.

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.

PLEDGE OF ALLEGIANCE
As stated in Minnesota Statue 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 BEFORE LUNCH & RECESS BEFORE SCHOOL
Before noon lunch students will go outside to the playground for recess. In case of inclement weather (snow, rain, excessive wind, etc.), students will stay in for recess. Highland students will be kept inside for recess if the actual air temperature is below **-2 degrees** Fahrenheit or colder or the **wind chill exceeds -10 degrees** Fahrenheit or at the discretion of the Principal based on inclement weather. Our official weather website will be www.weather.gov 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 to the classroom teacher requesting that the student stay in at recess. Over the recess period, no student is to leave the school grounds unless accompanied by a parent or guardian and signed out in the office. Students that do not follow recess rules will lose recess privileges for 1-5 days for the first offense, 1-3 weeks for the second offense, and possibly the rest of the year for any further offenses. When the temperature falls below 32 degrees, students should wear warm clothing such as jackets, hats, mittens, snow pants, and boots.

REPORT CARDS
Each 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 will be available via Skyward Family Access unless a paper copy is requested. The final report card will be online via Skyward Family Access approximately one week after school is dismissed, a paper copy can be requested.

RESTRAINING ORDERS/ORDER FOR PROTECTION/CHILD CUSTODY
If you have a restraining order, order for protection, or child custody documentation from the court it is your responsibility to provide a copy to the school office as soon as possible. **The school district will only follow court documentation issued by a judge.**

SCHOOL NURSE
The school nurse is scheduled to be at each school during the week. The nursing program consists of two aspects: (a) preventive medicine and (b) immediate care in the form of first aid. Students are required to have a pass from their teacher to see the nurse. We understand in emergency cases that is not possible and therefore not required. The school nurse conducts a complete test of vision, hearing screening, and related health activities during the year. 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. Students that have 100.5 fever or throwing up must be picked up as soon as possible. Students with a fever or vomiting are required to stay for 24 hours. Parents must designate a guardian to pick up if they are not able to.

SCHOOL MESSENGER/BAND APP
In our effort to improve communication between parents and school, Crookston Public Schools has implemented a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes 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. The Band app is a great way to communicate with your students teacher. Please contact your students teacher for a link to sign up.

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 (Todd Selk, 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 encouraging a "healthy snacks" initiative so all children at can be safe and enjoy their time at school.

When it is your child's "snack day" or "birthday", consider the following list of healthy, store-bought 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

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 POLICY
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, KVLY, WDAZ, Channel 3 of Crookston's cable television, and through our SchoolReach 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.

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 Appendix L of this handbook or in the principal's office. **It must be turned in by April 15th**. If you turn in a request and the teachers change you will be contacted to change your student placement request. 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. Please make your decision based on what is the right fit for your child. Requests will be considered, *but cannot be guaranteed*. Student placement requests for children that are not your own will not be honored. Administration reserves the right to make the final decision. Students may not switch teachers during the year except for special circumstances approved by the Principal. Changes to another classroom may ONLY take place at the end of a quarter. Parents that request to change their students' teacher after class lists have been generated will be put on a waitlist for their preferred teacher.

TENNIS SHOES
At Highland, all children are requested to have tennis shoes for use in their Physical Education activities in order to avoid accidents. 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.

VOLUNTEER HELP
If local, state, or federal guidance states that we are not allowed to have volunteers they will be prohibited.

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. There will be a limit of 2 volunteers per classroom for field trips, unless approved by principal.
Any parents that are interested in volunteering in a classroom or chaperoning a field trip must complete a Volunteer/Chaperone form found in the Highland Office or in Appendix N of this handbook. The forms must be returned to the Highland School office one week prior to the field trip or classroom activity you are volunteering for.

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.

POLICY: Possession, use or transmission of a weapon(s) on school grounds, during school time or at school functions including functions held at other locations is prohibited. Violators will immediately be referred to criminal justice or juvenile justice authorities. Minnesota Statute #127.28 mandates that the school board must expel for one year a pupil who is determined to have brought a firearm to school. The expulsion may be modified 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 work toward eliminating the use of food rewards 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 withdrawing your student from Highland school please notify the office at least one day in advance so that proper transfer records can be prepared and the child's supplies collected for transfer.

Any items not covered in this handbook will be addressed by the building Principal.

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, rowdyism 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.
19. Cellphone use is prohibited.

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 may arrange a conference with the parent(s), student, Transportation Services Director and the building principal.

The student may be 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.

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 may arrange a conference with the parent(s), student, and the Transportation Services Director.

The student may be suspended from bus riding privileges for the remainder of the year by the building principal and the Transportation Services Director.

Based on the severity of the incident, above steps may be omitted.

4th Offense:
Students may lose bus privileges for the remainder of the year.

PARENT AND GUARDIAN INVOLVEMENT

A. <u>Parent and Guardian Notification</u>

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

1. 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.

2. Students may not have other students ride the bus for purposes such as, birthday parties, overnight stays, etc.

3. Students may not use their cellphones on buses unless they have specific permission from the bus driver.

4. Students are not allowed to have food, candy, pop, etc. on the bus.

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
1. 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: Highland School Schedules

2026-2027

Parents are encouraged NOT to drop off students prior to 7:45 am.

7:45 am-8:00 am:
-School Readiness & Kindergarten students will enter door #9 (Early Childhood entrance) and will come in and go to the flex room and will either stay in that area or go outside to the playground depending on the weather.
-Grades 1-3 will go play in the playground.
-Grades 4&5 will stand outside. 4th gr by door 5 and 5th grade by door 6.
-When the bell rings Grades 1-3 will enter the building through door #11 (playground entrance) and go to the lunch room to meet their teachers.
-When the bell rings Grades 4 and 5 will enter the building when the bell rings and go directly to their classrooms.

8:00 am = School Begins/Breakfast served in classroom

8:05 am = Tardy bell rings. Buses arriving late students will not be considered tardy.

2:40pm= Pre-k Dismissal
2:45 pm = K-1st Dismissal
2:50 pm = 2nd & 3rd Dismissal
2:55 pm = 4th & 5th Dismissal
Parents entering the building to pick-up students 1st -5th need to enter the main Highland doors #6 and take seat in the parent pick up tables.
Parents entering the building to pick-up students School Readiness-K need to enter the Early Childhood doors #9

3:00 pm = Busses depart

Appendix D: Highland School Lunch & Recess Schedule

Highland Lunch Schedule - Normal			
Grade	*Recess*	*Lunch*	*Specials*
Pre-K		10:45 - 11:15 (30)	
K	10:45 - 11:00 (15)	11:00 - 11:30 (30)	12:35 - 1:30 (55)
1st	11:03 - 11:18 (15)	11:18 - 11:48 (30)	1:30 - 2:25 (55)
3rd	11:21 - 11:36 (15)	11:36 - 12:06 (30)	10:15 - 11:10 (55)
4th	11:39 - 11:54 (15)	11:54 - 12:24 (30)	9:20 - 10:15 (55)
5th	11:57 - 12:12 (15)	12:12 - 12:42 (30)	8:25 - 9:20 (55)
2nd	12:15 - 12:30 (15)	12:30 - 1:00 (30)	11:10 - 12:05 (55)

Highland Lunch Schedule - Late Start 10 am (No Recess)		
Grade	*Lunch*	*Specials*
Pre-K	10:45 - 11:15 (30)	
4th	11:00 - 11:30 (30)	1:15 - 1:55 (40)
5th	11:18 - 11:48 (30)	12:00-12:40 (40)
3rd	11:36 - 12:06 (30)	10:00-10:40 (40)
2nd	11:54 - 12:25 (30)	10:40-11:20 (40)
K	12:12 - 12:42 (30)	11:20 - 12:00 (40)
1st	12:30 - 1:00 (30)	1:55 - 2:35 (40)

Highland Lunch Schedule - Unplanned Early Out 12:30 (No Recess)			
Grade	*Lunch*	*Specials*	*Location*
Pre-K	10:30 - 11:00 (30)		Lunchroom
2nd	10:40 - 11:10 (30)	11:10 - 12:05 (55)	Lunchroom
5th	11:00 - 11:30 (30)	8:25 - 9-20 (55)	Classrom
3rd	11:20 - 11:50 (30)	10:15 - 11:10 (55)	Classrom
4th	11:30 - 12:00 (30)	9:20 - 10:15 (55)	Classrom
1st	11:40 - 12:10 (30)	1:30 - 2:25 (55)	Lunchroom
K	11:50 - 12:20 (30)	12:35 - 1:30 (55)	Lunchroom

Appendix E: Highland School Schedule (Normal)

Highland Schedule - Normal					
Time	*Grade*	Day A		Day B	
8:00 - 8:25	Specialist	Common Prep		Common Prep	
8:25 - 9:20 (55) Switch 8:51:30	5th	(5-1) PE (5-2) PE (5-3) Computers (5-4) Music	(5-1) Computers (5-2) Music (5-3) PE (5-4) PE	(5-1) Music (5-2) Computers (5-3) PE (5-4) PE	(5-1) PE (5-2) PE (5-3) Music (5-4) Computers
9:20 - 10:15 (55) Switch 9:47:30	4th	(4-1) PE (4-2) PE (4-3) Computers (4-4) Music	(4-1) Computers (4-2) Music (4-3) PE (4-4) PE	(4-1) Music (4-2) Computers (4-3) PE (4-4) PE	(4-1) PE (4-2) PE (4-3) Music (4-4) Computers
10:15 -11:10 (55) Switch 10:42:30	3rd	(3-1) PE (3-2) PE (3-3) Computers (3-4) Music	(3-1) Computers (3-2) Music (3-3) PE (3-4) PE	(3-1) Music (3-2) Computers (3-3) PE (3-4) PE	(3-1) PE (3-2) PE (3-3) Music (3-4) Computers
11:10 - 12:05 (55) Switch 11:37:30	2nd	(2-1) PE (2-2) PE (2-3) Computers (2-4) Music	(2-1) Computers (2-2) Music (2-3) PE (2-4) PE	(2-1) Music (2-2) Computers (2-3) PE (2-4) PE	(2-1) PE (2-2) PE (2-3) Music (2-4) Computers
12:05 - 12:35	Specialist	Lunch		Lunch	
12:35 - 1:30 (55) Swtich 1:02:30	K	(K-1) PE (K-2) PE (K-3) Computers (K-4) Music	(K-1) Computers (K-2) Music (K-3) PE (K-4) PE	(K-1) Music (K-2) Computers (K-3) PE (K-4) PE	(K-1) PE (K-2) PE (K-3) Music (K-4) Computers
1:30 - 2:25 (55) Switch 1:57:30	1st	(1-1) PE (1-2) PE (1-3) Computers (1-4) Music	(1-1) Computers (1-2) Music (1-3) PE (1-4) PE	(1-1) Music (1-2) Computers (1-3) PE (1-4) PE	(1-1) PE (1-2) PE (1-3) Music (1-4) Computers
2:25 - 2:56	Specialist	Common Prep		Common Prep	

Appendix F: Highland School Schedule (Late Start)

Highland Schedule - Late Start 10 am					
Time	*Grade*	Day A		Day B	
10:00 - 10:40 Switch 10:20	3rd	(3-1) PE (3-2) PE (3-3) Computers (3-4) Music	(3-1) Computers (3-2) Music (3-3) PE (3-4) PE	(3-1) Music (3-2) Computers (3-3) PE (3-4) PE	(3-1) PE (3-2) PE (3-3) Music (3-4) Computers
10:40 - 11:20 Switch 11:00	2nd	(2-1) PE (2-2) PE (2-3) Computers (2-4) Music	(2-1) Computers (2-2) Music (2-3) PE (2-4) PE	(2-1) Music (2-2) Computers (2-3) PE (2-4) PE	(2-1) PE (2-2) PE (2-3) Music (2-4) Computers
11:20 - 12:00 Switch 11:40	K	(K-1) PE (K-2) PE (K-3) Computers (K-4) Music	(K-1) Computers (K-2) Music (K-3) PE (K-4) PE	(K-1) Music (K-2) Computers (K-3) PE (K-4) PE	(K-1) PE (K-2) PE (K-3) Music (K-4) Computers
12:00 - 12:40 Switch 12:20	5th	(5-1) PE (5-2) PE (5-3) Computers (5-4) Music	(5-1) Computers (5-2) Music (5-3) PE (5-4) PE	(5-1) Music (5-2) Computers (5-3) PE (5-4) PE	(5-1) PE (5-2) PE (5-3) Music (5-4) Computers
12:40 - 1:10	Specialist	Lunch		Lunch	
1:15 - 1:55 Switch 1:35	4th	(4-1) PE (4-2) PE (4-3) Computers (4-4) Music	(4-1) Computers (4-2) Music (4-3) PE (4-4) PE	(4-1) Music (4-2) Computers (4-3) PE (4-4) PE	(4-1) PE (4-2) PE (4-3) Music (4-4) Computers
1:55 - 2:35 Switch 2:15	1st	(1-1) PE (1-2) PE (1-3) Computers (1-4) Music	(1-1) Computers (1-2) Music (1-3) PE (1-4) PE	(1-1) Music (1-2) Computers (1-3) PE (1-4) PE	(1-1) PE (1-2) PE (1-3) Music (1-4) Computers
2:35 - 2:56	Specialist	Common Prep		Common Prep	

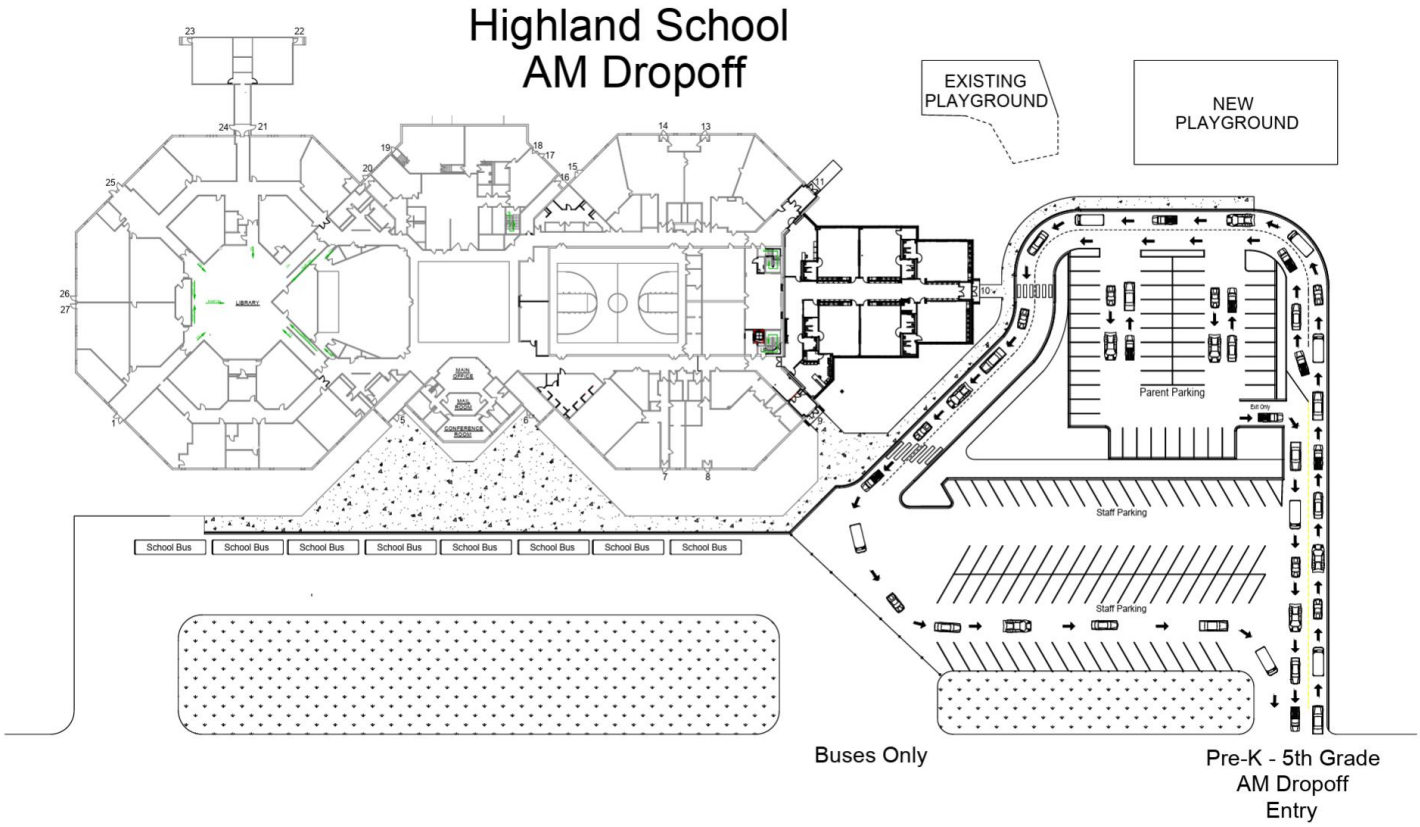
Appendix G: School Readiness/Early Childhood Schedule

School Readiness Daily Schedule
2026-2027

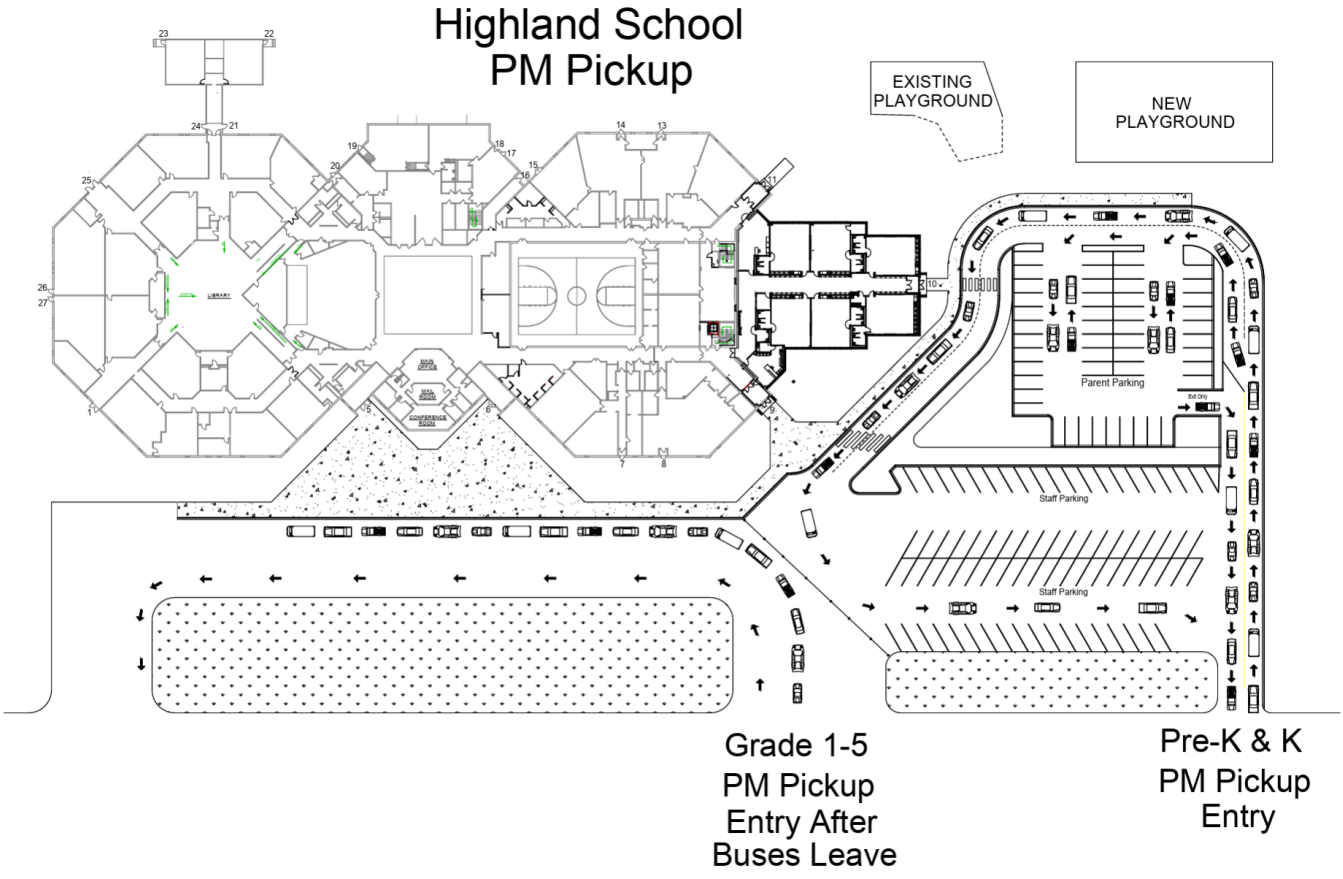
7:45	Student Drop Off Time
8:00	School Begins / Breakfast in the Classroom
8:45-10:35	School Readiness Outdoor/Upstairs Activity Time
10:45-11:15	School Readiness Lunch
2:50	School Readiness Dismissal
3:00	Buses Leave Highland School

- You are invited to join your child for lunch throughout the year, whenever your schedule allows, **starting the week of October 19th.**
- A detailed classroom schedule will be provided by your child's teacher at the beginning of the school year.

Appendix H: Map of Highland Parking AM Drop Off



Appendix I: Map of Highland Parking PM Pick-Up



Appendix J: Highland School Discipline Policy

ATTENDANCE			
Behaviors	**1st Offense**	**2nd Offense**	**3rd/Future Offenses**
Skipping—leaving class, the school building, or school grounds without a pass.	Parent and student notification.	Alternative Behavioral Intervention Program and Parent notification.	Alternative Behavioral Intervention Program & Parent/Student meeting
Absenteeism—three (3) or more unexcused absences.	Parent and student notification.	Parent / Student/ Principal/Social Services meeting	Educational Neglect will be filed with Social Services.
Tardies— (5) unexcused tardies.	Parent and student notification.	Parent notification.	Parent / Student/ Principal/Social Services meeting

With all offenses, building administrators may use discretion in selecting a consequence based on the severity of the offense.

DRESS CODE			
Behaviors	**1st Offense**	**2nd Offense**	**3rd/Future Offenses**
Inappropriate Clothing— shorts/skirts that are inappropriate in length; skimpy tank tops (spaghetti straps); exposed midriff; clothing with lewd, vulgar, or obscene messages; apparel promoting illegal products or activities; clothing in violation of community standards; or sexist, racist, or otherwise derogatory messages.	Students will be required to change clothes either school provided or parents will be contacted to provide appropriate clothing.	Students will be required to change clothes either school provided or parents will be contacted to provide appropriate clothing.	Alternative Behavioral Intervention Program & Parent notification.
Headwear—cap, hat, hood or other headwear deemed inappropriate by the principal.	Removal of headwear.	Removal of headwear and headwear stored in the office.	Removal of headwear and headwear stored in the office. Habitual violations may lead to parents having to pick up headwear in the office.

With all offenses, building administrators may use discretion in selecting a consequence based on the severity of the offense.

SUBSTANCE & TOBACCO POSSESSION & USE			
Behaviors	**1st Offense**	**2nd Offense**	**3rd/Future Offense**
Possession or Use of Alcohol, Tobacco, and Other Drugs—possessing or using any narcotic, inhalants, or controlled substances where possession or use is prohibited by Minnesota or federal law.	Up to 10 days suspension. Parent notification.	Up to 10 days suspension. Parent notification.	Expulsion / Exclusion. Parent notification.

Intent to Distribute Alcohol, Tobacco, or Other Drugs—selling, distributing, or intent to sell alcohol, tobacco, and other drugs.	Up to 10 days suspension. Parent notification.	10 days suspension. Expulsion / Exclusion. Parent notification.	Expulsion / Exclusion. Parent notification.

With all offenses, building administrators may use discretion in selecting a consequence based on the severity of the offense.

DAMAGE OR DESTRUCTION TO SCHOOL OR PERSONAL PROPERTY			
Behaviors	**1st Offense**	**2nd Offense**	**3rd/Future Offenses**
Vandalism—defacing or damaging property that belongs to the school, students, staff, or anyone involved in school activities. This also includes creating permanent décor to the interior or exterior of lockers.	Possible but not limited to Alternative Behavioral Intervention Program and retribution. Parent notification. Possible law enforcement notification.	Possible but not limited to Alternative Behavioral Intervention Program and retribution. Parent notification. Possible law enforcement notification. Possible suspension.	Possible but not limited to Alternative Behavioral Intervention Program and retribution. Parent notification. Possible law enforcement notification. Possible suspension, expulsion, or exclusion.
Misuse of School Books, Supplies, or Equipment—destroying items in any way so as to hamper use by another student.	Replacement costs will be charged to the student. Parent notification.	Replacement costs will be charged to the student. Parent notification.	Replacement costs will be charged to the student. Parent notification.
Tampering with Emergency or Safety Equipment—unauthorized use of emergency or safety equipment on school property or bus including first aid kits, fire extinguishers, and emergency kits, fire extinguishers, and emergency doors or latches.	Possible but not limited to Alternative Behavioral Intervention Program or suspension. Parent Notification. Possible law enforcement notification.	Possible but not limited to Alternative Behavioral Intervention Program or suspension up to 10 days. Parent Notification. Possible law enforcement notification.	Possible but not limited to Alternative Behavioral Intervention Program or suspension up to 10 days, exclusion, or expulsion. Parent Notification. Possible law enforcement notification.
Theft or Possession of Stolen Property—taking or possessing the property of another without right or permission.	Possible but not limited to Alternative Behavioral Intervention Program or suspension. Parent Notification. Possible law enforcement notification.	Possible but not limited to Alternative Behavioral Intervention Program or suspension up to 10 days. Parent Notification. Possible law enforcement notification.	Possible but not limited to Alternative Behavioral Intervention Program or suspension up to 10 days, exclusion, or expulsion. Parent Notification. Possible law enforcement notification.

With all offenses, building administrators may use discretion in selecting a consequence based on the severity of the offense.

VIOLENCE/ABUSE TOWARD OTHERS			
Behaviors	**1st Offense**	**2nd Offense**	**3rd/Future Offenses**
Verbal Assault/Abuse—use of direct or indirect abusive, discriminatory, obscene, threatening, or other language intending to provoke or cause fear of bodily harm.	Possible but not limited to Alternative Behavioral Intervention Program. Parent Notification.	Possible but not limited to Alternative Behavioral Intervention Program or 1-5 days suspension. Parent Notification..	Possible but not limited to Alternative Behavioral Intervention Program or 3-10 days suspension. Parent Notification..
Fighting/Threatening to kill another student—mutual combat in which one or the other party(ies) contributed to the situation by verbal and / or physical action.	Alternative Behavioral Intervention Program And / Or 1 – 5 days suspension. Parent Notification.	Alternative Behavioral Intervention Program And / Or Up to 10 days suspension, expulsion, or exclusion. Parent Notification.	Alternative Behavioral Intervention Program And / Or Up to 10 days suspension, expulsion, or exclusion. Parent Notification.
Firearms Possession—any firearm, whether loaded or unloaded, including BB and pellet guns, in school zone.	10 days suspension. Expulsion / Exclusion. Parent Notification.	Expulsion / Exclusion. Parent Notification.	Expulsion / Exclusion. Parent Notification.
Laser Pointers	Device will be taken from student possession and held in the office until parents are able to pick them up. Parent Notification.	Device will be taken from student possession and held in the office until parents are able to pick them up. Parent Notification.	Alternative Behavioral Intervention Program And / Or 1 – 5 days suspension. Parent Notification.

With all offenses, building administrators may use discretion in selecting a consequence based on the severity of the offense.

INSUBORDINATION			
Behaviors	**1st Offense**	**2nd Offense**	**3rd/Future Offenses**
Insubordination—willful refusal to follow any direction or order by a staff member.	Possible but not limited to Alternative Behavior Program. Parent Notification.	Alternative Behavioral Intervention Program And / Or Possible 1 day suspension. Parent Notification.	Alternative Behavioral Intervention Program And / Or 1 – 3 days suspension. Parent Notification.
Profanity / Obscenity— verbal abuse, profanity, or obscenity directed at a staff member or student.	Possible but not limited to Alternative Behavior Program. Parent Notification.	Alternative Behavioral Intervention Program And / Or Possible 1 day suspension. Parent Notification.	Alternative Behavioral Intervention Program And / Or 1 – 3 days suspension. Parent Notification.
Disruption to School— disrupting a school activity by shouting, throwing items, spitting, or other rude behavior**.**	Possible but not limited to Alternative Behavior Program. Parent Notification.	Alternative Behavioral Intervention Program And / Or Possible 1 day suspension. Parent Notification.	Alternative Behavioral Intervention Program And / Or 1 – 3 days suspension. Parent Notification.
Academic Dishonesty— including but not limited to cheating individually or with another student to take credit for work that is not their own, unapproved test or information access, and plagiarism.	Possible but not limited to Alternative Behavior Program. Parent Notification.	Alternative Behavioral Intervention Program And / Or 1 – 3 days suspension. Parent Notification.	Alternative Behavioral Intervention Program And / Or 3 – 10 days suspension. Parent Notification.

Harassment and Bullying—participating in or conspiring with others to engage in acts that degrade, intimidate, or disgrace other individuals, including indecent exposure and words or actions that negatively impact an individual or groups based on their racial cultural or religious background, their sex or any disability they may have.	Possible but not limited to Alternative Behavior Program. Parent Notification.	Alternative Behavioral Intervention Program And / Or 1 – 3 days suspension. Parent Notification.	Alternative Behavioral Intervention Program And / Or Up to 10 days suspension. Expulsion / Exclusion. Parent Notification.
Unauthorized Use of Equipment—use of headsets, cell phones, video games, pagers, rollerblades, skate boards, hacky sack, cards, etc.	Possible but not limited to Alternative Behavior Program. Parent Notification Parent Must Retrieve Device.	Habitual violations may lead to suspension. Parent Notification. Parent Must Retrieve Device.	Habitual violations may lead to suspension. Parent Notification. Parent Must Retrieve Device.
Throwing Objects to / from Vehicles—throwing any items inside a bus, from outside a bus to inside a bus, or from inside a bus to outside a bus.	Possible but not limited to Alternative Behavior Program. Parent Notification. Parent Notification.	Alternative Behavioral Intervention Program And / Or Suspension from bus for 1 – 5 days. Parent Notification.	Parent notification. Privilege to ride bus revoked. Parent Notification.
Food Fight at School Any student involved in a food fight (throwing food).	1-3 days suspension. Law enforcement will be called. Student required to eat lunch in the office remainder of the year. Parent notification.	1-5 days suspension. Law enforcement will be called. Student required to eat lunch in the office remainder of the year. Parent notification.	1-10 days suspension. Law enforcement will be called. Student required to eat lunch in the office remainder of the year. Parent notification.

With all offenses, building administrators may use discretion in selecting a consequence based on the severity of the offense.

RECESS			
Behaviors	**1st Offense**	**2nd Offense**	**3rd/Future Offenses**
Not following recess rules	Possible loss of recess 1-5 days.	Possible loss of recess 1-3 weeks. Parent Notification.	Possible loss of recess the rest of the year. Parent Notification.

With all offenses, building administrators may use discretion in selecting a consequence based on the severity of the offense.

Appendix K: Parent Refusal for Student Participation in Statewide Assessments

DEPARTMENT OF EDUCATION

Parent/Guardian Guide to Statewide Testing

This document provides basic information to help parents/guardians make informed decisions that benefit their children, schools and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- Students who do not participate will receive a score of "not proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

Academic Standards and Assessments

What are academic standards?

The *Minnesota K–12 Academic Standards* are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3-8 and in high school in reading and mathematics; given annually in grades 5, 8 and in high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

Are there limits on local testing?

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our Statewide Testing page (education.state.mn.us > Students and Families > Statewide Testing).

DEPARTMENT OF EDUCATION

Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state required standardized assessments. Your student's district may require additional information. School districts must post this form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required ***each year*** *parents/guardians wish to opt the student out of statewide assessments.*

Date_____(This form is **only** applicable for the 20____to 20____school year.)

Student's Legal First Name_____ Student's Legal Middle Initial_____

Student's Legal Last Name_____ Student's Date of Birth_____

Student's District/School_____ Grade_____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides a *Parent/Guardian Guide to Statewide Testing* on the MDE website (Students and Families > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading

_____ MCA/MTAS Mathematics

_____ MCA/MTAS Science

_____ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will receive a score of "not proficient" and waives the opportunity to receive a college-ready score that could save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____

Appendix L: Highland School Calendar 2026-2027

August	11	Flex Day, Registration Day
	24-27	Workshop Days
	31	HES Meet the Teacher 11:40-6:30
September	1	First Day of School K-12
	8	Pre-K Start Day
October	13	Regular Dismissal-Parent/Teacher Conferences 4:00p-7:30p
	14	Early Dismissal for Students
	14	Parent/Teacher Conferences 1:00p-7:30p
	15	No School- ED MN
	16	No School- Compensation Day
	30	End Qtr 1
November	26 & 27	No School- Thanksgiving Break
December	21-31	No School- Winter Break
January	1	No School – Winter Break
	15	End Qtr 2 (43 Days)
	18	No School- Staff Development Day
February	15	No School- Presidents Day
	24	Regular Dismissal-Parent/Teacher Conferences 4p-7:30p
	25	Early Dismissal for Students- Parent/Teacher Conferences 1:00p-7:30p
	26	No School- Compensation Day
March	25	End Qtr 3 (46 days)
	26-29	No School- Spring Break
April	23	No School- Staff development
May	28	End Qtr 4 (43 days)
	28	Last Day of School
	31	Memorial Day
June	1	Staff Development Day

Appendix M: Student Placement Request

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 14th. Requests received after the April 14th deadline will 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.

1st_____

2nd_____

3rd_____

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 14 de Abril. No se aceptarán las solicitudes que se reciban después de la fecha límite de 14 de Abril. Al realizar la solicitud, comprenda que pueda obtener su primera o segunda solicitud según la disponibilidad. A ningún padre se le permite solicitar donde debe estar el hijo de otro padre.

Solicitud Para El Estudiante Pedida Por Padres.

Estudiante: _____Fecha: _____

Grado Para El Proximo Ano: _____Padre(s): _____

1. Cuales son las razones educacionales para pedir esta solicitud especial?

2. Maestro/a-Solicitudo Favor de poner 3 nombres de los maestros que quiere solicitar (o) su pedido sera negado. Se va a ser todo lo posible por complacer uno de su 3 pedidos. Pero no se le garantiza.

   2. _____

   3. _____

   4. _____

3. Ya algunos estudiantes con los que su hijo/hija no debido a circumstancias especials? (esto incluye que sean familiares, amigos, vecinos, etc.) Ponga los nombres y razones.

Firma de Padres

Appendix N: Medication Administration Authorization Form

Crookston Public School District #593

Medication Administration Authorization Form

Student Name:_____ Date of Birth:_____ **Allergies**:_____

Parent/Guardian:_____ Phone:_____ Grade/Teacher:_____

Must be completed by a Health Care Provider prior to administering medications

Medication:		Date Started:	Reason for Medication:
Dosage:	Time to be given:	Route of Administration:	Possible Side Effects:
Termination Date:	Special Instructions:		
Health Care Provider's Name:		Clinic Name:	
Clinic Phone #:		Clinic Fax #:	

Request to Administer Medication at School

- The school nurse, teacher, or person designated by the school nurse is authorized to administer the above medication as directed.
- By signing this form, I authorize the release of my child's health information to appropriate school staff and request that this medication is administered to my child as prescribed.
- I authorize the prescriber and the school nurse to exchange information necessary for the safe administration of this medication.
- I release school personnel from liability in the event adverse reactions result from medication(s) and/or treatment(s)/procedure(s).

Health Care Provider Signature:	**Date:**
Parent/Guardian Signature:	**Date:**

No Medications (including Over the Counter meds such as Tylenol) will be given unless Parent and Health Care Provider have given consent.

A supply of the properly labeled prescription from the pharmacy should be left at school. It is the parent's responsibility to supply medications for administration to the school and gather the medication supply when discontinued or at the end of the school year (whichever is first). Medications that are left after the school year will be destroyed.

Please send completed form to:

Stacey Grunewald, RN, PHN, LSN
Crookston Public School District
staceygrunewald@isd593.org

Crookston High School
Phone (218) 281-2144
Fax (218) 281-4709

Highland Elementary School
Phone (218) 281-5600
Fax (218) 281-6166

Washington Elementary School
Phone (218) 281-2762
Fax (218) 281-2784

Name of Child: _____ Name of Teacher: _____

Appendix O: Volunteer/Chaperone Form

Crookston Public Schools
2026-2027 Volunteer/Chaperone Form

Name of Child: _____ Name of Teacher: _____

Name of Child: _____ Name of Teacher: _____

You will be notified via phone or email if you are approved to be a volunteer/chaperone

at Crookston Public Schools.

PLEASE PRINT CLEARLY
(All requested information must be completed)

First Name: _____ Last Name: _____ Middle Initial: _____

DOB: _____ Daytime Phone: _____ Sex: Male___ Female___

Are you the Parent or Guardian and have legal custodial rights to the child(ren) listed above?
Yes___ No___

Have you ever been convicted of a felony or misdemeanor involving drugs or sexual or physical abuse? Yes___ No___

Have you ever been convicted of a misdemeanor charge (other than minor traffic violations) in the past 10 years?
Yes___ No___

Are there any felony misdemeanor charges (other than minor traffic violations) currently pending against you?
Yes___ No___

If yes, please explain the nature of the conviction(s) and the date(s) of the conviction:
_____
_____

Print Name: _____Date: _____

Signature: _____Date: _____

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