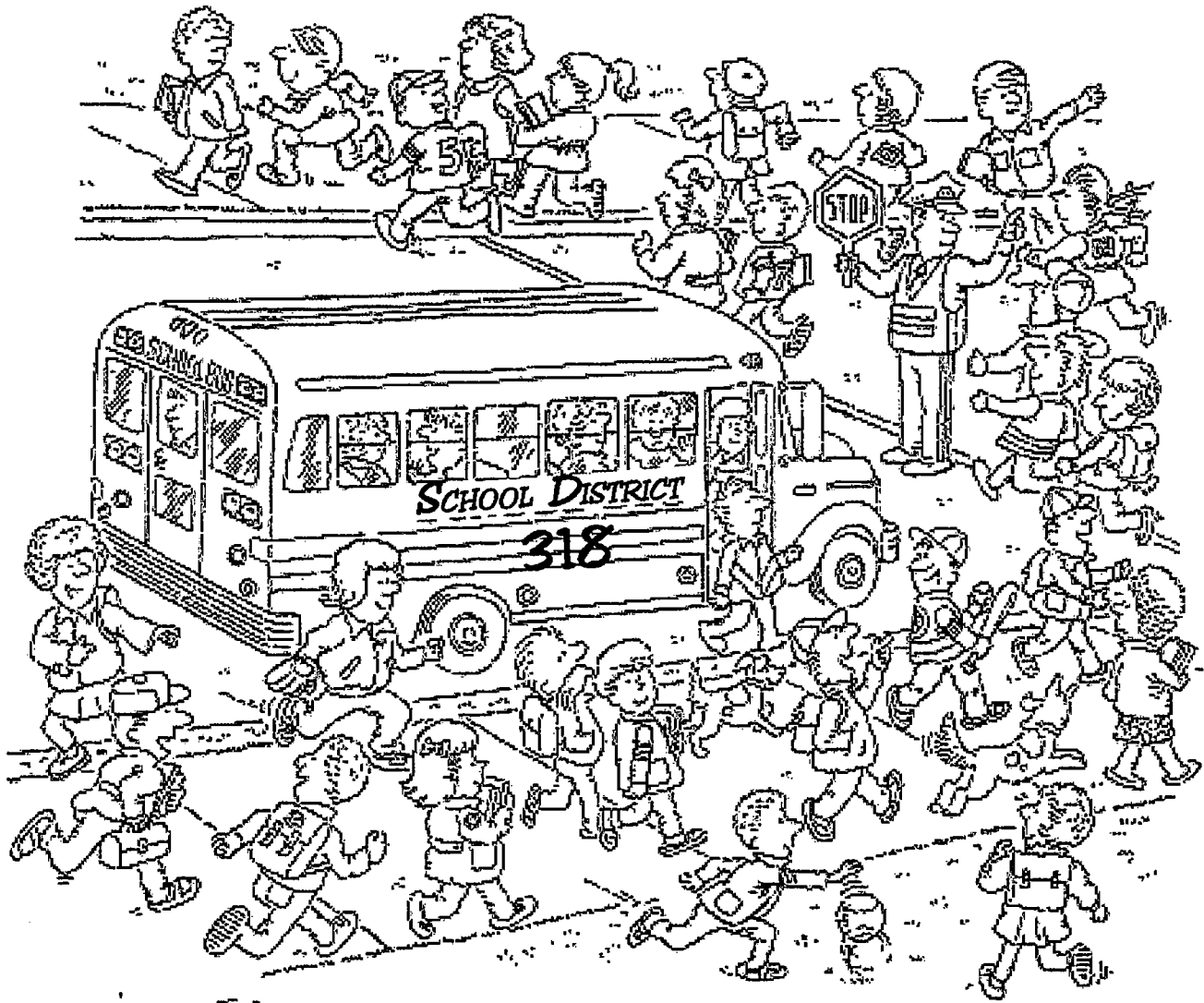


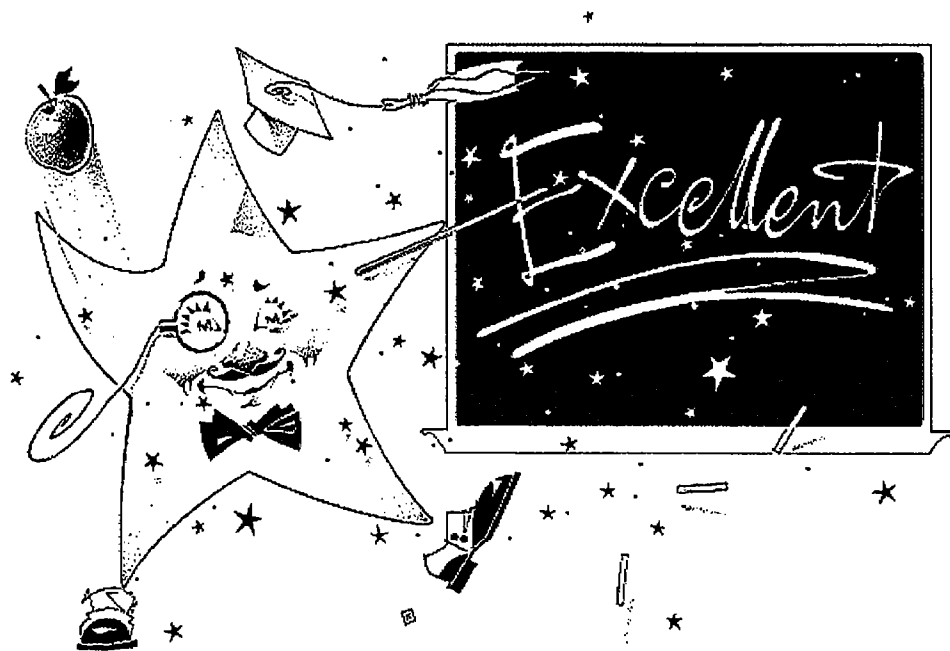
# *Elementary Schools*



# *Handbook*

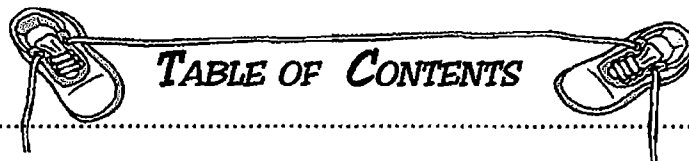
ISD 318 Families  
are Welcome & Encouraged  
to Visit  
Our Schools

***“Together, teaching  
and learning for life...  
to achieve excellence.”***



Volunteers are WELCOME! We have VOLUNTEER  
SIGN-IN BOOKS & NAME TAGS in the school offices  
to recognize our wonderful volunteers!

# DISTRICT 318 ELEMENTARY SCHOOLS STUDENT HANDBOOK



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# **DISTRICT 318 ELEMENTARY SCHOOLS**



Dear School District 318 Families:

Welcome to District 318's elementary schools! The staff and principals extend a special greeting to our students and their families. We have the privilege and responsibility of working with very important individuals -- your children.

We feel certain that school will be exciting and challenging for all of us as we work toward the common goal of providing the best educational experiences for all students. To make certain this happens, we must all do our part.

**Students: Accept the challenge of being a responsible member of your class, your school and your community. The respect you show for all and the effort you put forth will enable you to have a rewarding year.**

**Parents: The support and encouragement that you give your children and the learning that takes place at school will have a positive impact on their educational achievements.**

As a staff, we are eager to provide the best possible learning experiences for everyone. We look forward to working with your children and with you as we come together as a community of learners. "Together we are better" is what we believe in District 318. We will make the school year the best it can be!

Please look for our Tuesday Parent Folders (see page 11) to stay informed of activities that are taking place in ISD 318 during the school year. You are always welcome at our schools, so stop by any time or call with questions.

Respectfully,

Elementary Principals

**Bigfork School (743-3444)**

**Murphy School (327-5880)**

**Cohasset School (327-5860)**

**Southwest School (327-5890)**

**Forest Lake School (327-5870)**

# **SCHOOL RULES & PROCEDURES**

The procedures are needed to maintain a safe and welcoming environment in our schools. Following these rules builds respect and promotes consideration of others which results in a positive school climate.

All students and families should be familiar with these general guidelines. We ask for your support in observing them. If you have questions, concerns or suggestions, we would appreciate a call or visit from you.

## **ENROLLMENT**

Enrollment takes place at Central Enrollment in the Administrative Services Building at 820 NW 1st Ave. (327-5707). Certification of date of birth is required when a child is enrolled in the District for the first time. A child is eligible for kindergarten if he/she will be five years old on or before September 1 of the year he/she will begin school.

## **SCHOOL HOURS**

ISD 318 School Start and Dismissal Times:

|                          |                               |
|--------------------------|-------------------------------|
| <b>Bigfork</b>           | <b>8:30 a.m. - 3:12 p.m.</b>  |
| <b>Cohasset</b>          | <b>8:25 a.m. - 2:55 p.m.</b>  |
| <b>Forest Lake</b>       | <b>8:30 a.m. - 3:00 p.m.</b>  |
| <b>Murphy</b>            | <b>8:30 a.m. - 3:00 p.m.</b>  |
| <b>Southwest</b>         | <b>8:30 a.m. - 3:00 p.m.</b>  |
| <b>RJE Middle School</b> | <b>8:30 a.m. - 3: 12 p.m.</b> |
| <b>GR High School</b>    | <b>8:30 a.m. - 3:02 p.m.</b>  |

•Walkers should arrive by 8:15 a.m.

At all schools, students having breakfast should go directly to the cafeteria.

**(Town schools only)** AM Educare is available in the mornings at the YMCA and they will transport children from the YMCA to their schools.

\*Be sure to check your child's school for their scheduled supervision time.\*

We appreciate your help in keeping our kids safe!



## **ATTENDANCE**

Attending school is not only the law, it is an investment in the successful future of your child. The District's elementary school staffs believe strongly that if a student is absent from school, he or she misses out on the opportunity to develop academically and socially. We ask all students to attend school regularly and all parents to support that effort.

**If your child will be absent or late for school, please let your school know by 9:00 a. m. in the morning.**



## **EXCUSED ABSENCES**

Each elementary school has an answering service for your early morning messages. When your child is absent due to an illness or another valid reason, please make sure he/she returns to school with a written excuse, addressed to the child's teacher, stating the reason for the absence. We will follow up on excessive absences with families on a quarterly basis.

The following are examples of excused absences which entitles a student to makeup work given for credit. Parents or guardians must call the school on the morning their child is going to be absent.

- ~ Serious illness causing a student to remain at home or to be sent home by the school nurse. If a student accumulates a significant number of absences due to personal illness, he or she may need a doctor's slip to be readmitted to school, or to verify illness (5 or more days).
- ~ Serious illness or death in the family.
- ~ Religious holidays, if the request is signed by the parent, guardian or church.
- ~ Medical or dental care. Appointments should be arranged before or after school whenever possible, in order to reduce the time lost from class.
- ~ Family trips taken during the school year should have prior approval by the principal and teacher.

**All absences are counted as unexcused unless a phone call is received in the office by 9:00 a.m.**

Students and parents or guardians should be aware that state law does not allow unexcused absences to exceed seven days or parts of days. Any questions can be answered by a school principal or Human Resource Officer (HRO).

**The best procedure is to check with a principal prior to any absence if there are any questions about an absence being excused.**

## **UNEXCUSED ABSENCES**

An unexcused absence is an absence for reasons which are not acceptable to school authorities. Such absences may happen with or without the knowledge of a parent or guardian. The following are some examples of unexcused absences which result in loss of credit and may cause a referral to the county truancy program:

- ~ Personal transportation problems; students are expected to use the school bus.
- ~ Oversleeping or overtired.
- ~ Excessive tardiness to school or class.
- ~ Skipping school or classes.
- ~ Shopping.
- ~ Missing the school bus.
- ~ Baby-sitting for siblings or friends.
- ~ Absences taken without obtaining an advanced makeup slip.
- ~ Going on a trip or vacation without a student's own parent.

**The final determination of whether a student is excused or unexcused is made by the school.**

An unexcused absence is dealt with in the following ways:

- ~ Conferences with a student and/or parents.
- ~ Individual contracts.
- ~ Detentions/suspensions.
- ~ Itasca County Truancy Intervention Program and/or Itasca County Truancy Petition to court.

## **TARDINESS**

Tardiness causes a disruption to the learning environment in a classroom or during an activity. To minimize disruptions, all students are required to be on time to school.

**We also keep track of tardies.** We follow up with families of students who are not arriving at school on time regularly. **When a student is late for the start of the school day, a parent must sign the student back into school at the school office. *Three unexcused tardies equal one unexcused absence.***





## CHECK-IN-POLICY



As a part of our district's Crisis Management Plan, to help to ensure the safety of our students, when entering our schools, please remember to:

1. Sign in at the office
2. Get a "Visitor's Badge"
3. Sign out when leaving and return "Visitor's Badge"

Note: As our part of our Crisis Plans, security cameras have been installed in all elementary buildings.



## RELEASE OF STUDENTS



**Early dismissal from school is discouraged.**

Please try to make all appointments for your children after school hours. However, if your child needs to be released from class during the school day, the following procedure should be used:

1. Indicate the time of dismissal in a note to the teacher. A student cannot be released from school without a parent/guardian (or designated adult) present to pick them up.
2. Sign your child out from school in the office "Student Sign-Out Book."
3. Pick your child up **at the office.**
4. Your child should sign back in at the office upon returning to school that day.



## PARENT/GUARDIAN PERMISSION NOTE



For all students' safety, **anyone being picked up after school must have written permission from a parent or guardian.** Without written permission students will be sent home on their regular bus. Please state the name of the person picking up your child in your note. It is also mandatory to have a signed note to ride a different bus to another student's house. Indicate your name, bus #, place of destination and the reason for the bus change.



## WALKERS / BICYCLES / ROLLER BLADES



If your child regularly walks to school and plans to ride a bicycle or use roller blades, please send a note giving your permission. We will keep the note on file for the school year. We are requiring students to use the crosswalk when crossing the street after school. Students should walk to the corner and cross before riding their bike. Students are not allowed to leave the school grounds once they come to school in the morning. Remember, there will be no roller blades used in the hallways at school. Hockey sticks, baseball bats and hardballs are not allowed on the playground. Skate boarding is not allowed on the sidewalks in front of school grounds.

## *AFTER SCHOOL ACTIVITIES*

There are many activities that take place after school during the year. Students should **only** be in the building to wait for an activity when there is a coach or adult adviser present. Students should arrive in the building no more than **five minutes** prior to an activity starting. Students should be picked up at the **designated** door **before** the coach departs. Siblings need to be supervised by a parent or guardian if they staying to watch an after school activity.

Educare is available for students in Grand Rapids who need child care before or after an activity. Educare students can be in a building from 3:00 – 6:00 p.m. Teachers and custodians are not responsible for students after they have been dismissed for the day.

## *PEER MEDIATION*

Peer Mediators are fourth graders trained to assist students in solving conflicts on the playground and in other situations. Through the mediation process, students learn to resolve their differences in cooperative problem solving. There are Peer Mediation Coordinators in each building. Please call your school principal if you have questions or would like more information.

## *BUS DISCIPLINE*

It is a privilege to ride the school bus. All students are expected to observe the bus rules to insure the safety of all passengers. The District's Transportation Department uses a School Bus Incident Report to let families know if their student misbehaves. Students are given a verbal warning the first time they offend and are written up for further incidents. Students will be removed from the bus on the First Offense for one day. The Second Offense will result in suspension from riding the bus for one week, plus a conference will be scheduled at school. The Third Offense will result in suspension from the bus for the remainder of the school year. Parents and guardians are responsible for transporting their child to and from school if the student has been suspended from the bus.



