

Kennedy & Roosevelt Elementary Parent/Student Handbook



2010-2011
SCHOOL YEAR
WILLMAR ELEMENTARY SCHOOLS
WILLMAR, MINNESOTA

FORWARD

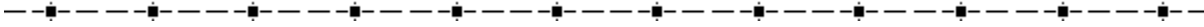
Dr. Jerry Kjergaard, Superintendent

This handbook of information was prepared in the belief that parents would appreciate a handy reference booklet regarding the elementary schools of Willmar. We trust it will merit your reading and a safe place for future reference.

The elementary administrative staff and faculty are concerned with all aspects of your child's welfare as one of our 1,785 pupils. They are ready to assist you in any way they can. A directory of their numbers can be found on page 4.

We appreciate your interest in our public school system and hope you will visit school whenever convenient. It is important that you stop by the office when visiting school so that you have a proper visitor's badge. The visitors' procedures are designed with the safety of our children in mind. We assure you of our interest in and mutual concern for all of the children. Our district is committed to providing a very relevant curriculum that challenges and provides rigor for all students. Ultimately, we hope that all of our educational efforts provide increased student achievement as demonstrated in the results of student efforts. We trust that you feel welcome in our schools and that you are treated respectfully and courteous at all times. Should you have questions or concerns, please do not hesitate to contact me at 231-8510. I am here to serve you.

DISTRICT GOALS



2010-2011 Theme
“Willmar Public Schools: Your Partner in Learning!”

DISTRICT STRATEGIC PLAN GOALS
• Provide A World Class Education
• Improve The Lives of Students
• Ensure Achievement for All Students
• Continue Responsible Fiscal Stewardship
• Enhance School and Community Relationships

Overall we work to:

Increase the academic proficiency of all students through effective instruction and appropriate curriculum and assessments in partnership with *all* staff as well as parents, guardians and community members.

Understanding that it takes an entire community to raise our children, we must all work collaboratively to provide for the academic, social, physical, and emotional well being of every child.

“Preparing all Students for a Successful Tomorrow.”

Willmar Education and Arts Center, 611 5th Street SW, Phone.320-231-8500; Fax.320-231-8504

Jerry Kjergaard, Superintendent; 231-8510/ kjergaardj@willmar.k12.mn.us
 Bill Busta, Director of Human Resources, 231-8520/ bustab@willmar.k12.mn.us
 Pam Harrington, Director of Business and Finance, 231-8511.

**Kennedy Elementary School, (Grades K - 5) 824 SW 7th Street,
Phone: 214-6688, fax: 235-9536**

Scott Hisken, Principal, hiskens@willmar.k12.mn.us
 Linda Bahe, Dean of Students, bahel@willmar.k12.mn.us

**Roosevelt Elementary School, (Grades K - 5) 1800 SW 19th Avenue,
Phone: 231-8470, fax: 231-1170**

Patricia Dols, Principal, dolsp@willmar.k12.mn.us
 Nathan Cox, Dean of Students, coxn@willmar.k12.mn.us

**Jefferson Learning Center, (Early Childhood) 1202 Monongalia Ave SW,
Phone: 235-4030, fax: 235-9108**

Steve Brisendine, Community Education and Recreation Director,
brisendines@willmar.k12.mn.us

SCHOOL BOARD MEMBERS	
Chairperson	Brad Schmidt
Vice-Chairperson	Dione Warne
Clerk	Mike Carlson
Treasurer	Wayne Lenzmeier
Director	Eric Roberts
Director	Sandi Unger
Director	Mike Reynolds

2010 - 2011 ELEMENTARY SCHOOL CALENDAR

September 7	School Begins
October 20	Parent/Teacher Conferences for Grades K-8, No School K-8 ONLY
October 21-22	Fall Break, No School for Staff or Students
November 11	End of Term 1
November 12	2 hr Early Dismissal
November 25-26	Thanksgiving Break, No School for Staff or Students
December 24-31	Winter Break, No School for Staff or Students
January 3	School Resumes
January 21	End of Term 2
January 24	K-12 Teacher In-Service, No School for Students
February 18	Parent/Teacher Conferences for Grades K-8, No School K-8 ONLY
February 21	President's Holiday, No School for Staff or Students
March 25	End of Term 3
March 25	2 hr Early Dismissal
March 28-April 1	Spring Break, No School for Staff or Students
April 4	School Resumes
April 22	No School K-12 – Good Friday
April 29	No School K-12 / Senior High Staff Development
May 30	Memorial Day Holiday, No School for Staff or Students
June 3	Last Day for Students – End of Term 4
June 5	Commencement

Note: Inclement weather days may be made up on February 21 – or – in June as necessary.

	Pre-K-8 Student Days
August	0
September	18
October	18
November	20
December	17
January	20
February	18
March	19
April	18
May	21
June	3
Totals	172

- 2010-2011 SCHOOL START/DISMISSAL TIMES -

SCHOOL HOURS - STUDENT DAY		
SCHOOL	START TIME	END TIME
Senior High	8:00 a.m.	2:30 p.m.
Middle School	7:55 a.m.	2:50 p.m.
Roosevelt Elementary	8:30 a.m.	3:05 p.m.
Kennedy Elementary	8:30 a.m.	3:05 p.m.

- STUDENT REGISTRATION -

Students who currently attend the Willmar Elementary Schools are pre-registered in the spring of the year for the following school year. **Children, who, during the summer months, have changed addresses within the city, and those students new in the Willmar School system, will begin the registration process at the Willmar Education and Arts Center – 611 5th Street SW, Willmar, MN.**

After the initial registration, you will be directed to the respective buildings to complete the registration process. This registration will take place prior to the start of school in the fall. New students in grades K-5 are asked to bring the address of their previous school at the time of registration. Kindergarten registration is held at Kennedy and Roosevelt Elementary Schools in April. A copy of the birth certificate, immunization record, and pre-school screening are required.

- OPENING DAY OF SCHOOL -

- School will open on Tuesday, September 7, 2010. On that day, elementary grades 1 - 5 will be in session all day. Hot lunch will be served the first day of school.
- Kindergarten student-parent visitation will take place on Tuesday, September 7 or Wednesday, September 8. There will be **no** kindergarten transportation on Tuesday or Wednesday. Kindergarten begins on September 9, 2010.

- CROSSING GUARDS -

Crossing guards have been set up before and after school to help the elementary children cross busy intersections adjacent to the elementary schools. Crossing Guards will be at their posts 15 minutes before school starts and until 15 minutes after school dismisses. In sending your children to school, please direct them to one of the following crosswalks:

For Kennedy Elementary	For Roosevelt Elementary
7 th Street and Kandiyohi Avenue	19 th Avenue in front of the school
8 th Street and Kandiyohi Avenue	
7 th Street and Rice Avenue	
7 th Street and Willmar Avenue	

- ARRIVAL TIME AT SCHOOL -

The elementary school faculty would like to have the cooperation of the parents in establishing a suitable arrival time for the pupils at school. Once cold weather arrives, more and more pupils come to school earlier than necessary, creating a problem in the corridors and classrooms. The school day officially begins at 8:30 a.m. We appreciate all efforts to refrain from dropping children off any earlier than 8:15 a.m. There is no supervision for students that arrive before 8:00 a.m. If you must drop your child off before 8:00 a.m., please look into Cardinal Place child care. They may be reached at 214-6680. This is a fee based child care service.

- CARDINAL PLACE -

Cardinal Place Child Care, a fee-based program through Willmar Community Education and Recreation, will be available for before school, after school, non-school days (conferences, inservice days), snow days, and summer. Please call Cardinal Place at 214-6680, for information.

Child care is available on a fee basis at both Roosevelt and Kennedy from 6:30 a.m. until the beginning of the school day, and reopens again at the end of the student day until 6:00 p.m.

- BICYCLE SAFETY -

For the safety of the kindergarten children attending the Willmar Public Schools, we would like to request that they not be allowed to ride their bicycles to school. Older students riding bikes to school are asked to place them in the bike rack and secure them with a bike lock.

- TARDY -

It is also important for students to be on time for the start of the school day. A letter will be sent after five (5) tardies. A plan may be developed to improve the student's on-time arrival.

- SCHOOL ATTENDANCE -

In order for students to take advantage of our excellent elementary program, it is vital that they be in attendance. When a child is absent because of illness or other times that a parent/guardian deems necessary, the parent/guardian must contact that child's school office in order to arrange for an excused absence.

Any child under the age of 16 is compelled by Minnesota law to attend school. Children who have at least three unexcused absences will have a letter sent to their parent/guardian asking for an explanation for the absences. If the school does not hear back from the parent/guardian or if the absences remain unexcused, a referral is made to the Kandiyohi County Truancy Mediation Program. A social worker then contacts the family in an effort to find out why the child is missing school and what can be done to improve school attendance. Some important points about truancy are:

- A student does not have to be absent for an entire day to be considered truant. The school reserves the right to determine if an absence is excusable.
- Valid excuses from attendance at school are limited by the State of Minnesota to the following:

- a. Illness, verified by the parent or guardian. A physician's verification will be needed after the tenth absence due to illness.
- b. Health appointments, verified by a note from the visited professional, stating the date and time of visit.
- c. An extreme family emergency, at the discretion of the school principal.
- d. Religious observance i.e. funeral, wedding, etc.
- e. Appearance in court, verified with proper documentation.
- Missed bus, oversleeping, working at home, lacking private transportation, and shopping with a parent are some examples of excuses that are not valid and will be dealt with on a truancy basis.

When your child is absent, it is very important that you notify the school so that the reason for the absence can be properly recorded. In order to make it as convenient as possible, you may use one of the following methods to notify the school when your child is absent:

- Calling the attendance answering service which is available 24 hours a day.
Kennedy – 214-6681 Roosevelt – 231-8470
- Sending a signed note with your child when he/she returns to school.
- Coming directly to the school attendance office to report the absence.

When reporting an absence, please include the following information:

1. Child's name.
2. Date of absence.
3. Reason for absence.
4. Name of person reporting if by phone and signature if by note.
5. Phone number where parent or guardian may be reached.
6. A homework request prior to 12:00 noon may be picked up from the main office between 2:45 and 3:45 p.m.

Parents or guardians who choose to have their son or daughter absent from school for an extended period of time must make prior arrangements with school administration.

- BUILDING SECURITY -

In an effort to promote building safety, only the main entrances to school buildings are open from the outside throughout the school day. In addition, all visitors are required to report to the main office immediately upon entering the building. At the main office, visitors will sign in and be given a visitor identification badge to wear while on site. Parents are asked to come to the school office to sign all children out of the building if he/she leaves before the close of school. Children are released only to legal parents or guardians. Grandparents, friends, or relatives must have written permission from the parent to pick up children from school. If there are custody issues within the family, a court order is required to identify parental rights and access to the child.

Willmar Public School employees wear employee identification badges while on duty to designate to students and visitors their status as a school employee.

- CLOTHING AND PERSONAL ITEMS -

While there is no specific dress code, we hope that students will use good judgment in choosing proper school attire, especially during extreme cold and hot weather. Caps, hats, scarves, or bandanas cannot be worn inside the school building. We believe that neat and proper dress contributes to desirable attitudes and behavior.

Articles of clothing promoting drug/tobacco use, violence, suggestive or exploitive language, profanity, or symbolism reflecting gang affiliation is not allowed. Dress should never distract students from their learning, therefore undergarments and midriffs must be covered. Students wearing any of the above-mentioned clothing will either be asked to find an alternate clothing item from the nurses office or call home for a more appropriate garment item to be brought in.

Footwear in Physical Education is a safety issue. **ALL CHILDREN ARE REQUIRED TO WEAR TENNIS SHOES FOR PHYSICAL EDUCATION.** Platform shoes, clogs, shoes without backs or toes and roller blade shoes are examples of inappropriate footwear.

When students bring things to school, especially if they are attractive, they can get broken or lost. Therefore, we ask that you not let children bring toys, portable electronic games/equipment, cell phones, expensive jewelry or clothing, money, and items highly valued by a child or family to school. It is also very important that children not "trade" items. The school cannot monitor these items or actions closely enough to avoid disappointment and hard feelings if they should be lost, broken, or stolen. If you insist on your child having a cell phone at school, they must be turned off prior to entering the building and kept in their backpack/locker during the school day. The rules are to ensure the privacy and safety of all students and to eliminate disruptions in the classroom setting. Consequences for not following school cell phone procedures will be handled as follows:

1. 1st offense – cell phone will be kept in the office and returned to the student at the end of day
2. 2nd offense – cell phone will be kept in the office until a parent comes in to pick it up

- REPORT CARDS -

Student progress is reported to parents at the conclusion of each quarter in Grades K-5.

- PARENT/TEACHER CONFERENCES -

Parent/Teacher conferences are conducted twice a year for all students, grades K-5. These conferences will be conducted in October and February. An appointed time is sent home just prior to the Parent/Teacher conferences. The purpose of the conferences is to:

- Cooperatively set academic and social goals for each child.
- Review the student's progress.
- Share with one another expectations, accomplishments, and problems.

Parents may request a conference with school personnel at any time during the school year when they may have questions or concerns about their child's academics, programs, behavior, etc. Please call your child's classroom teacher or building principal to schedule these conferences.

- HOMEROOM PLACEMENT POLICY -

The placing of students in the appropriate learning environment begins in the spring of the year and is completed in the summer after new student registration. Placement information is received from teachers, parents, social workers, special education staff, and administration. Class size, cultural diversity, and gender ratios are considered. With the student's special abilities and needs in mind, an assignment is made with a teacher.

Parents may play a role in the placement process by providing us with information about their child.

- ◆ Any special needs of the child (physical difficulties, highly sensitive, talkative, quiet, etc.).
- ◆ Type of learning environment that is most helpful (less structured, more structured, etc.).
- ◆ Any other relevant information.

An application form may be obtained from the office of your child's school in April and must be returned by the 3rd Friday in May. The form will give us additional information about your child for placement purposes. Every attempt will be made to honor your requests; however, we cannot guarantee your requests.

- RETENTION OF STUDENTS -

The Willmar Public Schools recognizes that each child develops and grows in a unique pattern and that pupils should be placed in the educational setting most appropriate to their social, emotional, physical and academic needs. The concept of grade placement is based on the premise that each teacher will provide appropriate experiences for children.

The promotion or retention of a student is recommended to the building principal by the homeroom teacher and is based on multiple factors. Special circumstances like issues of health, mobility, affective needs and family circumstances should be carefully considered before retention is suggested. Every effort shall be made to re-mediate a pupil's deficiencies before retention is recommended. If retention of a child is going to be considered, the following steps will take place:

1. Parent or legal guardian will be notified of the possibility of the pupil's retention no later than parent teacher conferences that are held in February. Interventions that have been tried will be discussed and instructional strategies going forward will be reviewed.
2. Retention decisions will be made no later than the second week in May. A consensus must be reached on what is best for the student by educators and parents and a plan for adjusting curriculum, instruction or methodology during the retention year will be in place.

- CURRICULUM -

The Willmar Elementary Schools provide the kind of environment in which all students will learn (1) communications skills of reading, writing, speaking and listening; (2) mathematics; (3) the ability to think constructively and creatively; (4) the ability to locate, evaluate, and organize information; (5) the appreciation for fine and practical arts; (6) care for body, property and environment; (7) computer literacy; and (8) development of the desire to learn and make learning a life-long process. In addition, identified students will have access to:

- Supplemental instruction in Reading and Math
- English Language Learner support
- New Connections Mental Health Program
- Summer school
- Orchestra - Grades 4,5
- Social Work Services
- Extended learning opportunities

- SPECIAL EDUCATION -

The Willmar Public Schools provide comprehensive special education services for students with disabilities from birth through 21 years of age.

Guided by the federal Individuals with Disabilities Education Act (IDEA) and Minnesota Rules, Chapter 3525, the Willmar Public Schools ensure students with disabilities receive a free and appropriate public education.

Each student receiving special education services must meet State of Minnesota eligibility criteria and have an Individual Education Plan (IEP). The IEP is a comprehensive plan addressing the specific needs of the individual student.

Students may receive special education services in the following disability categories:

- Autism Spectrum Disorder
- Deaf-Blind
- Deaf or Hard of Hearing
- Emotion or Behavioral Disorder
- Developmental Cognitive Disability
- Developmental Delay,
- Other Health Disability
- Physically Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment

For more information, contact Susan Smith, Special Education Program Coordinator and Due Process Facilitator, 231-8540.

Community Education Early Childhood Family Education - Early Childhood Family Education (ECFE) is to help parents provide for their children's learning and development and to help young children to develop their physical, cognitive and social potentials.

Community Education School Readiness programs are available for three, four, and five year old children not yet in Kindergarten. School Readiness provides children with a variety of opportunities to participate in early childhood programs that enable them to enter school with the skills and behaviors needed for them to progress and flourish.

For more information, contact the Early Childhood Programs Coordinator at 231-7250.

FOOD AND NUTRITION SERVICES: SCHOOL MEAL PROGRAMS



BREAKFAST AND LUNCH - ELEMENTARY

Breakfast and Lunch will be served each day that school is in session, including the first day, to all students in Kindergarten through Grade 5. **Students are encouraged to eat school provided meals each day.** Menus will be sent home with your child each month so that you and your student can make out meal choice options to reduce food waste. The menus are also posted on the site at www.willmar.k12.mn.us. Breakfast is provided daily at **no charge** under the Breakfast Program. All students will be offered breakfast unless you notify us otherwise.

The cost of a student lunch is \$1.75 per meal. Milk may be purchased for 30 cents per carton for students wanting an additional carton or for those students choosing to bring a lunch from home. No pop or soda is allowed in the cafeteria. If a parent wants to have lunch with their child, we ask that you call the school office the morning of so we can add you to our lunch total for the day. The cost for an adult lunch is \$3.50.

Free and reduced price meal applications are available from the school office, the Willmar Education and Arts Center (District Office) and in the Food and Nutrition Services Back to School Mailing sent out in July each year.

Please let us know if your student has any special dietary needs.

It is very important to stay current with your student's meal account. You may call 320-231-8526 at any time (8:00 a.m. – 4:00 p.m. Monday through Friday) to obtain your student's account balance.

The district has a **No Charging** regulation. If your child's balance is at zero or becomes negative, your child will receive a complete breakfast but will not receive a regular lunch and will be served a peanut butter sandwich (or cheese sandwich in the event of a food allergy) and milk for a limited time. Please keep your meal account positive so your child will not be denied meal service.

Meal Account Deposits Can Be Made At:

Deposits will be in account before lunch in most cases, if received at the following locations and times
Cashwise drop box - before 7:30 a.m.
Your student's school office - before 8:30 a.m.
WEAC (district office) - before 9:30 a.m.

- ▶ The Auto Withdrawal payment method is available to have money taken directly from your checking or savings. You can pick up a sign up form at your school or the district office.
- ▶ The PaySchools Online Payment System is an option for meal account payments and can be found on the district's website at www.willmar.k12.mn.us.
- ▶ Parent Portal is available to monitor your meal account balance via the internet.

For more information regarding School Nutrition Programs and forms, please call the district office at 320-231-8526 or visit the district website at www.willmar.k12.mn.us.

- HOME-PREPARED FOOD -

Willmar Public Schools abides by State Health Department recommendations and regulations regarding the serving of food in school:

This department requires that food which is served in a food establishment as defined in Minnesota Statutes, Chapter 157, shall be obtained from sources which are approved and inspected by either the federal, state, or local regulatory authority.

Accordingly, if a regulatory inspecting agency observes the practice of serving food obtained from sources which do not conform with the requirements discussed herein, this situation would be construed as a violation of Minnesota Department of Health Rules, chapter 4625.3201, subpart 1, and appropriate remedial action would be required to be taken.

Willmar Public Schools prohibits the distribution and service of food items including treats which are prepared in individual homes. Food for classroom parties, birthday celebrations, or any occasion food that is served in school, must be purchased from a store which is subject to state food inspection regulation. All food TO BE SHARED WITH OTHER STUDENTS must be commercially prepared, pre-packaged, unopened, and when possible, individually wrapped. This action is needed in order to take a firm preventative stand against the spread of germs and disease.

- HEALTH SERVICES-

The model of health services in Willmar Public Schools uses a combination of Licensed School Nurses (LSN), Registered Nurses (RN), Licensed Practical Nurses (LPN), and health assistants, paraprofessionals and office staff.

School nurses provide a variety of services including health screenings for vision, hearing and scoliosis, administration of daily medications to students and providing first aid and episodic care. The Licensed School Nurse or RN develops individualized health plans for those students who have specific medical needs and who may require medical attention during the school day.

School Health Records/Health Conditions

Minnesota State Law requires schools to maintain a permanent health record for every child registered in the district showing immunizations and health conditions. Health information pertinent to the student's safety and ability to learn in school is requested upon entrance to the Willmar School system. Parents are encouraged to notify the school of health problems, updated vaccines, or diagnosis of infectious disease. Information is considered confidential and shared with school personnel only as needed.

Parents need to inform their Bus Company or after school programs including sports of any health concerns for their child.

Palmer Bus Service (Kandiyohi) - 382-6421
Willmar Bus Service – 235-2110
Cardinal Place 214-6680
Community Ed & Rec 231-8490
Contact individual coaches for sports & events

- IMMUNIZATION-

Minnesota Statutes chapter 121A requires that all children who are enrolled in a Minnesota school be immunized before starting school. These requirements can be waived only for medical reasons or if you are conscientiously opposed to a particular immunization. For more information, contact Minnesota Department of Health website: www.health.state.mn.us/immunize. All students are expected to be in compliance on the first day of school.

- ILLNESS and COMMUNICABLE DISEASES -

General Guidelines are listed below but exceptions can occur when there are attendance concerns or special health conditions.

A child should not come to school (and will be sent home from school) if they have:

- a fever of 100 degrees F or more in the past 24 hours
- vomiting or diarrhea in the past 24 hours
- a skin rash that may be disease related
- untreated live head lice
- open/draining skin sores that can not be covered
- inflamed and draining eyes or ears until seen by health care provider

When your child is ill, please call the school daily to report the illness. If we call because your child is ill, please make arrangements for your child to be picked up within an hour.

Physical Education/ Recess Excuses

Generally a physician's excuse is needed to be excused from gym class. Some Elementary teachers allow a written parent note for 1 day only. This also applies for requests for Elementary students to stay indoors at recess time.

Administration of Medication in Schools

Students are permitted to take medication, (including over-the-counter), in school only when:

- The frequency of dosage makes it necessary for a dose or treatment to be given during school hours.
- A written medication or treatment order from a licensed prescriber is on file for the student.
- A written parent/guardian authorization for the school nurse or her delegate to administer the medication or treatment is on file for the student.
- Written licensed prescriber's orders are required for all changes in medications, or dosages being given in school and must be renewed annually at the beginning of the school year.
- The medication is supplied by the family in a fully-labeled original container

See complete policy for exceptions.

- LATEX PRODUCTS -

Students are not to bring products containing latex to the school sites.

- STUDENT INJURY -

1. Parents are not notified by school officials of minor injuries (cuts, scratches, scrapes, bumps, bruises, etc.). Students are instructed to report these to parents when they return home.
2. Parents are notified of more serious injuries so they can make a decision on whether or not to seek medical care. School personnel can give guidance but the decision to obtain medical care depends on individual preference of parent or guardian.
3. Parents are expected to come to school and take the child home or to a health care provider.
4. It is the responsibility of the family to pay medical bills. Families may choose to purchase an accident insurance policy. Participation in this insurance plan is voluntary. Brochures are available at school and the Willmar Education and Arts Center (WEAC).

- SCHOOL BUS RULES -

The Willmar Public School System provides bus transportation to and from school for eligible elementary children living one mile or more from the school of attendance. It is necessary to have certain rules and regulations in order to protect the welfare of the child. Misconduct and carelessness can cause injury to themselves or their fellow passengers. Please review with your school-age children the safety regulations listed below.

1. Only pupils assigned to the bus by school authorities may be transported.
2. Students will be allowed to get off the bus only at their home, childcare provider, or school. The only exception to this would be with written permission or notification from the student's parent, guardian, or school district.
3. At the bus stop, students are asked to:
 - a. Board the bus only at the assigned pick-up points.
 - b. Stay back from curb until bus has come to a complete stop before entering. The 8-way system (red lights and stop sign) will be on when bus comes to a complete stop. When stopped the bus door will be opened for entering.

The Willmar Public Schools does not provide supervision at the bus stop.

4. On the bus:
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep your arms, legs and belongings to yourself.
 - e. No fighting, harassment, intimidation or horseplay.
 - f. Do not throw any object.
 - g. No eating, drinking, smoking or use of tobacco or drugs.
 - h. Do not bring any weapon or dangerous objects on the school bus.
 - i. Do not damage the school bus.
 - j. Keep all parts of your body inside the bus. Windows are not to be lowered below the black safety line indicated in each bus.
 - k. Bus seats are to be shared.
 - l. No portable tape players, boom boxes, or radios played on the bus unless using headphones.
 - m. No gang related behaviors.
5. When unloading, students are to exit the doorway and move directly AWAY FROM THE BUS. If crossing the roadway is necessary, walk at least 10 feet in front of the bus. If multiple students have unloaded wait as a group and cross when the driver gives the signal. Make sure you can see the bus driver and the driver can see you. Always watch for traffic to know it is safe to cross. Continue to watch for traffic while crossing. A 'sounding of the bus horn' is usually a signal of danger. Once the student is safely across the roadway, the bus driver will extinguish the red lights and retract the stop arm of the bus.

The bus company will issue a written transportation report when unacceptable behavior occurs. Administrators will determine consequences for unacceptable bus behavior. The bus safety guidelines may be enforced as follows:

- a. First offense - warning
- b. Second offense: 3 school-day suspension from riding the bus
- c. Third offense: 5 school-day suspension from riding the bus
- d. Fourth offense: 10 school-day suspension from riding the bus/meeting with parent/School Bus Discipline Contract

Further offenses - individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

Parents are always notified if the student is to lose this privilege.

- PTSA -

Independent School District #347 has a Parent/Teacher-Student Association (PTSA). This is a broad-based group that strives to promote parent-student involvement and provide teacher support in the Willmar Public School system.

Schools and parents need to build a true partnership based on an open trust and aimed at doing what is best for the development of each and every child. This organization seeks to bring all possible resources together to promote the welfare of the whole child and of all children.

If you are interested in this partnership, family membership dues are \$15.00 per year. ***Please see Appendix A of this Handbook for a registration form.***

- FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) -

Independent School District #347, pursuant to the Family Educational Rights and Privacy Act (FERPA) declares the following is "directory information" as provided in said act and that information relating to students may be made public if said information is in any of the following categories:

- Student name, address, telephone number, parents name, email address
- Date and place of birth
- Sex
- Participation in school-sponsored activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Grade level
- Enrollment status
- Photograph

Directory information does not include identifying data which references religion, race, color, social position or nationality.

Any parent or student in the district may notify the district of their desires that some or none of the above information is to be released without their consent by contacting the building principal in which said student attends and completing form; (FERPA) - Annual Notice for Disclosure of School Directory Information. The notification must be given to the district in writing by September 3, 2004. Copies of the FERPA -Annual Notice for Disclosure form are available at building sites or the district office upon request