

# 2023-2024

## Magelssen Elementary School

### Parent/Student Handbook



#### **HOUSE RULES**

**SHOW RESPECT. . . every person is important!**

**SPEAK FOR YOURSELF. . . not for anyone else!**

**LISTEN TO OTHERS . . . then they'll listen to you!**

**AVOID PUT-DOWNS . . . who needs them!**

**TAKE CHARGE OF YOURSELF. . . you are responsible for you!**

**"Education is a Team Effort"**

This handbook was developed by District #601 Administration in cooperation with the local school board and VITAL committee.

700 East First St. Fosston, MN 218-435-6036

*July 2023*

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**INDEPENDENT SCHOOL DISTRICT 601**  
**Fosston, Minnesota**  
**Magelssen School Calendar 2023-24**

AUGUST 28	NEW TEACHER ORIENTATION
AUGUST 29, 30, 31	STAFF INSERVICE DAYS.
AUGUST 30	OPEN HOUSE (4pm-6:30pm)
SEPTEMBER 5	FIRST DAY OF SCHOOL
SEPTEMBER 11-22	READING AND MATH ASSESSMENTS GIVEN (STAR 360)
OCTOBER 10	SCHOOL PICTURES (Picture Retakes date TBA)
OCTOBER 19-20	NO SCHOOL--MEA/NEA BREAK FOR TEACHERS
NOVEMBER 3	END OF 1ST QUARTER
November 8	PARENT-TEACHER CONFERENCES (3:30pm - 7:00pm)
November 9	PARENT-TEACHER CONFERENCES (9:00am - 3:00pm)
NOVEMBER 6-17	READING AND MATH ASSESSMENTS GIVEN (STAR 360)
NOVEMBER 23-24	NO SCHOOL--THANKSGIVING BREAK
DECEMBER 22	EARLY OUT DAY (12:20pm DISMISSAL)
DECEMBER 23-JAN. 2	NO SCHOOL--WINTER BREAK
JANUARY 3	SCHOOL RESUMES
JANUARY 15	NO SCHOOL - TEACHER IN-SERVICE
JANUARY 18	END OF 2ND QUARTER
JANUARY 22-FEBRUARY 2	READING AND MATH ASSESSMENTS GIVEN (STAR 360)
FEBRUARY 8	PARENT-TEACHER CONFERENCES (12:20pm DISMISSAL)
FEBRUARY 19	PRESIDENTS DAY--NO SCHOOL
MARCH 20	END OF 3RD QUARTER
March 20	PARENT-TEACHER CONFERENCES (1:00pm - 7:00pm)
MARCH 29-April 1	SPRING BREAK - - NO SCHOOL
APRIL 2 - MAY 10	MCA TESTING (READING, MATH, SCIENCE)
APRIL 11	EARLY OUT (12:20pm DISMISSAL)
MAY 6-17	READING AND MATH ASSESSMENTS GIVEN (STAR 360)
MAY TBD	ELEMENTARY TRACK & FIELD DAY (MAKE UP DAY MAY 20)
MAY 21	6 <sup>th</sup> GRADE PROMOTION @ 10AM
MAY 23	END OF 4TH QUARTER - 12:20 DISMISSAL
MAY 24	HIGH SCHOOL GRADUATION
MAY 24	STAFF INSERVICE
MAY 26	STAFF INSERVICE

**\*\*SCHOOL PERSONNEL\*\***

**SUPERINTENDENT**

Todd Selk

**HIGH SCHOOL PRINCIPAL**

Don Donarski

**ELEMENTARY PRINCIPAL**

Dan Boushee

**ELEMENTARY PRINCIPAL'S SECRETARY**

Nikki Prudhomme

**KINDERGARTEN**

Nicole Halbur, Kristi Rusten

**1ST GRADE**

Alyssa Macy, Michelle Olson, Jessica Carlson

**2ND GRADE**

Lucia Rood, Carrie Carlin, Tiffany Oertwich

**3RD GRADE**

Tracy Murphy, Joe Woods

**4TH GRADE**

Traci Olson, Nikki Gutterud

**5TH GRADE**

Rochelle Mahlen, Lori Theis

**6<sup>TH</sup> GRADE**

Jonathan Halbur, Pat Wolfe

**Math Interventionist**

TBA

**TITLE I/LITERACY INTERVENTION**

Lisa Rosendahl, Kristen Norland

**READING CORP TUTOR**

Tina Davis, Chuck Stuhr

**MATH CORP TUTOR**

TBA

**SPECIAL EDUCATION**

Sarah Phelps-DCD, Sarah Dryburgh-SLD, Amanda Wiener-Speech, Sara Bethke-Speech,  
Sarah Steinbrenner-EBD

**EARLY CHILDHOOD SPECIAL EDUCATION**

Cecily McGlynn

**EARLY CHILDHOOD FAMILY EDUCATION**

Linette Schwartz

**SCHOOL SOCIAL WORKER**

Ellen Ramsrud

**DISTRICT NURSE**

Denise Staehnke

**MEDIA CENTER**

Joy Sundbom

**MUSIC**

Anders Wold - Instrumental, Alyssa Konecne-Choir, Classroom

**PHYSICAL EDUCATION/HEALTH**

Les Viken

**Technology Specialist/STEM**

Dan Gutterud

**SCHOOL READINESS**

Joan Lano, Angie Deusterman

**TECHNOLOGY COORDINATOR**

Steve Larson

**ELEMENTARY SUPPORT STAFF**

Mary Jacobson, Ruth Olson, Allison Sundquist, Sarah Hoeft, Cyndi Larson, Faith Quam, Pam Scott, Michelle Mahowald, Candice Straub, Katelyn Agnes, Fernando Tijerina, Sara Stanley, Morgan Plante, Cooper Wilson

**FOSTER GRANDPARENT VOLUNTEERS**

Mary Steinbrenner

**STUDENT LEADERS**

Amanda Wiener

**MATH MASTERS**

TBA

**SCIENCE FAIR**

Jonathan Halbur, Pat Wolfe

**WRITING PROGRAM**

Annette Arnold

**CENTRAL OFFICE PERSONNEL**

April Wedin Payroll, Supt's Secretary

Joan Nelson, Accounting Technician

Stacy Manacke, Food Services

**CAFETERIA COOKS/SERVERS**

Elizabeth Cathers, Jessica Renna

**CUSTODIANS**

Darin Larson, Jan Olson

**TRANSPORTATION DIRECTOR**

Ryan Hanlon

**BUS DRIVERS**

Gene Hegge, Eric Curtis, Mark Simonson, Tim Hanson, Larry Handyside, Neil Heide, TBA

**SUBSTITUTE BUS DRIVERS**

Neil Heide, TBA

**\*\*FOSSTON SCHOOL BOARD MEMBERS\*\***

Dean Duppong, Jacob Vossler, Crystal Munter, Mike Ware, Allison Marquis, Scott Christen, Dustin Manecke

**\*\*FOSSTON SCHOOL BOARD MEETINGS\*\***

The Fosston School Board meets on the third Monday of each month in the conference room at the high school. Special meetings are held occasionally.

**\*\*FOSSTON SCHOOL DISTRICT POLICIES\*\***

Magelssen Elementary School is governed by policies adopted by the Fosston School Board. A complete list of these policies are available upon request at the Superintendent's office by calling 435-6335

**\*\*DISTRICT 601 MISSION STATEMENT\*\***

The 601 public school community pledges to assist students in discovering their dreams, creative thinking, responsibility and respect to inspire success:

- By strengthening and nurturing self-esteem, respect for oneself and others, and a strong sense of responsibility in each one of the students.
- By consistently serving as positive role models for the students, setting high standards for ourselves as well as for them, instilling a drive to always work to their highest potential.
- By working to impress in them a lifelong passion for learning, stimulating academic and social growth.



## **\*\*STATE AND AREA LEGISLATORS\*\***

### **Governor**

Tim Walz  
Room 130  
State Capitol  
St. Paul, MN 55155  
(651) 296-3391

### **State Representative**

Deb Kiel  
243 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd.  
Saint Paul, Minnesota 55155  
(651) 296-9918

### **State Senator**

Mark Johnson  
State Office Building, Rm 75  
100 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55155  
(651) 296-4196

### **Congresswoman**

Michelle Fischbach  
2159 Rayburn House  
Washington, D.C. 20515  
(202) 225-2165

### **Senator**

Senator Tina Smith  
320 Hart Senate Office Building  
Washington, D.C. 20510-2304  
(202) 224-5641

### **Senator**

Amy Klobuchar  
302 Hart Senate Office Building  
Washington, D.C. 20510  
202-224-3244

## **\*\*AGE OF ENTRANCE\*\***

State law requires students to be at least five (5) years old by Sept. 1 to enter Kindergarten or at least six (6) years old by Sept. 1 to enter first grade.

## **\*\*APPROPRIATE SCHOOL DRESS\*\***

Students are expected to dress and groom appropriately for school. Any article of clothing displaying inappropriate or suggestive language is prohibited. Furthermore, students wearing clothing that causes a material and substantial disruption to our school day will be required to change immediately.

Students are asked to wear tennis shoes or soft-soled shoes for gym classes. This helps keep our gym floor clean and smooth.

*Reference ISD 601 Student Dress and Appearance Policy #504*

## **\*\*ATTENDANCE AND TARDY POLICY\*\***

Daily attendance is expected and required by state law. Our staff believes 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.

Class begins at 8:35 a.m. School will be dismissed at 3:00 p.m. Children arriving after 9:30 a.m. or departing before 1:30 p.m. are considered absent for a half-day.

### **Tardies:**

#### **\*\*\*\*Examples of unexcused tardies are:**

Sleeping late, missing the bus, being tired in the morning, alarm clock not going off, personal transportation problems (students are expected to use the school bus), & others as determined by the building principal.

#### **\*\*\*\*Examples of excused tardies are:**

Medical appointments, late bus, religious observances, extreme family emergencies, illness, & others as determined by the building principal.

### ***Procedures and Consequences for tardiness:***

\*Any student who arrives at their classroom later than 8:35 must report to the office for a tardy slip.

\*3 unexcused tardies= 1 unexcused absence

\*Future unexcused tardies will be handled by the building principal and family service specialist on a case-by-case basis.

### **Expectations And Consequences For Student Absences:**

\*\*A written note or phone call indicating the reason your child was absent from school is required. Failure to do so will result in his or her absence being marked unexcused. The school principal will inform parents of excessive absences and work with the parents within the confines of State Law (Statute 260.015 subd. 19) and district policy to ensure student attendance.

### **Unexcused Absences**

\*\*\*Examples of unexcused absences are:

- ~Absences not approved by parent
- ~Working
- ~Family Vacations (unless prior approval is given by teacher/principal)
- ~Missing the school bus
- ~Personal transportation problems
- ~Sleeping in
- ~Alarm clock not going off
- ~Taking child to parent medical appointment (unless approved by principal)
- ~Others as determined by the building principal.

### **Procedures and Consequences for Unexcused Absences**

3 unexcused absences= letter sent to parents

5 unexcused absences= letter sent to parents

7 unexcused absences= letter sent to parents, case is referred to our Family Service Specialist, parents are asked to meet with the building principal

10 unexcused absences= letter to parents, Family Service Specialist will involve Polk County as necessary

\*\*NOTE: Our office will send attendance letters to parents at 7, 10, & 13 days absent (**excused AND unexcused**).

\*\*The building principal may work with families having attendance issues on a situational basis.

### **Excused Absences**

\*\*\*Examples of excused absences are:

- ~Serious illness—*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 (7 or more days)*

**\*\*\*\*Students with medical absences longer than two consecutive days need to consult with the building Principal to make learning arrangements.**

~Illness, including within the family

~Religious holidays/Instruction

~Official School field trips

~Court Appearances

~Hunting (1 excused day allowed per student. More than that needs prior approval from teacher and/or principal)

~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 during the school year should have *prior approval* by the principal and teacher**

**\*\*\*Other reasons for being an excused absence should be approved by the teacher and/or the building principal.**

**\*\*\*ALL ABSENCES ARE COUNTED AS UNEXCUSED UNLESS A PHONE CALL IS RECEIVED IN THE OFFICE BY 9:00AM**

**Students and parents/guardians should be aware that state law does not allow unexcused absences to exceed seven days. The best procedure is to check with the principal prior to any absence if there are questions about whether it will be excused.**

*Reference ISD 601 Student Attendance Policy #503*

### **\*\*BELL SCHEDULE\*\***

Starting Bell	8:35
Walker/Pickup Dismissal	2:55
Bus Dismissal	3:00

### **\*\*BICYCLES\*\***

Bicycles may be ridden to school but may not be ridden during the school day. They must be placed in the bike rack and it is recommended that bikes be locked.

## **\*\*BULLYING\*\***

Bullying is intimidating, threatening, abusive, or harming conduct that is objectively offensive and: there is an actual or perceived imbalance of power and the behavior is repeated or forms a pattern; or materially or substantially interferes with the student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. Bullying happens in school, on the bus, after school, and in some cases, in homes. We take bullying very seriously at Magelssen Elementary School. Below are the steps taken to prevent bullying and to handle a bullying situation.

1. Our School Social Worker and Building Principal meet with grades 4-6 at the beginning of the school to discuss what bullying is, how it makes people feel, and to set the expectation that bullying cannot happen. We reward students for positive acts and highlight "kind" behavior.
2. If a child is reported for bullying, he or she is put on Step 1 of our bullying plan. Step 1 is a meeting with the principal and a warning. The behavioral interventionist is also notified of the event.
3. If a child is reported bullying again, he or she is put on Step 2 of our school wide bullying plan. Step 2 is a meeting with the building principal and behavioral interventionist, a meeting with parents, a written apology to the victim, and a final warning to the bully.
4. If a child is reported bullying for the third time, he or she may be suspended from school depending on the situation. Parents will be notified immediately. The bully will be required to successfully complete three meetings with the behavioral interventionist. Also, a meeting with parents will be requested once again to discuss the child's actions and plan for the future.

*Reference ISD 601 Bullying Prevention Policy #514*

## **\*\*CELL PHONES\*\***

Students are not allowed to use cell phones between 8:00-3:00. If a child is found to be violating this rule, the cell phone will be turned in to the office. Parents will be expected to come and get the phone at their convenience

## **\*\*CLASSROOM VISITORS/CHECK-IN POLICY\*\***

As part of our Crisis Management Plan, to help ensure the safety of our students, when entering our school, visitors must sign in at the office and get a "Visitor's Badge". Make sure to sign out when leaving and return the visitor's badge. Administration has discretion to deny a request to visit a classroom or the school building.

*Reference ISD 601 Visitors To School District Buildings and Sites Policy #903*

## **\*\*CONFERENCES AND REPORT CARDS\*\***

Parent/Teacher Conferences are held two times a year. Information regarding conference times will be sent home with students before the scheduled days. Report cards are sent home following each quarter. Parents are asked to sign the report card envelopes and return them to the classroom teacher. Because we have limited time for conferences, parents are encouraged to attend conferences together. At times however, if it is necessary, parents may request a separate conference time. This would be at the discretion of the classroom teacher.

\* At each of the four reporting periods, parents will receive a report card with more specific information on their child's achievement, effort and growth.

## **\*\*CONTACTING TEACHERS DURING THE SCHOOL DAY\*\***

Each teacher has time during the day when he or she can accept calls without interrupting the educational process. Your child's teacher will send home a daily schedule so you can determine when it is best to call.

## **\*\*COUNSELING SERVICES\*\***

These services are available through the District Social Worker and may be requested by parents, students or teachers.

## **\*\*DAMAGE TO SCHOOL PROPERTY\*\***

Books, supplies, equipment, and fixtures purchased by the school are public property. Any child who intentionally breaks or damages school property will be expected to pay for the damage and will be handled according to our school wide discipline plan.

## **\*\*DISCIPLINE POLICY\*\***

### *Minor Discipline Policy*

**Examples of minor behavior violations include, but are not limited to:**

Noncompliance with classroom rules and directions, excessive talking, teasing, verbal aggression, inappropriate conversation, disrupting others, & others determined by classroom teacher and building principal.

Classroom teachers will have discipline policies and procedures in place to handle minor discipline situations that may occur within their classroom. Classroom teachers will try various interventions to redirect students whenever possible. All major discipline violations will be referred to the building principal.

### ***Major Discipline Policy***

**Examples of major behavior violations include, but are not limited to:**

Inappropriate language or action, Physical Aggression, Property Destruction, Theft, Significant Disrespect, Bullying, Others determined by the building principal.

**Consequences:**

1. Warning/parent notification by principal
2. Loss of recess with parent consent/notification by principal
3. Loss of two recess with parent consent/notification by principal
4. Day removal from school

**\*\*Teachers, case managers, and administration will communicate to carry out appropriate consequences depending on severity of offense.**

**\*\*Administration will use discretion as to consequences on a situational basis as deemed necessary.**

Reference ISD 601 Student Discipline Policy #506

### **\*\*ELECTRONIC DEVICES\*\***

Personal electronic devices such as cell phones and iPods are not to be used from 7:30-3:00. Additionally, these devices are not allowed to be used on school buses unless permission is granted by the driver and/or principal. Any videotaping of students with electronic devices is also prohibited during the school day and on the school bus. A violation of this policy could lead to suspension from school.

### **\*\*EMERGENCY CLOSINGS\*\***

At the beginning of the school year, all students must designate a storm **home within the city limits of Fosston** where, in the event that buses are unable to run, the student will have a safe place to go.

When school is called off due to inclement weather conditions or other reasons, an announcement will be made through our School Messenger automated phone system. It will also be announced over radio stations KKCCQ-KKDQ in Fosston, KROX in Crookston and

television stations KVLV, Channel 11; KXJB, Channel 4; and WDAY, Channel 6. If the weather is threatening, parents are urged to listen to these stations for notification of cancellation.

### **\*\*FIRE, INTRUDER, AND TORNADO DRILLS\*\***

State law requires fire (5), intruder (5), and tornado drills (1) be held periodically during the school year. Staff will have procedures posted in their respective rooms. The procedures are communicated to students by his or her classroom teacher as well.

*Reference ISD 601 Crisis Management Policy #806*

### **\*\*FIELD TRIPS\*\***

Field trips happen throughout the year at various grade levels. Parents should fill out all required permission forms at the beginning of the year. If you choose to not have your child participate in a field trip, he or she is still responsible for attending school. We will have appropriate learning opportunities for them to do at school that day. Contact your child's teacher for more information about field trips. The building principal reserves the right to deny any field trip due to multiple behavior or academic reasons such as not finishing or being caught up with daily homework.

*Reference ISD 601 Field Trips Policy #610*

### **\*\*HOMEBOUND INSTRUCTION\*\***

Students are eligible to receive instruction at home in cases of extended illness or injury which prevent them from coming to school. Requests should be made to the principal.

### **\*\*IMMUNIZATION AND HEALTH SCREENING FORMS\*\***

Minnesota Statutes require that all children entering a Minnesota public, private, or parochial elementary school, day care center, or nursery school for the first time, be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella. These requirements can be waived only if a properly signed medical or conscientious exemption is filed with the school.

In order for a child to enter school, an immunization form must be completed, signed and on file before admission. The information you provide on this form will be available to the local public health agency and the Minnesota Department of Health to determine if your child has received the minimum recommended immunization.



Vision, hearing, height and weight screenings will be conducted for all pre-K through 6th grade students.

Scoliosis screening is conducted for fifth and sixth grade students. Parents of 4<sup>th</sup> grade students please expect a letter sometime in the spring regarding our "Always Changing Program".

*Reference ISD 601 Immunization Requirements Policy #530*

### **\*\*INCLEMENT WEATHER POLICY\*\***

Students attending school are expected to dress appropriately for the weather and go outside at the scheduled recess times during the day. During the cold weather season, the Principal's Office will use discretion to keep children inside at which time an inside recess period will be designated by the classroom teachers. Students will be kept indoors when the temperature with the wind chill is -10 degrees (F.) or lower.

### **\*\*E-LEARNING\*\***

An e-Learning day will be used in place of a school day that has been canceled due to inclement weather. This means that students will complete learning activities and assignments provided by the teacher at home. Students will receive learning activities and assignments for each subject that would have originally taken place during a regular school day. Activities and assignments will be posted by the classroom teacher by 9:00am. Teachers will be available by email from 9:00am-3:30pm to address student needs. MDE states days designated e-learning days will not be required to be made up.

### **\*\*INSURANCE\*\***

School accident and dental insurance is available to your child at the beginning of each school year. These are individual plans purchased by parents. Information regarding costs and coverage will be available early in the fall. If an insured child received medical attention following an accident, be sure to notify the school.

## **\*\*LUNCH/BREAKFAST PROGRAM\*\***

**\*\*Breakfast & Lunch is Free for all students PreK - 6th grade\*\***

Breakfast	2023-24 (Adult price \$2.60)
Lunch	2023-24 (Adult price \$4.95)
Milk	2023-24 \$0.40

Applications for free or reduced meals are sent to every family in the district. Additional forms may be obtained from the Principal's Office or on our district website. Student accounts are private and cannot be used by anyone else.

## **\*\*MEDICATION POLICY\*\***

School personnel are not allowed to give aspirin or other medicines to students without parental permission. If a child requires prescription drugs to be administered by school personnel, this must be arranged with the principal, classroom teacher and/or our district nurse. Parents must provide written permission for school personnel to give the medications. This can be taken care of by contacting our district nurse, Mrs. Staehnke at 435-6036.

*Reference ISD 601 Student Medication Policy #516*

## **\*\*MILK BREAKS/SNACKS\*\***

All treats must be commercially prepared. No home baked treats can be shared in school. However, students may bring their own snack (homemade or store bought) from home for milk break.

## **\*\*PETS\*\***

In consideration of people with allergic reactions to animals and for safety concerns, pets are not allowed in school unless discussed with the principal first.

## **\*\*PLAYGROUND RULES\*\***

1. No tackle football, wrestling, fighting, or other rough play allowed.
2. No swearing or teasing will be tolerated.
3. No food, candy, gum or drinks are allowed on the playground during recess.
4. Students are not allowed to wander the halls during recess.

5. Students are responsible for dressing appropriately according to the weather conditions.

***Students violating these rules will be dealt with according to school wide discipline policy***

### **\*\*PRESCHOOL SCREENING\*\***

Children enrolling in kindergarten or first grade must have an early childhood screening. Children are screened between the ages of three and four. You can call 435-6335 for questions or scheduling information.

### **\*\*RELEASE OF STUDENT/PARENT RECORDS\*\***

State and Federal law allows some student information to be released and prohibits some as well. Special requests for information should be discussed with the principal or the superintendent.

*Reference ISD 601 Protection and Privacy of Pupil Records #515*

### **\*\*EARLY DROP OFF POLICY\*\***

***We strongly discourage parents from dropping students off before 7:15am because we do not provide supervision until that time.*** If your child arrives before 7:15am he or she will not be appropriately supervised. After 7:15am your child is welcome to go to the gym where he or she is supervised until 8:00 when the classrooms are open. Your child has the option of playing in the gym or playing quiet games at the tables in the hallway.

### **\*\*PARENT PICK UP & DROP OFF POLICY\*\***

Parent pick-up & drop off is located on the South Side of the building. This is a one way. The students will enter through the west entrance (Door #2). Students will be picked up curbside style. Students will be supervised in the gym and escorted when parents arrive.

### **\*\*RELEASE OF STUDENTS DURING OR AFTER SCHOOL\*\***

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.
2. Pick up your child **in the office**. Parents are not allowed to walk down to the classrooms to pick up students during the school day.

**!! AFTER SCHOOL !!**

Send a note with your child in the morning about any after school plans. IF YOU HAVE FORGOTTEN TO SEND A NOTE, PLEASE CALL BEFORE 1:00. OUR BUILDING SECRETARY WILL NOT BE AUTHORIZED TO MAKE CHANGES FOR AFTER SCHOOL PLANS AFTER THIS TIME. CONTACT ADMINISTRATION IF YOU HAVE ANY QUESTIONS.

**\*\*RELIGIOUS RELEASE TIME (FRIDAY SCHOOL)\*\***

Release time for religious instruction is granted by the Fosston School Board. Classes are held on Fridays from 8:30 to 9:15 a.m. If your child does not attend church release time, he or she is expected to be at the school during this time. Students who do not report to school by 8:30 on Fridays, but come at 9:30 when Friday school is over, will be marked as "unexcused" in our attendance system. Students not attending church release time will be supervised at the elementary building. Breakfast will be served as usual on Friday mornings.

**\*\*REWARD/HOLIDAY PARTIES\*\***

Staff may hold reward or seasonal holidays throughout the year at their discretion. Students are eligible for parties if he or she has not accumulated two or more major violations during the schools year. If a student has gone 60 school days without a conduct report, he or she starts over at zero.

**\*\*SCHOOL PICTURES\*\***

School pictures are taken in the fall. Preschool families are welcome to come. Notification will be sent home when the time arrives.

**\*\*SPECIAL EDUCATION SERVICES\*\***

Magelssen Elementary School offers the following special education services through the Area Special Education Cooperative: speech, specific learning disabilities, developmental-cognitive delay, and emotional-behavioral disorders. Psychological services

are also available on a contracted basis with the special education cooperative based in East Grand Forks, MN. A school social worker is also available.

**\*\*STUDENT PLACEMENT\*\***

Students are placed into classes by his or her classroom teacher in the spring of each school year. Teachers do their best to create balanced classrooms based on academics and behavioral dynamics. If you feel your child has particular educational needs you would like us to consider, contact the building principal.

**\*\*SUPERVISION\*\***

Magelssen Elementary School will provide the standard of care needed to supervise students during the school day. Students are supervised by adults in the hallways, cafeteria, playground, and classrooms. We do not allow Kindergarten, first, or second grade students to walk in the hallways by themselves.

**\*\*SCHOOL SUPPLY LIST FOR 2023-24\*\***

**\*Items below are needed for your child. All other school supplies have been donated\***

	PreK	K	1st	2nd	3rd	4th	5th	6th	Comments
Headphones		1	1	1	1	1	1	1	Over the ear
Backpack	1	1	1	1	1	1	1	1	
Gym Shoes			1	1	1	1	1	1	
Reusable water bottle	1	1	1	1	1	1	1	1	

**\*\*TEACHER REQUESTS\*\***

Parents may request a teacher for their child/children each year. All teacher requests will be approved by the building principal. Requests will be considered, but not guaranteed. All requests must be received by May 1st.

**\*\*TESTING PROGRAMS\*\***

The Minnesota Comprehensive Assessments (MCA's) will be administered in grades 3-6 during the spring months. The Science MCA will be administered to all 5<sup>th</sup> graders. STAR 360 (reading/math) assessments will be administered to all students in the fall, winter, and spring. Additional curriculum assessments are administered by classroom teachers as needed.

*Reference ISD 601 Assessment of Standard Achievement #614*

### **\*\*TITLE I\*\***

Title I is a federally funded program. Basic funds are based primarily on the number of children from low-income families. Our district generates this information by collecting data from the "Free or Reduced Lunch Applications".

Title I services are reserved for students needing additional help with reading and/or math in our district. We also use our Title I funds to provide a researched based Leveled Literacy Intervention Program for students in grades K-2. Parents of students who are eligible for Title I services will be notified in the fall.

Title I provides money for reading and math supplies for out Title I students. Title I provides money to use toward parent involvement activities at the school. The ESSA Act requires districts receiving Title I funds to notify parents of each student attending a Title I building that they, as parents, may request information regarding the professional qualifications of the students classroom teachers and paraprofessionals. Please contact Dan Boushee, Title I coordinator if you have any questions related to Title I.

### **\*\*TRANSPORTATION POLICY\*\***

The Fosston School Board has adopted a transportation safety policy. All behavior procedures will be followed according to this policy. Furthermore, riding the school bus is a privilege, not a right. Students' actions on the bus can affect their privileges at school as well. Below is a summary of how behavior situations are handled for elementary students.

1st offense - warning

2nd offense - 3 school day suspension from riding all school buses

3rd offense - 5 school day suspension from riding all school buses

4th offense - 10 school day suspension from riding all school buses.

*A meeting with parents will be requested. Further offenses individually considered. Students may be suspended for longer periods of time including the remainder of the school year depending on the situation.*

If a student has been denied bus privileges due to violations, this will be enforced during the morning "Friday School" bus time as well. Parents/Guardians will be responsible

for transporting their child to and from Friday School. Also, violations on the bus to and from Friday School can affect riding privileges before and after school.

NOTE: Administration will use discretion when handling severe school bus violations. Also, when a student goes 60 calendar days without a bus conduct report, his or her consequences may start over at the first offense.

*Reference ISD 601 Student Transportation Safety Policy #709*

### **\*\*VOLUNTEERS IN TEACHING AND LEARNING (VITAL)\*\***

Magelssen Elementary School has an active parent/teacher organization called Volunteers in Teaching and Learning (VITAL). Parents/Guardians of every pupil attending school are invited and urged to belong. The purpose of this organization is to create a wholesome atmosphere between the home and school in giving our young people purposeful educational experiences. A VITAL notice will be sent home with each child indicating meeting dates. **WE HOPE YOU WILL ALL JOIN!**

### **\*\*WEAPONS\*\***

Weapons are not allowed in school. Students violating Fosston Public School District's weapons policy will be dealt with according to the parameters outlined in ISD 601 Policy # 501.

*Reference ISD 601 School Weapon Policy #501.*

**DISTRICT 601 POLICY AGAINST AGE, DISABILITY, GENDER DISCRIMINATION,  
RELIGIOUS, RACIAL AND SEXUAL  
HARASSMENT AND VIOLENCE**

1. Everyone at District 601 has a right to feel respected and safe. Consequently, we want you to know our policy to prevent age, disability, and gender discrimination, religious, racial and sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to age, disability, religion, race, sex or gender:
  - a. name calling, jokes or rumors;
  - b. pulling on clothing;
  - c. graffiti;
  - d. notes or cartoons;
  - e. unwelcome touching of a person or clothing;
  - f. offensive or graphic posters or book covers; or
  - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal, or the Human Rights Officer, Kevin Ricke.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of age, disability, gender discrimination, religious or sexual harassment or violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School Districts policy against age, disability, gender discrimination, religious or sexual harassment and violence. Complete policies are available in the **Superintendent's** office upon request.

**AGE, DISABILITY, AND GENDER DISCRIMINATION, RELIGIOUS, RACIAL  
AND SEXUAL HARASSMENT, AND VIOLENCE ARE AGAINST THE  
LAW. DISCRIMINATION IS AGAINST THE LAW.**

CONTACT : Mr. Todd Selk, Human Rights Officer (218) 435-6335  
301 1<sup>st</sup> St. E.



Fosston, MN 56542

**\*\*MAGELSSSEN ELEMENTARY SCHOOL MAP\*\***

