

# **Cedar Mountain Elementary School**

**2020-21**

## **Parent / Student Handbook**

**231 4<sup>th</sup> Ave. East**

**Franklin, MN 55333**

**507-557-2251      Fax 507-557-2116**

**Like us on Face book!**

**[www.cms.mntm.org](http://www.cms.mntm.org)**



# A

## **ACCELERATED READER**

Accelerated Reader is a computer-based program that we use to enhance our reading program. Students read library books and then take comprehension and vocabulary quizzes. They earn AR points based on the length of the book and how well they did on the quiz. At school we award the students with prizes based on the number of AR points they have earned. They need 100 points to get the AR trophy and 200 for the AR medallion.

## **ARRIVAL**

Elementary students in grades K-5 will attend class at the Franklin school. Shuttle buses will transport Franklin students to Morgan and Morgan students to Franklin. The shuttle bus leaves about 8:05 AM

If your child does not ride the bus, please time his/her arrival around 8:15. Classes begin at 8:30 a.m. and although teachers arrive earlier, they are not supervising the playground or hallways. Their time is spent in staff meetings, conferences with parents, and lesson preparations. Breakfast is served beginning at 7:45 and the cafeteria is supervised during this time. **Please do not send children to either school building prior to 7:45, as there is no supervision for them.**

## **ATTENDANCE**

At Cedar Mountain, the Fourth R is student responsibility. Part of your child's responsibility as a student is to attend school faithfully, whenever he/she is healthy. School is your child's first, full-time job. **It is the parent's responsibility to call the school (557-2251) prior to 9:00 every day their child is absent.** It is important that both the parent(s) and the school know the whereabouts of the student during school hours. The school will daily make phone calls for all unverified absences. If parents/guardians do not communicate a student's absence and acceptable reason for the absence by the end of the school day, it will be recorded as an unexcused absence.

Students who are late to school disrupt 25 to 30 other students who are trying to learn and miss out on the important start to the school day. Attendance will be taken at 8:30 each day, children arriving after that time will be considered tardy when a student has been tardy to school without a valid excuse 5 times in an 18 week period, this will be considered excessive. Whether the child meets the criteria, or at any point when tardiness begins to impact the child's achievement, then it can constitute excessive tardiness. A student who is tardy for an excessive number of days may be dealt with in the same manner as truancy.

Truancy laws (Minnesota Statute 260A.02)) state that a child under the age of 16 who is absent from school without a lawful excuse for three school days is considered "continuing truant". If this occurs a letter will be sent home notifying the parent and a meeting will be set up with parents and school staff. When a student has accumulated 7 unexcused absences at any time during the year another meeting will take place with the student, parents, and school staff. At this time a referral will be made to the appropriate County Human Services addressing educational neglect. Minnesota Statutes 626.556, Subd. 2 (c) (4) defines educational neglect as:

- A parent's failure to ensure that the child is educated as required and mandated by the compulsory instruction and attendance law.

- A child's absence from school is presumed to be the parent's, guardian's or custodian's failure to comply with compulsory instruction laws if the child is under 12 years old and the school has made appropriate efforts to resolve the child's attendance problem.

In the event the school receives excessive excused absences from a parent, school officials are required by law to state whether a child's absences are lawful. The school district can require a doctor's note for appointments and chronic illness. If a student misses school and does not have a valid excuse (as determined by the principal), they will receive an unexcused absence. Examples of unexcused absences are listed, but not limited to the following:

1. Skipping school.
2. Personal appointments that can be scheduled during non-school hours (grooming, repairing automobiles, etc.).
3. Car troubles/house troubles/family troubles that occur with any frequency
4. Oversleeping
5. Missing the bus
6. Missing the ride to school or have no ride to school
7. Shopping

While the school recognizes the value of family time and trips, we encourage parents to schedule trips to coincide with scheduled school vacations. Family vacations must be prearranged with the elementary school administrator. We ask parents to pick up the schoolwork and students to complete the assigned work prior to the trip. We prefer a week's notice so that the teachers have time to get the work together.

# B

## **BAND**

During the spring of 4<sup>th</sup> grade, students will be introduced to musical instruments. Students may begin taking band lessons the summer before 5<sup>th</sup> grade. Students in band will continue with lessons throughout their 5<sup>th</sup> grade year, and will also take part in the Elementary Band. 5<sup>th</sup> graders will participate in band lessons one day per week from an instructor at district expense. The music teacher may offer summer band lessons for a fee to be paid by the families.

## **BEHAVIOR AT SCHOOL ACTIVITIES**

Good behavior at school-sponsored events is expected at all times. The supervisory personnel may ask students to leave or sit with their parents if they are involved in any disruptive behavior. Students should remain seated during events except during designated breaks.

## **BIRTHDAY TREATS**

If students chose to bring a birthday treat for their classmates – we ask that it be non-consumable. Pencils, stickers, erasers, etc. are examples of treats we would prefer. Another possibility would be to give a gift to the classroom– like a new book, ball, or game. Treats are totally optional --- parents could instead join their child for lunch that day to honor the birthday child!

## **BLUE CRUE TUE**

Blue Crue Tue is the elementary student council. Students apply to be in Blue Crue Tue in the spring of the 4<sup>th</sup> grade year. As 5<sup>th</sup> graders they meet monthly and help plan school events such as Red Ribbon Week, MCA Pep Rally, Grandparent's Day, etc. They do one service project a year.

## **BOX TOPS FOR EDUCATION**

**WE COLLECT BOX TOPS FOR EDUCATION COUPONS TO RAISE MONEY FOR EXTRA PROJECTS AT OUR SCHOOL. EVENTUALLY THE BOX TOPS PROGRAM WILL BECOME DIGITAL-ONLY. PARTICIPATING BRANDS ARE STARTING TO CHANGE THEIR PACKAGING FROM A TRADITIONAL BOX TOPS CLIP TO THE NEW BOX TOP LABEL.**

**IF YOU SEE THIS LABEL, USE THE NEW BOX TOPS APP TO SCAN YOUR RECEIPT. Box Tops are still worth 10¢ each for your school. THE APP WILL FIND PARTICIPATING PRODUCTS PURCHASED AT ANY STORE AND INSTANTLY ADD CASH TO YOUR SCHOOL'S EARNINGS ONLINE.**

## **BREAKFAST**

Cedar Mountain School serves breakfast each day from 7:45-8:10. Elementary students eat breakfast at whichever school they arrive at first in the morning. If your family qualifies for free or reduced lunch prices – students can eat breakfast for free.

## **BULLYING POLICY 514**

### **514 BULLYING PROHIBITION POLICY**

#### **I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

#### **II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
  - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  - 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyber bullying as defined in this policy.

- B. "Cyber bullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school

computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
  - 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
  - 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  - 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyber bullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the

complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three



school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. The incidence and nature of cyber bullying; and
  - 5. Internet safety and cyber bullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

- 1. Engage all students in creating a safe and supportive school environment;

2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

#### **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

#### **IX. POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other

applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

## **BUS**

School bus transportation is a privilege not a right. (Minnesota Statute #123.801) Cedar Mountain Bus Service provides transportation for Cedar Mountain students who are eligible. The bus drivers are in charge and are to be obeyed at all times. Students who do not obey the bus driver and/or do not comply with bus conduct regulations will be denied bus privileges. Any student planning to ride a bus that is not their assigned bus must have a signed note from his/her parent. To promote school bus safety, students may be videotaped on school buses at any time. Any concerns and/or questions can be directed to the Cedar Mountain Director of Transportation at 249-3136.

### **CLASS I OFFENSES:**

1. Spitting
2. Horseplay
3. Excessive noise
4. Eating or drinking on bus without permission
5. Littering on bus
6. False identification/refusal to identify oneself
7. Riding unassigned bus or using unassigned bus stop without permission
8. Leaving seat/standing on bus without permission from bus driver
9. Toy guns, squirt guns/liquid type containers in any form (except those intended for lunch box use)
10. Riding or attempting to ride any bus during a bus suspension
11. Bullying, verbal abuse, harassment
12. Profanity, obscene gestures, possession of unacceptable material
13. Possession or use of laser pointers and pens
14. Inappropriate cell phone use
15. Disobedience to bus driver or Para
16. Other offenses as reported by the driver or principal

### **CLASS I CONSEQUENCES:**

1<sup>st</sup> Offense - Written Warning

2<sup>nd</sup> Offense - 1-5 school days school bus suspension (Reinstatement of bus privilege requires mandatory meeting with principal, parent, student, and bus driver and or manager)

3<sup>rd</sup> Offense - 10 school days school bus suspension

(Reinstatement of bus privilege requires mandatory meeting with principal, parent, student, and bus driver and or manager)

4<sup>th</sup> Offense - Loss of all bus services

### **CLASS II OFFENSES:**

1. Hanging out of windows
2. Throwing/shooting of any dangerous object
3. Physical aggression against any person
4. Profanity/threats directed toward bus driver and/or Para
5. Possession/use of tobacco or any controlled substance (will also be reported to the building principal)

6. Vandalism to bus (minimum \$50 FINE or restitution as determined by bus service) Fine must be paid or restitution be made in addition to Class II Consequences for violations before student may ride bus
7. Holding on to or attempting to hold onto any portion of the exterior of the bus
8. Unauthorized entering or leaving bus through emergency door/tampering with bus equipment
9. Possession or threat of weapons/explosives/flammables
10. Any student who had bus service revoked permanently last school year and then commits an offense in the current year.
11. Other offenses as reported by the driver or principal

### **CLASS II CONSEQUENCES:**

- 1<sup>st</sup> Offense - 5-15 school days suspension from riding bus or loss of all bus services  
(Reinstatement of bus privilege requires mandatory meeting with principal, parent, student, and bus driver and or manager)
- 2<sup>nd</sup> Offense - Loss of all bus services for the remainder of the school year

### **Other Discipline**

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school/bus stop misconduct. This Bus Discipline Policy follows the guidelines found in Cedar Mountain Policy 506 on Student Discipline adopted by Cedar Mountain School District.

Some buses are at capacity. For safety reasons we do not overload our buses. Please check with the school office before sending a birthday party group on a bus. This will ensure that seats are available. **If you are not planning on riding the bus in the morning – please contact the bus company at 249-3136. If your child should be dropped off at another spot– please send a written note. We will only drop off students at stops that are on the bus route.**

### **New law effective August 2017**

**A person who boards a school bus when the bus is on its route or otherwise in operation, or while it has pupils on it, and who refuses to leave the bus on demand of the bus operator, is guilty of a misdemeanor.**

# C

### **CELL PHONES**

Cell phones cannot be used during the school day without the permission of an adult at school. We ask students to keep phones in their lockers. Cell phones cannot be used on the shuttle buses or during field trips without the permission of a school staff person.

### **CHECKS**

School Lunches: Please make checks payable to Cedar Mountain School District. We encourage you to send checks rather than cash to school.

### **CLASS TRIPS**

Class trips are a privilege and if necessary Administration may determine eligibility. Classroom teachers will inform you of any trips planned for their class. Most funds for trips are raised through our annual Farmer's Market.

### **COMMUNICATIONS**

Conferences, Open Houses, report cards, face book, web pages and newsletters are some of the formal ways you learn about your child's school experiences. But equally important are the informal ways. Set aside time each day to hear about what your child has learned in school. Talk about the day's happenings, friendships and feelings. Volunteers for school projects are welcome.

And please, whenever you feel the need, phone your child's teacher. If you have questions, ask them. If you have a concern, pursue it. If you are happy with the progress your child makes, express your thanks.

### **CONFERENCES**

In November and February, school will be dismissed to provide time for each teacher to meet with parents/guardians. Conferences are planned for days and evenings, to make them convenient for everyone.

Teachers will set up times for fall and spring conferences. Please let us know if you are unable to meet at the scheduled time.

Teachers look forward to conferences for a number of reasons:

- \* We're eager to meet you.
- \* We want to share observations and information about your child.
- \* We need to hear about any concerns you have about your child's education.
- \* We want to work with you to help your child have a tremendous school year.

### **CURRICULUM**

Students at Cedar Mountain are taught a balanced curriculum developed and reviewed regularly by teams of educators and parents. This curriculum is designed to meet state requirements in all curricular areas.

The publishers of our textbook series are these:

Math	Macmillan
Language Arts, including Reading, Spelling, and English	Macmillan/McGraw Hill
Handwriting	Handwriting without Tears
Social Studies	Variety of sources
Music	Scott Foresman
Science	Pearson

### **CUSTODY**

If custody changes after enrollment, documents should be provided to the school as soon as possible after the change. The school will follow court orders that specifically authorize or direct custody or related custodial issues. The school system will give non-custodial parents, upon request, duplicate school information about their child unless prohibited by court order. A copy of that order must be on file at the school.

# D

## **DAILY ANNOUNCEMENTS**

Parents can access the student's daily announcements by logging onto our website [www.cms.mntm.org](http://www.cms.mntm.org)

## **DAILY SCHEDULE**

7:35 Office opens  
7:45 Breakfast begins  
8:20 Buses arrive  
8:30 Classes begin  
3:18 Franklin town students dismissed  
3:20 Shuttle buses leave to Morgan  
3:40 Route buses and Morgan town students dismissed  
3:45 Office closed

## **DATA PRIVACY**

In general, educational records, which identify or could be used to identify a student, may not be released to members of the public without the written permission of the student's parent or guardian. Directory information, such as the name, phone number, parents name, etc. can be given to the public unless parents request that it not be shared. Please do this by contacting the building principal.

## **DISCIPLINE**

Good behavior, centering on self-discipline and consideration for others, is encouraged and rewarded at Cedar Mountain School. Maintaining an atmosphere conducive to learning, for the individual child and for all children, is a priority for everyone who works with children at Cedar Mountain School. We have four rules:

Be responsible  
Be respectful  
Be Productive  
Be Safe

Additionally, weekly class meetings focusing on the behavior expectations of our school and anti-bullying curriculum are held at all grade levels.

(Full explanation of Discipline Policy is at the end of this guide)

## **DISSMISSAL**

For safety reasons, we dismiss all children that are walking or riding home with their parent at 3:18 – prior to the buses arriving. The shuttle bus students (Morgan students) are dismissed at approximately 3:20. The route buses will leave each building at approximately 3:40.

## **DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES - POLICY 505**

### **I. PURPOSE**

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of non-school-sponsored material on school property and at school activities.

### III. DEFINITIONS

- A. “Distribute” or “Distribution” means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. “Non-school-sponsored material” or “unofficial material” includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of non-school-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. “Obscene to minors” means:
  - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
  - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. “Minor” means any person under the age of eighteen (18).
- E. “Material and substantial disruption” of a normal school activity means:
  - 1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
  - 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

### IV. GUIDELINES

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, non-school-sponsored material.
- B. Requests for distribution of non-school-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
  - 1. is obscene to minors;
  - 2. is libelous or slanderous;

3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
  4. advertises or promotes any product or service not permitted to minors by law;
  5. advocates violence or other illegal conduct;
  6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
  7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of non-school-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
  2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
  3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
  4. the quantity or size of materials to be distributed;
  5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
  6. whether distribution would require that non-school persons be present on the school grounds;
  7. whether the materials are a solicitation for goods or services not requested by the recipients.

## **V. TIME, PLACE, AND MANNER OF DISTRIBUTION**

- A. No non-school-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of non-school-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

## **VI. PROCEDURES**

- A. Any student or employee wishing to distribute (as defined in this policy) non-school-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
  1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
  2. Date(s) and time(s) of day intended for distribution.
  3. Location where material will be distributed.
  4. If intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the Superintendent to verify that the lack of response is not due to an inability to locate the person.



- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

## **VII. DISCIPLINARY ACTION**

- A. Distribution by any student of non-school-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of non-school-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

## **VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES**

A copy of this policy will be published in student handbooks and posted in school buildings.

## **IX. IMPLEMENTATION**

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

## **DRESS CODE**

### **Students are expected to wear appropriate clothing.**

- Attire that is unsafe, unhealthy, disruptive, offensive to generally accepted community standards, or obscene is prohibited.
- Clothing, jewelry and personal property must not have inappropriate slogans, words, pictures, alcohol advertisements, etc.
- Tank tops or other sleeveless tops/dresses will be acceptable only if any single top measures at least two (2) inches across the shoulder and if its arm opening falls immediately under the armpit. No spaghetti straps, halter-tops or strapless shirts will be permitted. Sleeveless jerseys may be worn over T-shirts.
- A student's midriff may not be exposed at any time during school hours.
- Long shorts may be worn for the months of September, October, April and May. Shorts **MAY NOT BE WORN** from November 1 through March 31.
- The acceptable length for shorts, skirts, and dresses is mid-thigh length.
- Exposed undergarments are not acceptable.
- Torn pants/shorts/skirts that expose skin or undergarments above the short length rule (described in previous bullet) are not allowed.
- All hats, head coverings, jackets, coats, sunglasses, etc. are to be removed upon entering the school building. These items are to be kept in the student's locker and not worn during the school day.
- Shoes must be worn at all times. Slippers are not to be worn in the school.
- Shoes (not sandals) are required for Phy. Ed. class and recess.
- For reasons of safety and health, special dress and grooming regulations may be developed for special areas like art classes, Phy ed. classes, science classes etc. For special events like field trips, etc. appropriate dress may be required.
- Students not following this dress code will be asked to change into clothes provided by the school. The inappropriate clothing will be kept in the office until the end of the school day when

it will be returned to the student.

- If there are any questions, they will be turned over to the Administration.
- Violation of the dress code will result in consequences as follows: 1st offense - warning; 2nd offense - recess detention and phone call home; 3rd offense- after school detention and phone call home; 4th offense - 1 day in school suspension.
- Your appearance is a reflection of you and how others see you!

# E

## **E-LEARNING EXPECTATIONS**

Cedar Mountain will occasionally utilize E-Learning in place of school due to weather or other determined reasons. Students are required to complete assigned work within 3 days of it being assigned for E-Learning. Students who do not complete necessary requirements will be marked as an unexcused absence.

## **ELECTRONIC DEVICES**

Electronic devices are allowed in school and can be used on buses. They are not allowed at recess or during the school hours. Students are not allowed to “chat” on games at any time during the day or on bus rides. Devices are allowed on class trips at teacher discretion. Students are reminded that they are responsible for these games and are bringing them at their own risk. The school will not be responsible for lost, stolen or damaged property. Children should not be taking pictures of other children without their permission.

## **EMERGENCY SCHOOL CLOSINGS**

When the weather is unusual or threatening, listen to WCCO-AM (830), KLGR-FM (97.7) and KLGR-AM (1490) for announcements of school closings or late starts. We also post this information on our website at [www.cms.mntm.org](http://www.cms.mntm.org). Announcements will also be made to you personally via the Instant Alert System. Go to our website and sign up for this service.

It's important that you discuss with your child what to do if school dismisses early because of an approaching storm or a power outage. Be sure your child knows where to go if you are not home.

## **EMERGENCY NUMBERS**

The office keeps a form on which parents' phone numbers, and the number of a friend or neighbor who can be contacted in an emergency, are recorded. When your child brings home this form in the fall, please fill it out completely and return it as soon as possible.

## **EQUAL OPPORTUNITY**

The Cedar Mountain School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status or status with regard to public assistance or disability in any of its educational programs, activities or employment practices.

# F

## **FACEBOOK**

Like Cedar Mountain Elementary on Face book  to keep up on all the latest happenings at our school! Also check out Cedar Mountain Middle School and High School.

# H

## **HARASSMENT- POLICY 413**

### ***DISTRICT 2754 POLICY AGAINST RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE***

1. Everyone at District 2754 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or 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 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.
  - h. harassment includes direct behavior, verbal behavior or electronic means designed or employed to intimidate another person.
3. If any words or action make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or human rights officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial 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 district policy against religious, racial and sexual harassment and violence. Complete policies are available in the administrative offices upon request.

\*Your human rights officers for our building are:

Preston Palokangas PO Box 188 Morgan, MN 56266

Paula Sturm PO Box 38 Franklin, MN 55333

## **HAZING POLICY 526**

The purpose of this policy is to maintain a safe learning environment for students and staff that are free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid or engage in hazing. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. This policy applies to behavior that occurs on or off school property and during and after school hours. A person who engaged in an act that violates school policy or law in order to be intimidated into or affiliated with a student organization shall be subjected to discipline for that act. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or any other employee of the school district who is found to have violated this policy.

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity which subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco products, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism that subjects a student to extreme mental stress, embarrassment, shame, or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

“Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to an appropriate school district official designated by this policy. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct, which may constitute hazing, shall inform the building principal immediately. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter’s future employment, grades, or work assignment.

Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. The school district may take immediate steps at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing related to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

## **HEALTH SERVICES**

Cedar Mountain School District health services are handled through Renville County Public Health. A public health registered nurse visits the school weekly. Cedar Mountain Elementary has a health office in

the school with a nurse available to treat student illness, injury and to manage medication needs for the majority of the school day. Cedar Mountain wants parents to use caution in sending sick children to school. They may be able to get the care they need better at home. Please keep children home 24 hours after they start antibiotics or have experienced vomiting or diarrhea due to an illness. If a student has a fever of 100.5 degrees or greater they will be sent home. The student may return to school 24 hours after their temperature returns to normal and when ill symptoms no longer exist. Your student will then be better able to learn and this will also help prevent the spread of illnesses.

**If your child has any health concerns, such as allergies, diabetes, asthma or any other specific diagnosis, be sure that the school staff and nurse are aware of this condition. Please list that concern each fall on the Annual Emergency Information Record that you are asked to complete.**

Signatures are required from a parent/legal guardian to manage student medications or for approval of a health plan. If a parent/legal guardian wish to authorize another individual to manage the student's health needs they may do so in writing. The form may be obtained from the health office or from Renville County Public Health. This authorization will need to be updated each school year.

The Cedar Mountain website will have medical forms and information available for printing such as: Head Lice, Over the Counter Medication, Medication Rx, and Growth and Development information. We will also use Instant Alert to inform you about health concerns.

Also see: Immunization and Medication sections.

### **HOMWORK-PRACTICE MAKES PERMANENT**

Homework is appropriate for primary aged children. The research done on effective schools tells us that homework should be assigned on a regular basis, should be reinforcement or practice items instead of new materials, and is never used as punishment.

At Cedar Mountain we follow these guidelines:

- Homework can be assigned for completing unfinished work at the student's ability level.
- Homework can be an enrichment activity that extends classroom activities such as researching a word or making a science project.
- Spelling practice lists are considered homework.
- Teachers regularly assign drill and practice activities such as math or vocabulary flash cards and reading.

In all cases, home activities need to be supervised by a parent. Get involved, help to proofread the work, make it fun, but let it be the child's project. If you have questions or concerns, please contact your child's teacher.

# I-K

### **IMMUNIZATIONS**

In order to enroll or remain enrolled in any elementary or secondary school in Minnesota, the Minnesota Immunization Law requires parents/guardians of students to provide documentation of specific immunizations for their child. This law also provides for the exclusion of students from school if they do not meet the minimum immunization requirements. Notification is sent to parents/guardians when vaccinations are needed. If your child has a medical reason why they should not receive a vaccine or if you are conscientiously opposed to your child receiving it, legal documentation is still required. Please assist

us by providing the information when requested. Feel free to address your questions or concerns with the principal or school nurse. See website for forms.

### **INSTANT ALERT**

Emergency messages and informational messages can be sent to you directly on your phone and e-mail. When you update your registration information each year, you will automatically be signed up for Instant Alert. You may also go to our website [www.cms.mntm.org](http://www.cms.mntm.org) - go to the Student and Parent link - and sign up on the Infinite Campus link.

### **INSURANCE**

The Cedar Mountain School offers student accident insurance. Forms for participation will be sent home during the first week of school. There is no obligation to participate. Cedar Mountain school insurance does not cover an injury that occurs at school - your personal insurance is responsible for this.

### **INTERNET**

We are pleased to offer Internet access in our schools. Any person under 18 yrs. must have parental permission before they can access the Internet. Access to the Internet is a **privilege**-not a right. All elementary students shall make an agreement with the district through an *Acceptable Use Policy*. Students and parents will be required to sign off. Acceptable Use Policy booklets will be distributed early in the year or can be found at the building site.

### **KINDERGARTEN JUMPSTART**

This program is offered to students that will be entering kindergarten the following year. This will be held on Fridays in Franklin. There will be two sections and children will attend every other Friday for a full day. Students will participate in the lunch program and busing will be provided. Children will learn pre-kindergarten skills and experience the routines of a school day.

### **KINDERGARTEN REGISTRATION**

Parents and children are invited to school in March for Kindergarten Connection. This offers parents a chance to meet the teacher, look around the school, ask questions and bring the forms needed for the start of school. The Kindergarten Connection program consists of student and parent activities aimed at better informing and preparing families for school. Families who cannot attend registration, or who move into the area during the summer, can register in the school office any weekday. It's important to register a new child before the first day of school.

# L

### **LIBRARY**

Cedar Mountain School libraries are now members of the Plum Creek Library System. Each student will be issued a library card that will remain in school. This system will give students and teachers access to books from most libraries in southwest Minnesota. Each class is scheduled for a visit to the library each week.

### **LOCKERS**

Students use a locker for storing jackets, boots, and other items used during the school day. Students are reminded to leave personal items at home. The school assumes no responsibility for items brought by

students to school. Lockers are school property and may be searched at any time by school personnel.

### **LOST & FOUND**

The lost and found for clothing is located in the front lobby of the school. Jewelry, money, wallets and purses can be claimed in the office in Franklin. Lost and Found items will be posted regularly on our school website.

You can help your child retrieve lost clothing more easily by labeling things with his/her name. If your child leaves something on the bus, it can be claimed when he/she rides the bus again. Items are kept on the bus for a few days and then are brought to the school.

### **LUNCH**

Hot lunches are served daily, and menus are posted on our website. The prices are listed on the district website. Money can be deposited into the student's lunch account on line or in person in either school office.

Children who bring bag lunches can purchase milk for \$.35. No pop or candy should be brought into the lunchroom from home. For safety reasons, students are not allowed to use the school microwave to heat their lunches. Juice cannot replace milk in the National School Lunch Program. MN Statute 124D.114 requires Cedar Mountain to provide alternatives for a student with lactose intolerance if the parent has requested, in writing, an alternative. More information about this policy can be obtained from the district office.

Free or reduced-priced meal forms are available through the district office. We would encourage you to fill these forms out even if you don't think you will qualify as many of our school programs are funded based on the information we receive from these forms. If your family develops financial need during the year, call the school office. Names of children receiving lunch aid are kept confidential.

In an effort to provide healthier school meals for children, the United States Department of Agriculture has released new standards for school meals. .

The new standards require:

- Age appropriate calorie limits – 650 calories per meal for grades K-5.
- Larger servings of vegetables and fruits, with students being required to take at least ¾ cup serving of fruit or vegetables.
- A wider variety of vegetables offered throughout the week, including specific dark green and red/orange vegetables and legumes.
- Half of all grain products offered will be whole grain.
- Only fat-free or low- fat milk varieties will be offered.
- Increased focus on reducing the amounts of saturated fat, trans fat and sodium in meals.

In order to meet these calorie guidelines, portions of main entrees will be limited and students will not be offered seconds of them. Students will be able to take seconds on vegetables and fruits to fill out their meal. We will also have a mini salad bar offered at every meal.

### **LUNCH ACCOUNTS**

The minimum balance in your child's meal account will be \$10.00 regardless if you are paying full price, or receiving a free or reduced rate. The USDA states a minimum balance high enough to ensure the food account never reaches a negative balance.

The guidelines for the food account balance will be:

- When the balance reaches \$10.00: parents/guardians will be notified by mail, email, phone call or a note **each day your account is below \$10.00.**
- If the balance reaches zero: the student will be allowed to charge up to \$5.00 and the family will be contacted by the principal, Instant Alert System or letter.
- After the account balance has become greater than \$5.00 negative; the child will be offered a milk and grain item at breakfast and a sandwich and milk at lunch time.
- After the third time a student has charged a meal or when the balance has become greater than five dollars negative, the building principal or their designee will contact the household and review with them their responsibility to provide meals for their students.
- All students including free/reduced must maintain a balance in their accounts for any extra milk they take during lunch time or milk break.

### **Elementary Food Service Prices:**

Breakfast= \$1.15 (free to all kindergarten students, also free if student qualifies for Free or Reduced Lunches)

Lunch=\$2.90 (free if student qualifies for Free or Reduced Lunches)

AlaCarte Milk = \$.40

20 Punch Milk Ticket=\$8.00

Please check your account balances by going to our school web site and accessing the online parent access. If you need help with this or have any questions about these changes, please give us a call.

# M-N

### **MAKE-UP WORK**

If your child is absent more than two days, call the school office by 9 a.m. and we'll arrange to send schoolwork home. If your child is absent for a shorter period of time, teachers may not have an opportunity to get that day's homework ready to be sent home. Please, do not interrupt learning for other children by going to the classroom during school time.

### **MEDICATIONS**

Cedar Mountain schools adhere to the protocol of the Renville County Public Health Service. **Please work with your doctor to schedule medication times so that medications can be taken at home.** If a medication needs to be given during the school day the following procedures must be followed:

For over-the-counter medication (such as Tylenol or cough drops):

1. Medication Authorization Form must be completed.
2. Medication Authorization Form is signed by the parent/guardian.
3. Medication Authorization Form will accompany medication brought to the health office.

For prescription medication (such as inhalers, controlled medications, Epi-Pens):

1. Medication Authorization Form must be completed.
2. Medication Authorization Form is signed by the parent/guardian **and** by the physician.
3. Medication Authorization Form will accompany medication brought to the health office.

Any medication given during the school day must be:

- Age-appropriate



- Brought in an **original** container (this includes cough drops) or a labeled prescription bottle.
- Must not be expired (as indicated on the label).
- Requests for medication administration must be specific about how the medication needs to be given.

Medication Authorization Forms are available in the following places: school office, at the back of this handbook, or on our website at [www.cms.mntm.org](http://www.cms.mntm.org)

The school health staff will be in contact with Renville County Public Health Services before any new medication is given. Due to concern regarding students transporting medication in school vehicles, parents are strongly encouraged to deliver their child's medication(s) directly to school. This process will ensure that medications arrive intact to their correct destination. Any questions regarding this transportation issue can be directed to Superintendent Robert Tews.

**FIELD TRIPS AND OFF-CAMPUS ACTIVITIES:** If your student will/may require medication during a field trip or off-campus activity, please contact the health office about this process.

**EMERGENCY TYLENOL:** Emergency Tylenol will only be dispensed to your student under the following circumstance:

1. If the student has a fever of 101 degrees or greater **and**
2. The student's parent/guardian cannot be reached by telephone or there is a significant waiting period before the parent/guardian can arrive to pick up the student.

Please address questions or concerns about this policy with the principal or school nurse.

### **MUSIC**

Cedar Mountain Elementary music will be held every other day for classes K-5 and instructed by a certified teacher

### **NEWSLETTER**

The Cedar Mountain Newsletter, From the Top, is published quarterly. It brings information of interest and value to you and your Cedar Mountain students. The newsletter is mailed to all mailboxes in Morgan, Franklin, Morton and Clements. It is sent directly to any out of district families that are on our mailing list. Please call the district office if you do not receive a copy.

### **NOON HOUR**

The Cedar Mountain School District has approved a closed noon hour for students in the district. Students will need written or oral permission for special needs or situations to leave the building site during noon.

# O

### **OLWEUS**

Olweus is the anti-bullying program that has been adopted by our school. Our school rules against bullying are:

- We will not bully others.
- We will try to help students who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

Students meet weekly during class meetings to discuss how to best step up to bullying. Consequences for bullying will range from a verbal warning to detention depending on the severity and number of instances that have been reported throughout the year. Our goal is to make our school a place where we learn, feel safe, feel like we belong, make friends, and all children get to participate and feel welcome.

# P

## **PARENT PORTAL**

Parents may view their child's lunch account balance and attendance record at any time via our Infinite Campus Student Management System. They should request a password and provide their e-mail account to the Tech Coordinator.

## **PARTY INVITATIONS**

Unless all the boys or girls in your child's room are invited to a party in your home, please do not send invitations to school for distribution. This will eliminate hurt feelings by those who are not invited.

## **PEANUT SAFE SCHOOL**

Because of severe allergic reactions, Cedar Mountain Elementary has been designated a peanut safe school. We ask that you do not send any peanuts, tree nuts, peanut butter, or products containing peanut butter to school. When packing your child's snack or school lunch please take this into consideration. Please especially read the ingredients in granola/breakfast bars carefully. If the ingredients label says "items may contain trace amounts of peanuts" or "item was made on a peanut line" it **is** safe to bring to school.

## **PERMISSION SLIPS**

You must write a dated, signed note and send it to school for the following circumstances:

- \* Your child is going to someone else's home after school.
- \* Your child is riding a different bus. (If this happens regularly, one note is sufficient.)
- \* You want your child to stay in during recess, or to miss physical education class. (If the cause lasts longer than three days, we need a note from your doctor.)
- \* Your child will leave school early, or will leave and return during the day.

Once children get to school, they must sign in and out at the school office.

## **PERSONAL PROPERTY**

The school reserves the right to ask that personal items be left at home. Examples are items that are a nuisance or cause a distraction during class or items of great value. iPods, electronic games, etc. cannot be used during the hours of 8:30 – 3:20.

## **PEST CONTROL**

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the school building. The program consists of:

1. inspection and monitoring
2. recommendations for maintenance and sanitation
3. utilization of non-chemical techniques
4. utilization of EPA- registered pest control materials

An estimated schedule of interior pest control inspections and treatments is

available for review upon request at the building site.

### **PETS**

Usually, pets are not allowed at school. Check with your child's teacher before bringing an animal to school for any reason.

### **PHILOSOPHY**

The Cedar Mountain staff believes that it is important to provide a suitable learning and sharing environment for teachers, students and parents and to take actions that support each child's potential. We further believe that

...all children learn in different ways and at different rates.

...all children need recognition, acceptance, a safe and caring school environment and a positive feeling of self-worth.

...all children need to be challenged by teachers who have high expectations for students.

...parents need to become involved in their child's learning.

...all children can learn to become responsible citizens.

### **PHONE (557-2251)**

The office telephone is for school business and emergency use only. We ask your cooperation in our efforts to restrict student use. Students are discouraged from using the school phone to call for forgotten homework or to make arrangements for after-school play.

No cell phones are allowed during the school day without an adult's permission. If cell phones are brought to school – they are to remain in the child's locker.

### **PHYSICAL EDUCATION**

Physical education in the primary grades emphasizes movement education, which deals with learning the many ways the body can move. In the higher grades, children learn fundamental skills and how to play specific sports. An important aspect of physical education is the development of good sportsmanship. A physical education specialist conducts twenty-five minute sessions for each class every day.

All students must wear tennis shoes in the gym, unless special arrangements are made with the physical education specialist. Sandals cannot be worn during Phy. Ed. classes or recess.

If your child is ill or injured, so that he/she cannot participate in gym activities, please send a note. We prefer that you ask the PE teacher to modify the activity based on the illness/injury. Mention the reason and the length of time the student will not participate. If the problem lasts more than three days, we will need a note from your doctor. Unless you send a note, your child will be expected to join in physical education activities. In some cases it is best for the child and PE teacher to determine the ability of the child to participate – perhaps the activity could be modified so the child gets some physical activity. For example they could walk laps rather than run them.

### **PLAYGROUND RULES**

- Be safe, respectful, and responsible.
- Listen and follow directions given by the adults in charge.
- Sit on your bottom when going down the slide. Only use the ladder to go up the slide.
- Please leave your personal items in you locker.

- No one is allowed on top of the monkey bars.
- Follow all games rules set by the Phy. Ed. teacher.
- Include everyone that wants to play in the activity.
- Follow good sportsmanship rules.

### **PLEDGE OF ALLEGIANCE**

Students will say the Pledge of Allegiance in class daily. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

### **PRE-SCHOOL/SCHOOL READINESS**

- **School Readiness** is offered in both the Morgan and Franklin buildings for students who are 3-5 years old. Classes are held 2 days per week for 2.5 hours per day for 3 year olds and 3 days per week for 4-5 year olds. They generally follow the school schedule September to May. The ultimate goal for School Readiness is to provide the transition for your child to enter kindergarten with enthusiasm and readiness to learn what will follow them throughout their school years.
- An additional “**Thrilling Thursday**” class is offered at the Morgan campus on Thursday mornings through Community Education. This class is theme based and is available to ages 3-5.
- **Kindergarten Jump Start** is offered at the Franklin campus on Fridays for students that will be attending kindergarten the following year. This is a full day program and includes busing and lunch.
- Please contact the elementary school office if you are interested in receiving more information. Information and registration materials are also available on our website.

### **PRE-SCHOOL SCREENING**

Children who are three years old by September 1 are invited to pre-school screening in October. The purpose of the screening is to alert parents to any health or developmental concerns a full year and a half before the child enters kindergarten. Given early attention, many health and development problems can be resolved before a child starts school.

At the screening, a volunteer guides each child through play activities designed to determine physical coordination, speech and learning development. Results are shared with parents at the conclusion of the screening. State law requires each incoming kindergarten student to have been screened before entering kindergarten.

### **PSYCHOLOGIST**

The school psychologist assists teachers in meeting the individual needs of students. The psychologist is in charge of testing to determine whether a child is eligible for special education services. No testing can be done without the parent's written permission.

# R

### **RECESS**

Elementary students have a recess period scheduled each day. While recess is not required, research shows that children learn and develop social and physical skills through play. Recess is also a time when students may need to review and complete classroom assignments. Academics are a priority in these instances.

### **RECESS POLICY**

We will not go outside if there is a 0 degree temp or wind chill that equals 0 degrees or anything below that mark. Days with precipitation will be decided on at the time of recess and other factors that may occur due to sloppy playground conditions. Events such as concert nights, game nights, may all effect recess. We are first and foremost responsible for student safety.

Students need to dress or bring clothing EVERY single day so we may go out. Students and parents need to be responsible for appropriate dress during the winter months (which may range all the way to May). We cannot take students outside who do not have necessary clothing to keep warm. These students will be held accountable by their teachers to perform some sort of academic work during this time.

### **REPORT CARDS**

Three times a year (November, February and May) you will receive a report card on your child's learning progress. These reports are a supplement to the two parent/teacher conferences. The standards based Cedar Mountain School report card for grades K-5 evaluates academic growth and behavior and social development.

# S

### **SAFETY**

**School**--Fire drills are held during the year, to make quick evacuation of the building a familiar routine. A tornado drill is held annually in April. "Lockdown" emergency drills will be practiced five times throughout the year. Crisis plans for emergency evacuation are in place and will be practiced at a timely rate during the year.

**Bus**--During the school year a bus evacuation drill is held. For more tips on bus safety, see BUS. Encourage your child to follow the rules on the bus, in the school, and on the playground. Your support and reinforcement of safety rules will help make our school a safe place to learn.

### **SECURITY**

All doors will be locked during school hours. There is a security entrance at the main entrance and visitors will be allowed in through that access during the school day. All visitors are asked to check in at the main office window. They will be given a visitor badge to indicate their registration. Student and visitors may be videotaped in public areas of the school building and grounds. These tapes may be viewed by authorized individuals for the purposes of school safety and security of property and buildings

### **SOCIAL WORKER**

The School Social Worker is here to support all students and their families. Specific services include individual appointments, small groups, and classroom presentations where subjects such as friendship, social skills, bullying, anger, self-control, and family changes are discussed. Paula Sturm is our Social Worker and she can be reached at 507-557-2251 in Franklin.

### **SPECIAL EDUCATION**

Cedar Mountain provides special education services to students that have specific learning disabilities. If there is a concern from parents or teachers the student will be referred to the Child Study committee who will make recommendations for interventions and modifications to the regular curriculum. If there is a continued concern the student will be tested to determine if there is a learning disability. We have several

special education teachers on staff that meet the individual needs of children birth – age 21. Our staff includes a Speech Language Pathologist, Occupational Therapist, School Psychologist and several Special Education teachers with a variety of licenses.

### **SPORTS**

Throughout the year, students in the elementary grades are given opportunities to participate in sports beyond the school day through Community Education classes.

Competitive sports are not sponsored by Cedar Mountain Elementary School. They are coached and organized by parent volunteers. For more information go to our website.

### **STUDY ISLAND**

Study Island is a computerized program that can be used by students in grades 3-6 to help them review the standards in math and reading for their grade level. Students can take a quiz, play instructional games, and take a final test for each standard. They will earn a “blue ribbon” for each goal when they have mastered it at 80%. Students can access this site at [www.studyisland.com](http://www.studyisland.com) at both school and at home. They will receive their password from their classroom teacher. During the spring we have a “Study Island Challenge” to encourage students to review and drill the standards for their grade level.

### **SUPPLIES**

The Cedar Mountain Schools provide textbooks and workbooks for grade school children. A supply list is sent home with students in the spring and is available at the school office. Please label all school supplies.

# T

### **TEACHER REQUESTS**

Each spring the classroom teachers, with input from special education teachers, determine how to split the class for the next school year. A lot of thought goes into this process as we try to create class sections that are equally split with boys, girls, hometowns, abilities, personalities, etc. It hinders the process when parents request a particular teacher for their child. In fairness, we would not be able to honor all requests. Therefore, we ask that you not request a teacher and trust that we will make the best decision for your child.

### **TECHNOLOGY**

Cedar Mountain has computers in the computer lab, mobile lab, and library and in the classrooms. Students are scheduled into the computer lab at least twice a week. Students in grades K-5 will use iPads on a regular basis in their classrooms. They are given an opportunity to work with various programs that both reinforce classroom skills and introduce new ones. Students and parents will be required to sign a user agreement form prior to children being able to use the internet. This computer use agreement is on our school webpage.

Parents and visitors to our school can access the internet as a guest. The user name and password will be posted at various sites in the building.

### **TESTING**

As part of a district-wide standardized testing program, Cedar Mountain students in grades K-5 take the STAR tests in the fall and spring of each year. Reports will be sent home showing your child’s individual progress and areas of strength and weakness. These tests measure your child’s instructional level and growth can be measured from year to year.

Students in grades 3 –5 are required by state law to take the Minnesota Comprehensive Assessments (MCAII) in the spring. Results of these tests will be shared with you when available. Both tests are based on and aligned with the Minnesota Academic Standards, which are embedded into our curriculum. Testing dates are posted on our school website.

### **TEXTBOOKS**

The school district will provide students with textbooks, library books and other resources materials to meet and enhance the learning expectations and standards at each grade level. Students are expected to maintain the books and materials during their use and return them at a time to be determined by the school. A student and his/her family will be responsible for payment for any lost or damaged books or materials with the cost to be determined by the building principal depending on the value of the books and/or materials.

### **TITLE I**

Title I is a federally funded program for children who need extra help in reading or math. Children are identified by scores on the STAR, MCA and/or teacher recommendation. Parents are notified by telephone or mail. The Title 1 teacher uses test results to determine academic strengths and weaknesses. The classroom teacher and Title 1 teacher work out an education plan for each child. This education plan is shared with the parent at fall conferences. Children sometimes go to the Title 1 room for instruction, at other times the Title 1 teacher comes to the classroom.

### **TOBACCO-FREE ENVIRONMENT – POLICY 419**

#### **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

#### **II. GENERAL STATEMENT OF POLICY**

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

#### **III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED**

- A. “Electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such

devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.

- B. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. "Tobacco-related devices" means cigarette papers or pipes for smoking.
- D. "Smoking" means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation.

#### IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

#### V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

#### VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

# V-Z

#### **VISITS**

Parents are welcome to have lunch at school with their child. **Reservations for lunch should be made by 8:40 a.m.** We require all visitors to check in at the office to ensure the safety of our children.

If you would like to visit your child's classroom we ask that you call the classroom teacher at least a day in advance to schedule a good time to visit. Visiting school-age children may not attend classes with friends. We have found that their presence disrupts the learning process for other children.



## **WEAPONS POLICY**

Possession of a weapon may result in:

1. an initial suspension up to five (5) days;
2. confiscation of the weapon;
3. contact with the police department; and
4. a meeting with the superintendent to discuss possible expulsion. “

Possession” refers to having a weapon on one’s person or in an area subject to one’s control on school property or at a school activity.

“Weapons” means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. some examples of weapons are: gun (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), numchucks, throwing stars, explosives, stun-guns, knives, and ammunition.

A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal’s office shall not be considered in possession of a weapon.

## **WEBSITES**

Visit our website at <http://cms.mntm.org>

[www.studyisland.com](http://www.studyisland.com) – a site for students in grades 3-5 to get extra drill and review on the standards for their grade level in reading and math. We will have a Study Island Challenge in the winter – be sure to watch for the details!

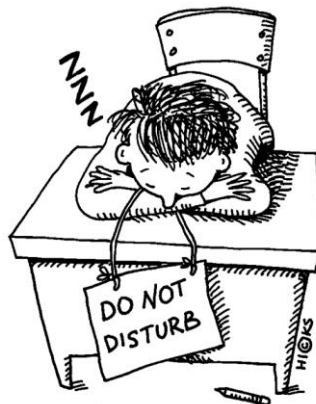
[www.arbookfind.com](http://www.arbookfind.com) – a site you can use from home to see if a book your child is reading has an accelerated reader test for it. Students can earn points and test their comprehension by taking AR tests at school.

## **WHEELS ON SCHOOL GROUNDS**

Skateboards, scooters, and rollerblades are both fun and entertaining, but, they can be hazardous because of the large number of students at school and they may not be used during school hours. For safety reasons, students using any types of vehicles with wheels will not be permitted to perform any acts deemed unsafe by the principal during or after school hours on school property. Students are asked to please use the bike rack at both campuses.

## **ZEAL AND ZEST**

Two key ingredients that will help make this the best year ever for your child at Cedar Mountain Elementary School .....and of course..... a restful night of z-z-z-z’s!





## **2020-21 SCHOOL**

<b>Sept. 8</b>	<b>First day of school</b>
<b>Sept. 28</b>	<b>Farmer's Market</b>
<b>Oct. 13 &amp; 14</b>	<b>Pre-School Screening</b>
<b>Oct. 15 &amp; 16</b>	<b>Education Minn Convention (No School)</b>
<b>Nov. 19 &amp; 23</b>	<b>Parent/Teacher Conf. 4:00-8:00</b>
<b>Nov. 26-27</b>	<b>Thanksgiving Vacation</b>
<b>Dec. 14</b>	<b>Christmas Concert</b>
<b>Dec. 23 - Jan. 3</b>	<b>Winter Break</b>
<b>Jan. 4</b>	<b>School resumes</b>
<b>Jan. 22</b>	<b>Teacher In-Service (No School)</b>
<b>Feb 15</b>	<b>President's Day (No School)</b>
<b>Feb. 22</b>	<b>Dismissal at 12:10</b>
	<b>Parent/Teacher Conferences 12:30-6:30</b>
<b>March 12</b>	<b>No School- Teacher In-service</b>
<b>March 15&amp;18</b>	<b>Kindergarten/School Readiness Registration</b>
<b>March 31</b>	<b>Dismissal at 12:10</b>
<b>April 1-5</b>	<b>Spring Break (No School)</b>
<b>April 9</b>	<b>Grandparent's Day 1:30-3:00</b>
<b>April 13 – May 7</b>	<b>MCA State Assessments for grades 3-5</b>
<b>May 14</b>	<b>Year End Dance 6:00-8:00</b>
<b>May 21</b>	<b>Kindergarten Celebration</b>
<b>May 31</b>	<b>Memorial Day (No School)</b>
<b>June 3</b>	<b>Last day of school</b>
<b>June 4</b>	<b>Graduation</b>

## Cedar Mountain Elementary Positive Behavior Plan

Our behavior plan is based on the Above The Line program that was developed by Corwin Kronenberg (a nationally recognized expert on behavior management) and the Olweus Anti-Bullying Program. At Cedar Mountain School we have 4 expectations:

Be Respectful    Be Responsible    Be Productive    Be Safe.

The goal of the Above the Line plan is to promote a safe and caring environment where all students are taught the behavior expectations in each area of our building. In the program, behavior is divided into three groups. The three groups and some sample behaviors are illustrated below.

---

### Above the Line

Be respectful  
Be responsible  
Be polite

Be safe  
Be cooperative  
Be a worker

---

### Below the Line

Swearing  
Teasing  
Budging in line

Hitting  
Uncooperative  
Wasting Time

---

### Bottom Line

Weapons  
Vandalism

Stealing  
Assault

Students are expected to demonstrate Above the Line Behaviors. If a student makes a bad behavior choice and falls Below the Line, the student will be expected to assume responsibility for the behavior. They will be given a choice by the adult in charge and will be asked if they want to “Fix It” or if they want a consequence for going Below the Line. If the child selects the “Fix It” option, the child will be expected to assume responsibility for developing a plan for fixing the problem he/she has caused. When a child requests a consequence for the behavior, the consequence will be worked out with the child and the adult in charge. Parents will be notified when the child has gone below the line by either a note or phone call.

We do not have a standard consequence for every Below the Line Behavior. A consequence will be generated for every situation following these guiding principles. The consequence must be related to the behavior, delivered respectfully, and it must be reasonable.

There are some behaviors that are considered totally inappropriate at school. These behaviors are considered Bottom Line Behaviors. A Bottom Line Behavior is a violation of state law, district policy, or any totally unacceptable behavior. When a student demonstrates this behavior, it will require involvement by the principal, parent/guardian, and maybe legal authority.

Bullying behavior is taken very seriously and consequences for this will be given based on the severity and number of times the child has exhibited this type of behavior.

On the positive side, we like to recognize children for following the expectations of our school. Cedar Mountain Pride Paws are given daily to children when they are following the expectations and are accumulated in a Pride Jar in their classroom. Names are drawn on Mondays for special classroom prizes and names are drawn at the end of the quarter for super fun awards or activities! Cedar Mountain Pride Postcards are sent home each Monday to students that have gone ‘above and beyond’ in meeting a classroom goal or following the

expectations. They are awarded with a pencil and a picture of them is displayed in the hallway and on our website.

At the end of each trimester we have a celebration. Good Character awards are given to a student from each classroom that has consistently followed the character trait of that quarter. Student's names are drawn from the Pride Jars for special fun group activities. Perfect Attendance awards are also given to all children that have been in attendance for every minute of every day of the trimester.

Our goal is to create a safe caring learning environment for all of our students. We appreciate your support and cooperation.

**In a partnership between Cedar Mountain schools and communities, we nurture an environment of Preparedness, Respect, Responsibility and Safety which empowers us to “live above the line”.**

**We just can't hide that Cedar Mountain PRIDE!**

#### **DISCIPLINE POLICY SEVERE CLAUSE**

Students who make poor behavior choices included in this section are clearly not showing respect or responsibility to self or others. The consequences apply regardless of whether the misbehavior took place in school, on district property, in a district vehicle or at a school or district activity. Detention

is in-school time. This can range from one-half hour to three days. Suspension is out-of-school suspension. Consideration for assigned consequences include the contest of behavior, students discipline records, and student’s willingness to accept restorative justice measures. **Administrative Discretion will be used.** Local law enforcement may be contacted for any of these misbehaviors as deemed necessary.

<b>MISBEHAVIOR</b>	<b>1ST OFFENSE</b>	<b>2ND OFFENSE</b>
Abuse, Verbal – The used of coarse language that is directed at a staff or student with the intent to cause harm: abusive, obscene, vulgar	Detention	1-day detention
Assault, Physical - Acting with intent to cause fear in another person or attempting to inflict bodily harm upon another person. Upon a student Upon a staff member	Detention 1 day suspension	1- day suspension expulsion
Assault, Verbal - Oral or written confrontation with a student or staff member which is intended to threaten, cause fear, bodily harm or death. Upon a student Upon a staff member	Detention 1-day suspension	1 day suspension expulsion
Bodily Harm, Inflicting - Committing an accidental act or using poor judgment or through recklessness or carelessness inflicting bodily harm upon another person.	Detention	1-day detention
Bomb Threat, False - Intentionally giving a false alarm of a bomb.	Expulsion	
Burglary - Entering a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.	Expulsion	
Disorderly Conduct – Engaging in offensive, obscene, or abusive language, or in a boisterous and noisy conduct tending to arouse alarm, anger or resentment in others,	Detention	1-day detention
Fighting - Mutual combat (differentiated from poking, pushing, shoving, or scuffling) in which one or the other party (ies) contributed to the situation by verbal and/or physical action.	Detention	1-day detention
Fire Alarm, False - Intentionally giving a false alarm of fire or tampering or interfering with any fire alarm.	Detention	1- day detention
Fire Extinguisher, Unauthorized Use - Unauthorized handling of a fire extinguisher.	Detention	1-day detention
General Misbehavior: Horseplay, Dress Code Violations, Vulgar/Crude/Sexual Language or Print,	Detention or Warning	Extended Detention

Interfering or Disrupting a staff member or student in an assigned duty, Falsification of Records/Identity/Signatures

Harassment, Including Sexual - Participating in or conspiring with others to engage in acts that are intended to injure, degrade, intimidate, or disgrace other individuals, including indecent exposure, and words or actions that negatively affects an individual or group based on their racial, cultural or religious background, their sex, or any disabilities they may have. This may include taking photos/videos without prior consent of person and publishing them on social media sites.

Detention

1-day detention

Insubordination - Willful refusal to follow an appropriate direction or order given by a staff member. Refusing directions given by administration

Detention

1- day detention

Nuisance Devices, Possession - Objects which cause distractions, such as pagers, radios, phones, etc. (or any electronic devices)

Detention

1-day detention

Theft, or Knowingly Receiving or Possessing Stolen Property - Unauthorized taking of the property of another person, or receiving or possessing such property.

Detention

1-day detention

Vandalism (Willful Damage of Property) - Littering, defacing, cutting, or otherwise damaging property that belongs to the school or other individuals while the student is on school property or at a school activity or in a district vehicle, or under the supervision of school staff.

Detention

1-day detention

Weapon or Look-alike Weapon, Possession - Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm; any device or instrument designed as a weapon and capable of producing severe bodily harm; or any other device, instrument, or substance, which, in the manner in which it is used or intended to be used, is calculated or likely to produce severe bodily harm or looks like it is calculated or likely to produce severe bodily harm.

Detention

Suspension

# Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will 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.

- In Minnesota’s implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and will be counted as “not proficient” for the purpose of school and district accountability, including opportunities for support and recognition.
- 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 the student 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 Minnesota Test of Academic Skills (MTAS) (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and 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.

## Are there limits on local testing?

As stated in Minnesota Statutes, section 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.

These limits do not include statewide testing.

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 [Statewide Testing page](http://education.state.mn.us) ([education.state.mn.us](http://education.state.mn.us) > Students and Families > P programs and Initiatives > Statewide Testing).



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 three page 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 the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (Students and Families > Programs and Initiatives > Statewide Testing).