

Parent/Student Handbook

EDGERTON ELEMENTARY SCHOOL



**1929 Edgerton Street
Maplewood, MN. 55117**

<http://www.isd623.org/edg/>

(651) 772-2565

**Roseville Area Schools
ISD 623**



Principal's Message

The Edgerton Elementary School Handbook is available to each family who has a student attending Edgerton. We request that parents, older students, and staff read it carefully. The handbook contains important information that all family and staff members need to know. Please keep your copy in a secure place, as you will need to refer to it during the year.

Edgerton is a neighborhood school rich in the traditions of providing a quality education for all children. Our students join us from a variety of cultures and diverse backgrounds, and each child brings a unique and valuable set of skills and talents to school. The Edgerton staff maintains rigorous expectations for all students while remaining flexible in meeting individual needs. Our educational practices prepare students for an ever-changing, global world.

At Edgerton we work hard to foster strong partnerships with parents. We believe this is crucial to the success of our students. I invite you to become involved in your child's education by asking your child about school and encouraging them to read daily, supporting the classroom teachers, volunteering in the classroom, and participating in school activities.

At Edgerton we celebrate our students through Eagle Pride. We acknowledge students who are making good choices and who are working hard to reach their goals by demonstrating, responsibility, respect, empathy and safety. Our staff is dedicated to working with children where their needs are and to help them make exceptional academic growth as well as empowering all children to reach their full potential.

I look forward to working together with you in making this an outstanding learning and growing experience for your child. Feel free to contact me or stop in at any time. If you would like more information about our school, I can be reached at 651-772-2565

Sincerely,

Becky Berkas
Principal





Roseville Area Schools

Mission Statement—Our Core Purpose

Quality Teaching and Learning for All...Equity in All We Do

OUR VISION 2015

What we intend to create

Roseville Area Schools, working in partnership with all families and the community, is a learning organization of engaged, motivated and high achieving lifelong learners.

We demonstrate this Vision when:

- Each learner thrives in a safe, equitable, and respectful learning environment that fosters confidence, excellence and a sense of belonging while honoring difference.
- Each learner receives high quality, personally relevant instruction enhanced by all members of the learning community.
- Each learner studies a challenging academic curriculum, which enhances social, emotional, physical and ethical development.
- Each learner meets rigorous academic standards and is prepared for future learning and success in a multicultural society.

CORE VALUES

What drives our words and actions

- Equity
- Responsibility
- Integrity
- Respect
- Compassion
- Commitment
- Sense of Belonging
- Curiosity

EQUITY VISION

In alignment with the District Vision, Roseville Area Schools is committed to ensuring an equitable and respectful educational experience for every student, family and staff member regardless of:

- Race
- Gender
- Sexual Orientation
- Socioeconomic Status
- Ability
- Home or First Language
- Religion
- National Origin
- Age
- Physical Appearance

STRATEGIC DIRECTIONS

Our focused allocation of resources

- C** Community • Engaging and partnering with the whole community.
- L** Leadership • Building a culture that nurtures the leadership potential in each member of the diverse learning community.
- E** Equity • Ensuring each individual develops and thrives; eliminating systemic barriers to success.
- A** Achievement • Aligning systems, practices, and instruction to the individual's needs, abilities and goals.
- R** Resources • Securing, managing and leveraging our human, financial, and physical capital responsibly and creatively.

Edgerton Vision Statement

Keeping Children First

The Edgerton community will have high expectations for:

- empowering all children to reach their full potential
- building community pride and a sense of belonging
- fostering integrity, respect, perseverance, and team while developing excellence in staff who work together, have high standards, and continue to learn and grow professionally
- creating strong foundations that will support each child as a contributing member
- fostering integrity, respect, perseverance, and team while developing excellence in staff who work together, have high standards, and continue to learn and grow professionally



ABSENCES / ATTENDANCE

It is important that students establish and maintain good attendance patterns while in school as **all day/everyday attendance** is vital for success in school. School attendance is required by Minnesota State law so we are required to monitor and report attendance concerns to the Ramsey County Family Truancy and Intervention Program.

Sickness, doctor or dental appointments, and family emergencies are recognized as excused absences.

IF A STUDENT WILL BE ABSENT, PLEASE CALL the attendance line at 651-772-2565 BEFORE 8:45 IN THE MORNING. If school has not received a call or note, the health aide will call your home or work number to follow up on your child's absence. **Upon returning to school after having been absent, students must bring a signed note from their parents to their teacher.**

Students are responsible for making up missed schoolwork. Upon returning to school, students should ask their teacher(s) about assignments. Work usually needs to be made up within one week.

For planned absences such as a trip or a dental or doctor appointment, students are required to bring a written note from their parents to their teacher in advance of their absence.

BEHAVIOR EXPECTATIONS

A safe, orderly, caring and positive environment is important at Edgerton. Our objective is for students to display respectful, appropriate behavior. Students are to follow school rules at all times during the school day and on the bus, and at the bus stops.

- Respect
- Responsibility
- Safety
- Empathy

The skills needed to follow rules and expectations are taught at each grade level. Please take time to discuss these important skills with your child.

BICYCLES and SKATEBOARDS

Students are not allowed to ride bikes or bring skateboards to school. Traffic is heavy on the roads near the school and there are no sidewalks,

BULLYING

Bullying is conduct that interferes with students' ability to learn and a teachers' ability to educate students in a safe environment. Bullying is prohibited on school district property or at school-related functions.

Bullying is any unprovoked, repeated or aggressive action or threat of action that is intended to cause or is perceived as causing fear, distress or harm to another person. Bullying includes but is not limited to:

- name-calling,
- taunting,
- teasing and put-downs,
- saying or writing inappropriate things about a person,
- deliberately excluding a person from activities or conversations,
- threatening a person with bodily harm,
- hitting, kicking, tripping, shoving or otherwise inappropriately touching a person,
- taking or damaging a person's belongings, or
- making a person do things that he/she does not want to do.

Bullying can also occur through electronic means via Web postings, e-mails, chat rooms and text messaging.

Bullying (cont.)

The Bullying Prohibition policy applies to students who directly engage in bullying as well as to students who permit or tolerate another student's act of bullying.

No teacher, administrator, volunteer or other employee of the school district shall permit or tolerate bullying.

All complaints of bullying will be investigated and discipline or appropriate actions will be taken against anyone who violates the Bullying Prohibition policy.

Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in the policy.

Retaliation against a victim, reporter or a witness of bullying is prohibited and could result in further discipline.

False accusations or reports of bullying against another student are prohibited.

Consequences for bullying may range from positive behavioral interventions to suspension and/or expulsion.

Bullying Information for Students

Bullying is not allowed at our school. Bullying is NEVER OK. It is against the rules! Students in all elementary grades are taught: Identifying, preventing and responding to bully behavior. The following information will be helpful to review with your child:

Rules against bullying

1. We do not bully other students.
2. We help students who are bullied.
3. We include students who are left out.
4. We tell an adult right away when someone is being bullied.

BULLYING IS.....

- Name calling
- Put downs
- Teasing
- Threatening
- Hitting
- Kicking
- Biting
- Ignoring or leaving someone out on purpose
- Saying or writing mean things about someone
- Making someone do something they don't want to do
- Taking someone else's things without permission
- Making someone feel scared or uncomfortable

Adults at your school are responsible for keeping you safe. You need to report bullying right away to a teacher or another staff person you trust.

If you help bully someone or you see someone being bullied and you do nothing, that's being a bully too, and that's not OK!

BUS

Safety on the bus is a critical concern for students at Edgerton. Please review these safety rules with your child frequently.

- Sit in your seat, facing forward
- Remain seated during the entire bus ride.
- Talk quietly and use appropriate language
- Keep your arms, legs, belongings to yourself.
- Show respect for others. No fighting, harassment, intimidation or horseplay.
- Treat the bus and driver with respect
- Follow the directions of the bus driver
- Do not bring any weapons or dangerous objects on the school bus
- No eating, drinking or use of tobacco is allowed.
- A signed permission must be sent if child is to take a bus home other than the bus they are normally assigned. These requests will only be honored if space is available.



Violations of any of the rules listed above shall be reported by the bus driver to the building administration.

- A contact with the student and/or parents will take place.

Upon the second referral for any violation of bus regulations, the student may forfeit his/her right to transportation for up to three (3) weeks.

- A subsequent referral would again result in a suspension from bus service for up to three (3) weeks.
- Any further violations could result in forfeiture of busing service for the remainder of the school year.
- Other disciplinary actions may apply according to policy.
- Safety of our students is a high priority. Minnesota weather requires extra caution during the winter months. Snow banks, icy streets, and reduced visibility are all reasons for students to demonstrate extra caution while waiting for a bus and/or traveling to school.

CHANGE IN FAMILY STATUS

Please inform the school of any changes in your family status. This might include a new address, new telephone number (home or work), parent's occupation, or a change of marital status. This information is necessary for our records in case of an emergency and it is kept confidential.

CONFERENCES

Formal conferences are scheduled twice each school year. We consider these conferences to be very important and beneficial to both the teacher and the parents, so please make every attempt to attend. In cases where two families may be involved, the custodial parent will be responsible for scheduling conferences.

If you have concerns, please deal with them as soon as possible. You do not need to wait until conference time. It is best to direct your concern to the specific school personnel most directly related to your issue. If you have not reached a satisfactory resolution feel free to contact the school principal. Most teachers will be available for calls before and after school. In order to avoid interruptions during instructional time, calls made during the school day will go to voice mail and will be returned as soon as possible.

DISCIPLINE

Teaching student how to solve problems and make good behavioral choices are a major goals for us at Edgerton. Most inappropriate behavior is corrected by re-teaching or through some low level intervention which occurs in the classroom. If the behavior is dangerous, against the law or continues to disrupt the learning of other, more significant measures such as dismissal, suspension, or expulsion may occur. Significant measures will include, but are not limited to: Sexual, racial and/or religious harassment, bringing a weapon or look a like weapon to school, verbal and /or physical assault/harassment.

TEASING/HARRASSMENT

All students deserve to be treated with respect by others. Sometimes it is difficult for children to know the difference between teasing and harassment. When a child experiences teasing, we encourage them to ignore the teasing, to tell the person to stop teasing them, or it will be reported, or avoid the person who is teasing. If these interventions do not work, we encourage the student to report the teasing to his/her teacher or another adult.

Students who continue to tease, following a conference with the teacher or principal, will face consequences for harassment. If harassment occurs, the student should report it to their teacher.

WEAPONS

Bringing a weapon or a look alike weapon to school is not permitted under any circumstance. Consequences may include immediate suspension and possible expulsion. Threats (verbal or written) to bring a weapon or to do harm to another person are also taken very seriously and can result in suspension or expulsion as well.

FIGHTING

Fighting is a mutual conflict in which both parties contribute to the situation by verbal and /or physical action. This includes "play fighting" which frequently leads to real fighting. We teach all students that violence is not an acceptable way of dealing with anger and frustration.

It is important for children to learn how to deal with anger. It is not OK to use physical violence when someone disagrees with us, teases us, takes something that belongs to us, or hits us first. If those things happen students are encouraged to work through problem solving strategies first. If this is not successful however students should remove themselves from the situation and report it directly to a supervising adult.

ASSAULT

Assault is defined as an act which intentionally inflicts or attempt to inflict bodily harm upon another. A student who physically assaults another person may be suspended for up to ten days and in extreme cases; the child may be expelled from school. The school may recommend, to the victim of the assault that that a report is filed with the Maplewood Police. Violence will not be tolerated at Edgerton.

We have high expectations for all of our students. We know that it is harder for some students to meet our expectations than others, but we cannot ignore behavior that is dangerous. In these cases, licensed support staff will be called upon to intervene and support the child who is having difficulty.

Copies of the School Board Policies and Pupil Fair Dismissal Act of 2001 are available online at: www.isd623.org.

DRESS

Positive attitudes and behavior are directly related to appropriate dress. Appearance and dress are to be in good taste. The administration has discretionary power to set reasonable standards. Students and parents should be guided by the following:

Shoes must be worn at all times.

- Tennis shoes are required for gym.
- Dress must not be disruptive, or disrespectful. Shirts with derogatory, violent or offensive language will be considered inappropriate. Any clothing that promotes use of alcohol, tobacco, or drugs will not be allowed.
- Tops must cover midriff and spaghetti straps need to be appropriate.
- Pants must be worn at waist level.
- Chains hanging from wallets or clothing are not allowed.
- Hats, bandannas and any head coverings in general are not allowed. Head coverings worn for disability, religious or other reasons will be considered on an individual basis.
- Wheeled shoes may not be used at school.

During winter it is important that the students wear clothing appropriate for the weather (hat, gloves or mittens, scarf, boots, etc.) Students will be outside for recess everyday unless the temp and/or wind-chill are below zero degrees or there is precipitation. Weather reports are consulted before sending students outside and cold days.

Boots need to be worn usually from the first snow until the playground dries up in spring. The boots keep the feet dry and keep the snow and dirt from being tracked into the classrooms.

DRUG FREE ENVIRONMENT

Tobacco, alcohol and chemical use is **strictly prohibited on school grounds**. This includes **all activities** before, during and after school for **all students, siblings, parents and staff**.

ELECTRONIC DEVICES

All items such as MP3 Players, handheld games and cell phones are NOT allowed at school. The school is NOT responsible for any such item if it is broken, lost or stolen.

Cell phone use by students during school is NOT permitted. Please do NOT try to contact your child via a cell phone during the school day. Phones are in each classroom for teacher use in case of an emergency and any calls to a student need to come through the office (651-772-2565).

EMERGENCY CLOSINGS



In the event of inclement weather, school closings will be announced on the following sites: KARE TV, KSTP TV, WCCO TV & RADIO, KMSP, District Web Site (www.isd623.org). Close contact is maintained with the Bus Company, highway department, and weather bureau. Decisions are made in the evening, if possible, or early in the morning, preferably no later than 6:00 a.m. The same careful checking on weather conditions is done during a stormy day when school is in session.

EMERGENCY DRILLS and Preparedness



Announced and unannounced fire drills, lockdown practice, and tornado drills will occur throughout the school year. The drill practice is necessary to insure the safety of everyone in the event that a real emergency occurs. We are required by the state to conduct five drills, five lockdown practices and one tornado drill during the school year.

Roseville Area Schools are working to prepare students and staff for emergencies. As we are all aware, there are many different situations involving safety, health or security, which may occur in our schools. Our goal is to prepare our staff and students to properly react to the various types of incidents which could occur.

EMERGENCY CONTACTS

We need to be able to contact parents from the health office should a child become ill at school or in an emergency. It is very important that we have **current** phone numbers where a parent, guardian or authorized adult who can care for the child at home can be reached. When your child brings home the **Health and Emergency Form**, please fill it out completely and return it as soon as possible to the health office so that we have accurate, up-to-date information regarding your child. If at any point in the school year, there are changes in home address or phone number, changes in place of work or phone number, or changes in emergency contacts, notify the school with this information.

FRIENDSHIP CONNECTION

The Friendship Connection Program provides before and after school care for children in grades kindergarten through six. It is open year round, closing only for major holidays. It operates five days a week, Monday through Friday, from 6:30 a.m. to 6:00 p.m. All-day care is provided when school is not in session. Drop-in care is available on a space available basis. For more information call 651-771-9835.

In addition, when there is enough interest, Friendship Connection may also offer a half day program for Kindergarten students/families who wish to participate. This is a fee based program and is similar to the cost all day/ everyone Kindergarten.

GIFTED AND TALENTED

Students have a variety of academic needs. Curriculum enhancements for students who have exceptional academic needs beyond the regular curriculum are provided through differentiation by the cluster classroom teachers. In addition, students may participate in enrichment program services as available. Students will receive information regarding metro area enrichment programs and summer opportunities in the metro area, including North Suburban Summer Academy, throughout the school year.

In order to participate in this program students need to meet a set of criteria which includes: teacher input, parent survey, student interview, group ability testing and individual ability testing. Students are informally identified for services in grade 1-3 and formal identification takes place during the third grade year. Please contact the classroom teacher or the principal if you have further questions.

HEALTH SCREENING

Individual **HEARING** screening of students will be done in kindergarten through third grade and sixth grade. Other students whose parents or teachers have requested a hearing screening will receive one. Students who fail the initial screening will be retested and tested for impedance (middle ear function). Parents will be notified of those students who fail the retest and will be encouraged to seek further professional evaluation. Please inform the school nurse if you have concerns about your student's hearing.

VISION: All students will be screened for vision. Those failing the screening will be re-screened at a later date. Parents will be notified of students who fail the prescreening and will be encouraged to seek further professional evaluation. Color vision screening is done on all kindergarten and grade 4 students or as requested by parent or teacher.

Parents of those students who fail the screening will be notified and will be encouraged to seek professional evaluation.

SCOLIOSIS: Scoliosis is an abnormal curvature of the spine. A quick, visual check of the spine with a scoliometer is done on all girls in grades 5 and 7 and on all boys in grades 6 and 8. Permission forms and an explanation will be sent to parents at the time of the screening. Parents will be notified of those students who fail the screening and will be encouraged to seek professional evaluation.

HEALTH SERVICES

A Nurse and Health Assistant staff the Health office at Edgerton. The school nurse is usually at Edgerton on Wednesday and Thursday's. Our Health Aide is in the building everyday from 8:45-3:30. Our Nurse and/or Health Aide will dispense medication, determine appropriate action in emergencies and monitor absences and health concerns of the students.

The following are points for you to remember about our school health services:

- Please call our **attendance line before 8:45 a.m.** to report your child's absence or tardiness. Please also state the reason for the absence or tardiness (ex. illness, vacation, doctor appointments, etc.)
- The Health Office must be informed about students taking any medication during the school day. All medication (prescription and over-the-counter) must be administered in the Health Office.
- Both **prescription and non-prescription medications** must come to school in the original, correctly labeled container. If the medication is **short-term** (less than two weeks), a note from a parent or guardian is required.

The note should state the name of the medication, reason for taking, time to be given, dosage and length of time to be given. If the medication is **long-term**, (longer than two weeks), it must also be accompanied by authorization by the physician. Pharmacists will usually give two prescription bottles if medication needs to be given at school and home. Medication will always be sent on field trips and administered by the classroom teacher, unless the Health Office is instructed differently.

- Please call the School Nurse to discuss any health concerns that would require a plan for provision of care at school. (i.e. diabetes, asthma, bee sting, peanut allergies, etc.)
- **State law** requires parents to show evidence of their child's **immunizations** before they may legally enroll in school. **The immunization record needs to be submitted by the first day of school or your child will not be allowed to start school.**

HOME/SCHOOL CONNECTION

Conferences, open house, report cards and newsletters are some of the ways you learn about your child's school experience. Equally important are the informal conversations with your child. Set aside time each day to hear about what your child has learned in school. Talk about the day's happenings, friendships and feelings. Talk about school projects and become active in the Edgerton PTA.

Homework assignments vary from teacher to teacher. Some homework consists of completing assignments that were not finished during the school day. Other homework may include special projects which relate to a unit of study or reinforces a skill worked on at school. All homework is meant to reinforce and enrich a student's learning experience. Your support in completion of school work will greatly improve your child's success in school.

INSURANCE

Families may voluntarily purchase a student accident insurance plan. Insurance may be purchased to cover a student only during school time or 24 hour coverage, 365 days a year. Information is sent home the first week of school. Please contact the school office at other times of the year if you are interested or if you did not receive information.

LOST AND FOUND

A lost and found for personal items is located by the cafeteria. All lost books are returned to the library or to the teacher. Watches, glasses, and jewelry are kept in the office. Students should also check with the bus driver to see if the item was found

LUNCH AND BREAKFAST PROGRAMS

Hot lunches will be served starting the first day of school. Your child may choose to bring a bag lunch and purchase milk, juice or water. Prices for hot lunch and breakfast may vary each year. A notice with the prices is sent to the home prior to the first day of school each year.

Free or reduced price meals are available to those students who qualify by family size and income as determined by federal guidelines. Families must re-apply for this assistance each year. If there are significant financial changes that occur during the school year a family may apply at any time. Call the school office for more information.

Our lunch and breakfast programs are on a computerized pay system. When you send money in with your child, it is deposited into an account. Each time your child comes through the lunch or breakfast line, the price of the meal is subtracted from the account. Parents may pay daily, weekly, monthly or yearly. Money can also be added to your child's account online through Nutritional Online Payment System. The website is: <http://www.isd623.org/foods/online.cfm>

Please do not send pop as a drink for your child. Fruit juices are acceptable.

MEDIA TECHNOLOGY PROGRAM

BELIEFS

The **Edgerton Media Technology Program** is an integral part of a child's educational process. In addition to being a part of the classroom, it serves as an extension of the classroom...a laboratory for reading, writing, and applying video and computer technical skills needed by students and teachers to become creative problem solvers and self-reliant, life-long learners.

MEDIA CENTER

The Edgerton Media Technology program maintains and circulates a collection of over 17,000 books, magazines, videos, and computer software. It provides on-line educational and community resources throughout the building. It oversees a voice/video/data network, classroom computers, a computer lab, three mini-Macintosh labs as well as video production facilities.

OPPORTUNITIES

The Edgerton Media Program, working with classrooms, provides students at all ages the opportunities to:

- become acquainted with new and favorite authors, illustrators, in addition to their favorite books,
- produce video news programs and projects using camcorder and still video cameras,
- learn and use a variety of print, CD-ROM, and on-line reference materials,
- learn and practice the research process,
- foster an appreciation of good literature in addition to developing an interest in recreational reading,
- research, plan, and design multimedia projects,
- use on-line public library catalog and resources,
- make books, both paper and electronic,
- connect with on-line services and resources via the school web site and the Internet.

Students select books, magazines, and reading kits on both a scheduled and "as needed" basis. Most books are checked out for a two-week period after which time they are either renewed or returned. Parents are encouraged to help their children take responsibility for the care of books and other materials. Replacement fees will be assessed for lost or severely damaged items.

MOVING



Withdrawal from school: Families planning to move out of the district are asked to notify the office several days before their last school day. All fines and bills must be paid before the checkout is completed. All library books must be returned.

Change of address: Families who change their addresses or telephone numbers during the school year should report the new information as soon as possible. Parent's work telephone numbers should also be updated as well as any emergency information. School should be notified of any changes in daycare arrangements as soon as possible.

PARENT TEACHER CONFERENCES

Parents are encouraged to contact teachers or the principal about their concerns at any time. In addition, special conference days will be scheduled when parents and teachers can meet and discuss an individual child's progress and performance. We encourage parents to take full advantage of these opportunities. ***Conferences are extremely important.***

PHYSICAL EDUCATION REGULATIONS

Students in **GRADES 1-6** participate in physical education during the week with our Physical Education Specialist. We cover a wide range of activities and skills throughout the year. It is very important for the children to wear appropriate clothing for physical education. Our school district requires tennis shoes everyday that can be tied. This prevents shoes from flying off the feet. We also recommend that girls wearing skirts put on shorts under the skirts.



Students who should not participate in physical education should have a parent note for short term, one or two days, and a doctor's note for extended periods of time.

Playground supervisors are on duty during noon recess to monitor student behavior. School patrols are also assigned playground duty on a regular basis.

Every attempt is made to assure safe play time for the students. Safety rules have been established and are discussed in the classrooms.

PTA

The PTA meetings are held once a month at 6:30 p.m., on either the first or second Monday of the month. All committee reports are given at this time. There is also ample opportunity for discussion of old and new business and for the sharing of ideas on how to improve our PTA programs. All PTA members are invited to attend these meetings.

PTA meetings will be held on the first Monday of each month throughout the school year. Please check the school calendar however as there are exceptions. Officers will be elected and the budget for the following year will be approved at the May meeting.

When at school, be sure to check the bulletin board across the hall from the office. It contains PTA minutes, School Board Briefs and much more information.

PLAYGROUND AND RECESS

Playground supervisors are on duty during noon recess to monitor student behavior. School patrols are also assigned playground duty on a regular basis.

Every attempt is made to assure safe play time for the students. Safety rules have been established and are discussed in the classrooms.

Students will play outside at noon recess everyday unless:

1. The temperature is below zero degrees.
2. The wind chill is zero degrees or less.
3. It is raining.
4. There is lightning.
5. There are other weather conditions which make it unsafe to be outside.
6. A note from the parent is given to the teacher. A doctor's note is required after three consecutive "in" days are requested by the parent. Students should dress appropriately for the weather.

REPORT CARDS

Report cards will be provided to parents during the school year. There are two components to the report card. Students are assessed for achievement and effort.

Mid term communication reports may also be sent to parents with information about their child at mid-semester time. We encourage parents to contact their child's teacher at any time if they have questions and/or concerns.

SPECIAL EDUCATION

The Edgerton Special Education team is made up of the following professionals: Speech/Language Clinician, School Psychologist, Special Education Teachers, School Nurse and School Social Worker. District itinerant staff members join the team as needed. These staff may include: Occupational Therapist, Physical Therapist, and Developmental Adaptive Physical Education Teacher. This staff provides a continuum of services to students who meet the State of Minnesota criteria for a variety of specific disabilities. More information about district services or consideration for a referral is available online on the Roseville Area Schools home page at www.isd623.org under Programs and Services, then Student Services.
<http://www.isd623.org/student-services/special-ed.cfm>

POLICY STATEMENT Section 504

Roseville Area Schools supports the aims of Section 504 of the Human Rights Act and is committed to providing accommodations for students in our schools.

Who Qualifies for Section 504?

A person is "disabled" within the meaning of Section 504 if he/she has a mental or physical impairment which *substantially limits* one or more *major life activities*.

Substantially Limits...

Impairment is only a "disability" under Section 504 if it *substantially limits* one or more major life activities, such as learning. An individual must be unable to perform, or be significantly limited in the ability to perform, an activity, compared to an average person in the general population.

Education is Considered a Major Life Activity

Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. When a condition significantly limits a major life activity, an accommodation plan must be developed for that individual. Accommodations or services must be determined by a team knowledgeable about the individual and his/her disability.

Parents or students may request accommodations under the protections of this law by contacting the building principal or program supervisor.

District Compliance Officer for Section 504

[Dr. Chris Sonenblum](#)

Director of Student Services

651-635-1608

SCHOOL DAY

Students may **enter the building beginning at 8:45 a.m.** They may proceed directly to their classrooms and be prepared to begin classes at 8:55 a.m. If a student is eating breakfast they may enter the building at 8:35 and proceed directly to the cafeteria. Students are responsible for being in their classrooms by 8:55 even if they are eating breakfast.

All children need to wear **gym shoes for phy-ed classes.** Tennis shoes with either laces or velcro straps are required to participate in gym class. Flip flops, sandals, platform shoes, or slip ons will not be allowed. If your child has an injury, which requires limitations in physical activity, please contact your child's teacher and send a doctor's note to the school nurse.

All children are instructed in **computer literacy** and AUP. Students will use computer skills throughout the school year to support/enrich their learning across different subject areas.

Classes are **dismissed to buses/walk/ride at 3:20 p.m.** Buses are loaded on the north side (back) of the building. Car or van pick ups are at the south side (front) of the building. Please pull as far forward along the sidewalk as possible when you drop off/ pick up students. If children are ready to load/ unload when they arrive, the line moves quite quickly. Please, do not ask your child to walk alone across the parking lot during pick up and drop off times.

STUDENT COUNCIL

Our student council provides our students opportunities to:

- develop leadership skills
- help solve school-wide problems
- have experiences taking responsibility
- help improve our school

Each classroom in grades 1-6 has a representative and an alternate. The president and vice president are elected from the 6th grade. The secretary is from the 5th grade.

STUDENT SIGN OUT

If a parent needs to take a child out of school during school hours, parents are required to sign the child out at the office. If some person other than the parent is to sign out the child, there should be written parental permission. Children will be kept in the classroom until the parent has signed for the child and the office notifies the teacher.

In custody cases the school must have a copy of a court order if there is a restriction on who may pick up the child. Please contact the office with this information.

**Students are not allowed to leave the school grounds without parental and school permission.

TARDINESS

Students are expected to be at school on time. If a student is late, the student must get a late slip from the office before going to the classroom. Please do not arrive at school before 8:45. The bell to be in classrooms rings at 8:55am. Students are expected to be in their classrooms and ready to learn at 8:55am.

TRUANCY

Truancy is absence from school without permission from the parent and school. A student will be counted as truant when s/he does not come to school or leaves school grounds without permission. Truancy is a violation of Minnesota State law which requires compulsory attendance for youth between the ages of seven and sixteen (MN Stat. 120,110, Subd.1) and will be reported to the State Truancy program. If an absence is not reported to the school attendance line it is considered an unexcused absence.

Students must be in school everyday, all day

VISITORS

Parents are welcome and encouraged to visit school. As a courtesy to the teacher, a prior appointment is requested so as not to disrupt children in their learning environment. Visits to the classroom are limited and may need approval by the Principal. If you would like to visit a classroom, please set it up directly with the child's teacher or Becky Berkas.

Safety and security are paramount concerns at Edgerton. Please note:

All visitors must:

- **sign in at the office,**
- **take and visibly wear a "visitor sticker or badge"**

Edgerton School and the Edgerton P.T.A. welcome the active involvement of parents and friends of the school in serving the children and your school. A list of volunteer opportunities will be posted at our "Meet the Teacher" day. Please consider these opportunities and return the list to the office. If you have any questions, please call school at 651-772-2565.

Animal Visitors

For the safety and health of all students, we strongly discourage family pets being brought to school for "show and tell."

DATA PRIVACY RIGHTS OF PARENTS AND ELIGIBLE STUDENTS

Your school administration has developed procedures to inform students and parents in the school district of their rights with respect to school records and measures taken by the school district to protect the rights of students and parents in processing school records.

The school district must obtain and use certain information about each student to plan the best programs. On the other hand, access to this information by third parties is limited and controlled in accordance with rights to data privacy extended to parents and students.

This notice outlines the types of information collected and specifies how that information is maintained, summarized or released. The building principal has been designated as the school official who is responsible for appropriate procedures regarding this information.

WHAT STUDENT INFORMATION CAN YOU INSPECT AND REVIEW?

Federal and state law allows you to inspect and review official records, files, and data relating to your child. This includes all material that is incorporated in your child's cumulative record, such as, identifying data, academic work completed, and level of achievement (grades and test scores), attendance data, scores on IQ, aptitude, psychological and interest tests, health data, family background information, special education records, and verified reports of serious or recurrent behavior patterns.

WHO IS RESPONSIBLE FOR RECORDS IN OUR SCHOOL DISTRICT?

Law requires each district to identify a "responsible authority" that is charged with determining what records are to be kept and who has access to them. The "responsible authority" for records in our school district is the Superintendent. The Superintendent may delegate the implementation of data privacy procedures to another official such as the building principal.

WHAT STUDENTS ARE INVOLVED?

The only data that will be released under directory information is for the K-12 students and the Early Childhood Family Education and Early Childhood Special Education Programs.

WHAT INFORMATION IS MADE PUBLIC?

Our school system will maintain “directory information” relating to students. This information may be made public. **You may, however, request in writing that any or all of the information below not be designated as directory information on your child and as such will not be released. You must respond by September 30 or within thirty (30) days from the time of registration by writing to your child’s building principal and asking that directory information for your child not be released.** The directory information includes:

1. Student’s name
2. Address
3. Telephone listing
4. Date and place of birth
5. Grade
6. Sex
7. Participation in officially recognized activities and sports
8. Weight and height of the members of athletic teams
9. Dates of attendance
10. Degrees and awards received
11. Pictures for school approved publications, newspapers or cable transmissions

WHERE IS STUDENT INFORMATION KEPT?

While a student is enrolled in our school system, official school records are kept at the home school in the student’s cumulative record folder. Official special education records are kept at the school where the student attends.

WHAT HAPPENS TO THE RECORDS WHEN A STUDENT LEAVES OUR SCHOOL?

When a student leaves the school system (graduates, moves away, withdraws), contents of the cumulative and special education records are forwarded to other school systems, colleges, or vocational institutes at the request of the institution. Each student’s academic record is forwarded to the Data Processing Office where these records are preserved. Inactive special education records are maintained at the school where the student last attended and at the Fairview Student Services Office (651-604-3540)

WHAT ARE YOUR RIGHTS REGARDING STUDENT RECORD INFORMATION?

- You have a right to ask and to obtain information as to what records are kept on your child.
- You have a right (upon presenting proper identification) to see your child’s record and to have the contents of that record explained to you within a reasonable time after you make your request.
- You have a right to receive a copy of your child’s record if you pay the cost of making the copies.

- You have a right to challenge the accuracy or completeness of the records. You may make a written request that school officials change it explaining the basis of your challenge. If the change that you have requested is not made within 30 days, then the school officials must notify you of their decision. If you disagree with their decision, you have a right to a hearing. In the meantime, a copy of your written challenge to the accuracy or completeness of the record will be included in your child's records.
- You have a right to file a complaint with the Department of Children, Families and Learning concerning alleged failures by the school district to comply with requirements of Family Education Rights and Privacy Act (FERPA).

Establishing safeguards to protect the right to privacy may cause some delay in getting information to the source requesting it. However, this seems a small price for protecting the right to privacy and control of information for all individuals.

Our school system asks your support and cooperation in using these procedures. If you have questions or comments on any of these matters, please call your building principal.

WHO MAY SEE STUDENT RECORDS?

Access is limited to the following:

- Parents or legal guardians of students, or individuals acting as parents or guardians in their absence, if the student is under age 18 or dependent.
- Students.
- Authorized professional personnel such as the principal, teachers, counselors, and nurses in connection with their school functions and responsibilities.
- Other schools which provide service to the student or which the student attends.
- State or federal agencies as required by law.
- Scholarship and financial aid sponsors to whom the student is applying for aid.
- Accrediting organizations.
- Researchers who do not identify students.
- Individuals in compliance with a court order or subpoena; the school district will attempt to notify the parent or student prior to release of the information.
- Other third parties may have access to records only with the written permission of the student, parent or legal guardian.

HOW TO ACCESS EDUCATION RECORDS

Contact the building principal who will authorize assistance in inspection and revision of records.

AMENDMENT TO EDUCATIONAL RECORDS

If you believe the education records to be inaccurate, misleading or in violation of privacy rights, please inform the building principal or appropriate administrator. A review of the records may result in a correction of the record, expungement of the record or, if not substantiated, a letter which expresses disagreement with data in a student's file.

HOW LONG ARE RECORDS KEPT?

Most records are destroyed when they are no longer needed by professional personnel to plan instructional programs for students. Many evaluative records are destroyed after one year. Contents of the cumulative record folder (less permanent records) usually are also destroyed within one year of the time when a student leaves the school system.

Certain data are converted to a permanent record (transcript) when students leave the school system. These permanent files are kept to fill requests for information from former students who later need to verify school-related information from their own records.

Special Education records are destroyed six years after the student's graduation date, or when the student leaves the district. Parents may request that special education records containing personally identifiable information on their child with a disability be destroyed when the information is no longer needed to provide educational services to the child.

ROSEVILLE AREA SCHOOLS STUDENT TECHNOLOGY ACCEPTABLE USE PROCEDURES AND POLICY (AUP)

1. I understand many important educational resources are accessed using school technology.
2. I will use technology in schools *for educational purposes only*. The school has a right to monitor my use of school technology.
3. I will use respectful language and behavior while using school technology.
4. I will be mindful of school resources by printing only what is absolutely necessary.
5. I will not give out personal information about myself or anyone else while using school Technology.
6. I will not look at, download, or communicate any material that is obscene, vulgar, sexually explicit or offensive in terms of race, ethnicity, sex, or religion. I will tell a teacher if I come across any information that is inappropriate or makes me feel uncomfortable.
7. I will never access, remove, change or harm another person's files.
8. I will not use another person's system or password.
9. I will follow all laws and school rules when I use school technology.
10. I will give credit when I use another's work, whether it is from a book, the Internet, or elsewhere.
11. I will use the Internet at school only with permission from a present, supervising adult.
12. I will be respectful of and responsible for all school technology I use, leaving it in good working order, organized and ready for the next person.

If you have any comments or questions, please contact your Media Specialist, school technology support staff member, or District Media/Technology Services at 651-604-1476. Check for updates to these guidelines on the Roseville web page AUP.

(Last Updated on 01/11/11)

