

Pipestone Area Schools

2026 - 2027

Elementary Student & Parent Rights and Responsibilities Handbook



Pipestone Elementary School

Pre-K—5

1401 7th St SW

Pipestone, MN 56164

Welcome to Pipestone Elementary School — Home of the Arrows!

Dear Pipestone Area Students and Families,

As we prepare to begin the **2026-2027** school year, I hope you've had a summer full of rest, adventure, and special memories with family and friends. We get to come together again, refreshed and ready to embark on an exciting new year of teaching, learning, and growing.

It is my great pleasure and honor to lead the Pipestone Elementary team and serve you as your principal. I am filled with enthusiasm for the year ahead and look forward to working alongside our dedicated staff, incredible students, and supportive families to provide every child with the best educational experience possible. At Pipestone Elementary, we believe that *every child* deserves a school where they are personally known, valued, loved, supported, and challenged to reach their fullest potential.

As we begin this journey together, it is my mission to make this school year the best one yet. Education is a lifelong process, and I firmly believe that students must always remain at the heart of every decision we make. Most importantly, I value relationships. When we work together as a team — families, school staff, and community — we can create a safe, warm, and welcoming learning environment where every individual feels respected, supported, and connected. We strive to cultivate a school culture rooted in kindness, high expectations, and a true sense of belonging for all.

This handbook is filled with important information regarding school policies, procedures, and routines. I encourage parents, guardians, and students to review it together as a family. Understanding these expectations helps us maintain a consistent, caring, and successful learning environment for everyone. Open, honest communication between home and school is one of the most important ingredients to student success. We are here to partner with you, and we welcome your input and collaboration.

As we head into the 2025-2026 school year, we remain committed not only to academic excellence but also to nurturing each child's social, emotional, and physical well-being. We will continue to provide engaging lessons, meaningful learning experiences, and opportunities for students to grow as learners and as people. Whether in the classroom, on the playground, or at school events, we want our students to feel confident, supported, and proud of who they are becoming.

Please know that I have an open-door policy. I genuinely value your feedback, thoughts, and ideas. I encourage you to reach out at any time — together, we can ensure that Pipestone Elementary continues to be a place of growth, joy, and success for all students.

Thank you for your partnership, your trust, and your commitment to your child's education. I am excited and honored to serve the Pipestone Elementary family, and I cannot wait to see all that we accomplish together.

Here's to an incredible year ahead!

With Arrow Pride,

Jennifer Moravetz

Mrs. Jennifer Moravetz
Elementary Principal

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2026-27 School

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The Pipestone Area School Board and school administration has reviewed the discipline policy as part of the process of adopting this handbook.

Board of Education

Brad Carson,, Chrissy DeBates, Katie Wiese, Daphne Likness, Mark Hiniker and Tyler Fruechte, Tami Taubert

Administration

Dr. Klint Willert	Superintendent
Sonja Ortman	Secondary Principal
Jennifer Moravetz	Elementary Principal
Lisa Pease	Coordinator of Curriculum, Teaching and Learning
Jacqueline Kennedy	Business Manager
Leonard Burzynski	Maintenance Supervisor
Kim Tuin	Food Nutrition Service
	Taher Food Service

Pipestone Area School District #2689

Pipestone Area Middle/High School

(grades 6 - 12)

1401 7th St SW - Pipestone, MN 56164

Phone: (507) 825-5861 Fax: (507) 825-6729

Pipestone Elementary

(PreK - 5)
1401 7th St SW - Pipestone, MN 56164
Phone: (507) 562-6200 Fax: (507) 562-4820

Heartland School
(grades K - 8)
2171 100th Avenue - Lake Benton, MN 56149
Phone: (507) 368-3250 Fax: (507) 368-3250

Pipestone Area Schools website
<http://www.pas.k12.mn.us>

General Information

Arrival & Dismissal Times and School hours

Students may enter the building starting at 7:30am to eat breakfast or go to recess.

First Bell rings	8:05 a.m.
Classes begin	8:15 a.m.
Dismissal	3:15 p.m.

Elementary Office hours are from 7:00 a.m. to 4:00 p.m. Monday through Friday. If you should need to contact the office for any reason during this time, the telephone numbers are:

- Pipestone Elementary 507 - 562 - 6200
- Pipestone Area Middle/High School 507 - 825 - 5861

Voice mail is available in the main offices and classrooms in the event that no one is available to answer your call. Summer office hours are subject to change and will be posted on the school website as well as on the school doors.

After School Plans

The school maintains a file with student's registration sheets, which includes after school plans. If at any time during the year, those plans change, please notify your student's teacher as well as the main office.

For the safety of all students, the school must receive a message from a parent or guardian whenever a student will be going home with someone different, riding a different bus, being picked up by a different person, attending an activity, or following any plan other than their usual after-school routine. Changes should be communicated before the end of the school day whenever possible.

Bicycles

If your child rides their bike to school, all bicycles must be parked in the bicycle racks provided. The school district does not assume responsibility for damaged or stolen bicycles. For your child's safety, your child should walk their bike across the street and NOT ride their bike at crosswalks.

Bus Transportation

ISD #2689 contracts with Ludolph Bus Service. The bus service phone number is 507-825-2303.

According to Minnesota Law, riding the bus is a privilege. It is important to maintain a safe environment for all bus riders. If the rules are not followed, the privilege to ride the bus may be withdrawn. Serious violations or continued misbehavior may require permanent removal from the bus. See pg. 29 under student conduct for bus rules.

Communication

At Pipestone Elementary, we believe that strong communication between home and school helps students succeed. We use SeeSaw and email as our main ways to share information with families.

Please be sure the school has your current email address and that you are connected to your child's SeeSaw account. If your contact information changes during the year, contact the school office to update it.

Dress Code

~~Students need to dress appropriately for the school day, weather, and activities in school. Good grooming and proper dress ensure safety and sets the atmosphere; therefore each student in attendance is to be dressed in good taste and properly groomed. Students will not wear clothing which includes, but not limited to "short shorts", skimpy tank tops, tops that expose the midriff, offensive, promotes alcohol, drugs or tobacco products while in the building or at school sponsored activities or events. See school board policy #504 for more information. Students wearing such apparel will be required to call home for a change of clothing, be asked to turn the article inside out, or will be provided clothing at school to change into. Parents/guardians may be asked to provide an extra set of clothing for your child to keep at school. Shorts should not be worn during the winter months or when the temperature is below 60 degrees fahrenheit.~~

Students are expected to dress appropriately for the school day, weather conditions, and school activities. Appropriate dress and grooming help create a safe, respectful, and productive learning environment.

Students may not wear clothing that includes, but is not limited to, excessively short shorts or skirts, skimpy tank tops, tops that expose the midriff, or clothing displaying offensive language, inappropriate images, or references to alcohol, tobacco, vaping products, or drugs. Please refer to School Board Policy #504 for additional information.

To help keep students safe and comfortable during colder weather, shorts and short skirts should not be worn between October 15th and April 15th unless prior approval has been granted by school administration. Exceptions may be made

based on weather conditions. Students who wear shorts or short skirts during this timeframe without approval will be asked to change into appropriate clothing.

Students wearing apparel that does not meet school expectations may be asked to change clothing, contact home for assistance, or wear clothing provided by the school. Families are encouraged to keep an extra set of seasonally appropriate clothing at school for their child if needed.

Elastic Clause

The student handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the student, school, and community will be considered. Each situation is different and will be handled on an individual basis. All school board policies and procedures must be followed.

Emergency Plans & Drills

The school district has a written plan regarding tornado or emergency evacuations of the buildings. School personnel have a specific written plan regarding the complete procedure for each and is reviewed each year by the Site Council.

All staff and students will participate in emergency evacuation drills, ALICE drills, as well as fire and tornado drills throughout the school year for the protection of all persons in the building.

Emergency Phone Numbers

We must have on file the name, address and phone number of a relative or friend in case we cannot reach you in an emergency. ***It is important that this record be kept current.*** Please notify the office if there are changes or additions during the school year.

Gifts

Gifts such as flowers and balloons delivered to the school are discouraged. If such gifts are delivered, they will be kept in the office and will be given to the student at the end of the school day at 3:15pm.

Gym

Students have PE each day. If a student must miss PE for injury or illness, a note must be written and signed by the parent/**guardian** stating the injury, PE restrictions, and the timeframe for the restrictions. A doctor's note is preferred.

Library

Students check out library books once a week. The replacement cost of the book is owed in the event that the

student loses or damages a library book. It is school policy that students having an overdue or lost library book(s) at the end of the school year will NOT be issued final report cards until the items are returned or paid for. Should the student not return the library book or pay for the cost of damages, the school reserves the right to consider alternative consequences.

Lost & Found

Each year we have a large collection of clothing which has not been claimed. Remind your child to check the lost and found area located outside the main office when something disappears at school. Pictures of lost items will be sent out via SeeSaw as well. Lost articles that are not claimed by the end of the school year will be given to charity. We are not responsible for lost items.

The following considerations should be taken to help eliminate lost items:

- Clearly label your child's coats, **snowpants**, sweaters, caps, mittens, gym shoes and boots with full name.
- When an article is lost, have your child report the loss as soon as possible.
- Use caution in allowing articles of sentimental or monetary value to be brought to school.

Money

Students are discouraged from bringing cash to school. Paying by check eliminates the problem of money being lost on the way to school. Please make checks payable to: Independent School District #2689 or Pipestone Area schools.

Multi-Tiered System of Supports (MTSS)

At Pipestone Elementary, we are committed to helping every student grow academically, socially, and emotionally. We use a framework called MTSS (Multi-Tiered System of Supports) to make sure all students receive the support they need to be successful.

MTSS is a system that provides different levels of support based on each student's individual needs:

- Tier 1: All students receive high-quality classroom instruction in both academics and social-emotional learning (SEL). SEL lessons help students learn important skills like managing emotions, making good choices, and working well with others.
- Tier 2: Some students may need extra help in certain areas. Small group instruction or special lessons may be provided to support specific academic or social-emotional needs.
- Tier 3: A smaller number of students may need more intensive, individualized support. This could include one-on-one instruction, specialized programs, or

support from school specialists.

MTSS allows us to monitor progress, provide help early, and adjust support as needed to help all students succeed both in the classroom and in building positive relationships.

We believe in working together with families to support each child's growth and learning.

Party Invitations

Party invitations are not to be handed out at school. This helps to prevent hurt feelings among students who may not receive an invitation.

Pets and Animals

Pipestone Elementary School recognizes that animals can enrich the educational experience and bring joy to students. However, to maintain a safe and healthy environment for all students, staff, and visitors, the following guidelines apply to any animals brought onto school property:

1. Prior Approval Required

- Any animal brought to school must have prior approval from the building principal or designated administrator.
- Approval requests should include:
 - Purpose of the visit (curriculum connection, reward, special event, etc.)
 - Type of animal and breed (if applicable)
 - Owner/handler name and contact information
 - Date, time, and location of the visit
- Approval is not guaranteed and will depend on the activity's educational value, student needs, and safety considerations.

2. Purpose of Animal Visits

Animals may be permitted in school for:

- Educational presentations or demonstrations
- Curriculum-related activities
- Social-emotional learning activities
- Class pets, if approved by administration and managed properly
- Service animals for students or staff as protected under the Americans with Disabilities Act (ADA)

3. Health and Safety Requirements

- All animals must be healthy, clean, and current on vaccinations. Owners may be asked to provide

vaccination records.

- Animals must be properly leashed, kenneled, or contained at all times, with direct adult supervision.
- Animals showing aggressive behavior, excessive barking, or unpredictable tendencies will be required to leave school grounds immediately.
- Handlers are responsible for cleaning up any waste produced by the animal during the visit.

4. Allergy and Medical Considerations

- Teachers must notify the principal and school nurse in advance of any planned animal visits to address student medical needs.
- Families will be informed of upcoming animal visits through classroom newsletters, email, or other communication tools.
- If a student has a known allergy, asthma condition, or fear of animals, alternative activities or seating arrangements will be provided.

5. Personal Pets

- Personal pets are not allowed at arrival, dismissal, or other times unless part of an approved event or educational activity.
- "Show-and-tell" visits involving pets must be arranged in advance and follow all outlined safety guidelines.

6. Therapy and Service Animals

- Therapy animals used for emotional support or educational enrichment must come with a certified handler from an approved therapy animal organization.
- Service animals that assist individuals with disabilities are permitted in accordance with federal and state laws and school policy. Documentation may be requested where appropriate under law.

7. Prohibited Animals

For the safety of students, the following are **not permitted** on school grounds under any circumstances:

- Exotic animals (e.g., snakes, lizards, spiders, wild animals)
- Farm animals (unless part of an approved educational event)
- Animals with a known history of aggression or biting

8. Responsibility and Liability

- The animal owner/handler is solely responsible for the behavior and well-being of the animal while on

school grounds.

- The school reserves the right to deny or revoke permission for any animal visit at any time based on health, safety, or disruption concerns.

Photo & Video Use

Photos of students are taken throughout the school year and ~~are frequently published on social media or on other platforms through the school district~~ may be published on Pipestone Area Schools social media platforms only. During our Back to School Open House, a consent form will be included in your child's informational packet. Fill out this form to approve or deny permission to have your child's photo taken and placed on PAS social media. Contact the school office if you did not receive this form.

Pledge of Allegiance

Pipestone Elementary Schools will recite the Pledge of Allegiance daily during the school year. Any student who wishes **NOT** to participate in the reciting of the pledge may do so and other students shall respect that right.

Security

To provide a safer environment for all students and staff, the following safety practices will be followed each school day:

ALL doors will be locked after 8:15am to the elementary school. Any entry into the building must be through the front doors and follow security procedures provided.

All visitors/guests are expected to enter through the main doors (via the intercom) and report to the main office to follow the current registration practice. Upon arrival, guests must state their purpose for their visit, check-in, and then check-out when leaving the building. All visitors must check in through the rapport system located in the main elementary office with their driver's license. All visitors must wear a visitor badge at all times while in the building. For safety and security, visitors are required to remain in the area they indicated upon check-in and may not visit other parts of the building without prior approval from administration.

To maintain a secure learning environment, parents/guardians are not permitted to freely walk through the building during student drop-off or pick-up times. Any parent/guardian who needs to go beyond the front entrance area must check in through the Raptor Visitor Management System and receive a visitor badge before proceeding into the building.

If a parent/guardian needs to drop off an item for a student during the school day, the item should be left in the main office. Office staff will ensure that the item is delivered to the student or classroom as appropriate. Parents/guardians should not proceed directly to classrooms without prior authorization and completing the visitor check-in process.

Security cameras have been installed throughout the

elementary to office personnel to monitor activities inside and outside of the school building which will help to provide a safer environment for all students and staff.

Smoke/Tobacco-Free Environment:

Smoking and use of tobacco products is prohibited by students and adults within all owned and leased school buildings and school vehicles of Independent School District #2689.

Telephone Calls

Students ~~may not be interrupted during the school hours by outside calls and messages~~ will not be interrupted during the school day by phone calls or messages except in ~~case~~ the event of an emergency.

If it is necessary to reach your child at school, ~~the office manager~~ please contact the main office, and office staff will relay the message to your child's classroom teacher.

In most cases, teachers will not answer calls to their classroom when they are ~~instructing students~~ teaching or supervising students.

~~Any contact should be made before or after school.~~ Parents/guardians are encouraged to contact teachers before or after the school day whenever possible.

You may also ~~make contact with~~ communicate with the teacher via email or voicemail.

Toys

Students should leave toys, trading cards, collectibles, and other personal items at home. Students may not buy, sell, trade, or exchange toys, trading cards, personal belongings, or money while at school. These activities can create distractions, conflicts between students, lost or damaged items, and disruptions to the learning environment.

The school is not responsible for lost, stolen, traded, or damaged personal items brought from home. Any items that become a distraction to learning or create a conflict between students may be held by school staff and returned to the student at the end of the day or released to a parent/guardian.

We appreciate families' support in helping students arrive at school focused, prepared, and ready to learn.

Visiting the School

Parents/guardians, community members, and guests are always welcome and encouraged to visit our school. We value strong partnerships with families and the community, and we

believe these connections support student success. To maintain a safe, respectful, and focused learning environment, the following visitor expectations and procedures are in place:

- **Advance Notice:** If you plan to visit the elementary school during school hours, please contact the main office in advance. This helps us prepare for your visit and minimize disruption to the school day.
- **Check-In Procedures:** All visitors must enter through the main entrance and report directly to the main office. As part of our district's safety procedures, every visitor must register using the Raptor system. This system performs a quick background check and allows us to monitor who is in the building.
- **Visitor Badges:** After check-in, visitors will receive a name badge that must be worn and visible at all times while in the building. This badge indicates you have checked in appropriately and are authorized to be in the school.
- **Purpose and Location of Visit:** Visitors must state the purpose of their visit and are expected to remain only in the designated area related to that purpose. Visits to classrooms or instructional spaces must be pre-approved by both the classroom teacher and a school administrator.
- **Respect for the Learning Environment:** To protect instructional time, visitors are not permitted to disrupt the teaching and learning process. Visitors should not engage with students or staff in ways that interrupt instruction, classroom routines, or the professional responsibilities of employees.
- **Supervised Interactions:** Visitors may not interact one-on-one with students unless it is part of a scheduled event or volunteer activity that has been approved and supervised by school staff.
- **Volunteer Opportunities:** We welcome and appreciate parent/guardian volunteers in a variety of roles throughout the school. Volunteer opportunities must be coordinated through the main office and your child's teacher.
- **Principal Discretion:** The building principal has the authority to limit or revoke visitation privileges if safety protocols are not followed or if the visit is deemed not in the best interest of students, staff, or the school district.

Thank you for partnering with us to create a safe, respectful, and supportive school environment. For more details, please refer to School Board Policy #903.

Weather Guidelines

Exercise, fresh air, and play are important components of our students' daily routines. As the weather changes throughout the year, it is important that students come to school dressed appropriately for the conditions.

Students will spend time outside before school and during recess each day except during rainy ~~or extremely cold conditions~~ weather, extreme cold, or other unsafe weather conditions.

In general, students will remain indoors if the temperature or wind chill is ~~BELOW zero~~ 0°F or below, or at the discretion of the principal and/or playground supervisor.

~~Pipestone Schools uses the AccuWeather.com or FirstAlert Weather website for their weather information.~~ Pipestone Area Schools uses weather information from AccuWeather and local weather services when making decisions regarding outdoor activities.

Playground supervisors may cancel outdoor recess if weather conditions deteriorate after students have already gone outside.

Parents and guardians are encouraged to send students with appropriate outdoor clothing, including coats, hats, gloves, snow pants, and boots when seasonal weather requires them. If your family needs support providing winter clothing for your child, please reach out to the building principal. We are happy to partner with families to ensure every student is warm, safe, and ready for outdoor play.

~~The school requires that students wear snow pants and boots when snow/slush is present on the playground.~~ The school requires appropriate winter gear when snow or slush is present on the playground, including snow pants and boots for outdoor play in snow-covered areas.

Also, please prepare your child with ~~caps~~ hats, gloves, and a coat.

If ~~parents/guardians~~ families need assistance in obtaining winter clothing, contact your student's teacher ~~or the building principal.~~

Students who do not wear snow pants and boots will be required to stay on designated areas ~~(cemented areas)~~ such as paved or dry areas.

When staff feels the playground is safe and temperatures start going above 65 degrees, students may no longer be required to wear these winter items. ~~Please make sure there is an extra set of clothes for your student in case they accidentally get wet or muddy.~~ Please ensure students have

an extra set of clothes at school in case they become wet or muddy during the day.

Weather/Emergency Dismissal

Official announcements regarding the operations of School District #2689 will be broadcasted on the following stations:

- KLOH - 1050 AM
- KISD - 98.7 FM
- KELOLAND Closesline
- Dakota News Now
- School Messenger

Listen and watch for these announcements, **PLEASE DO NOT CALL THE SCHOOL.**

All bussed families **must** list a residence their child(ren) can stay at in case school is in session and the buses do not travel due to inclement weather. Bussed students will be instructed to remain at their designated storm homes. This information is included in the student information sheet handed out at the beginning of the school year.

Attendance

The attendance expectation for students of Pipestone Elementary is to attend school every day possible. The PAS Elementary goal for all students is to achieve 96% attendance for the year, which would be no more than 7 excused or unexcused absences for the year.

Severe/Chronic—less than 91% (15 or more absences)

Chronic—92-93% (11-14 absences)

At Risk—94-94% (7-10 absences)

Satisfactory—96-99% (1-6 absences)

Exemplary—100% (0 absences)

Consistent school attendance leads to consistent academic progress. Minnesota State Statute requires that children attend school. For students under the age of 12, it is presumed that it is a parental responsibility to ensure the child's attendance. The principals and staff of the Pipestone Area School District will take the responsibility to promote consistent school attendance through an early intervention plan. Parents must notify the school on the day their student is absent or tardy. Please notify the school NO LATER than 8:30 am. The school office manager will attempt to call the parent/guardian before 11:00 am to verify all student absences if no notification is received. Keep the school updated on changes to telephone and e-mail contact information.

Below there is a list of excused and unexcused absences and some of the factors used to make that determination. This is not a complete list. The school remains the final decision maker as to whether or not an absence is considered excused. If a student is absent without lawful excuse on three or more

days or any part of the school day, they are considered as truant. Truancy is a violation of Minnesota State Law (see Truancy on page 12). The law also mandates that parents compel their children to attend school. There are potential criminal penalties if a parent fails to do so. This can include fines and potentially jail time.

Research data tells us that students who become truant do not perform as well in school as those who attend school each and every day. Truancy could also lead to a student dropping out of school and sabotaging their opportunity for future employment success. The community, schools, parents and the student share in the responsibility to promote regular attendance.

Periodically, requests are received from parents to have their child excused from school for reasons other than illness or family emergency. If a parent decides to keep a child out of school for a special vacation, please inform the teacher and the school office prior to the absence. A plan for completion of student work will be created by the teacher and family.

*Students returning to school following an absence will be expected to complete appropriate assignments within a reasonable period of time set forth by the teacher.

*Leaving school grounds without permission of school personnel shall be subject to disciplinary action.

Excused Absences/Tardies

Included, but not limited to...

- **Appointment** (Medical, dental, mental health)
- **Family Emergency**
- **Funeral**
- **Religious holiday**
- **Late bus**
- **Weather**
- **Illness/hospitalization**
 - Doctor's note required if absent 3 days or longer OR if within chronic absence range
- **Out of town/Vacation**
 - Prior notice and making up work ahead of time required * No more than 5 days for a school year, without approval from principal

Unexcused Absences/Tardies

Included, but not limited to...

- **Need for sleep/rest**
- **Missing the bus**
- **Employment/child care issue**
- **Illness/hospitalization**
 - without a doctor's note if gone more than 3 days or within chronic absence range
- **Out of town/vacation**
 - without prior notice and making up work ahead of time *if more than 5 vacation days for the year without principal approval

Tardiness

One of the most valuable life skills a student can learn is the responsibility of arriving at school every day on time. **Any student who is NOT in his/her classroom by 8:15 a.m. will be considered tardy.** Students must report to the office to get an admittance slip if they enter the building after the 8:15am bell. It is the responsibility of the parents to get their children to school on time.

Students arriving after 10:00 am will be marked absent for a half day. Tardiness is included on our student attendance records and without an excused reason for the tardy, the half day absence will be considered unexcused. When a student accumulates five unexcused tardies, the tardies will be considered one unexcused absence. Each five unexcused tardies accumulated thereafter will result in an additional unexcused absence.

Truancy Policy

Pipestone County Truancy Project 2007-2008

Adopted by Pipestone Area & Edgerton Public School Districts, 4/21/08

Code sections in **bold** updated for PAS Elementaries 4/10/16

What is the definition of truancy?

There are two classifications of truancy according to Minnesota law.

1. A **continuing truant** is a student, under the age of 18, who is absent from attendance at school without lawful excuse for:

**** 3 or more days in one school year in elementary school; or
** 3 or more class periods or 3 or more days in one school year in middle, junior and senior high school. (Minnesota Statutes 260A.02, subd. 3)**

2. A **habitual truant** is a student, under 18, who is absent without a valid excuse for:

****7 or more days in elementary school; or
**1 or more class periods on seven school days or seven or more days in middle, junior and senior high school.
(Minnesota Statutes 260C.007, subd. 19)**

District/School Responsibility

The school is the arbitrator of whether or not a student's absences are excused or unexcused. Examples of excused absences could be parent/doctor verified illness, family emergencies and medical/dental appointments. Examples of unexcused absences could be overslept, babysitting, missed the bus and no call/note from the parent. Family vacations may be considered unexcused if prior arrangements have not been made with the school.

The district, under the umbrella of the mission of public education, shall provide instruction to every child between the ages of 7 and 18 (Minnesota Statute 120A.22, subd. 5). This means according to Minnesota Statute 260A.03, a child who has **one to three unexcused absences, the parent/guardian must be notified** immediately. The school is legally responsible to begin the intervention (see Truancy Intervention Levels) which includes parent/guardian notification. It also includes the school setting up a meeting with a parent and child (and Family Services after 3-6 absences) and/or detention for the child. **A school is required to report the student in violation of the law at seven unexcused absences** according to Minnesota Statute **260C.143**.

Parent/guardian Responsibility. Parents hold primary responsibility for their child's attendance at school (MN Statute 120A.22, subd. 1). Failure for parents to compel their children to attend school could result in criminal penalties. **(Minnesota statute 120A.34)**

Any student between the ages of 17 and 18 may withdraw from school if the student's parents or guardians do the following:

- **Attend a meeting with school personnel to discuss the educational opportunities available to the student including alternative education opportunities; and
- **Sign a written election to withdraw.

Pipestone County's Responsibility

Upon receipt of the Truancy Offense Report and Referral form from the school:

- **Review the information to ensure that the Truancy Offense Report and Referral form is complete.
- **Participate in a team meeting with the child/family/school.
- **Provide intervention and services as needed to assist the child to return to school and stay in school.
- **Involve the court only when necessary.

Levels of Intervention

Level I School/Parent Intervention

1-2 Unexcused Absences

- Letter to parent(s) with the School Truancy Policy included as well as the student's attendance record
- Explanation of attendance laws
- Communication with parent(s)/guardian
- Transportation alternatives
- Provide incentives for good attendance or behavior

Level II Chronic Truant

School/Parent/Community/Social Services Intervention

3-6 Unexcused Absences

- Monitor attendance
- Meet with parent(s), student, Social Services and relevant community referrals
- Individual and/or family counseling referrals
- Tutor, mentor or peer helper services
- Provide incentives for good attendance or behavior
- Individual behavior/academic contract with student

Level III Habitually Truant

School/Parent/Community/Social Services and Court Intervention

7 or more Unexcused Absences

- Mandated Educational Neglect report to Social Services
- Provide incentives for good attendance or behavior
- Individual behavior/academic contract with student
- Referral for County Attorney for court involvement which may include:
 1. Community work service or Sentence to Serve Crew
 2. Psychological and/or chemical dependency evaluation and counseling
 1. House arrest
 2. Out-of-Home placement
 3. Revocation of driver's license until the age of 18

Truancy Meeting

1. School identifies students that would be deemed "chronic truant" (5 unexcused absences) or chronically absent (attendance rate less than 94%, 11 or more absences for the year).
2. School sets up a meeting with student's parents, giving the parents at least a week's notice.
3. Have the meeting. School will present updated attendance, grades, and missing assignments at the meeting.
4. If attendance doesn't improve:
 - A. Social worker will set up another meeting.
 - B. The school may have to file educational neglect report.
5. Through the process, follow-up letters and calls will be made to families by the school social worker.

Academics

Communication/Conferences

Parent-teacher conferences will occur during the Back to School Open House in August prior to the first day of school and in November.

If you would like to schedule a conference at any point during the year, please contact your student's teacher during school hours.

~~Student-led conferences will take place in February.~~
Student-led conferences will take place in March.

Teachers will communicate ~~on-going~~ ongoing with families throughout the school year, providing regular updates on student progress.

E-Learning Days

In the event of a school closure due to inclement weather, learning expectations for all students may continue through "e-learning" activities, which will serve as student contact days. Thank you for partnering with us as we strive to provide meaningful, Minnesota State Standards-aligned, learning activities for our students.

At the Elementary Level, learning activities may be a combination of, but not limited to: Seesaw, google assignments, paper/pencil activities, or a choice board. E-learning assignments, developed by your child's teacher, provide academic progress and knowledge for students, continue classroom instruction and provide an accountable means for students to show learning. Students will be required to turn in their e-learning assignments and teachers will be required to grade materials. Teachers will communicate when assignments are due..

Teachers will communicate with parents/guardians regarding how students can get help (or ask questions) about their e-Learning Day assignments. Teachers will be available to students during regular school hours by email or online processes (seesaw, email, etc.). If a teacher is absent during an e-learning day, that teacher's class will **NOT** have an e-learning day and attendance will not be impacted.

Attendance will be taken the following school day and will be dependent upon if e-learning work is complete and/or turned in.

E-learning days will be announced via the school website, facebook, PAS app, and the School Messenger alert system.

Students whose family chooses to not participate in the e-learning day are reported as absent. It is up to the school whether to consider this an excused absence, according to Minnesota Statutes, section 120A.22 subdivision 12.

Minnesota Department of Education (MDE) e-Learning Days (MN statutes, section 120A.414)

The Minnesota Department of Education (MDE) e-Learning Days statute outlines how Minnesota school districts implement these instructional days. According to the statute:

- Definition: “E-learning day” means a school day where a school offers full access to online instruction provided by students’ individual teachers due to inclement weather.
- Each students’ teacher must be accessible both online and by telephone during normal school hours on an e-learning day to assist students and parents.
- Notify parents and students at least two hours prior to the normal school start time that students need to follow the e-learning day plan for that day.
- Notify parents and students of the e-Learning day plan at the beginning of the school year.
- Accommodations for students without sufficient access to the internet, hardware or software in their homes. (School administration, teachers and other staff continually work with families to ensure equitable access to online resources or the assignment of alternative resources or assignments.)

Report Cards/Progress Reports

Report cards for grades Pre-K-5 are issued at the end of each quarter. ~~Students are evaluated in all subject areas as well as in study habits and social-emotional growth areas.~~

In addition to report cards, quarterly progress reports are provided for students receiving Title services, Multilingual (ML) services, and Special Education (SPED) services. Classroom teachers also provide ongoing progress updates to support student learning and growth across all settings.

Testing

MCA tests are given in April and May to students in grades 3rd, 4th and 5th. This is the high stakes State test which compares and ranks all elementary schools in Minnesota. The tests are done for the subjects of reading and math. Testing dates are found on the school website under Curriculum/Teaching & Learning.

~~Students in kindergarten through 5th grade take the NWEA MAP assessments in reading and math three times a year—fall, winter, and spring. These tests adjust in difficulty based on how your child answers each question, providing a personalized measure of their skills.~~

The results help teachers understand each student’s strengths and areas for growth, allowing them to tailor instruction to meet individual learning needs throughout the year. Families will receive updates on their child’s progress after each testing window.

Students in kindergarten through 3rd grade take the DIBELS assessment three times a year to measure key reading skills. These quick checks help teachers identify students who may need extra support in learning to read.

~~DIBELS results guide classroom instruction and help ensure all~~

~~students build strong reading foundations.~~ DIBELS results guide classroom instruction and help ensure all students build strong foundational reading skills.

Families will receive updates on their child’s progress after each assessment.

Students in 4th and 5th grade take the CAPTI assessment to measure reading comprehension and related literacy skills. These results help guide instruction and support student growth in upper elementary grades.

Special Programs & Supports

In order for a student to be placed in a specialized program, the child must be referred to the Student Assistance Team (SAT). Teachers usually begin this process by referring to the student and stating concerns. A parent may also make a referral. Members of the Student Assistance Team include the principal, school psychologist, school nurse, special education teachers, speech therapists, and the referring teacher.

Assessment

The Student Assistance Team will determine if an assessment is necessary and who will administer the assessments. The assessment and staffing must be completed within 30 school days and reviewed with appropriate school personnel and the parents.

Program Planning

If a child qualifies for one of the programs, an individualized education plan (IEP) is developed and the child is placed in the program with parent permission. The IEP identifies the student’s needs, goals, and objectives and also lists the school personnel responsible for providing a specified service. Each student’s IEP is reviewed annually to assess progress and to determine if any modifications need to be made to the student’s program.

Special Education

Pipestone Area Schools makes every effort to locate, evaluate, and educate all special needs children under provisions of the Individuals with Disabilities Education Act of 1997, Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Programs and services are provided for eligible students in the areas of autism spectrum disorders, deaf and hard of hearing, deaf/blind, developmental delay for students under the age of 7, developmental cognitive disability, emotional or behavior disorder, other health disabilities, physically impaired, severely multiply impaired, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment.

If a parent is concerned about their child's progress in school, they should bring their concern to the attention of their child's teacher or principal, so that staff are aware of the concerns and can implement instructional support strategies and interventions as needed. If attempts have been made to address the concerns and the child continues to experience difficulties, a referral for special education evaluation can be made. These evaluations are made in order to determine whether the child's lack of progress is related to a specific educational disability. Parents will be asked for their written consent for the evaluation.

Food Services

In accordance with the State Health Department recommendations, school district policy prohibits food prepared at home to be brought to school for class parties, treats and snacks. This policy DOES NOT include school lunches. **We recommend that NO pop or candy be given to students for their lunchtime meals.**

Breakfast & Lunch– Provision & Payment

Our district offers breakfast and lunch at school. All first servings of school breakfast and school lunch will be provided at no cost to families. Any grade level student may purchase an additional breakfast item, juice or milk for an additional cost. Any 4th or 5th grade student may purchase an additional lunch entree or milk for an additional cost. **Students must have money in their account to purchase additional lunch entree items or milk.**

~~To participate in the school's lunch program, all accounts must be paid in advance at all times. Family balances are available on Schoolview. Families are expected to have a positive balance in their students' accounts.~~

Backpack Program

Our public school provides free breakfast and lunch meals to families. The Pipestone Backpack program provides elementary students who qualify for Free or Reduced meals a pack filled with nutritious, easy-to-prepare foods for students until access to the school meal program resumes. The program will provide 2 pieces of fruit, 2 breakfast items, 2 lunches, and 2 snacks. If there is an extended weekend, one additional day will be packed. We will never pack for more than three days because of the size of the bag needs to be manageable for children. The food will be placed in bags and then put into your student's backpack as discreetly as possible. Please contact Jennifer Dunn in our HR department for questions or to sign up.

For more information about Food Service programs, please visit: <https://bit.ly/2JBjDwr> Food Service Director can be reached at 507-562-6018.

Free & Reduced

Independent School District #2689 participates in the National School Lunch Program. This allows children from households that meet certain household sizes and monthly income criteria to receive either a free or reduced price meal. You may apply for these benefits at any time during the year by notifying the school office and requesting the appropriate forms or you can find them online under Food Services. Your application is strictly confidential and will be used only to determine eligibility and verification of data. Even though all meals are free, filling out this form will provide the school district with more resources to educate our students.

Food Allergies & Other Meal Accommodation Requests

If your student has food allergies or may require any other special meal accommodations for any reason, please complete the appropriate paperwork through the Food Services personnel.

Health Services

School nurses will provide health services for students at Pipestone Elementary and Middle School/High School. Please alert the school nurse if your child has a health concern that could affect his/her learning.

Vision and hearing screenings will be held regularly. Parents/guardians will be notified if results are not within normal limits. Routine screenings are not intended to replace medical check-ups by your doctor.

Accident Policy

All accidents must be reported to the nurse's office as soon as possible. ~~A written report will be completed by the school personnel involved with the accident and given to the building principal. School staff involved will complete an incident report and submit it to the building principal for review.~~ Parents/guardians will also be notified of the occurrence **in a timely manner when appropriate.**

Health/Medical Policy

~~The 1987 Legislature passed a statute dealing with giving medication in school. The statute is as follows:~~

In accordance with Minnesota state law and district policy, medication may be administered in school only under the following conditions to ensure student safety.

"A licensed school nurse or, in the absence of the nurse, a principal, teacher or secretary may administer medication prescribed for a pupil under the conditions set forth in this section. Administration of medications by school personnel

must only be done according to the written order of a licensed physician and written authorization of a parent.”

~~licensed physician~~ licensed prescriber (physician, advanced practice provider, or dentist as applicable)
parent/guardian

~~Medication to be administered must be brought to school in a container appropriately labeled by the pharmacy or physician.~~ All medications must be brought to school in the original pharmacy- or prescriber-labeled container.

~~Medications that are not taken orally or that have the potential of dangerous side effects may be administered by a licensed school nurse/public health nurse.~~ Medications will be administered by trained school staff and/or the licensed school nurse in accordance with district medication procedures. Certain medications, including those with higher risk or non-oral administration routes, may require administration by the school nurse or designated healthcare personnel.

Students may carry and self-administer emergency medications (such as asthma inhalers or epinephrine) only when authorized through appropriate medical documentation and district procedures.

Illness

When a child develops a fever or other symptoms of illness, the parent/guardian or other person listed on the emergency form will be notified, and the student may need to be picked up from school as soon as possible.

~~A child may return to school once they have been fever free for 24 hours.~~ A child may return to school when they have been fever free for 24 hours without the use of fever-reducing medication and are feeling well enough to participate in learning. Students must also be symptom-free for 24 hours following vomiting before returning to school.

It is the parent/guardian’s responsibility to provide transportation home for the child. This should be done as soon as possible.

Upon returning to school, the student should have a written note or telephone call from the parent/guardian stating a reason for the absence. If a child is absent for three or more consecutive days, the family may be contacted by the school health personnel, and should have a doctor’s note upon their return. A child who has been absent from school for several days because of an infection or contagious disease, is required to present a statement from a doctor upon returning to school. Contagious diseases such as pink eye and impetigo must be treated for 24 hours prior to your child returning to

school.

****Please note:** If your student is found to have live head lice, fleas or scabies, you will be notified and your student will be sent home. It is the expectation of the school that you and your student(s) will seek the appropriate medical attention immediately. Appropriate steps need to be performed to your home IN ADDITION to those being done on your student and family. Your student(s) may then return to school after the appropriate treatment(s) have been performed.

Immunization Policy

Parents/guardians will be asked to show the school nurse that immunizations have been given or have been started. If there is a medical reason why the child cannot be vaccinated, or if a parent/guardian objects to the immunization, this must also be documented and notarized.

Immunizations are required by law according to the Minnesota School Immunization Law (Minnesota Statutes 1988 Section 123.70). These are required in order to stay in school, for the safety of the other students and in order for graduation.

Medication/Prescription Policy

Students may take medication during school hours according to the following procedures:

1. **Non-Prescription:** Medications available without a prescription (over-the-counter) should be brought to the school in their original containers and left with the school nurse. **This includes cough drops.** A permission form will need to be completed by the parent.
2. **Prescription:** There will be forms at the doctor’s office that can be filled out when a prescription is written, thus parents will immediately have the written order of the physician and the prescription bottle. Please consider adjusting medication schedules so it may be given at home.
3. **Medication:** Students who require daily prescription medication **MAY NOT** carry it on their person or keep it in their desk or locker. Medication **must** be in the original container and left with the nurse. A permission form must be completed by the parent. Students with asthma or allergies may carry their own prescribed inhaler if a doctor’s order for the same is on file in the health office.

Student Conduct & Discipline

The staff at Pipestone Elementary ~~Schools~~ School recognizes the rights of all students and staff and understands ~~their right~~ the importance of all individuals’ right to be respected.

We have three behavior expectations for Pipestone

Elementary students: ~~We expect them to conduct themselves in a safe and secure manner, be respectful, and act responsibly.~~ to be respectful, responsible, safe and secure.

~~Many things fall under these three categories.~~ These expectations guide all areas of student behavior and school-wide expectations.

Time will be spent throughout the year teaching students what behaviors are expected and supporting positive school-wide expectations.

Positive behavior is encouraged through recognition, feedback, and school-wide celebrations.

When a child does not meet behavioral expectations, staff will work to understand the behavior and help the child reflect on whether their choices helped them get the outcome they were seeking.

At the Pre-K through grade 5 developmental level, children are learning how to respond to situations that arise in their daily lives. ~~Hopefully, with our guidance, our students will learn to explore options and choose the best actions.~~

With guidance and support, students learn to explore positive options and choose appropriate actions.

If inappropriate behavior continues, the teacher will notify the parent/guardian and/or the Dean of Students ~~and principal or principal.~~

Other consequences may include removal from the situation, loss of privileges, or ~~be given detention detention~~ detention, which may occur before school, after school, during the school day, or during lunch or recess, depending on the situation and student needs.

Instances of severe, prolonged, or frequent misbehavior may be referred to the office.

See school board policy #506 for more information.

Although the student expectations listed above are written in a broad manner, they will be made more specific by each classroom teacher through instruction throughout the school year.

~~The teacher's purpose in providing instruction will not only be to produce a given behavior, but to help each child see himself/herself as the kind of person who is responsible, respectful, safe and caring.~~

The purpose of instruction is not only to teach expected behaviors, but also to support each child in developing a strong sense of self as a responsible, respectful, safe, and caring member of the school community.

Bullying Prohibition

Bullying Policy #413 & #514

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.

"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
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 cyberbullying as defined in the policy. "Cyberbullying" 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.

1. 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.

For additional bullying information, go to the school website, district tab and click on "Safe and Supportive Schools"

This link gives the full district policy, the law it is based upon, as well as resources parents and educators can use when addressing bullying with their students.

Cell Phones/Gizmo Watches

~~Cell phones or gizmo watches are NOT to be used during school hours. Please leave them at home.~~

Cell phones and personal electronic devices, including

smartwatches (such as Gizmo watches), are not permitted for use during the school day. Families are strongly encouraged to leave these devices at home.

All electronics brought to school from home must follow school technology policies while in the building.

Devices ~~MUST be turned off~~ must be powered off and stored during school hours unless otherwise approved by the classroom teacher and left in your child's locker or backpack.

Violations of this policy may lead to the device being ~~confiscated by the teacher and building principal~~ confiscated and secured by school staff or administration and will need to be picked up in the main office by a parent/guardian.

The school is not responsible for lost, damaged, or stolen items brought to school by students.

See Minnesota School Board Policy #524 for more information regarding acceptable use of personal electronic devices and technology.

Policy Against Religious, Racial, and Sexual Harassment and Violence

Everyone at District 2689 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.

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.
- G. Any words or actions that make you feel

uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, para-professional, counselor, the principal or the Human Rights Officer.

You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights officer. Your privacy will be respected as much as possible. We will take seriously all reports of religious, racial or sexual harassment or violence and will take all the appropriate actions based on your

report.

The school district will also take action if anyone tries to intimidate you or take action to harm you because you have made a report.

This is a summary of the school district policy against religious, racial and sexual harassment and violence. Complete policies are available in the Superintendent's Office upon request. See school board policy #413 for more information.

Religious, Racial and Sexual Harassment and Violence Are Against The Law. Discrimination is against the law.

CONTACT:
Dr. Klint Willert
Human Rights Officer
Pipestone Area Schools
1401 7th St SW
Pipestone, MN 56164
Phone: (507) 562-6068

Technology & Internet Use

The Pipestone Area School Technology and Internet Use policies and practices are outlined in School Board Policy #524.

The technology and internet use information will be distributed to all families for review and signature during Back to School Open House at the beginning of the school year.

~~There may be disciplinary action if not followed~~ Failure to follow these expectations may result in disciplinary action.

Vandalism

If any school property is damaged due to inappropriate behavior or actions by a student, the principal will determine appropriate disciplinary consequences and may assess the cost of repair or replacement to the student and/or parent/guardian.

~~and will determine any other disciplinary action for the student~~ Additional disciplinary action may also be taken in accordance with school and district policies.

Weapons Policy

A dangerous weapon may be many things. It includes guns, switchblades, brass knuckles, nunchucks, certain liquids & pellet guns. It does not matter whether the gun is loaded or unloaded. A dangerous weapon includes any device or

instrument designed as a weapon or through its use, is capable of injury. Bringing a dangerous weapon, a replica weapon or a BB gun onto school property is a violation of Minnesota law and the Federal Gun-Free Schools Act. It is a serious violation and is called a **felony**. Law enforcement officials will be notified when this policy is violated. **You may NOT possess a dangerous weapon at any time on school property** producing great bodily harm or death.

form is available at:
https://education.mn.gov/mdeprod/idcplg?IdcService=GET_FILE&dDocName=PROD058851&RevisionSelectionMethod=latestReleased&Rendition=primary.

A replica firearm is defined as a device or object that is not defined as a dangerous weapon, and that is a facsimile or toy version of, and reasonably appears to be a pistol, revolver, shotgun, sawed-off shotgun, rifle, machine gun rocket launcher or any other firearm.

Possession on school property includes on a school bus, on any property leased or owned by the school and whether the school is public or private. Violation of this policy will result in penalties including expulsion from school in addition to statutory penalties, which include significant fines and prison.

See school district policy #501.

On-Target Arrows

~~The following pages are examples of tools the elementary schools will be using to create consistent behavior expectations and consistent intervention and discipline protocols:~~

School Board Policies

Parents/guardians are encouraged to review all Pipestone Area Schools Board Policies, which provide the official guidelines governing district operations, student expectations, and school procedures. These policies apply to students, staff, families, and all members of the school community.

All district policies are available online at:

<https://www.pas.k12.mn.us/pipestone-area-school-board/>

Families may visit the website at any time to view current school board policies and updates.

Statewide Assessments

Statewide assessments help schools, families, and educators understand student progress toward Minnesota academic standards. Assessment results provide valuable information that supports student learning and helps guide instruction.

Parents/guardians have the right to review assessment information and may choose to refuse participation in statewide assessments. If you choose to have your child not participate, please complete the Minnesota Department of Education Parent/Guardian Participation Guide and Refusal Form and return it to the school office prior to testing. The

PIPESTONE AREA ELEMENTARY

STUDENT/PARENT HANDBOOK SIGNATURE PAGE

After reading the Student/Parent Handbook, please sign the appropriate lines below and return the form to your child's classroom teacher.

We, the parent (s)/guardians of, agree to follow the policies outlined in the student handbook for the 2026 - 2027 school year. We recognize the right and responsibility to discuss the rules and policies with our child and recognize it is the right and responsibility of the staff and teachers to make the rules and reinforce them.

Student name _____ Grade _____

Signature of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____ Date _____

Please sign and return this page to the office.