

2023-2024
STUDENT HANDBOOK

Humphrey Elementary

803 Elm Avenue
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Waverly, MN 55390
320-543-4680

Winsted Elementary

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Winsted, MN 55395
320-543-4690

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PARENTS


This handbook is prepared for the families of elementary children in District 2687, Howard Lake-Waverly-Winsted Public Schools. It is designed to help you understand how schools and families share in the elementary school experience.

We look forward to an exciting school year. It is our goal to involve parents as key members of our educational team. We sincerely hope you enjoy this year and experience it as a time for real growth.

Teamwork, of course, means good communication between home and school. Please contact us whenever you have questions or concerns. In addition, our schools are always open for you to visit. We welcome and greatly appreciate parent visits, and encourage everyone to share their reactions.

Best wishes for a successful school year!

Sincerely,
Jennifer Olson
Elementary Principal
Howard Lake-Waverly-Winsted



HLWW Public Schools
ISD #2687

Mission
"The Mission of HLWW Public Schools is to prepare students for life by engaging them in meaningful learning experiences."

Goal Areas

- **Literacy** – To understand that the key to success for an individual and our society is to be literate.
- **21st Century Technology** – To use and apply, in order to learn and achieve.
- **Social Emotional Learning** – To know and show what it means to be a LAKER.
- **Choice Readiness** – To believe that you can be whomever you want to be in the future.
- **Service to School and Community** – To show pride in where you come from through your words and actions.

Lakers Are...

Learners – Everything you do is an opportunity to learn to better yourself and others.
Accountable – Set goals and follow-through.
Kind – Practice compassion for the benefit of self and others.
Empowered – Make an impact in all aspects of your life and in the lives of others.
Resilient – Never give up and don't be afraid to ask others for help along the way.

Motto *Hashtag*

Excellence Through Education **#LAKERproud**

GENERAL INFORMATION

Academic Curriculum

The academic curriculum at Humphrey and Winsted Elementary is comprehensive and provides a firm foundation for students. The research-based curriculum focuses heavily on the areas of reading, writing, and math. Other areas of classroom study include spelling, handwriting, science, social studies and health.

To complete the foundation for a solid education, specialists at Humphrey and Winsted Elementary teach physical education and music. The physical education curriculum promotes healthy lifestyles and lifelong personal fitness through a wide variety of physical activities. Music education provides every student with opportunities for self-expression and fosters a lasting interest in the fine arts.

Technology is a vital part of a child's day at Humphrey and Winsted Elementary. Computers are used to enhance classroom instruction. The school has a computerized network that serves the media center and all classrooms. Students and faculty use technology to conduct research and have supervised access to the internet.

Allergies

Humphrey and Winsted Elementary are committed to providing a safe and nurturing environment for students. We understand the increasing prevalence of life-threatening allergies among school populations. Recognizing that the risk of accidental exposure to allergens can be reduced in the school setting, we are committed to working in cooperation with parents, students, and physicians, to minimize risks and provide a safe educational environment for all students. The focus of allergy management shall be on prevention, education, awareness, communication and emergency response.

Attendance

School attendance laws of the State of Minnesota require that children must attend school regularly. Regular school attendance is important to the educational growth of students in grades kindergarten through fourth grade. Parents are strongly encouraged to remind their children that consistent attendance will result in a continuity of the instructional process, higher grades and a more enjoyable school experience.

Regular classroom attendance will help students develop successful life skills including punctuality, self-discipline and responsibility. The shared learning experiences that take place daily in the schools are a purposeful and important part of the educational process.

The attendance regulations exist to assist the parents and school team to work together to help students develop good punctuality and attendance patterns.

It is the responsibility of the parent/guardian to communicate absences and/or late arrivals to the office by 8:45 a.m. on the day of the absence. Should school staff not hear from you, a courtesy call will be made to determine your child's safety. Any future absences not communicated with the school office will be recorded as unexcused. Please contact the school for absences using these office contacts:

Humphrey 320-543-4680 or tknuth@hlww.k12.mn.us
Winsted 320-543-4690 or jstifter@hlww.k12.mn.us



When calling your child in, give the following information: name of student, grade, name of teacher, and length of and reason for absence. If reporting your child ill, please include symptoms.

Excused Absences

- Personal illness – once a student reaches ten (10) absences due to illness in a year, parents may be notified that any additional absences will not be excused unless a school nurse verifies the illness or documentation from a doctor is provided.
- Medical appointments.
- Illness in the immediate family.
- Death in the immediate family.
- Legal obligations.
- Religious holidays.
- Family vacations and planned absences – you are strongly encouraged to take family vacations during winter or spring break. In the event this is not possible, the elementary office as well as your child’s teacher should be informed in advance of any vacation that will cause student absence from school.

- 24-hour notification to the office is required for any planned absences. Examples of planned trips include an out of town trip, attending a funeral/wedding or other family event, sporting events (tournaments, hunting, etc.). It is important to contact the school office in advance, but prior to 8:45 a.m. on the school day before the absence occurs to allow the classroom teacher an opportunity to prepare instructional materials that would be missed in his/her absence.
- Suspensions.

Unexcused Absences – These absences are counted!

- An absence not recognized as an excused absence will be considered unexcused.
- Any absence without a written or verbal explanation by the parent/guardian by 8:45 a.m. to the school office will be considered unexcused.
- Examples of unexcused absences are: out-of-town guests, oversleeping, “running late,” shopping, taking care of younger brother or sister, hair appointments, family trips without prior approval (see above), or any duty/errand which can be done outside of the normal school day.

When a student reaches three (3) unexcused absences, school/parent contact will be made in an effort to help improve student’s attendance. Seven (7) unexcused absences will be referred to County Court for educational neglect. Minnesota State Law concerning educational neglect presumes that parents or guardians of a child under 12 years of age are held accountable for any unexcused absences.

Tardies

Students are expected to come to school on time and be in the classroom ready to learn at 8:10 a.m. Frequent late arrivals establish a pattern that is not acceptable. Often classes start with instruction right away and the late student misses important information. A student will be marked tardy if he/she arrives after the second bell. If the arrival is after 9:30 a.m. the student will be marked absent ½ day. If the student leaves before 1:00 p.m. for the remainder of the day the student will be marked absent ½ day. Tardies shall be excused when a note or telephone call is received from the parent/guardian explaining how the tardy was unavoidable.

- Five unexcused tardies will be treated as the equivalent of one unexcused absence.
- Examples of unexcused tardies are: oversleeping, missing bus or being late to class for playing in the hallway or lunchroom. (When unfavorable weather conditions are forecast and Howard

Lake-Waverly-Winsted is starting on time, please plan ahead so that your child arrives to school before the second bell.)

- Examples of excused tardies are: medical appointments or the bus the student is arriving on is late due to road conditions.

We understand that family schedules do not always mix with school schedules. If your child is late to school, we ask that an adult check your child in at the elementary office. If your child needs to leave early, please send a note in the morning so we can have your child ready for you when you arrive.

Accidents

Accidents which are incurred by children during the portion of the day when they are under the supervision of the school should be reported to the classroom teacher or teacher on duty immediately. An accident form will be filled out and sent home with the child. If the school nurse or designee determines that the injury is serious, the parents will be called immediately.

Arrival – Dismissal Time

For the welfare and safety of all students, it is requested that students do not arrive at school any earlier than necessary. This is especially important for those children who walk, ride bicycles or are dropped off by parents. Students who walk, ride bicycles or are dropped off by parents should not arrive more than 15 minutes (7:55 a.m.) before school starts due to supervisory reasons.

If your child attends Winsted Elementary School and they are being dropped off before school or picked up after school, please do not drive on the playground area.



Humphrey Elementary/Winsted Elementary
School Begins – 8:10 a.m.
Dismissal – 2:40 p.m.



Animals In The Classroom

To prevent exposure to allergens and to maintain the best possible indoor air quality, prior approval is required before animals are allowed to visit the classroom.

Bicycles

Students who are competent bicycle riders and practice good bicycle safety may ride their bicycles to school, weather permitting. Bicycles are to be walked when on school grounds. Bicycles should be parked and locked in the bicycle racks during the school day. The use of helmets is encouraged. We are not responsible for lost, stolen or damaged bicycles.

Cell Phones

Cell phones are strongly discouraged at the elementary schools due to potential learning distractions, as well as possible theft. If you feel your child must have a cell phone for emergency purposes, we expect that it will be kept in your child's locker on silent mode (or off) during the school day. This includes Smart watches with phone/texting capabilities. Students will not be allowed to use them in class, on the playground or any time during school hours, unless given permission by the classroom teacher. Please contact the school in case of emergencies and not your child's cell phone as we may need information to assist you accordingly. At no time are students to record pictures or videos of students or adults without consent. The use of a personal electronic device or any device capable of taking photographs and videos is not allowed in restrooms, locker rooms or dressing rooms. These

devices include, but are not limited to, cell phones, Smart watches, cameras, PDA devices, and other such technology.

Communications

One key feature of effective schools is good communication between school and home. The elementary schools use a variety of communication tools to make our school – family relationship strong: monthly newsletters from the principal and individual classroom teachers, special flyers in the Wednesday folder, phone calls and notes. Classrooms use daily communication journals/student planners.

Our parent organizations hold regular meetings throughout the year, and usually receive updates on important school and district information. In addition, news of special events is published in the local newspaper as well as the district newsletter.

The Howard Lake-Waverly-Winsted School District website address is <https://hlww.k12.mn.us/> and includes timely general information about the district, its policies and activities. We encourage you to respond to our communication efforts and let us know if they are effective, and how we can improve for the future.

Custody Issues

If there are special concerns or court orders involving our elementary students, we must have current copies of legal court documents on file at school. Parents without specific court documents stating otherwise are entitled and have access to all school functions.

Discipline, School Expectations and Nurtured Heart

At Humphrey and Winsted Elementary School we expect our students to conduct themselves appropriately by showing respect for themselves and others and by demonstrating responsibility by making appropriate choices. The staff at our schools has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure and happy.

The discipline plan at Humphrey and Winsted Elementary Schools is based on the Above the Line program, which was developed by Corwin Kronenberg, a nationally recognized expert on behavior management.

The goal of Above the Line is to promote a safe and caring environment where all students are taught the difference between appropriate and inappropriate behavior. In the program, behavior is divided into three groups, Above the Line, Below the Line, and Bottom Line. The three behavior categories with some sample behaviors are illustrated in the box below.

ABOVE THE LINE		
Be Cooperative	Be Polite	Be a Worker
BELOW THE LINE		
Swearing Hitting	Teasing Not Cooperating	Budging in Line Wasting Time
BOTTOM LINE		
Weapons Assault	Vandalism Use of Drugs	Racial Harassment Sexual Harassment

Students are expected to demonstrate Above the Line behaviors. If a student makes a bad behavior choice and fall Below the Line, the student will be expected to assume responsibility for the behavior.

Students who choose a Below the Line behavior will be given a choice by the adult in charge. They will be asked if they want to “Fix It” or if they want a consequence for going Below the Line. If the child selects the “Fix It” option, the child will be expected to assume responsibility for developing a plan for fixing the problem he/she has caused with his/her Below the Line behavior. When a child requests a consequence for a Below the Line behavior, the consequence will be worked out with the child and the adult in charge. The consequence must be related to the behavior, delivered respectfully, and it must be reasonable. There is a separate form for primary grades (kindergarten-one–two and intermediate grades (three–four).

There are some behaviors that are considered totally inappropriate at school. These behaviors are considered Bottom Line behaviors. Bottom Line behavior is a violation of state law or district policy or any totally unacceptable behavior. When a student demonstrates a Bottom Line behavior, the principal, parent(s)/guardian(s) and maybe a legal authority will get involved.

In addition to Kronenberg’s approach, we are also implementing the Nurtured Heart Approach®. NHA is a philosophy for creating healthy relationships with the people in your life. Originally created by Howard Glasser in 1992, NHA consists of a set of strategies that assists children in further developing their self-regulation and has been found effective with children of all ages. It focuses on transforming the way children perceive themselves, their caregivers and the world around them. Children learn to understand that they will receive endless amounts of praise, energy, recognition and reward through the positive behavior they display and this supports children to build a positive portfolio of themselves, which we call “Inner Wealth™.” Nurtured Heart embraces three strands we target to transform student behavior and focus on being responsible, respectful students & citizens. Absolutely NO, Absolutely YES, and Absolutely CLEAR. In each of these three strands, we seek common, consistent and positive language to ensure safety, understanding, and promote positive decision making.

Dismissing Students

Students are dismissed only from the office during school hours. If you must take your child out of school a written request should be sent to the office stating the date and time of dismissal. You must come to the office to meet your child. Children will not be released to waiting cars or to anyone who cannot identify himself/herself to the satisfaction of school personnel.

In an effort to minimize classroom disruptions, increase classroom learning time and keep our students safe, parents are asked to communicate dismissal changes to the elementary office by 11:00 a.m. for grades K-4. We will no longer be interrupting classes in the afternoon to deliver messages to students except in an emergency.

If you arrive after the buses have gone, your child will be waiting for you in the classroom or in the office. Please come into the building to pick up your child.

Early Childhood Screening

Early Childhood Screening is required by MN Statutes prior to kindergarten enrollment.

District 2687 offers screening in vision, hearing, growth, immunization status, and skills in thinking, communication and language, large and small muscles and social/emotional development for children who are between three and four years old. If your child has not been screened, please contact HLWW Community Education 320-543-4670.

Educational Data Privacy

Pursuant to the requirements of ISD #2687 Howard Lake-Waverly-Winsted School District's Policy regarding educational data privacy, the following constitutes the school district's annual notification to parents and students regarding data privacy practices of the school district.

The school district has adopted a Data Privacy and Student Records Policy incorporating state and federal requirements as to data privacy rights. In summary, the policy provides:

A. Privacy Rights

Educational records which identify, or could be used to identify, a student other than directory information, may not be released to a member of the public without the written permission of the student's parents or guardians, or the student, if he or she is 18, attends a post-secondary institution, is married or has graduated. This general rule is subject to specific and limited exceptions which cannot be set out here, due to limitations of space, but which are set out in district policy.

B. Directory Information

"Directory Information" includes a student's picture, parents' name, student's name, address, telephone number, date and place of birth, gender, major field of study, participation in officially recognized activities and sports, weight and height, member of athletic teams, dates of attendance, grade levels completed, degrees and awards received, the most recent previous educational agency or institution attends by the student and other similar information. Directory information may be released to the public without prior parent or eligible student consent unless the parent or eligible student has objected in writing to the release of one or more categories of such information. Directory information does not include identifying data which references religion, race, color, social position or nationality. Directory information also does not include a student's social security number or a student's identification number ("ID") if the ID may be used to access education records without use of one or more factors that authenticate the student's identity, such as a personal identification number, password, or other factor known or possessed only by the authorized user. A parent of a student or an eligible student in the District may refuse to permit the release of any or all categories of directory information by contacting the building principal in which said student attends and completing the form Non-release of Information. This objection must be given to the District within thirty (30) days of the publication notice.

C. Inspection of Records

Parents of a student or an eligible student may request to inspect and review any of the student's educational records except those which are, by State or Federal law, made confidential or are otherwise private with respect to another individual. A written request should be submitted to the building principal designating those records requested to be reviewed. The School District will comply with the request immediately if possible and if not, within ten days exclusive of weekends and holidays. Copies of records may be obtained at the actual cost of reproduction or as set forth in School District policies and procedures.

D. Challenge to Accuracy of Records

A parent or eligible student who believes that specific information in the student's educational records is inaccurate, misleading, incomplete or violates the privacy of the student, may request that the school district amend or correct the record in question. A request shall be in writing, directed to the Superintendent and shall identify the information that is requested to be changed and the reason for the request. If the superintendent, within a period of thirty (30) days, declines to amend the record as requested, the parent or eligible student will be advised in writing of their right to request and obtain a hearing. If either the superintendent or Commissioner determines that the record in question is inaccurate, misleading, incomplete or

violates the privacy or other rights of the student, the record will be amended, the parents or eligible student will be notified. Dates in dispute will be disclosed only if the statement of disagreement of the parent or eligible student is included with the disputed data.

E. Transfer of Records to Other Schools

ISD #2687 Howard Lake-Waverly-Winsted forwards educational records of students to other schools, school districts and post-secondary educational institutions in which a student seeks or intends to enroll or is already enrolled upon request of that school or school district as long as the disclosure is for the purposes related to the student's enrollment. A parent or eligible student may request and receive a copy of the records which are transferred and may, pursuant to the policy, challenge the accuracy of the records. The district does not, however, notify parents or eligible students prior to such transfer.

F. Data Collection Rights

A parent or eligible student, when asked to supply private or confidential data shall be informed of:

- a. The purpose and intended use of the requested data;
- b. Whether he/she may refuse or is legally required to supply the requested data;
- c. Any known consequence arising from his/her supplying or refusing to supply the data;
- d. The identity of the persons or entities authorized by state or federal law to receive the data;

G. Complaints for Non-Compliance

Parents and eligible students may submit written complaints of violation of rights accorded them by the Family Education Rights and Privacy Act to the Family Education Rights and Privacy Act Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20201. Requests for copies of the School District's Data Privacy and Students Records Policy and should be addressed to: Superintendent of Schools, ISD 2687 HLWW, PO Box 708, Howard Lake, MN 55349.

Elementary Enrollment

Elementary enrollment for the 2023-2024 school year is approximately 475 students. Total enrollment in grades K-12 is about 1,200 students.

District facilities include two elementary buildings, one in Waverly (Humphrey) and one in Winsted, housing pre-kindergarten through fourth. Students in grades five through eight attend the middle school in Howard Lake and students in grades nine through twelve are enrolled at the senior high school in Howard Lake.

Emergency Drills

Schools are required by law to conduct emergency drills during the school year. The purpose of emergency drills is to prepare students for emergency situations such as fire, lockdown, severe weather, etc.

Field Trips

During the school year various classes take field trips. Permission slips are sent home for parents to sign, thus giving permission for a student to go on a field trip. In the event that a parent does not want his/her child to go on a trip, the child must be in attendance on that day. Provisions will be made for the student.

If there are special health concerns or medications needed, please contact the school prior to the trip.

Home Prepared Food

Howard Lake-Waverly-Winsted abides by State Health Department recommendations and regulations regarding the serving of food in school.

Howard Lake-Waverly-Winsted prohibits the distribution and service of food items including treats which are prepared in individual homes. Food for classroom parties, or any occasion, must be purchased from a store which is subject to state food inspection regulation. All food to be shared with other students must be commercially prepared, pre-packed, unopened, and when possible, individually wrapped. This action is needed in order to take a firm preventative stand against the spread of germs and disease. We also ask that families include a nutrition label to assist with identification of allergens (limiting risk of reaction for students/classmates) with special snacks. Ideas for peanut/tree nut safe snacks can be found [here](#).

Homework

The homework guideline we use is quite simple. Ten minutes per school night per grade level. An example is 30 minutes a school night for third grade. We understand children work at different rates. Some students in a class may have less homework because they have made better use of their study time at school, or school work may come easier for them. Some students in a class may not be able to complete their homework within the grade level timelines. If this happens to your child on a regular basis, you should contact the teacher to discuss some options. For most students, the ten minutes per grade level guideline works well.

As parents, you can make homework more successful for your child by providing a work area free from distractions. Another idea is to see that your child is using his/her time well and not spending time getting drinks, sharpening pencils, etc. What works well for some families is setting aside a common homework time each evening for the whole family. On the nights your child doesn't have any homework, he/she could read a book, write a letter to grandma, or practice math flash cards.

If, for any reason, you need to pick up homework, please contact your child's teacher early in the day so that the teacher has time to get the materials ready. It is very difficult for the office and the teachers to handle requests for homework if parents wait until the end of the day to ask the teacher for the materials.

Immunization

In compliance with Minnesota school immunization law, **all students are required to have a complete immunization record at school.** The law requires: five diphtheria, tetanus, pertussis; four polio, two measles, mumps, rubella; three Hepatitis B and two varicella (not required if child already had chicken pox). No child will be allowed to enroll or remain enrolled without a statement verifying these immunizations or a notarized statement that immunizations are contraindicated due to a child's medical diagnosis or a parent's conscientious opposition. The entire policy, as adopted by the School Board, is available in each building.

Keeping Your Child Home From School

Please do not send your student to school with:

- Rashes: If the student has a rash of unknown origin, it needs to be evaluated by a health care provider. Children should not come to school with rashes if they are spreading, itching or open/drainage.
- Vomiting/Diarrhea: Students need to remain home until 24 hours after the last episode.
- Fever of or greater than 100 degrees F: Students should stay home for 24 hours after the temperature returns to normal without the use of fever reducing drugs such as Tylenol.

Kindergarten Early Entrance

Minnesota Statute 120A.20 requires kindergarten students to be at least five years of age on or before September 1. In order to gain early admission to kindergarten, a prospective student must satisfy the requirements found in the [HLWW School Board Policy 555 Kindergarten Early Admission Policy/Procedures](#).

Latex Products

School District buildings are latex restricted sites. No balloons or other latex products are permitted.

Lockers

Most students are assigned a locker for storing books and supplies. Each student is responsible for seeing that his/her locker is kept in order at all times. Students are not to share lockers unless given permission by the principal. The school is not responsible for lost or stolen items. Lockers are the property of Howard Lake-Waverly-Winsted Schools and school officials reserve the right to search a locker at any time.

Lost And Found

Please label your children's boots, gym shoes, caps, scarves, mittens, etc., so we can return them if they become lost. Each elementary school has a lost and found container. Parents are welcome to check the lost and found for articles at any time. A good time to do so is during conferences and other school activities. Lost and found items will be discarded at the end of each quarter.

Mail

Students are not allowed to receive personal mail at school. The mail will be returned to the sender. If there is no return address, the mail will be given to the legal guardian or parent. Any flowers, balloons, etc. sent to your child at school will be held until lunchtime in the office. These deliveries cause disruptions to classroom routines.

Milk Program

Milk is available to every child in kindergarten at no cost. Please send a note to your child's kindergarten teacher if your child will not be drinking milk on a daily basis.

Milk is available to grades one through four for "classroom milk break" and is optional. You may pay for half a year or for a full year. For families that pay per half of year, money is due the first week of school for the first half and the last day of the second quarter for the second half. After these dates your child will not be able to participate in the program. Milk payment should be given directly to your classroom teacher.

For any student with lactose intolerance, the school will make available upon written request from a parent, lactose reduced milk, milk fortified with lactose in liquid, tablet granular or other forms of milk to which lactobacillus acidophilus has been added.

For students who bring a lunch, deductions will be made from the family account for milk.

Students are not allowed to bring pop or energy drinks for classroom milk break or for their lunch.

Minnesota Comprehensive Assessments

The Minnesota Comprehensive Assessments (MCA III's) will be given at grade levels three and four. The MCA are state-developed tests that measure high standards in reading and mathematics at grades three and four. Students answer both multiple choice and short answer questions. State law requires all students to take these tests, although special education students and students with limited English-speaking skills participate at the recommendation of their teams.

Students do not pass or fail these tests; rather these tests are used to chart school progress, generate information for school improvement, and serve as a tool to make decisions that will improve student achievement.

Students are classified in one of four achievement levels based on their test scores. The district goal is to see the number of students at Level One decrease, while the number of students at Levels Two, Three and Four increases.

Achievement Level Information

Level One (Does Not Meet Standards) scores indicate that the student has significant gaps in the knowledge and skills necessary for satisfactory grade level work.

Level Two (Partially Meets Standards) scores represent partial knowledge and skills required for successful grade level achievement.

Level Three (Meets Standards) scores represent state expectations for achievement of all students. Students who score at Level Three are working successfully on grade-level material.

Level Four (Exceeds Standards) scores represent successful work with challenging, above-grade-level material.

Overdue Library Books

All library materials are to be returned at least one week before the last day of school. The last day to check out materials will be one week before the day all library books are to be returned.

Students/Parents are to be notified of overdue materials by written notice and/or a phone call.

Students/Parents will be asked to pay replacement costs of materials that are not returned. Written requests for payment will be issued shortly after the due date of all library materials. Money will be refunded for materials that are subsequently found and returned.

Students who do not return borrowed materials or pay for replacement will be restricted as to checking out library materials in the future.

Parent Access – ParentVUE

Howard Lake-Waverly-Winsted Schools are providing parent access to [ParentVUE](#) to further promote educational excellence and enhance communications with parents/guardians. ParentVUE allows elementary parents to view their student's attendance, census information, immunization, report card, transportation, and is available to every parent/guardian of a student enrolled at Howard Lake-Waverly-Winsted Schools. It is our belief that you will find ParentVUE to be a valuable tool linking family, student, and school in an informative, cooperative, and proactive manner.

Parent – Teacher Conferences

Parent – teacher conferences take place twice during the school year. Parents will receive information regarding fall and winter conferences from each building. The school will contact parents for specific appointment times.

Personal Appearance

We encourage our students to dress in a neat and appropriate manner that reflects pride in themselves and their school.

The District reserves the right to take appropriate action when student attire and/or grooming endangers the health, safety or negatively influences the educational opportunity of students in the Howard Lake-Waverly-Winsted Schools.

The District has established no restrictions on student dress or grooming except as follows:

- When the dress or grooming presents a clear and present danger to the student or others health or safety;
- When the dress or grooming interferes with the education process;
- When the dress or grooming creates disorder in the classroom or the school;
- When it displays logos or references to alcohol, tobacco, or drug products, or their use.
- Hats should not be worn in school, except for special occasions.
- No inappropriate short shorts/skirts, biker shorts, or spaghetti strap/midriiffs style clothing will be allowed.



Footwear must be worn at all times. Sandals and open-toed shoes are discouraged.

Disciplinary action for infractions of this policy shall be consistent with the disciplinary code outlined in the school student management policies.

Personal Belongings Of Students

Unless a teacher requests them specifically, students should not bring toys, radios, sport equipment, cell phones, hand-held electronic games or other expensive items to school. School staff are not responsible for non-requested items.

At no time are students to record pictures or videos of students or adults without consent. The use of a personal electronic device or any device capable of taking photographs and videos is not allowed in restrooms, locker rooms or dressing rooms. These devices include, but are not limited to cell phones, cameras, PDA devices, and other such technology.

Phone Calls

Parents are welcome to call the principal with questions, concerns or ideas they wish to share. Teachers read and/or answer emails/phone calls only during prep times or before/after school and are not available during class time. It is best to call the elementary office and your call will be transferred to the classroom (if a teacher is available) or their voicemail. The office should be your “first point of contact” for absences, dismissal changes, etc.

Phone Numbers

It is very important that we have an EMERGENCY NUMBER for each student so parents can be reached at any time. An emergency form will be distributed to each child at the beginning of the school year. It is essential that you return your child’s form to the office as soon as possible. It is necessary that you include the phone number of someone who can be reached in your absence in the event of illness or emergency. Please notify us of any change in phone numbers during the school year.

Photographs

Photographs are taken in our buildings throughout the school year. Some of these photographs will be used in district publications or submitted to outside publications. Videotaping, for district use and by

news organizations, may also occur. Requests not to photograph or film specific students will be honored. Please contact your child's principal for additional information.

Physical Education

Children are expected to participate in physical education and recess activities unless they have a health problem. Students may be excused from physical education for three days with a parent's written request. Beyond that, a doctor's excuse is needed.

Pledge Of Allegiance



The Pledge of Allegiance is recited at least once per week at the elementary school in accordance Minnesota Statute 121.11, Subdivision 3. This is done either via individual classrooms or through the school intercom system.

Any student or teacher may decline to participate in the recitation of the pledge for any personal reasons. Anyone electing to "opt out" will be free from discrimination by other students, teachers or staff. Students and staff must respect another person's right to make a choice to recite, or not recite, the Pledge of Allegiance.

Progress Reports

The school seeks your cooperation in its efforts to educate your child. The progress report informs you of your child's progress four times a year, once at the end of each nine-week period. Feel free to visit the school and confer with staff about your child's progress any time during the school year.

Recess

Fresh air in the middle of the day helps refresh students' bodies and minds for a full afternoon of learning.

Footwear must be worn at all times. Sandals and open-toed shoes are discouraged.

Please be sure your child has the right outdoor clothing to enjoy our Minnesota winter recesses! All students, grades kindergarten through fourth, are asked to wear hats, mittens, boots, and snow pants during the winter season (**students not wearing boots must stay on the paved area during recess**). Also, a reminder for parents to assist their child, and our staff, by labeling your child's winter apparel.

Students will be outside during the noon hour recess period unless one of the following weather-related conditions (listed below) are in existence. If any of the conditions apply, recess (or a portion of recess) will be held indoors. The principal or designee will make decisions related to the application of this policy.

1. The temperature and/or wind chill index is at or below zero degrees. (We will hold very closely to the "zero-zero" rule during the winter season. Due to the variation of the weather, however, it is crucial that children come prepared to go outside on a daily basis.)
2. Precipitation (rain or snow) and/or weather conditions (thunderstorms or lightning) to a degree that it is deemed the conditions are not conducive to student's well-being.
3. The playgrounds are in such condition (wet, icy and/or muddy) that it is deemed unsafe and/or conducive to student's well-being.

School Bus

HLWW School has contracted with [4.0 Transportation](#) as its transportation provider. HLWW school bus garage is located at 8700 County Road 6 SW, Howard Lake. Phone number for the bus garage is 320-543-4650.

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses.

Consequences for school bus/stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

All pick up and drop offs shall be consistent DAILY to eliminate the possibility of confusion on the part of all drivers, riders, school officials, and the transportation department. There will only be one pick up/drop off per day. We will not be able to accommodate a weekly revolving schedule. Example: Every Monday will be the same pick up/drop off spots. We will not do any other Monday schedule. This includes children going to daycare. If a daycare provider is closed, it is the responsibility of the parent/guardian to make other arrangements to get your child to school.

Rules at the Bus Stop

- a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the bus.



Consequences

Consequences for school bus/stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or

guardians will be notified of any suspension of bus privileges. School and Transportation Department Administration reserve the right to modify the length of any bus suspension, depending upon the severity of the behavior.

Elementary K-6

1st offense – warning

2nd offense – 2-3 school-day suspension from riding the bus

3rd offense – 3-5 school-day suspension from riding the bus

4th offense – upon the fourth bus discipline report for major offenses, a meeting with the parent, student, administrator and transportation director will take place to determine the student's eligibility to ride the bus for the remainder of the year.

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

Parents/Guardians Responsibilities for Transportation Safety

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

School Closing

School may be closed by the Superintendent in the event of extreme weather conditions or emergency circumstances. An official announcement will be made via the Emergency Notification Service as well as radio stations WCCO-830 AM, KRWC-1360 AM, KDUZ-1260 AM or KARP-106.9 FM and TV stations WCCO (channel 4), KARE (channel 11) KMSP (channel 9), and KSTP (channel 5). When adverse conditions exist buses may run late, so we ask that you do not call the school unless necessary. Parents are advised to make provisions for the care of their children in the event of a school closing, late start or early dismissal.

School Parties And Celebrations

Classrooms occasionally celebrate events such as birthdays, holidays, and special school events. If you wish to send food items for any classroom celebrations, it is important to remember that the district prohibits distribution of food items (including treats) which are prepared in individual homes. Food must be commercially prepared, pre-packed, and when possible, individually wrapped.

School–Wide Procedures For A Positive Climate

Classroom

- Specific classroom rules are generated by each teacher and his/her students.

Halls

- Use quiet voices.
- Always walk and stay to the right.
- Listen to the person in charge.
- Keep hands, feet, and objects to yourself.

Lunchroom

- Enter the lunchroom in a quiet, orderly way.
- Quietly talk with your immediate neighbor.
- Hands off other people and their food.
- Keep your eating area clean.
- Be polite, use good manners
- Follow the directions of the supervisor and teacher.
- Exit the lunchroom in a respectful, orderly, and quiet way.

Lavatory

- Quiet time.
- Flush after use.
- Wash your hands and put the paper towels in the basket.
- Return to your classroom immediately.

Playground

- Be responsible for school playground equipment.
- Remain within the playground boundaries.
- Keep hands and body to yourself.
- Rocks, sticks and snow stay on the ground.
- Electronic devices are not allowed.
- Only TOUCH football is allowed.
- Dispose of all litter in the trash container.
- Ask for permission from playground supervisor to use the restroom.
- Report any injuries to playground supervisor.
- Climbing Equipment: No climbing on top. No running or playing tag.
- Jump Ropes: Use the jump rope for only jumping. Jump ropes should never be tied or twisted.
- Slides: One person may slide down at a time. Take one step at a time and hold onto the handrail when climbing the ladder to the top of the slide. Slide down feet first and sit. Climbing up the slide not allowed.
- Swings: One person at a time is allowed on one swing (three allowed on tire swing). Always sit on the swing. Hold on tightly with both hands. Use back and forth motion. No jumping out while swinging. No underdogs, dodging between swings, twisting, or spinning on the swings.
- Winter Snow Safety: All students are asked to wear hats, mittens, boots, and snow pants during the winter season. Snow stays on the ground (do not throw snow at anyone or anything). Play on the front side of the snow hill only. Only one person can slide down at a time. No standing, sit down to slide. No pushing or jumping off snow hills. Do not play on the ice.

Assemblies

- Be a courteous, silent audience.
- Stay seated until your teacher signals you to line up.
- Stay seated until the performance is over. No running in and out of the auditorium or gymnasium.

Snacks And Classroom Food

Snacks are important for providing children with nutrients to support growth and learning. Smart snacks enhance children’s academic and athletic performance, and provide an opportunity to apply nutrition education principles by having students plan their snack.

Parents are encouraged to provide healthy snack choices. By doing this, you are reinforcing the importance of healthy eating and contributing to the improved eating habits of your child. A healthy

snack option is also available for purchase for students in grades 1-4 either by half year or full year and should be purchased through the school office.

Kindergarten teachers will be purchasing snacks, napkins, silverware and plates for all students. There will be a snack fee collected per semester (this fee also includes special theme-based snacks and cooking experiences).

Try these healthy snack ideas for your child: trail mix, raisins/dried fruit, pretzels, animal crackers, baked chips/crackers, cheese, granola and cereal bars, etc.

Student Meetings Before – After School

At times a teacher may request that a child remain after or come early to school. Parents will be notified the day before so arrangements may be made for transportation.

Student Registration

Students enrolled in our elementary schools are automatically registered in spring for the following school year. Children entering kindergarten in the fall are registered in the spring during kindergarten registration. Children who move during the summer months from one attendance area to another within the school district and students new to the community should register prior to school opening in the fall. Children entering kindergarten must be five years of age on or before September 1st. Verification of the child's birth date is required, as is verification of all immunizations.

Textbooks

The school district furnishes all textbooks free of charge. Students will be charged for any lost book or for wear beyond normal use. Students will be required to pay the full cost of any lost book. It is recommended that all textbooks have protective covers by the end of the first week of school or a week after issue.

Visitors And Security

We encourage parents to visit school and participate in our activities. Please prearrange visits with your child's classroom teacher. Occasionally, parents ask permission to bring other children – preschool brothers or sisters or other relatives – to visit school. It is important to keep classroom distractions to a minimum, we ask that you find alternate supervision for preschool brothers or sisters while visiting or participating in activities.

For the safety of all Howard Lake-Waverly-Winsted students and staff, all visitors – including parents, non-district 2687 students, vendors, and community members – must report to the school office upon entering the building. Visitors must sign in and will be given a visitor's badge to wear. Please return to the office to sign out before leaving the building.

Volunteers

HLWW Public School has a long tradition of volunteerism from its parents and community members. The help and support given to our district is tremendous and goes a long way towards providing a great experience for our students!

Our volunteer information and documents are available [here](#).

We want you to volunteer! We ask our volunteers to complete a couple easy steps before sharing their time with us:

1. View the volunteer slide show

2. Review the volunteer BBP (Bloodborne Pathogen) handout
3. Review the bullying policy for volunteers
4. Complete the volunteer and background check signup form.

By completing this form, you are consenting to a background check that will be conducted by HLWW Schools.

Please allow 5-10 business days for forms to be processed. You will be notified by the building secretary once your status as a volunteer has been approved.

Walkers

Students who walk, ride bicycles or are dropped off by parents should not arrive more than 20 minutes before school starts due to supervisory reasons.

Wednesday Folders

As a means of facilitating communication between home and school, the elementary buildings will be using a “Wednesday Folder” program. Each student will be issued a folder to be used for transporting general school information home. Included will be updates, newsletters, school-wide information notes, lunch menus, etc. Folders will come home only on Wednesday. Parents are asked to review the folder, sign the inside and return it with their child the next day.

Withdrawal From School

If a student withdraws from school before the end of the school year, the school’s office should be notified one week before departure. All books and school-owned supplies need to be returned to the teacher. A transcript of the student’s records will be sent to the new school when requested by the new school.

STUDENT SERVICES

Food Service

Food Service information can be found [here](#). Students have an opportunity to begin their day with breakfast at school (breakfast will not be available when school has a late start). Eating a healthy breakfast provides immediate nutritional benefits and leads to improved eating habits throughout the day. School breakfast is linked to positive health outcomes for students.

Nutritious lunches are served each day for students and staff. The food service staff plans each lunch, which consists of five food groups daily: protein (meat or cheese), vegetable, fruit, bread or bread alternative and milk. A student may have all five items, but may select three of the five. Students who bring their own lunch may purchase milk.

The prices for breakfast, lunch and milk are set by the HLWW School Board.

HLWW has implemented a scanner system this year. Students will no longer need to punch in a PIN as they will receive a bar code that the cashier will scan when they come through the lunch line (the cashier will be keeping these at the computer for the elementary students). Scanning will count their meal (as we need to track them) but they will not be charged. However, an a la carte purchases (extra milk) will be charged to the family account.

Parents who want to eat lunch with their child are asked to call the elementary office by 8:30 a.m. so a meal can be ordered for you. Cost of a guest lunch (no matter the age) is the same as an adult lunch.

Guidance And Counseling

The elementary guidance and counseling program are established to promote the social and emotional growth of children along with their academic growth. The school social worker works with children in large and small groups and may see them individually. The school social worker also works with teachers, parents and other agencies to give your child a well-balanced educational setting.

Health Service

“Students need to be healthy to be educated and educated to be healthy” - unknown

Health office information can be found [here](#). You can download forms and get information on a variety of student health concerns and resources.

Visiting the Health Office

Students may visit the health office at any time during the school day to visit health office staff. The health office assistant is trained and supervised under the district Licensed School Nurse. Students that request to visit the health office assistant during class should notify their teacher or supervising school staff member. The staff member will write the student a health office pass to visit the health office. The health office assistant will care for minor health concerns, allow the student to rest, advise the student to return to class, or call the parent, if appropriate. The health office assistant will contact the district nurse if further assessment and intervention is necessary. Any injury sustained during school hours should be reported to the health office. If the student is not feeling well enough to remain in school, the health office assistant will contact the student’s parent/guardian. Students who become ill or are injured during the school day are not to leave the building without permission from the parent or guardian through the school health office. Parents are expected to have a plan in place to pick up their student(s) in a reasonable amount of time. In the event of an emergency, health office staff will contact emergency medical services first, followed by the student’s parent/guardian.

Chronic Health Conditions

Students attending school with a chronic health concern will have an Individualized Health Plan (IHP) on file. The district Licensed School Nurse will meet with parents/guardians in person or by phone to discuss a plan of care. The parent/guardian will provide updated doctor’s orders for the school year, or will provide written consent for health office staff to request pertinent information from the prescribing provider(s). We ask that you have new doctor’s orders in August and given to the health office so they are ready to go at the beginning of the school year! Individualized health plans will be updated annually by the Licensed School Nurse or Registered Nurse. The IHP outlines a description of the health concern, interventions and expected outcomes for the child to remain in school. Parent/guardian and physician contact information will be provided on the IHP. Health office staff will share the health plan and any updates with the appropriate designated school faculty to promote student safety.

Students with chronic health concerns, such as severe allergies, seizures, or asthma, will have an Emergency Action Plan (EAP) on file. The EAP will outline doctor’s orders in the event of an emergency, prescribed emergency medications, parent/guardian contact information and the prescribing provider’s contact information. High school students may carry prescribed and Over-The-Counter medications as outlined in Policy 516. Students must meet with the LSN to make sure they understand the guidelines of Self-Carry. High school and middle school students may carry prescribed rescue inhalers if the parent/guardian signs the, “Prescription Medication Permission Form”, provides an emergency action plan signed by the prescribing physician, and has had a Self-Carry assessment required by Minnesota state statute 121A.221 prior to initiation of student self-carrying conducted by the Licensed School Nurse/RN and has been approved to self-carry.

Emergency action plans will be shared with the appropriate designated school faculty in the event an emergency occurs in the classroom or on an off-campus field trip.

Medication Administration in School

Our goal is to make sure all medications are taken safely. Please review [Policy #516](#) for all details related to medication administration and management in our schools.

Health office staff may administer prescription medication to your child during the school day. Before administering prescription medications, parents/guardians must fill out and SIGN a “Prescription Medication Permission” form and return it to the health office. The medication name, dose, route and frequency of administration must be clearly written on the form as well as the doctor, clinic and clinic phone number.

If you choose to have medications such as acetaminophen, ibuprofen/Advil/Motrin or moisturizing lotions available at school for your child, parents/guardians must fill out the “Over the Counter Medication Permission Form” and return it to the health office. This form only requires a signature by the child’s parent or guardian. You must state the specific reason such as “headaches” for the medication; the medication can’t be given just for “pain.” The dosage may not be more than the labeling information states. A physician signature is required if the dosage is higher than the “as directed” amount. Only high school students in grades 9-12 may self-carry over-the-counter pain relief medication. If you give your child permission to carry this type of medication at school, please complete the form, “Over-the-Counter Self Carry Form”. Supplements not approved for children by the Food and Drug Administration are not allowed in school or on trips facilitated by the district.

All prescription and over the counter medications must be in their original packaging and in the smallest container available. All prescription medications must be non-expired and labeled with your child’s name and medication information clearly visible. Parents and guardians are asked to pick up any unused or expired medications at the end of the school year. Medications will be disposed of if student medications are not collected at the end of the school year. Parents/guardians must transport all medications. ***Prescription and over the counter medication forms are only valid for that school year. New forms will be required once a new school year begins. ***

Health Screenings

Health office staff, under supervision of the Licensed School Nurse, will conduct health screenings for your child. Frequency of annual screenings is based on grade level as well as student needs & Minnesota Department of Health recommendations. Screenings may include: hearing, vision, scoliosis, and color blindness (male students only).

The Licensed School Nurse will contact parents/guardians to discuss abnormal results and provide referral for additional medical follow-up.

Student Health Records

The health office will maintain an ongoing health record for each student enrolled. Health records will be maintained electronically in the district’s student administration system. Paper copies of health records, such as shared immunization records, doctor’s notes, hearing and vision screening, etc. will be maintained in a confidential file. Only authorized staff will have access to student health records. Health office staff may share Individual Health Plans or Emergency Action Plans with the applicable designated school faculty to promote student safety.

Immunizations

See also: [Immunization - MN Dept. of Health](#). Minnesota law requires children enrolled in school to be immunized against certain diseases or file a notarized legal, medical or conscientious exemption. Please be sure your child's immunization information is up-to-date **prior to the start of the school year**. An immunization record or record of exemption must be on file prior to the start of the school year.

Immunization Requirements to Enter **Kindergarten**

- 3 Hepatitis B
- 5 Dtap (diphtheria, tetanus, pertussis)
- 4 Polio
- 2 MMR (measles, mumps, rubella)
- 2 Varicella (chickenpox)

Immunization Requirements to Enter **7th Grade**

- All of the above, including:
- 1 Tdap at age 11-12 (booster shot)
- 1 Meningococcal

Immunization Requirements to Enter **12th Grade**

- All of the above, including:
- All 12th graders will need a meningococcal booster

If you have any questions pertaining to your student's health, please call your child's health office or email the District School Nurse at 763-290-3889 or email morgan.johnson@hlww.k12.mn.us.

Homebound Instruction

If it is necessary for your child to be absent from school for several weeks because of serious illness, either at home or in the hospital, arrangements may be made for homebound instruction. Parents must contact their building principal to request that provisions be made.

Special Education

Special education services are provided to students identified in accordance with state and federal standards. Licensed teachers are employed by District 2687 to provide direct and/or indirect service to students with special needs and support for classroom teachers. Related and itinerant teachers are also available for occupational therapy, physical therapy, developmental adapted physical education and other support needs. Minnesota uses a categorical qualifying model to identify students who may need special services. Categories include speech and language, developmental delayed, specific learning disabilities, autism spectrum disorder, developmental cognitive disabilities, traumatic brain injury, emotional/behavior disorders, physically handicapped, vision impaired, hearing impaired or other health impaired.

Most referrals to special education are made by classroom teachers. Student Success Team (SST) meets in each building to review referral information from parents and classroom teachers.

Parents play a key role in determining whether a child should be assessed or receive special education services. If their child qualifies they are also members of the team that develops the students'

Individual Education Plan (IEP), which is reviewed and adjusted on an annual basis. If you have any questions or concerns about your child's development, please contact a teacher, building principal, or the coordinator of special education.

Early childhood special education can begin at birth for children who qualify for this program. A home-based model is used for infants, and a center-based model is used for children from three to five years of age. Children are typically referred to this program by parents, physicians, county health nurses or other agencies. If you have any questions or concerns about your child's development, please contact the school's Early Childhood Special Education Teacher. Parents are also encouraged to look at the "Help Me Grow" website for more information ([Help Me Grow MN](#)).

Title One

Title One is a program that is funded by the federal government, administered by the State of Minnesota, and operated by the local school district. Title One gives small-group supplemental help in reading and math to children with the greatest need as identified by the need's assessments. Children in grades kindergarten – third grade are given first priority because of a belief in early intervention. Parental involvement contributes significantly to the success of the Title One program. We ask parents and legal guardians to actively participate.

SCHOOL DISTRICT POLICIES

All policies listed below, in addition to general policies of the district, are located on the Howard Lake-Waverly-Winsted Schools' website ([click here](#)). A hard copy will be made available upon request. Please feel free to contact your child's principal or the district office with questions.

- Bullying Prohibition Policy
- Equal Employment and Education Opportunity Policy
- Harassment and Violence Policy
- Immunization Policy
- Internet and Electronic Mail Policy
- Mandated Reporting of Child Neglect, Physical or Sexual Abuse Policy
- Protection and Privacy of Student Records Policy
- Public Notice for Directory Information
- Release of Students to Social Service Agent Policy
- Search of Student Lockers, Desk, Personal Possessions and Student's Person Policy
- Student Chemical Awareness Policy
- Student Discipline Policy
- Student Medication Policy
- Student Survey Policy
- Student Transportation Policy
- Weapons Policy

STATEWIDE ASSESSMENTS PARENT/GUARDIAN GUIDE

Parents/guardians have a right to not have their student participate in the state required standardized assessments. Please read through the [Parent/Guardian Guide to Statewide Testing](#) document to help better understand how student participation in statewide testing affects our school.