

Welcome to McGregor Elementary School!

Our entire staff is excited about the start of a new school year. We look forward to getting reacquainted with our returning students and getting to know all the students who are new to our school this year. McGregor Elementary is a wonderful school with a kind, caring, and dedicated staff. I am sure that you will find this year to be a successful and memorable learning experience.

The following is a handbook of procedures and expectations for students and parents. Please take time to familiarize yourself and your child with its contents. This handbook is reviewed and revised periodically. We will keep you informed of any significant changes should they occur during the school year.

We hope that you had a fun and relaxing summer. Please feel free to contact me with any questions that you have.

Sincerely,

Paul Grams
Superintendent/Elementary Principal

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MISSION STATEMENT

LEARNING FOR ALL

“Creating a Learning Community Where Improvement is Continuous”

ACCELERATED READER

Accelerated reader (AR) is a research-based program that is proven to increase reading success. Students in grades 1 and 2 are given a goal based on one hour of reading each day with an 85% average correct on quizzes. Students in grades 3 through 6 are assigned a goal based on 30 minutes of AR each day with a 90% quiz average. All grades are provided with a half hour of AR time each day. Students are expected to read at home in addition to the time provided at school.

An AR goal is met when students have achieved the required percent correct on quizzes and points earned. Students who meet both of these criteria are rewarded with a trip to the Dairy Queen

ACTIVITY BUS

Elementary students in grades 1-6 are allowed to ride the activity bus after participating in a supervised after school activity. Students will not be allowed to ride for non-school activities. Student transportation policy expectations and discipline process still apply.

The activity bus runs Monday through Thursday. Buses do not follow the regular daily routes. It is the responsibility of parents and students to know which bus to ride and which stop to get off at. Parents must notify the school of unexpected changes before 2:30. Drivers will not drop off students unless a parent or guardian is present at the stop. Students still on the bus will be brought back to the school to be picked up by the parent.

The designated activity bus stops are:

- North Route: Rock Lake Rd, Nistler Trucking, County Rd 62, Wileys, Malin's Corner, Growler's, Banns, Horseshoe Bar, Prairie River Bar, Old Traders Post, Sather's Store, Fisherman Bay.
- South Route: Tamarack, Jackson's Hole, Orchard, Marathon Station-East Lake, Jack's Shack, Dad's Corner, Catholic Church In McGrath.

ATTENDANCE

All students are expected to attend school regularly and be on time. The responsibility for attendance is shared by students, parents, teachers, and school administration. Notify the Elementary office, Ext. 225 or send a written note, in the event your child must be absent. Excused absences may include, but are not limited to: personal illness, funeral, family emergency, or other prearranged appointments. Students who are absent are responsible for completing the work they missed. Parents wishing to pick up missed student work must notify the teacher before 12:00. Students may not attend evening or other extracurricular activities the day they are absent.

BAND

Students in grade six are encouraged to participate in band. Instrumental instruction consists of individual and group lessons. Band is an optional, yet graded course. The grade from this class is reflected in your child's GPA for Honor Roll purposes. Students do not miss out on classroom instruction during band practice. Students must supply their own instruments and will be given assistance by the band teacher in buying or renting.

BREAKFAST/LUNCH PROGRAM

Our district breakfast and lunch programs provide balanced meals as mandated by state laws. Menus are published in the Mercury newsletter and are available online. Breakfast is \$1.75 and lunch is \$2.35 for elementary students; milk is included. Students bringing a cold lunch may buy milk for \$.50. A salad bar option is available for 4th-6th graders. Ala carte items may be purchased by students in grades 4-6 one day a week. Students must bring money from home or have money in their lunch account to purchase ala carte items. Adult lunches are \$4.25, (Meal prices are discounted on Grandparent and Parent days). Free or reduced priced meals are available to those students who qualify by family size and income as determined by federal guidelines. We encourage families to apply. Applications can be picked up at the school office. A family may apply at any time. If there are significant financial changes that occur during the school year, families may reapply.

Parents must notify the school regarding students with food allergies or special dietary restrictions. Accommodations will be made.

Cafeteria Hours:

Breakfast: 8:00-8:30

Lunch: Primary 11:15

Intermediate 11:55

BULLYING

McGregor School is committed to providing a bully-free environment for all. We do not tolerate any kind of bullying in the classroom, on the bus, in hallways, on school grounds, or at any school event or activity. Bullying may be defined as causing distress to one or more students, which substantially interferes with educational performance and can include any of the following:

- Physical aggression
- Intimidation in any form including;
 - Cyber-bullying
 - Oral or written threats
 - Threatening looks or gestures
 - Teasing, name-calling or putdowns
 - Cruel rumors or false accusations
 - Social isolation or shunning
- Damage or destruction to a student's property.

We encourage parents and students to work with the school to eliminate bullying behavior. Students are advised to report any suspected bullying.

CELL PHONES

Cell phones are not to be used during school hours. Students who choose to bring cell phones to school must leave them turned off and in their locker or backpack. Cell phones are the sole responsibility of the student, the school is not be responsible for lost or stolen phones. Cell phones are not allowed in any of our school bathrooms, locker room/shower facilities per state law. Students in violation of district cell phone policy will be required to surrender their cell phones.

1st offense – The cell phone will be taken away and returned to the student at the end of the day.

2nd offense - The cell phone will be taken away, parent/guardian will be contacted and asked to pick the phone up at school.

3rd offense – The cell phone will be taken away and returned at the end of the school year.

COMMUNICATION

Communication is key to a successful school year. Parents are encouraged to utilize the various methods of communication available for students. Regular use of the McGregor website, class websites, daily planners, e-mail, daily folders, classroom newsletters, and voicemail are critical in enhancing the learning process for all.

CONFERENCES

Parents are encouraged to contact teachers or the principal about their concerns at any time. In addition, elementary conferences are scheduled twice a year and are held in the teacher's classroom. All parents are asked to attend conferences along with the student to discuss student progress. Conferences are extremely important.

COUNSELING AND FAMILY SUPPORT PROGRAMS

McGregor Elementary has a K-12 school counselor to assist children and families. The counselor will be available to provide personal counseling for students and families. This will help them learn greater self-understanding, acceptance of responsibility, and better decision-making skills related to school success. The counselor will also coordinate the administration of MCA testing.

CURRICULUM

McGregor Elementary School currently serves approximately 200 students. The elementary curriculum consists of basic subject matter, core instruction, and 21st Century technology skills that will prepare our students to meet the Minnesota Graduation Standards and create lifelong learners. McGregor Elementary offers a variety of programs to enhance student learning including Title One support and a full range of special education services. Our curriculum is supported through the use of Accelerated Reader, IXL math, Math Facts in a Flash, SuccessMaker, and a variety of other technology.

Additional programs may include D.A.R.E. for fifth grade students, fieldtrips, Talent Search and All Stars for 6th grade, band, school lyceums and special speakers, tutoring opportunities, Kids Club for grades 1-4, after school enrichment for grades 5-6, and a variety of other activities.

DISCIPLINE POLICY

McGregor Elementary strives to provide a secure learning community. We realize that this goal can only be met if we cooperate and work together. It is our belief that each student has the right to attend school in a safe, educationally sound environment, where consideration and respect are shown to all. Appropriate behavior is expected in the school building, on the playground, at after school activities, and at any school related functions. We will do our best to be consistent, fair, and honest when dealing with student behavior. We foster integrity, respect, and perseverance and uphold high expectations for our students.

Sometimes students have difficulty with self-discipline and need guidance in acquiring these skills. Consequences for inappropriate behavior may include; a verbal warning, one-to-one interaction with school personnel, time out, detention,

parent communication, individual behavior plan, suspension, or expulsion from school.

Lunchroom Rules

- Stay at your assigned table until you are dismissed.
- Eat your lunch and visit quietly with the neighbors next to you.
- Waste is discouraged
- No throwing food. Table and floor should be clean when you leave.
- Use appropriate voices. A supervisor will blow a whistle when the noise level becomes too loud. This is a signal for students to quiet down.
- Use good table manners.

Playground Rules

- Listen to and respect the supervisors.
- Respect one another's feelings and property.
- No fighting, wrestling, contact sports, or aggressive play.
- No throwing rocks or snowballs.
- No profanity.
- Students must be dressed appropriately for weather conditions.
- Use playground equipment appropriately.
- Students may not re-enter the building without a supervisor's permission.

DRESS CODE

Positive attitudes and behaviors are directly related to appropriate dress. Students should avoid attention-seeking outfits, which depart from good taste and should wear clothes appropriate for school and weather. Clothing should be respectful and safe to self and others. Pants must be worn at waist level. Short shorts, midriff tops, and camisoles that are revealing are prohibited. Clothing which promotes alcohol, tobacco products, or drugs will not be accepted. Clothing with obscenities, sexual connotations, violent, derogatory or offensive language or graphics is also forbidden. Students wearing inappropriate clothing will be provided with an appropriate cover-up or parents will be called. Students are prohibited from wearing sunglasses, bandannas, jewelry, chains, symbols or colors, which may signify membership in gangs or other offensive clubs at school or any school related activities. Hats are not allowed to be worn in the building.

EARLY PICKUP

If a parent needs to take a child out of school during school hours, parents are required to report to the elementary office first. The teacher will be notified and students will be called to the office. Students will be permitted to leave with a parent or legal guardian only, unless prior notification has been given to the office. In parental custody cases the school must have a copy of a court order regarding restrictions on who may pick up the child. The court order must be on file with the school.

EMERGENCY DRILLS

Fire, tornado, and lockdown drills are conducted throughout the year in accordance with Minnesota law to ensure the safety of all students. Emergency procedure instructions are posted in each classroom. In case of emergency evacuation or lock down, the Crisis Prevention Plan will be implemented.

In the event of an actual emergency, parents are asked to wait for instant alert updates rather than flood the school with individual calls.

FOOD POLICY

Kindergarten snacks: in addition to fruit and vegetable snacks, parents are asked to provide snacks to share with the class.

Birthday treats: If your child wishes to bring a birthday treat to share, parents may make arrangements with the teacher.

Snack Packs: McGregor School is a part of the Heartland Snack Pack program. Students who receive snacks packs are expected to transport them home unopened in a backpack. Contact Carrie White for additional information ext: 263.

FIELD TRIPS

All classes have the opportunity to go on a field trip each year. Field trips are a privilege and not a right. Your child must meet the classroom requirements for field trip attendance. Classroom teachers will communicate all requirements and expectations to students. For liability reasons field trips are limited to classroom students and adult chaperones only. No preschool children or other siblings may attend. Parents are encouraged to attend if space permits and are asked to ride the bus. Only under special circumstances may parents drive to the field trip and join the class. Occasionally there is a need for students and parents to pay a portion of field trip costs.

HONOR ROLL

Students in grades 4-6 have the opportunity to earn a place on the "A" or "B" Honor Roll.

"A" Honor Roll requirements:

Students must achieve a GPA of 3.67 or higher.

Students may not have less than a C in any subject.

"B" Honor Roll requirements:

Students must achieve a GPA between 3.0-3.66.

Students may not have less than a C in any subject.

HEALTH RECORDS

Health records are part of each student’s cumulative file. School health records need to be updated each fall. It is imperative that the school be notified of any additional changes throughout the year.

HEARING AND VISION SCREENINGS

Hearing and vision screenings are done annually. Parents will be notified of those students who fail the retest and will be encouraged to seek further evaluation.

HUMAN RIGHTS ACT SECTION 504

McGregor School is dedicated to providing non-discriminatory educational programming to all. Staff provides a continuum of services to students who meet the state of Minnesota criteria for a variety of specific disabilities.

IMMUNIZATIONS

Minnesota Statutes, Section 121A.15, requires all students enrolling in an elementary or secondary school to show evidence of immunization or properly documented exemption.

	Hep B hepatitis B	Tdap/DTaP/Td diphtheria, tetanus, pertussis (whooping cough)	Polio	MMR measles, mumps, rubella	Hib <i>Haemophilus</i> <i>influenzae</i> type b	Varicella* (chickenpox)
Preschool (age 3-5)		✓✓✓✓	✓✓✓	✓	At least ✓	✓
Kindergarten**	✓✓✓	✓✓✓✓✓ 5 th shot not needed if 4 th was after age 4	✓✓✓✓ 4 th polio not needed if 3 rd was after age 4	✓✓		✓✓
Age 7 through 6 th grade		At least ✓✓✓	At least ✓✓✓	✓		

Further information is provided by; <http://www.health.state.mn.us/>, your family doctor, or the school nurse. Our school nurse is available from 8:00am to 2:00pm daily.

INCENTIVES

Classroom teachers provide ongoing rewards to motivate and encourage positive academic and social skills. These rewards may consist of things such as: free time, movies, games/activities, recess, and computer time.

LIBRARY

Students may check out up to two books at a time from the library. Replacement costs for lost or damaged books are the student’s responsibility.

LOST AND FOUND

Misplaced articles are placed in a bin in the foyer. Items not claimed are displayed at conferences and at the end of the year. Parents are encouraged to check often for lost items. Unclaimed articles are donated to the McGregor Area Clothing Closet at the end of the year.

MAKE-UP WORK

Students who are absent are responsible for completing the work they missed. Parents wishing to pick up missed student work must notify the elementary office before 12:00. Students will have the same number of days they were gone to make up missed work. Many classroom activities cannot be duplicated at home (group work, experiments, in-class games, buddy class activities, etc.), so regular attendance is expected. Arrangements should be made in advance for extended absences.

MEDICATIONS

All prescribed and over-the-counter medication will be dispensed by the school nurse. Written parent and doctor permission are needed to take prescribed medication at school. Medication must be kept in an original container with dosage and prescription, etc., on it. Students are allowed to carry inhalers and cough drops and use as needed.

PERSONAL PROPERTY

Students are advised not to bring toys, money, electronics, or any other items of value. School is not responsible for any lost, stolen, or damaged items. Lockers, desks, and backpacks are not secure.

PETS AT SCHOOL

Classroom pets are not allowed. If your child would like to show a pet, please contact your child's teacher to arrange for a visit. Pets cannot be transported on the bus.

PHYSICAL EDUCATION

Students are required to participate in scheduled physical education classes. Physical education is a graded course. If a child is unable to participate he/she should have a written parent note for short-term exclusion, and a doctor's note for an extended period of time beyond two days. Students are expected to have appropriate footwear and clothing as defined by the physical education teacher.

RECESS

Students are expected to go outside for recess, when weather permits. In the event that temperatures or wind chill fall below 0 degrees, or during inclement weather, students will stay indoors. It is a parent's responsibility to make sure students have appropriate clothing for weather conditions.

RELIGIOUS/CULTURAL INSTRUCTION

Wednesday afternoons running approximately October through April, students in grades 1-6 are able to attend religious and cultural programs offered through the community. This is optional and parent permission is required. Students will not miss new classroom instruction.

SCHOOL CLOSINGS

If it becomes necessary to close school due to bad weather or other emergencies the Honeywell Instant Alert System is activated. Please keep school records updated so that you receive these announcements. School closing may also be announced on area television stations, and the following radio stations: KKIN (94.3FM), KEZZ (930 AM), WCCO (830 AM), WTBX (93.9 FM), KDAL (610 AM), KBK (95.5 FM).

SCHOOL HOURS

Students should not arrive before 8:00 A.M. No staff is scheduled to supervise students before 8 A.M. Students in the building before 8:10 must go directly to the cafeteria gym. Students are not to be in the school building after school hours, except when participating in an approved, supervised activity for elementary students.

SCHOOL SUPPLIES

McGregor School provides workbooks, textbooks, and other educational materials. Supplies are expected to be maintained, used appropriately, and returned in good condition. Lost or damaged materials are the responsibility of the student.

Students must provide items from classroom supply list available in the elementary office. These supplies also should be treated respectfully and replaced as needed.

SELLING AT SCHOOL

Students are allowed to sell items for school approved fund-raisers prior to 8:30 a.m. and after school.

STUDENT RECORDS

All students' records will be treated in accordance with the provisions of Public Law 93-380 and Chapter 479.

STUDENT VISITORS

Students not enrolled in our district are not allowed as guests during school hours.

TECHNOLOGY

Instructional technology has become an important and regularly used educational tool. Technology is an all-inclusive term referring to the use of computers, websites, SMARTboards, projectors, e-mail, calculators, mobile devices, etc. Technology usage is a privilege as well as a responsibility. Students will be instructed in safe and proper use as applicable to their grade level. Students are expected to use technology in a safe, respectful, and responsible manner. The following rules govern access to these tools. Noncompliance will result in disciplinary action.

1. Copyrighted material will not be traded or copied. Unauthorized duplication and use of software violates the U.S. Copyright Law. Submitting copied programs and files as your own work is plagiarism.
2. Students will not access, modify, destroy, tamper with or install software programs on district owned computers, or take possession of files or programs without teacher permission. Compromising passwords, settings, or altering the hard drive will not be tolerated.
3. Students will be expected to handle all district instructional technology materials appropriately and with respect.
4. Inappropriate use may include accessing, downloading, contributing to, or distributing objectionable material, dialing unauthorized numbers, cyber-bullying, or using equipment to purchase or solicit.
5. Students will not share personal information such as addresses, full names, phone numbers, passwords, or any identifying information over the internet.
6. Students will report any information that makes them feel uncomfortable. Students are also expected to report any inappropriate use of equipment.

TECHNOLOGY AGREEMENT

This outline represents the McGregor School Technology Plan, which is on file with the Minnesota Department of Education and is available in the district office. By signing the Student Policy Agreement, parents and students agree to follow the district “Acceptable Use” policy.

The District and classroom teachers operate and maintain websites. First names and photographs of students are used through this use of technology. Parents must notify the classroom teacher if they choose not to have their child’s name or photograph published.

TELEPHONE CALLS

Students and parents should arrange family matters, transportation, meeting arrangements, and after school activities before students come to school. Utilize student planners or parent communication folders to reinforce student safety and responsibility. In the event of an unexpected change, parents should notify the office prior to 2:30 to ensure the message is delivered to your child. Office telephones are not for student use. Classes will not be interrupted to call students to the telephone for messages. You may leave a message for classroom teachers at their extension.

TRANSPORTATION POLICY

Student Training

The school district shall provide students enrolled in preschool through 12th grade with school bus safety training per state guidelines. The training shall be results-oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completing the training, a student shall demonstrate knowledge and understanding of at least the following competencies and concepts through written examination:

- Transportation by school bus is a privilege not a right.
- District policies for student conduct and school bus safety.
- Appropriate conduct while on the bus.
- The danger zones surrounding a school bus
- Procedures for safely boarding and leaving a school bus.
- Procedures for safe vehicle lane crossing.
- School bus evacuation and other emergency procedures.

Rules at the Bus Stop

- Get to your bus stop five minutes before your scheduled pick up time. The bus driver will not wait for late students.
- Respect the property of others while waiting at your bus stop.
- Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops completely before approaching the bus.
- Keep your arms, legs and belongings to yourself.
- Use appropriate language.
- After getting off the bus, move away from the bus.
- If you must cross the street, wait for the driver to signal to you before crossing the street.
- Always cross in front of the bus where the driver can see you.
- No fighting, harassment, intimidation or horseplay.
- No use of alcohol, tobacco, or drugs.
- Dress properly for the weather.

Rules on the Bus

- Immediately follow the directions of the driver.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep your arms, legs, and belongings to yourself.
- No fighting, harassment, intimidation or horseplay.
- No use of tobacco or drugs.
- Do not damage the school bus.
- No eating or drinking without the driver's permission.
- Students are not allowed to transport pets on the bus.

TRANSPORTATION DISCIPLINE

The bus ride is an extension of the school day. The bus driver has the authority to assign seats. The sexual/racial/religious harassment policy and the weapons policy of the school district will be strictly enforced on the school bus, as well as at school.

Inappropriate Behaviors:

- Displaying any unsafe behavior
- Spitting
- Excessive noise
- Horseplay
- Leaving seat or standing while bus is moving
- Profanity, verbal abuse, harassment, obscene gestures, possession of obscene material
- Hanging out the windows
- Throwing of any object
- Physical aggression against anyone
- Use of tobacco or any controlled substance
- Vandalism to bus (restitution to be made)
- Holding onto or attempting to hold onto any part of the exterior of the bus
- Lighting of matches, fireworks, or possession of any flammable substance
- Unauthorized entrance or exit through the emergency door
- Other serious offenses as reported by the bus driver

Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes and athletic extracurricular busing. Decisions regarding a student's ability to ride the bus in connection with school activities will be the sole discretion of the school district principal. Parents or guardians will be notified of any suspension of bus privileges. Conferences between the student, parents, bus driver, and principal will be scheduled as needed.

1st offense - meet with Principal

2nd offense - noon detention

3rd offense - 1-5 days bus suspension

4th offense - 5-10 days bus suspension

5th offense - 10 day minimum bus suspension; possible loss of all bus privileges; parent/principal meeting

Severe Clause- For serious or repetitive offenses, consequences may be given according to administrative discretion. Example: severe disrespect or endangering others or self.

TRUANCY/ EDUCATIONAL NEGLECT

According to Minnesota truancy regulations, parents will be notified if their child has had excessive absences. In accordance with Minnesota Statute § 12.101, we are required to notify the Aitkin County Attorney's Office after your child has missed 15 days of school and is absent from instruction without valid excuse.

VISITOR POLICY

For the safety and welfare of our students and staff visitors must use the doors by the district office and check in. Please pick up a visitor's badge in the office. Staff is instructed to inquire about visitors without a badge and direct them to the school office. Please respect these procedures as a means of keeping the school a safe environment.

ZERO-TOLERANCE POLICY

McGregor School adheres to a "Zero-Tolerance" Policy. The purpose of this policy is to assure a safe school environment for students, staff, and the public. Zero-Tolerance applies to any device, instrument, or substance meant to intimidate, produce or threaten to inflict bodily harm as well as the threat, verbal or written, to bring a weapon or do harm to another person.

The consequence for students possessing, using, or distributing weapons or substances may include:

1. Confiscation of the weapon or substance
2. Immediate notification of police
3. Parent or guardian notification
4. Immediate out-of-school suspension
5. Recommendation to the superintendent for expulsion not to exceed one year

Exception: A student who finds or discovers a weapon or substance and reports or takes it immediately to school personnel will not be considered to be in possession of the weapon or substance.

DISSEMINATION OF HANDBOOK

Copies of this handbook will be printed, disseminated, and reviewed annually with all students. Parents and students will review, sign, and return the Student Policy Agreement on the next page stating they understand and agree to support the policies contained herein.

The McGregor Elementary Handbook can be accessed online at the McGregor Website: www.mcgregor.k12.mn.us

STUDENT POLICY AGREEMENT

Please complete this Student Policy Agreement and return it to your child's teacher.

Student Policy Agreement

- I have read and reviewed the McGregor Student Policy Handbook.
- I understand and agree to support the policies.
- I agree to abide by and honor the expectations of our school.
- I will be safe, respectful, and responsible.

Acceptable Use of Technology

- I will use technology in school for educational purposes. The school has a right to monitor my use of technology.
- I will use respectful language and behavior while using school technology.
- I will not give out personal information about myself or anyone else while using technology.
- I will not look at, download, or communicate any material that is obscene, vulgar, sexually explicit or offensive in terms of race, ethnicity, sex, or religion. I will tell a teacher if I come across any information that is inappropriate or makes me feel uncomfortable.
- I will never access, remove, change or harm another person's files.
- I will not use another person's system or password.
- I will give credit when I use another's work, whether it is from a book, the internet, or elsewhere.
- I will be respectful of and responsible for all school technology I use, leaving it in good working order, organized, and ready for the next person.

Student's Signature _____

Parent/Guardian Signature _____

*Please initial one of the choices for each statement:

I do _____ I do not _____ authorize the use of my child's name or photo on our district related websites.

I do _____ I do not _____ give my child permission to ride the bus to the Dairy Queen when they earn their AR goal at the end of each quarter.

