

Message from the Principal

Dear Parents/Guardians:

The Zumbrota-Mazeppa staff and I want to welcome you and your family to another exciting school year. This school year will be filled with changes but, also promises to be an exciting year filled with new opportunities for all.

In the Zumbrota-Mazeppa Primary/Elementary School, we believe that a top-notch educational program starts with a team effort. It takes all of us working together - parents, community and staff to provide the best education for our students. We are pleased to have you as a key member of our team. I would also like to take this opportunity to encourage you to be an active member of the district's PIE (Partnering in Education) committee. More information can be found on the district website.

This handbook was prepared for you to help you understand how the primary/elementary school operates. The policies and procedures in this handbook have been carefully prepared to help you adjust to our school and to become an integral part of it. Please take the time to familiarize yourself with our building rules and policies. Because there may be slight changes between the two sites, there may be slight differences in the handbook.

The Zumbrota-Mazeppa School staff is highly qualified and work very hard to ensure your child will receive the best possible education. We are committed to providing an educational experience that will meet the needs of all students. Our students have traditionally shown high standards of performance in academics, activities and behavior. Above all, we are here to assist you. Welcome to your school!

Yours in Education,

Mr. Quinn Rasmussen
K - 6 Principal

Table of Contents

District Directory	4
Elementary Staff Directory	4
Accidents and Illnesses	6
Arrival at School	6
Athletic Passes	6
Attendance Policy, K-6	6
Absence Reporting	8
Bicycles	9
Birthday Treats	9
Building Use	9
Bullying	9
Bus Service	10
Cards and Collectibles	12
Changes in Contact Information	12
Checks	12
Closings	12
Community Education	13
Conferences	13
Cougar Care	13
Curriculum	13
Daily Announcements	14
Data Privacy Act	14
Dress Code	14
Dress for Winter Weather	15
Discipline	15
Detention	16
Dismissal Policy Prior to End of Day	16
Emergency Closings	16
Emergency Drills	16
Family Education Rights (FERPA)	17
Fees	18
Food Service	18
Free and Reduced Meals	19
Fundraising	19
Grade Reporting	19
Health Services	19
Healthy Snacks	21
Homework	22
Insurance	22
Interruptions	22

Items from Home	23
Lockers	23
Lost and Found	23
Lunch	23
Milk Program	23
Mood Altering Drugs	24
Non-Discrimination	24
Open Enrollment	24
Parties	24
Permission Slips	24
Pets	25
Policy Book	25
Power 30 (W.I.N.)	25
Practice Time (P.T.)	25
Psychologist	25
Racial, Sexual Harassment	
Policy	25
Reasonable Force	26
Recess	26
Registration	26
Rehabilitation Act (504)	27
Report Cards	27
Schedule	28
Special Education Services	28
Specialists Classes	28
Sportsmanship	28
Substitute Teachers	28
Telephones	29
Testing	29
Textbooks	29
Title One	29
Visitors	30
Volunteers	30
Website	30
Weapons	30

District Directory

District Office

Superintendent, Mike Harvey
507-732-1400

High/Middle School Office

Principal, Dave Anderson
507-732-4511

Elementary Office 3-6

Principal, Quinn Rasmussen
Dean of Students, Chuck Ohm
507-732-1420, ext. 1003

Primary School Office K-2

Principal, Quinn Rasmussen
Dean of Students, Tim McAthie
507-732-7848

Special Education Coordinator/ Asst. Principal

Wendy Ahern
507-732-2165

Counselor

Pamla Potter-Langley
507-732-1420, ext. 1117

Food Service Director

Brian Wright
Lunchtime Solutions
507-732-7848, ext. 1102

Sugar Loaf Bus Service

Scott Kennedy
507-732-7670
507-843-5291

Community Education

Jennifer Burfeind, Director
507-732-4244

Licensed School Nurse

Tiffany Boraas
507-742-1420, ext. 1006

Zumbrota-Mazeppa Board of Education District #2805

Jim Wendt
Jean Roth
Becky Hinchley
Dirk Niles
Jason Lohman
Angie Bredehoft

Note: Regular school board meetings are held the fourth Monday of the month at 7 pm. The meeting location rotates monthly between Zumbrota and Mazeppa and is noted in the school calendar. The public is welcome to attend all regular meetings.

Zumbrota-Mazeppa Primary/Elementary Staff Office

Quinn Rasmussen, Principal
Tim McAthie, Dean of Students - Zumbrota
Amy Hansen, Primary Office Admin. Asst.
Tammy Gruhlke, Elementary Office Admin. Asst.

Kindergarten

Amanda Boyum
Heather Decker
Stephanie Foss
Stacy Liebenow
Jesse Duden

Fifth Grade

Derek Hatten
Shannon Johnson
Jamie Quam
Ben Sand

1st Grade

Kristine Alders
Caitlin Miller
Megan Ferguson
Melissa Boraas
Whitney Seyffer

Sixth Grade

Jill Ziebell
Logan Jensen
Christine Schmitt
Anne Solberg

2nd Grade

Mary Jo Kruse
Lisa Nelson
Abby Roberts
Shelby Latusek
Rachael Dreyer

Title I

Mary Jo Schwartau

3rd Grade

Matt Biever
Ann Paukert
Marnie Vondal
Samantha Neiman

Special Education

Haley Mackin
Tanya Cordes
Brenda Debner
Kiersten Jacobson
Megan Carlson
Molly Lindhart

4th Grade

Amanda Braithwaite
Scott Paukert
Kelli Smith
Todd Cordes

Social Worker
Katie G. Kennedy

Custodian

Steve Pahl, District Head
Harold Porter
Dale Arendt

Specialists

Art-Kendra Johnson
Art-Pat Steffes

Music-Susan Peterson
Music-Aaron Schumacher
Instrumental Music-Katrina Schuneman
PE-Chuck Ohm
PE-Alyssa Bangert

Paraprofessionals

Jill Hall
Monica Dohrn
Kris Sprick
Kathy Flotterud
Michelle Matthees
Sue Scheffler
Shelley Speltz
Donna Huneke
Jody Ayres

Pam Keller
Terin Olson
Cindy Billman
Courtney Hammes
Michelle Zidlicky
Bonnie Rolland

Ann Streiff
Lynn Wingfield

A

ACCIDENTS AND ILLNESSES

The school must be able to reach parents quickly should an emergency arise involving their child. We ask all parents to fill out and return a student update form each year to ensure parent contact accuracy. Parents will be notified when their child is injured or becomes ill. We will contact the emergency contact person listed on the student form if we cannot reach parents at the telephone numbers provided.

ACCIDENT INSURANCE

The school does not cover any student for accidents that occur while school is in session, going to and from school, or participating in a school sponsored activity.

ARRIVAL AT SCHOOL

Shuttle buses between sites leave about 7:35

Zumbrota - The first morning bell allowing students to enter the building rings at 8:05AM.

Mazeppa - The first morning bell allowing students to enter the building rings at 7:55 AM. Classes begin at 8:00 AM. Students arriving at school for breakfast are not allowed in the building before 7:30AM. SUPERVISION IS NOT PROVIDED FOR STUDENTS WHO WALK TO SCHOOL OR WHO ARE DROPPED OFF BEFORE 7:30AM. Typically this time of day tends to get a bit congested. Please help the flow of traffic by dropping off at the designated place on Mill Street. Please do not drive through the bus area and please respect the staff parking lot.

ATHLETIC PASSES

Athletic passes will be sold for both students and adults at our annual registration day prior to the opening of school. Persons who wish to purchase passes after that date should contact the high school office. An athletic pass enables the person to whom the ticket is sold to attend all athletic events throughout the year. The holder of the pass should always have the pass available and not assume that the ticket taker will "know" that he or she has a pass.

ATTENDANCE POLICY, K-6

Classroom experiences are meaningful and essential components of the learning process. Meeting class attendance requirements helps instill concepts of self-discipline and exposes the student to group interactions with teachers and fellow students. Being in school enables the student to listen and participate in class discussions, and involves the student in educational experiences not available in other settings. Many instructional and learning opportunities lost through absence from class are not able to be made up.

The parental attitude toward excellent school attendance is the most significant factor in a student's attendance record. Along with that, good school attendance is one of the major contributors to a young child's success in school. The responsibility to see that students are in school and on time rests with his/her parents or guardians. All attempts should be made to limit student absences and to avoid absences for routine appointments, vacations, shopping, baby-sitting, etc...

Classification of Absences

Excused absences

The four (4) acceptable reasons for absence from school are:

- Medical, dental, legal and other professional appointments.
- Illness. A physician's statement may be required after 3 consecutive days.
- Family Leave (injury, emergency, funerals, illness of other family members)
- Religious Observances

• Unexcused Absences/Tardies

All unauthorized absences/tardies are unexcused absences/tardies. Work missed during unexcused absences/tardies must be made up. Unexcused absences/tardies will result in parent notification and school disciplinary action may be taken.

MN STATUTE 260.181 SUBDIVISION 19..."Habitual truant" means a child who is absent from attendance without lawful excuse for 7 school days if the child is in elementary school.

Sample of absences and tardiness considered being unexcused:

visiting	hunting	helping at home
overslept	shopping	unapproved vacation
no clothing for inclement weather		caring for others
missing the bus	not getting to bed on time	

- Family Vacations

In the event of a family vacation we require families to provide notice to both the classroom teacher and the office a week prior to the absence. Our teachers plan lessons in advance, however, the pacing to these lessons depends upon the students understanding of the concepts and information. These lesson plans are frequently adjusted to best meet student needs. For this reason, student work is very difficult to send with them prior to the absence. Students in Kindergarten through Sixth grade will receive assigned work they missed **upon their return to school**. Students will have the same number of days to make up the work as the number of days missed. For example, a 3 day absence would have 3 days to turn in the missing work. This may also include working with teachers during recess time to help with the instruction that was missed during the students' absence.

*Family vacations or trips will be considered on an individual basis. On these occasions, please contact the principal well in advance. Note: **Family vacations are deemed as unexcused without prior approval.**

Unexcused absence or truancy action

- Step 1 When a student has had three (3) unexcused absences or ten (10) total absences, the school will send a letter to the student's parents. Please realize that this letter is automatically generated based on absences.
- Step 2 When a student has had four (4) unexcused absences, the school may utilize all available resources to help eliminate the problem. Those resources may include home contact from the school social worker, a meeting and or phone call from the principal, and any other interventions found to be appropriate.
- Step 3 When a student has had five (5) full days unexcused absences or show a pattern of continual absences without a significant reason, County Social Services will be contacted.
- Step 4 If absences continue the County Social Service agency will again be notified. If a child has been truant for more than seven (7) full days a truancy petition will be filed.

Reporting Absences

Parents must call before 9:00 AM or use the direct link on the website to report their child's absence or tardiness for that day.

If parent or guardian has not called or used the direct link on the website; a note from home will be required explaining student's absence. If tardy, the parent must report

to the office with the student before the student will be admitted to class. When reporting absences, please use the following numbers or visit the school website:

Primary Elementary	732-7848
Intermediate Elementary	732-1420
High School	732-7395

Attendance Recording

Each classroom teacher shall take daily attendance electronically, which is automatically reported to the office.

B

BICYCLES

Students who ride bicycles to school should park them in the racks provided. We cannot be responsible for bicycles lost during school so please be sure they are properly locked. Because of the danger involved, bicycles cannot be ridden during the noon hour or on any of the blacktop play areas. Zumbrota-Mazeppa Schools recommends always wearing a helmet.

BUILDING USE

Anyone wishing to use the building before or after school hours must contact the community education office at 732-4244.

BULLYING

Bullying is when someone repeatedly or on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. Bullying will not be tolerated at any time at ZM Schools. To educate our students we utilize the Olweus bully prevention program. Students violating the District Bullying Policy will be disciplined according to the building discipline policy which can be found on the District Policy Guide.

Bullying is harmful, and not an acceptable childhood experience. It is not "a rite of passage," "character building," or a "stage" kids go through. If you see it happen or know of it, you should take action to try and stop it. Bullying is repeated behavior directed at one person or group of people by one or more people. Bullying is repeated action that includes a range of behaviors:

- Emotional-exclusion, stalking
- Physical-pushing, shoving, hitting, beating
- Sexual-remarks about sexual preference, body, activities, spreading rumors, or hitting, grabbing, pulling or punching body parts or clothes

- Words-racial and sexual slurs, remarks about body, mind, name, glasses, family, language, religion, socioeconomic status, etc...

BUS SERVICE

Bus transportation is contracted with Sugarloaf Bus Service. All bus concerns should be directed to Mike and Barb Kennedy at 732-7670.

All students are expected to adhere to a basic set of bus rules that helps ensure safety for all. These rules apply when students are at the bus stop as well as on the bus. Please refer to the following for specific rules:

- **Rules at the Bus Stop**
 - Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - Respect the property of others while waiting at your bus stop.
 - Keep your arms, legs and belongings to yourself.
 - Use appropriate language.
 - Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
 - After getting off the bus, move away from the bus.
 - 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.
 - No fighting, harassment, intimidation or horseplay.
 - No use of alcohol, tobacco, or drugs.
- **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.
 - Do not throw any object.
 - No eating, drinking or use of tobacco or drugs.
 - Do not bring any weapon or dangerous object on the school bus.
 - Do not damage the school bus.
- **Bus Riding Expectations**
 - Respect authority
 - Display appropriate social skills.
 - Respect the rights of others.
 - Follow the directions of the driver the first time.
 - Remain in your seat.

- Keep all parts of your body inside the bus.
- Keep the noise down.
- **Consequences**
Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

1st Violation - Written Report - Discuss with student; parent called; report sent home; deny riding the bus for 1 day.

2nd Violation - Written Report - Discuss with student; parent called; report sent home; deny riding bus 2-5 days; conference with parent, student, principal, bus driver or contractor's designee.

3rd Violation - Written Report - Deny riding bus indefinitely; immediate conference with parent, driver, principal and bus designee, possible suspension of bus privilege for the rest of the school year.

Severe Clause - In case of a severe disruption immediate suspension may be determined necessary. Incidents of this nature will be decided upon after consultation with the bus driver, bus designee and principal. Bus riding privileges will be suspended indefinitely. A conference involving those named above will determine whether bus riding privileges will be reinstated or suspended for the remainder of the year.

Note: When a student goes 60 calendar days without a report, the student 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 may also result from school bus/ bus stop misconduct.
- **Record**
Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office.

- **Vandalism/Bus Damage**
Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.
- **Cell Phones/ Electronic Devices**
During regular to and from routes, cell phone use or use of any electronic device is highly discouraged. When students are using portable game devices or electronic devices other than a portable music device with ear phones, it becomes a distraction to others on the bus when students are not properly seated and standing up to view the device which is being used around them. When given permission by the school bus driver, a student may use a cell phone to make a call to a parent if the bus is running late. During extra-curricular trips, drivers and coaches shall encourage students to be considerate and to not be flashing the cell phone around on the bus. If a student is not cooperative and is using one of the above items, it will be taken away and will be returned upon arriving at the destination.
- **Lost Items:** - The bus company/driver is not responsible for lost items.

C

CARDS, COLLECTIBLES, AND OTHER POSSIBLE DISTRACTIONS

Cards and other collectibles such as Tomagachis, Bakugon items, Yugioh cards, Pokemon cards, Nintendo DS game systems, and any other items of the like are not permitted at school. We ask for parental cooperation in this matter to ensure that they do not become lost and they do not interfere with the education process.

CHANGES IN CONTACT INFORMATION

Please notify the office immediately if there are any changes in your address or phone number. Parents are responsible for ensuring that the school always has a working phone number with which to contact you in case of emergency or other related school business.

CHECKS

Please make any lunch, milk or activity checks payable to the Zumbrota-Mazeppa School District.

CLOSINGS - SEE INSTANT ALERT

COMMUNITY EDUCATION

Jen Burfeind is the Community Education Director for Zumbrota-Mazeppa Schools. She can be reached at 732-4244 or e-mail jenb@zmsch.k12.mn.us.

CONFERENCES:

Conferences are designed and scheduled to serve as a very important component of your child's education. We take great pride in our level of communication at the primary/elementary schools and view parent-teacher conferences as an essential component of the process and encourage all parents to attend these sessions. Several years ago, the district added additional parent-teacher conferences before the first day of school to ensure the best possible start to the school year. The conference schedule for the 2014-2015 school year is as follows:

Pre-School Conferences: September 4-6	Fall Conferences: November 12 and 15	Spring Conferences: March 26 and 28
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*Due to time constraints with conference scheduling, only one conference will be scheduled per child.

COUGAR CARE

The Zumbrota-Mazeppa School-Age Childcare Program believes that all children deserve a safe, nurturing, and enriching environment. Such an environment promotes an extension of social, emotional, physical, and intellectual growth with respect to individual and cultural differences.

Zumbrota-Mazeppa Community Education sponsors Cougar Care and Bright Beginnings. The Cougar Care program is able to accommodate children on either a full-time or part-time basis. All children must be pre-registered to participate in the program. For registration information, call community education at 732-4244 or the director at 732-4650.

School-age childcare is provided:

Monday through Friday before school:	6:00AM-7:30AM
Monday through Friday after school:	3:10PM-6:00PM
Non-School Days:	6:00AM-6:00PM
Monday through Friday summer care:	6:00AM-6:00PM
Scheduled Early Dismissals:	Dismissal time - 6:00PM
Early Dismissal due to weather:	2 hrs. after dismissal time

CURRICULUM

Our students are taught a balanced curriculum developed and reviewed regularly by teams of educators. Learner outcomes are written and revised on a yearly basis for one or two different subject areas throughout the district. Specialists from our district provide art, physical education, music experiences, library, computers, and character education.

D

DAILY ANNOUNCEMENTS:

Announcements start each school day at the primary/elementary schools. The office staff will put out a daily bulletin of relevant announcements each morning on the K-6 website. Parents are encouraged to access this site for upcoming events, lunch menu, and other important information. Following the morning announcements, students lead the entire student body in the Pledge of Allegiance.

DATA PRIVACY ACT:

Each building principal shall be responsible for maintaining and securing the privacy and/or confidentiality of student records. Student records may be reviewed only with written permission of the parent or the student (if the student is 18 years of age or older) except under the following circumstances:

- When school officials have a legitimate educational interest in the student's records.
- When student records are forwarded to other schools or post-secondary education institutions to which the student transfers, applies for admissions, or enrolls.
- When the student's records are concerning financial aid for which the student has applied or received.
- When it is for educational research, with the permission of the superintendent. Researchers may review records and report information that does not identify individual students.

DRESS CODE:

Students are to be dressed in an appropriate and socially approved manner in accordance with the health, safety and learning activity requirements. We ask that students are dressed in accordance with cleanliness and good grooming and that their dress styles do not create a disruption or safety hazard within the classroom or school environment. Please note that flip flops are not allowed on the playground or in physical education classes. Please plan accordingly with other shoes. Shorts should be appropriate in length and avoid tank tops with straps less than two fingers wide. Students whose dress does not conform to these standards will be referred to the principal. Students may be asked to correct their dress before they will be allowed to go back to class. Faculty members directing extra-curricular activities have the authority to decide how students should be dressed when reporting for events.

DRESS FOR WINTER WEATHER

Snow...Wonderful Minnesota Snow! With 400 students frolicking on the school grounds during snowy conditions, it is imperative that the following rules are adhered to:

- Children must wear boots, snow pants, hat and mittens/gloves.
- If a child does not wear boots, he/she will be required to stand next to the building for the duration of recess.
- No snowballs can be thrown on school grounds.

DISCIPLINE - School Wide Positive Behavior Intervention System (PBIS)

Zumbrota-Mazeppa Primary and Elementary Schools are federally recognized positive behavior schools. This simply means that our discipline approach focuses on positive behavior while incorporating the teaching of school-wide behavior expectations. A systematic approach ensures that behavior that is not acceptable in our schools is attended to in a consistent and efficient manner. The following outlines the program at our school:

The program is structured to promote personal responsibility while recognizing students for academic and social success. The following information is a quick overview of the program.

All students will kick-off the school year with behavior passports. After learning about the expectations of the playground, cafeteria, hallways, etc..., students will receive a stamp that they have learned about the expectations for each area.

Throughout the school year Stop and Think Tickets will be issued for mild behavior offenses. Students will receive a copy and a copy will be given the student's classroom teacher. In order to promote home/school communication, parents will sign the copy to be returned to the school.

Red Tickets - The accumulation of 5 stop and think tickets or a more serious offense will lead to a Red Ticket. When a red ticket is given, the student will have a meeting in the office, parents will be notified, and a consequence will be served.

1 Red Ticket = office conference, phone call home and an in-school detention

2 Red Tickets = office conference, phone call home, and an after-school detention

3 Red Tickets = Team conference (parents, teachers, administration, student) Team will determine course of action.



On the Positive Side

Silver Tickets will be submitted for students demonstrating positive character. When we reach our school wide goal we will hold drawings for prizes. These will take place at our quarterly rewards.

DETENTION

Detention is held two days a week (Tuesday and Thursday) for students in K-6th grade from 3:15-4:00. An administrator will assign all behavior related detentions. Teachers and administrators may assign academic related detentions. If a student is unable to attend a scheduled detention, please notify the office at the appropriate school to reschedule. Failure to notify the office and reschedule will result in additional time being assigned.

DISMISSAL POLICY PRIOR TO THE END OF THE REGULAR SCHOOL DAY

Parents wishing to pick their children up early from school must do so through the K-6 office. Parents are encouraged to send a note to their child's teacher indicating that they will be picking their child up early from school. This practice allows the teacher adequate time to prepare materials that need to be sent home. Parents are asked to not interrupt the classroom prior to the end of the day unless there is an emergency.

Please notify the office by 2:00 PM with any changes to where your child needs to go after school.

E

EMERGENCY CLOSINGS - see Instant Alert

EMERGENCY DRILLS

Fire Drills

- Fire drills are conducted five times throughout the school year. Each classroom has emergency exit information posted.
- Each class meets outside at a specific predetermined area.
- Children are asked to move to these areas in a quiet and orderly manner during a fire drill.

*False Fire Alarms; Tampering with or Disabling a Fire Alarm System is a misdemeanor according to legal statute 609.686.

Tornado Drills

- A tornado drill is conducted each spring.
- During tornado drills, each classroom goes to a designated area within the building. All children kneel toward the wall with their heads covered.
- Each classroom displays these routes near their door.

Lockdown Drill

Several building wide lockdown drills are conducted each year. These drills are conducted to prepare for any situation that would require students to remain in locked classrooms. We have two types of lockdowns: Interior lockdown when the threat is inside the building; and Exterior lockdowns - when the threat is outside of the building.

Lockdowns may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance. As required by Minnesota Statute, Zumbrota-Mazeppa Schools will have five practice lockdown drills each year.

F

Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA), a Federal Law, requires that Zumbrota-Mazeppa School District, with certain exceptions, obtain your parent's written consent prior to the disclosure of personally identifiable information from your child's education records. However, Zumbrota-Mazeppa School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Zumbrota-Mazeppa School District to include this type of information from your child's education records in certain school publications.

Directory information is generally not considered harmful or an invasion of privacy. If released, it can also be disclosed to outside organizations without a parent's prior written consent.

If you do not want Zumbrota-Mazeppa School District to disclose directory information from your child's records without prior written consent, you must notify the District in writing. Zumbrota-Mazeppa has designated the following information as directory information: (Note: a local education agency may, but does not have to, include all the information listed below.)

Student's Name
Telephone Listing

Address
Date and place of birth

Photograph	Grade Level
Participation in officially recognized activities	Electronic mail address
Members of athletic teams	Honors and awards received

FOOD SERVICE

Zumbrota-Mazeppa Schools have contracted with Lunchtime Solutions for meal services beginning with the 2013 school year. This food service brings many years of experience to Zumbrota-Mazeppa Schools. Lunchtime Solutions has a reputation of providing meals from scratch made with fresh, high-quality ingredients. Plenty of health options will be provided supplemented with nutrition information and education.

Breakfast and lunch are served daily in the cafeteria at a rate found on the district website.

The food service department in the Zumbrota-Mazeppa Schools uses a computerized accounting system. Each individual has his or her own account. These accounts will be used like bank accounts where deposits are advance meal payments and withdrawals are lunch, breakfast, and extra-milk items. Each student is assigned a unique account number, which they tell to the food service cashier each time they purchase a meal, or extra milk. All payments must be "deposited" in advance. Students with a negative account balance will be provided a peanut butter sandwich rather than the regular hot meal. Minimum payments to cover lunch costs for ten school days will be accepted; however, larger amounts (up to a full year) are encouraged. Each student **must** have money in their account.

Primary/Elementary students will give their money to their classroom teacher to be "deposited" in their food service account. Statements of each elementary student's account will be sent home periodically, listing all deposits and amounts used for food purchases.

Lunchroom Expectations

The cafeteria must be kept neat and clean in order for lunch to be pleasant. Every student must do his/her part to clean up after eating. The lunchroom management and other students will appreciate your cooperation in the following:

- Be orderly in the serving line.
- Be courteous and respectful to food servers and cafeteria supervisors
- Eat all food in the cafeteria
- Return trays and utensils to proper place in an orderly manner
- Cooperate with supervisors.
- Use an inside voice at all times in the cafeteria

Free and Reduced Price Lunches

Guidelines and applications are mailed to each home in the July Newsletter. They are also available in the school office during the year. If you plan to apply for free or reduced price meals, please do so at least two weeks before the beginning of the school year to ensure that your application is processed and your child(ren) can begin receiving their meal benefits the first day of school. Free and reduced price meal benefits include breakfast, and lunch, but do not include milk or snacks for breaks.

FUNDRAISING

The Zumbrota-Mazeppa Primary/Elementary Schools engages in one school fundraiser annually. We realize that there are many other groups raising money for a variety of reasons; however, children are requested to not bring merchandise to school for the purpose of fund raising. The school will not be responsible for any money or fund raising product stolen at the school. Students who participate in any fundraisers are discouraged from selling to staff while in school.

G

GRADE REPORTING

The Zumbrota-Mazeppa School issues progress reports quarterly. Report cards will be sent home with students with the exception of the end of the year report cards, which will be mailed. We encourage you to enroll to use Infinite Campus to allow continuous access to your child's grades. If you have not signed up for the service, please stop by the office.

H

HEALTH SERVICES

The Zumbrota-Mazeppa School District employs a licensed school nurse with office hours at the elementary school, middle school and high school. The each health office is located in the school office area.

The licensed school nurse is responsible for the administration and/or supervision of the following health related activities that occur in our district:

- Medication administration with annual staff training
- First aid for injuries or accidents
- Health screening for vision and hearing
- Health assessment and consultation for individual education plans
- Development of emergency or individual health plans
- Prevention and control of communicable diseases
- Monitoring health records and immunizations related to state law

- Coordination of county public health services
- Classroom consultation regarding maturation and health education
- Health screening for early childhood

In the event a student does not feel well, he/she should report to the teacher and then to the health office. Parents/guardians will be contacted if necessary. Fever of 100 degrees, vomiting, diarrhea, pink eye or other communicable disease are cause for immediate exclusion of your child from the school setting.

Guidelines for students returning to school after being sick include:

- If a student has had a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal **without** using an analgesic such as Tylenol.
- If a student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode.
- If a throat culture was positive for strep, the student should stay home until 24 hours after antibiotic treatment is started.

If you find that your child has head lice, please notify the school office. The information will be confidential, but it allows the school to send a Lice Fact Sheet to parents of all students in the classroom. Your child may return to school only after treatment with a prescription or over-the-counter medicated lice-killing product and no live lice are visible. The first day of absence due to head lice will be an excused absence. Additional days will be considered unexcused. If you are having difficulty getting rid of head lice, please consult with the school nurse.

Medication Administration Process:

Medication taken at school must be administered through the Health Office.

- When possible, it is preferred that medications be given at times outside of school hours.
- Students requiring medicine at school shall be identified by parent/guardian to the nurse, secretary, principal, or teacher.
- The Medication Physician Order and Parent Authorization Form must be completed by parent/guardian AND physician BEFORE any medications will be given in school. Non-aspirin analgesics (Tylenol, Ibuprofen) require only parent written permission. Authorization forms may be obtained from the office or school web site.
- State law allows for inhalers or Epipens to be carried by the student upon receiving the physician's written permission and an evaluation by the school nurse. Please contact the office for more information and to complete the necessary forms.
- For the parent/guardian and all students' protection, medications are to be brought to school by an adult.

- All prescription medication must be brought to school in the original prescription bottle. Over-the-counter medication must be brought in the original, sealed container with the student's name written on it.
- All medication orders are effective for current school year only.
- Medication will be kept in a locked cabinet in the health room.
- Students, without prior approval, observed by school personnel self-administering medications will be reported to the principal.
- Any medication left at the end of the school year must be picked up by a parent or guardian. The school will not send medication home with a student.

HEALTH SERVICES - Automated External Defibrillators (AED)

The Zumbrota-Mazeppa School District now has an AED at each school site. They were donated by the Bank of Zumbrota, Zumbrota Fire Department, and the Mazeppa Fire Department. The AEDs in the school are located in the following locations:

High School: In the hallway between the upper level of the gym and the cafeteria, right across from the concession stand.

Elementary School: In the main hallway by the big gym, next to the concession stand door.

Primary School: Across from the elementary office to the left of the pay phone.

HEALTHY SNACKS

All school districts are required by law to adopt a Wellness Policy that includes nutrition guidelines, goals for nutrition education and physical activity to promote student wellness. The purpose of this policy is to assure a school environment that promotes and protects student's health, well-being and ability to learn by supporting healthy eating and physical activity.

Zumbrota-Mazeppa Schools are proud to announce a new School Health Initiative Program (SHIP). For a yearly fee of \$50.00 your child will be provided with a healthy snack every school day. For families not participating in the SHIP initiative, we are asking for parent's support to establish a healthy school nutrition environment by helping your children choose healthy snacks to bring to school. Please do not send pop for school lunches, field trips, or parties. The free and reduced meal benefits apply to breakfast and lunch, but do not include the daily milk/snack break.

HOMEWORK

Each teacher is responsible for giving only as much homework as he/she considers reasonable to expect of children at a particular grade level. Our general guide to assigned homework is 10 minutes x current grade level each night. (i.e. 10 minutes x Grade 5 = 50 minutes) Homework is defined as work comparable to that done during the class day. It is work, which usually can be best accomplished in a quiet home atmosphere. The child should have a well-lit work area that is reasonably free of distractions. Parents are asked to

refrain from doing the work for their children, but are encouraged to "spot-check" the work without pointing out specific mistakes. A parent might say to his/her child, "You have a mistake in the fifth row. Check those problems again." Please encourage your child to complete his/her homework. This too, is helping to develop independent work habits.

HOMEWORK - Make-up Work from Absences

If your child is absent more than one day, call the school office in the morning and we'll arrange to send schoolwork home. Please do not interrupt learning for other children by going to the classroom during instructional time to pick up assignments.

I

INSURANCE

THE SCHOOL DOES NOT COVER ANY STUDENT FOR ACCIDENTS WHICH OCCUR WHILE THE STUDENT IS IN SCHOOL, GOING TO AND FROM SCHOOL, OR PARTICIPATING IN A SCHOOL-SPONSORED ACTIVITY.

INTERRUPTIONS

Once the school day begins, it is our policy not to interrupt classroom instruction. Here's where you can help....please don't telephone the school with messages for your children, except in an emergency. These are best handled at home before your child leaves for school. A message that arrives before a student's lunch break can be delivered during the noon hour without interrupting instruction. We know that occasionally an emergency arises where classroom interruption can't be avoided; but we would like to keep it to a minimum.

Parents, if you are picking up your child/ren after school and you choose to wait in the building, please keep noise and other distractions to a minimum. Please time your arrival in the building no more than five minutes before dismissal. As you can imagine, children are very excited to see you and have difficulty engaging in those last few minutes when they see your presence.

ITEMS FROM HOME

You will find a list of supplies for students in each grade level on pages 34. Parents should ensure that their children do not make a habit of bringing money, or any other item that is valuable to school. Items that are brought for specific purposes and with the approval of the teacher should be returned home as soon as they have served their purpose. All reasonable steps are taken to avoid theft, but the effort requires the cooperation of all employees, students, and parents.

Also See: Cards and Collectibles

L

LOCKERS

Students in the Elementary Building (grades 3-6) are provided with lockers. Students are reminded that school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of the lockers which are provided as a convenience for our students. Students are allowed to post acceptable pictures, schedule, etc. on the inside of their assigned locker. They should refrain from taping items to the outside of their locker. Any damage to your locker will be assessed by the building principal and charged to the individual student at the end of the school year. Students are encouraged to use a lock on their locker. Combination padlocks can be rented from the office or purchased directly by the student. Students are not allowed to share lockers, move to a different locker or place items in unassigned lockers.

LOST AND FOUND

The lost and found box in Zumbrota is located inside the door by entrance 5. You can help your child retrieve lost clothing more easily by LABELING THINGS WITH HIS/HER NAME. Unclaimed items are donated to charity after school is completed for the year. If your child leaves something on the bus, please contact the bus supervisor or driver.

LUNCH - see food services

M

MILK PROGRAM

The milk program will service students in grades K-6. All students will have an opportunity to buy milk for use during their scheduled break time. The cost for participation for students in grades 1-6 is \$40.00 for the entire year. Milk is provided to our kindergarten students free of charge. We urge parents to encourage their children to take advantage of this excellent, nutritional program. The free and reduced meal benefits apply to breakfast and lunch, but do not include milk break.

Reminder: For an annual fee of \$90.00 you can ensure that your child will have a nutritious snack and milk.

MOOD ALTERING DRUGS

District policies regarding alcohol, drugs, tobacco, and other mood altering drugs are available in the primary or elementary offices.

N

NON-DISCRIMINATION

It is the policy of the Board of Education of Independent School District 2805 to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulation issued thereto, to the end that no person shall on the grounds of race, color, national origin, creed, religion, sex, marital status, or status with regard to public assistance, be denied the benefits of or otherwise subjected to discrimination under any education program or activity operated by the district.

O

OPEN ENROLLMENT/NON-RESIDENT AGREEMENT

Open enrollment is designed to enable any pupil to attend a school or program outside the district of residence. When a family moves out of the district, but wishes to have their children continue attending Zumbrota-Mazeppa Schools, an Open enrollment or Non-Resident Agreement must be completed. These forms may be obtained in the office.

P

PARTIES

Elementary classrooms enjoy two planned classroom parties each year; winter holiday party and Valentine's Day Party.

PERMISSION SLIPS

You must provide a written note that is signed and dated granting permission for any of the following:

- You want your child to leave school early, or will leave and return during the day.
- You want your child to ride a different bus either before or after school.
- Permission for your child to participate in school-related field trips.

PETS

Usually, pets are not allowed at school. Check with your child's teacher before bringing any animal to school for any reason. The appropriate form must be filled out and permission must be granted prior to any pet visits. Forms may be obtained in the office.

POLICY BOOK

District policy books are available in each school's main office for anyone wishing to find out more about the district's policies.

W.I.N. Time (What I Need)

The daily schedule has been redesigned to include a 30 minute segment for each grade level titled as W.I.N. time. During this 30 minute segment, the goal is to offer Title One services, speech, etc... during this block of time as to not interrupt daily instruction. Students who do not leave the room for any services are engaged in an enrichment activity.

PRACTICE TIME OR P.T.

Practice Time or P.T. intended to be a consequence when students do not meet our PBIS expectations at the 3 through 6 building. This may include finishing missing homework, as a behavior consequence or as an opportunity to meet learning expectations. P.T. will occur during our student recess time, either during lunch/recess time or during afternoon reward recess time. The P.T. program operates slightly differently at each grade level, however, the concept is the same. Each grade level will have information regarding the specifics of P.T.

PSYCHOLOGIST

The school psychologist assists teachers in meeting the individual needs of students. The psychologist is in charge of testing to determine whether or not a child is eligible for special education services. No testing can be done without the parent's written permission in advance.

R

RACIAL, SEXUAL HARASSMENT POLICY

It is the policy of Independent School District 2805 to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator, or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other personnel.

The district will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or sexual violence and take appropriate actions against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. Please call the office if you are concerned about a situation.

REASONABLE FORCE

Students and parents should be aware that teachers and principals may use reasonable force to restrain a student when the situation warrants.

RECESS

Weather permitting; students will have an outside recess each day. During cold weather, the decision to have outside recess depends upon the temperature and the wind chill factor. The guideline is 0 degrees, wind chill taken into consideration. Parents are asked to watch the weather daily and send their children dressed for the conditions. During the winter season, this includes boots, hats, jackets, and snow pants. All students must be on the playground during outside recess. Only students with medical excuses will be allowed to remain in the building. Students will have supervised free time in the classroom on days when bad weather prevents outside recess.

REGISTRATION

Parents can register their children in the school office anytime during the year. We encourage parents to register in person and bring their children. If a personal visit is not possible, registration forms can be mailed. If you know of any new families in your neighborhood, please encourage them to register before the first day of school. In order to get materials and classrooms ready for new students, students begin classes approximately 2 or 3 days after registration materials have been returned to the office.

REHABILITATION ACT - Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

- Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- Has a good record of such an impairment

- Is regarded as having such impairment

In order to fulfill obligations under Section 504, the Zumbrota-Mazeppa school district has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

Section 504 Contact Persons:

The persons responsible for assuring the District 2805 and buildings comply with Section 504 are:

Primary School	Katie G. Kennedy	507-732-7848
Elementary School	Pam Langley	507-732-2165
Middle School/High School	Katie G. Kennedy	507-732-7395

Formal Compliance with Section 504

In adopting this policy, the school district states its commitment to nondiscrimination on the basis of handicap. Specific actions in implementing the policy shall include:

- Public notice of the policy
- Notice of the policy in recruitment materials and publication containing general information.
- Provisions of parent/student rights under the policy at all decision points or in response to any concern.

REPORT CARDS

Report cards for grades 3-6 will be available online following quarterly reporting dates or mailed upon written request. Report cards will also be given to parents at Parent teacher conferences in November and March. End of year reports will be mailed. By signing up for access to the district's online grading, Infinite Campus, parents may have constant access to grades. Please stop by the office to enroll.

S

SCHEDULE - Schedules will vary in each building a general rule of thumb is that each office is open from 7:30 AM until 4:00 PM.

SPECIAL EDUCATION SERVICES

Special education is instruction designed to meet the needs of children requiring additional services. A little under 10% of Zumbrota-Mazeppa Primary/Elementary students qualify for one or more of our eight different programs. Either a parent or school staff member can ask that a child be evaluated to see if she/he needs special education services. No testing or service can be given without the parent's permission.

SPECIALIST CLASSES

The following are the specialist classes that each student has here at Z-M:

Art - students will have art once every four days.

General Music - occurs every other day, there will also be one performance by each grade level.

Library - students will have Library once every four days.

Physical Education - occurs every other day.

Other specialist classes our students are exposed to:

Foreign Language: Through the Amity Program, funded by the Zumbrota-Mazeppa Education Foundation, students have the opportunity to engage in a cultural experience including exposure to a foreign language.

Computers: students will utilize computers in Library as well as with classroom teachers.

A special adapted physical education class is provided for students who cannot safely or successfully participate in the regular activities.

SPORTSMANSHIP

At all times, students should display good sportsmanship while attending athletic contests. Booing, heckling, rude gestures and disrespectful behavior are not a true representation of the Zumbrota-Mazeppa student body, nor do they help our team onto victory. It usually helps to hinder our chances to win, and above all it tarnishes the feeling that other schools and fans have of Zumbrota-Mazeppa. At the beginning of the varsity game, it is customary to play the National Anthem as an outward means of showing the pride and respect we have for our country. Let us never be guilty of showing disrespect towards our flag and country by not standing and singing our National Anthem when appropriate.

SUBSTITUTE TEACHERS

Our school is fortunate in having very capable people to help us whenever our regular teachers are ill or attending a conference. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. The respect shown to our substitutes needs to be the same as the respect given to your regular teacher.

T

TELEPHONES

Cell phones should not be brought to the primary/elementary buildings. If it is necessary for you to use the telephone during school, please obtain permission from your teacher to go to the central office. Students are to use the telephone BEFORE 8:15 and at the end

of the school day. Students **MAY NOT USE** the telephone to call and see if a friend may come home with them or ask if they may go home with a friend.

The central office will only accept emergency calls from parents for students during the school day. The student will be notified of messages received by the office.

TESTING

Aimsweb - All students in grades K-6 are assessed three times each year to ensure that the needs of all students are being met. Please refer to page 36 to view the assessments that take place at each grade level and the student targets.

Minnesota Comprehensive Assessments (MCA)

Students in grades 3 through 6 will take the Minnesota Comprehensive Assessments in reading and math in the spring of each year. The dates will be included in the important dates hand out.

*Please make every attempt to ensure that your child is in attendance during these important testing dates.

TEXTBOOKS

All textbooks are furnished by the school district. Students are to exercise care in using them in order to ensure that they do not become soiled or damaged. **A replacement fee must be paid for lost or damaged books.**

TITLE ONE

Title One is a federally funded program that is designed to meet the needs of at-risk students. The goal of Title One is to provide instructional services and activities to help K-6 students who are in need of additional support. These students are possibly in danger of not meeting the state standards in reading and math. Students who are not making the expected gains in the Title One program may be referred for more intensive instruction in what is called Tier 3 Title Services.

V

VISITORS

The staff at Zumbrota-Mazeppa encourages parents, grandparents, and close family members to visit our school during the school year. Please consider visiting for a special presentation, a field trip, to eat lunch with a child, or to volunteer as a classroom helper or chaperone.

As visitors it is a requirement that you sign in at the office and wear a visitor sticker. For the safety of our student body, we ask that all visitors observe these expectations.

VOLUNTEERS

Parents and grandparents are encouraged to assist in a variety of classroom activities. This may include reading to a small group, assisting with a special project or providing a helping hand with a class party. Parents and grandparents who wish to help out are asked to make arrangements with the classroom teacher first and then make sure to sign in at the office each day upon arriving at school.

W

WEBSITE

The Zumbrota-Mazeppa School website is an excellent source of district information. The address is <http://www.zmschools.us>. The primary and elementary pages include the daily bulletin and a lot of other valuable information. Please take a minute to check it out.

WEAPONS

No student or student visitor shall possess a weapon before, during, or after school hours in any school district location. School district location means any school building, any school premises, in any school-owned vehicle, and at any school sponsored activity or event when students are under the jurisdiction of the school district.

No student shall possess, handle, or transport any object that can be reasonably considered a weapon on or off school property, school activity, function or event. This rule applies to any firearm, any explosives, (including firecrackers), any knife, cigarette lighter and other dangerous objects or look alike items.

