

Windom Dual Immersion School

Pre-K- 5

Parent-Student Handbook

2017-2018



Principal Jim Clark

5821 Wentworth Ave. S.

Minneapolis, MN 55419

Main Office: 612.668.3370

Fax: 612.668.3380

August, 2017

Dear Windom Families,

Welcome to another school year! This handbook contains very important information regarding policies and procedures at Windom Dual Immersion School. It is important that you read all of the information with your child/ren who attend Windom School, especially areas such as Dress Code Policy & Procedures, Volunteer background checks and lastly, Parent Drop-Off & Pick up Procedures.

We are excited to begin a new school year, and we want to make sure this year is special for your child. Please call me if you have any questions regarding Windom's handbook or if you have any concerns. Have a healthy and safe school year.

Sincerely,



Jim Clark

Principal, Windom Dual Immersion School



Our Mission

Our mission is to prepare children from linguistically and ethnically diverse backgrounds for success in school and lifelong learning in a global society.

Our Vision

Windom Dual Immersion School educates students in an environment that is empowering and welcoming to all families. Diversity is celebrated and valued as essential in preparing all students for lives of social responsibility, active citizenship and academic achievement through a dual immersion experience.

Minneapolis Public School's Mission

We exist to ensure that all students learn. We support their growth into knowledgeable, skilled and confident citizens capable of succeeding in their work, personal and family life into the 21st century.

Correo Folder

Wednesday is our normal "Correo" day. Please look for important information from the school and PTO in your child's correo folders. Windom will have a biweekly newsletter/bulletin. This newsletter will be going home with your child in his/her "Correo Folder" on Wednesday as well.

Website: Check out Windom's website: <http://windom.mpls.k12.mn.us/>

School Hours

Windom Dual Immersion Pre-k – 5th grade, 7:30 am - 2:00 pm

(Students should not be in the building before 7:15).

- Breakfast: 7:15 am-7:30 am
- Morning Meeting: Kindergarten-5th grade 7:35 am-7:55 am
- Teacher Hours: 7:05 am-3:00 pm, except on Tuesday 7:05 am-3:45 pm
- School Office Hours: 7:00 am-3:00 pm

Main Office Contact Information:

Principal: Jim Clark - 612-668-3371 - james.clark@mpls.k12.mn.us

School Secretary & Transportation: Shirley Zapata - 612-668-3385

Shirley.Zapata-Torres@mpls.k12.mn.us

Parent Liaison & Assessments: Jenedee Canino -612- 668-3387

Jenedee.Canino@mpls.k12.mn.us

Social Worker: Joshua Lang- 612-668-3373 Joshua.Lang@mpls.k12.mn.us

Behaviour Specialist: Edwing Gelvez - 612-668-3376 Edwing.gelvez@mpls.k12.mn.us

Nurse: Traci Cruikshank- 612-668-3379 Tranci.Cruikshank@mpls.k12.mn.us

Health Assistant: Val Saldaña- 612-668-3379 Valerie.Saldana@mpls.k12.mn.us

- Health Assistant hours: 7:00am-2:00pm

Attendance line: 612-668-3379

Bus Information (Minneapolis Transportation): 612-668-2300

Superintendent's office: 612- 668-0200

Windom's PTO Contact Information:

Parent Teacher Organization (PTO)

Website: http://windom.mpls.k12.mn.us/PTO_Parent_Teacher_Organization.html

2017-18 Windom PTO Board Members

Elected Parent Representatives:

Co-Chairs:

Amy Gufstason amyg@utexas.edu

Jen Holmstat jenholmstadt@gmail.com

Secretary:

Rebecca Kobielush bkobielush@yahoo.com

Treasurer:

Thaddeus Lesiak Thaddeus.Lesiak@mpls.k12.mn.us

Members at large:

Allison Valencia Allisonval@gmail.com

Laurie LeMoine Lalemoine@yahoo.com

Site Council

Windom's Site Council is a group of staff members, parents, and community members who work on the long-range vision and planning for the school. Everyone is welcome to attend the council's meetings. The mission of the Windom's Site Council is to provide an opportunity for representative school staff and community to work collaboratively providing direction that will enhance student achievement and ongoing growth.

Site Council meetings will take place every 2nd Tuesday from 4:30-5:30 in the Media Center (Please look at PTO meeting dates since, the PTO and Site Council meetings are held the same day).

Site Council Members:

Parent, Jane Tierney

Parent, Leticia Stabrino - Co-chair

Parent, Doug Shaftel

PTO co-chairs, Morgan Jensen and Keidy Lora

Principal, Jim Clark - Co-chair

Parent Liaison: Jenedee Canino

Community Member: Blanca Raniolo

K-2 Teacher: Diane Langille

3-5 Teacher: Norma Romero

K-2 Teacher: Evangelina Stanslaski

K-2 Teacher: Toni Dingman

PTO Meeting Schedule for the 2017-2018 school year:

PTO meetings are held every second Tuesday of the month from 5:30 pm- 7:00 pm in the Media Center.

2017

September 12

October 10

November 13

December- No meeting

2018

January 9

February 13

March 13

April 10

May 8

Windom School Communication Newsletter/Bulletin

The Windom Bulletin is a biweekly newsletter produced and paid for by the PTO. The Bulletin is packed with exciting news about our school, important notices, a calendar of upcoming events, and other information for families. The biweekly Bulletin will be sent home with your child in their Correo Folder. The Bulletin is also posted online at: <http://windom.mpls.k12.mn.us/Newsletter.html>

Parent and Teacher Communication

Windom prides itself in welcoming parent participation and involvement. Our teachers and principal communicate often to keep parents informed of school events and procedures. Windom's primary concern is the well-being and education of our students. Windom staff members are committed to open, honest communication with parents. Despite our very best efforts, questions and concerns do arise. Part of our school procedure is that in these cases, the parent must first contact the teacher before involving the school principal. This is because the teacher is the closest to the question or concern and is most able to resolve it quickly and effectively. To ensure the success of our students, we recommend that the following five steps be followed when a question or concern arises:

1. A student should first go to the teacher with their questions, concerns, or comments.
2. Parents should go to the teacher with their questions, concerns, or comments.
3. The teacher will follow up with the parent on the resolution of questions, concerns, or comments.
4. If questions or concerns continue, the parent may choose to contact the principal. The principal will then offer to set up a meeting with the concerned parties.
5. The teacher, parent, and principal will follow up with the resolution of the question or concern.

Frequently Asked Questions (FAQ's):

Who do I call to report an absence?

Even if you've notified your child's teacher you must call the school health office to report an absence (Val Saldaña @ 612-668-3379).

What are the school's office hours?

Office Hours are from 7:00 am-3:00 pm

What are teacher hours?

Teachers are in the school from 7:05 am-3:00 pm

What do I do if my child will be late to school?

Please call the Health office (Val Saldaña) at 612- 668-3379 to report if your child will be late to school. All late students must report to the Health Office to sign in and obtain a late pass. Students who are late due to an appointment must bring proof of the appointment from their doctor and/or clinic in order to be excused.

How do I reach my child during the day?

Phone calls to students can be disruptive to the whole classroom. While we discourage students from receiving phone calls during the day, we also realize that emergencies do occur. Do not call your child's cell phone during school hours. Cell phones are turned off and stored during the day, so please call the office and we will either connect you directly or deliver the message to your child at a less disruptive time. If your child calls you to bring a forgotten item to school, you can sign in at the office and take the item to the classroom.

My child has allergies, how do I make sure s/he isn't exposed to reactants?

Be sure that we have an emergency referral form for your child. You should also contact the school nurse (Traci Cruikshank or Val Saldana), who will be happy to discuss any concerns you have, and will educate the teachers of your child.

My child gets frequent headaches; can s/he bring aspirin to school?

For safety reasons students are not permitted to carry their own medication. All medications must be locked in the Health Office and can only be dispersed by the Health Office when approved for use by the child's doctor. Call the Health Office (612-668-3379) for a form that can be faxed to your doctor.

My child is having a celebration and I want to bake cookies. Is this OK?

No. We cannot allow any outside food.

My child wants to go home on a different bus with a friend, is that permitted?

Students are not permitted to ride a different bus, or get off at a different stop unless they have a bus pass. Students must make these arrangements prior to riding the bus. All changes before 12:00 Noon. Please contact **Shirley** at 612-668-3370.

I just got a job and my child will need to go to someone's house after school. How do I make arrangements for a change in a bus schedule?

Call Shirley at 612-668-3386 to request a School Bus Change request form. If the new address is within our busing area, we will send the request to Transportation and give you information on the new bus number and time.

How do I add money to my child's lunch account and view what s/he has been eating?

Go to www.schoolcafe.com and you will find information on paying and monitoring your child's eating habits. Note: You will need your child's school identification number to access this account; you can either get that from your child or by calling the office.

What is MPLS Kids & BLC (Bilingual Learning Center)?

Accreditation: Minneapolis Kids is accredited by the National AfterSchool Alliance (NAA). Accreditation is a rigorous, voluntary process by which early childhood programs demonstrate that they consistently meet national standards of excellence. Each program undergoes an intensive self-study, collecting information from parents, teachers, and administrators, and classroom observations to evaluate program quality. The results are evaluated through an on-site visit by national experts who grant or defer accreditation.

Minneapolis Kids Staff: The staff is skilled professionals who respect and enjoy working with children. They are required to have a combination of professional training and job experience that enables them to fully understand the developmental needs of children. They schedule a wide variety of well-planned, carefully supervised activities, which complement school experiences.

Program Activities: Our programs are designed to offer each child many opportunities for intellectual, physical, and social development. Children take part in a wide variety of activities for group and individual play, including: crafts, music, art, computers, sports, cooking, storytelling, and dramatics. Our facilities are well-equipped rooms that take full advantage of the school setting by offering play in gyms, on playgrounds, books and films from libraries, special guests and field trips, lunches and nutritious snacks.

Locations: Minneapolis Kids programs are conveniently located throughout the city with programming variations designed to meet the needs of children and parents. For more specific information about our program locations and hours click here <http://commed.mpls.k12.mn.us/Locations.html>

Parent Involvement: Parent involvement is encouraged in every part of the program. Each location elects a delegate and an alternate to the Minneapolis Kids Advisory Council. This is an active group that gives invaluable support and input to the program.

Funding: The Minneapolis Kids Program is funded by parent fees. Financial assistance may also be available to eligible families throughout Hennepin County. Funding may be available through Hennepin County, 612-348-5937, 612-348-5937 or Jewish Vocational Services, 612-641-0332, 612-641-0332 .

Transportation: Transportation between a child's school and a Minneapolis Kids location can be arranged through the child's home school office. There is no additional cost to parents if children are Minneapolis Public School students.

Enrollment: Call 612-668-3890 for an enrollment packet, or register in person at Minneapolis Kids sites or our central office located at 2225 East Lake Street. Children can be enrolled for three components on school days; Before School (6:30-9:40 am per enrollment), Kindergarten, and After School (1:50-6:00 pm). Full day care is available during winter, spring, and summer breaks, and school release days.

BLC: Bilingual Learning Center

BLC provides enrichment programs for students from Pre-K-5th grade throughout the school year in the areas of: Soccer, Base-ball, Cultural Dance classes, Mosaic courses, Spanish Cooking classes and seminars for all Windom parents as well. One-on-one tutoring in the areas of Math, ESL, & Reading in Spanish are also available.

Enrollment for BLC programming: **Please contact Blanca Raniolo or Nora Barrera at 612- 668-3384 or info@blcenter.org** for an enrollment packet or to register in person. Visit their web page at blcenter.org/

I need to pick up my child early how do I do that?

When leaving early all families must sign their child out. When you arrive at the office, just let us know who you are picking up and we will call the student to meet you at the office. If you are taking your child to an appointment your child must bring proof of the appointment from the clinic to the school office for the absence to be excused. Students will only be released to names that are on the school list and the Student Emergency Card.

What time is breakfast served at school each morning?

Breakfast is served from 7:15 am-7:30 am

School Closing

In the event of an unscheduled school closing, an announcement will be made on local radio and television stations. WCCO, 830 on the AM radio, provides school closing information on a regular basis during inclement weather. The Minneapolis Public Schools urge parents to establish an Emergency Plan for their child in case school is dismissed early. Your child should know where to go in the event that school is dismissed early. The classroom teacher and the office must also be aware of your plans through the Emergency Card.

School will be open every school day unless transportation facilities are not available due to blizzards, heavy snow or ice. In this event, an announcement will be made on local radio and television. WCCO, 830 on the AM radio, provides school closing information on a regular basis in bad weather. Please check the radio and if there is no announcement, school is open.

If weather is severe but not impassable, it is up to the parent to judge whether the child's health and clothing are adequate to travel the distance from home to school under the particular weather conditions.

Health Information

If your child has any specific medical needs, food allergies, or other health issues school staff need to know about, it is important to notify the Health Office. Please refer to Windom website-Health Office throughout the year for updates.

Lost and Found

Items without an owner found on school property will be placed in the lost and found. This is located on the first floor. Please mark your child's items with his/her name and urge your child to visit the Lost and Found when he/she has lost an item. Items not claimed will be donated to a local charity prior to each school break- MEA, Thanksgiving, Winter Break, Spring Break and end of school year.

Field Trips

Field trips can be an important part of your child's learning experience. Permission slips are sent home prior to the date of a trip. Students must have written permission from a parent or guardian to participate on a field trip. If there is a financial concern, please contact your child's teacher or the school social worker. No child will be left behind due to money issues. If you are interested in accompanying your child on a field trip, talk to your child's teacher. We must enforce the rule: *No permission slip, No field trip!* The school reserves the right to keep a student back due to misbehavior.

All adult volunteers that are left alone with students must have a background check.

Telephone use by a student

Students may not make or receive phone calls during the day unless it is an emergency. Students who need to use the phone must receive permission from an adult before using any telephone in the building. Phone calls will not be transferred to classrooms during instructional time. The office will convey any necessary emergency messages.

Outside activities

There is no supervision on the playground before or after school. The school playground is used for recess activities during the day under the supervision of staff. Minneapolis City Ordinance prohibits throwing snowballs on public roads and sidewalks. Throwing snowballs is strictly forbidden on school property.

Outside recess

Students have outdoor recess if the temperature is 0 degrees Fahrenheit or above. Students are outside for approximately 30 minutes. Unless we receive a note from a physician that states a medical reason why the student should not go outside, they will go outside. Adults are not available to supervise students inside during lunch/recess period. Students with medical reasons will be supervised in the lunchroom, the Health Office, or the Main office.

“Leave it at home”

The following items do not belong in school or on the school bus:

1. Gum, candy, and sunflower seeds
2. Toys, spinners
3. Weapons, guns (real or look alike), or fireworks
4. iPods, video games,
5. Cell phones , pagers, or laser pointer
6. Money (unless needed for a special event)
7. Items of value
8. Skateboard or rollerblades
9. Animals
10. Trading cards

Parent teacher conference

Parent teacher conferences are held in the fall to review progress and to plan student learning goals for the year. Please schedule an appointment for your conference with your child’s teacher at the Meet and Greet. Conferences can be scheduled at other times during the school year by parent or by the teacher.

Report cards

Report cards are sent home three times during the school year.

School supplies

Each grade has an individual school supply list that was sent home with the student in the spring. You can download a supply list at <http://windom.mpls.k12.mn.us>.

Building security access during the day

As part of its effort to maintain safe and secure environment in all Minneapolis Public Schools, the district has installed a security system. During school hours, visitors will need to ring a buzzer once to gain entrance into the school. The front office personnel will ask for your driver's license when coming into the main building. A MPS badge will be provided stating "VISITOR" as clearance to go into the classrooms. Once finalizing your visit, the visiting badge needs to be returned to the main offices and your driver's license will be returned.

Safety drills:

We are required to practice Safety Emergency Team Drills. There are five fire drills per year, one tornado drill, and five emergency lockdown drills per year. All drills are scheduled throughout the year and only the School Emergency Team members know the dates.

Lock Down codes:

- Code Yellow: a threat or potential threat is OUTSIDE of the building.
- Code Red: a threat is INSIDE of the building
- Code Green: ALL CLEAR-resume normal classroom instruction

Staff Contact Information

Refer to the School Directory of go to <http://windom.mpls.k12.mn.us/Directory.html> for a complete listing of staff contact information including phone numbers and email addresses.

Important!

Student Drop-Off and Pick –Up

In March of 2010, Windom Dual Immersion School underwent a lengthy process in assessing Windom’s student safety issues at arrival & dismissal time. Executive Director of Emergency Management, Safety & Security, Craig Vana and consultant to MPS Safe Routes to School, Lynne Krehbiel-Breneman, assembled a team of individuals to analyze the situation and address the unsafe issues that were occurring. During the months of April and May, members of the team met with the Windom’s Safety Committee that consisted of parents, staff, the head engineer and the school principal. They presented their findings from 9 student arrival & dismissal observations and 4 school walk-throughs.

The Safety & Security team framed initial ideas, and subsequently, met with a planning and engineering staff member from MPS facilities and an engineer from Minneapolis Public Works to discuss the viability of the suggestions from a practical and economic perspective. The Safety & Security Team provided suggestions to the Windom Safety Committee where a final decision was then made.

Three areas of focus important to Windom’s Safety Committee:

1. Maintain high safety standards for Windom students from car to door #8
2. Maintain vehicle safety and efficiency for student caregiver drivers
3. Enable “on-time” start for all students

Parent Pick-Up & Drop -Off Procedures: Blaisdell Avenue during A.M. (7:15- 7:30) & P.M. (1:50-2:00)

On Blaisdell Avenue **please only go ONE WAY –North to South.** All vehicles dropping off students should enter Blaisdell Avenue from the NORTH (58th Street) only. The zone between the cones is only for dropping students off.

The back parking lot is to be used by parents that will be walking students inside the school. It is NOT a designated drop off area.

Blaisdell will be divided into two zones:

1. THROUGH FLOW VEHICLES/NOT PARKING/DROP-OFF QUICK ZONE:

The first part of the block from 58th street to the “door 8” location will be reserved for “through-flow” traffic parents and caregivers who intend only to drop-off quickly and leave immediately, traveling down the “middle lane”.

2. PARKING VEHICLES/ACCOMPANYING CHILD INTO SCHOOL ZONE:

The second half of Blaisdell starting just beyond “door 8” South to 59th street is the zone for parents/caregivers who intend to park and accompany their child into the school.

BLAISDELL

NORTH ————— SOUTH

East side---RESIDENT PARKING ONLY, NO DROP-OFF OR WINDOM COMMUNITY PARKING

Middle Lane --> ---> Exit Lane--> ---> ---> NO DROP-OFF, VEHICLE TRAFFIC ONLY --> ---> --->

→ **THROUGH FLOW ZONE, NO PARKING ZONE** ----->

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PARKING/ACCOMPANY CHILD

58TH

59TH

Door #8

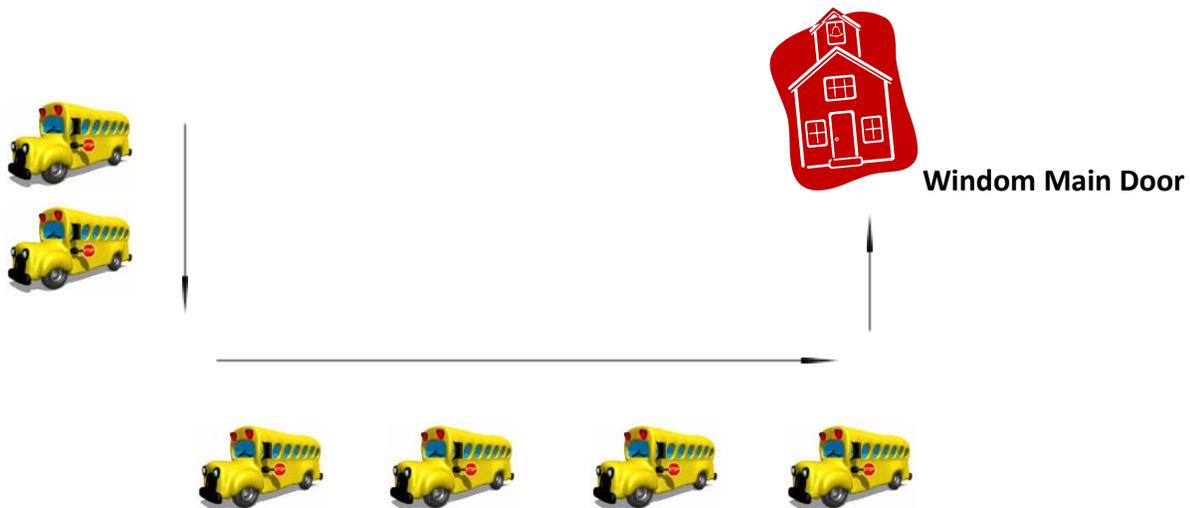
WINDOM SCHOOL

Student Pick-Up Room: Gym

Students who will be picked up by their parents at the end of the school day are to go straight to the student pick up room located in the Gym. Windom Staff will have walkie talkies to communicate effectively with each other. This provides a safe and effective system where parents can pick up their child/ren on a daily basis without any inconvenience. There will be 3 to 4 staff members supporting this area.

Procedures for MPS Transportation Student Drop-Off: Wentworth and 58th Street A.M. & P.M.

Windom's buses will be dropping off all students on Wentworth and 58th Street. Bus riders are to walk on the sidewalks and come into the building through the main doors where two or three Windom staff members will be greeting students on a daily basis. Bus riders are to enter the building and go straight to breakfast once they come into the building.



Important! - Students should not cross through the staff/parent parking lot, since it is unsafe. The parking area will be closed until 7:30 A.M. for safety reasons.

Parents and students arriving to school after 7:30 A.M. will need to sign in at the office where staff will issue late students a tardy pass. Excessive tardiness, will impact your child's attendance, so it is very important to arrive on time!

The front parking lot off Wentworth Ave. is for Windom's staff. Parents may park in the back parking lot.

High 5 am and pm pick up

Morning Session: 7:30 am-10:30 am

Afternoon Session: 11:00 am-2:00 pm

POLICIES

Visiting the school

Our desire is to maintain a safe and optimal learning environment at Windom. Therefore, all visitors, including volunteers, must sign in at the office, state the purpose for their visit, and obtain a visitor's pass. Please make sure you have communicated with your child's teacher ahead of time if you plan on visiting the classroom, since instruction, testing, field trips, or other activities may be occurring.

Volunteering in the classroom/Family involvement

Research has proven that family involvement is a critical element to a child's education. We welcome volunteering at all levels. Talk to your child's teacher about opportunities in the classroom, or to Jenedee Canino, our Parent Liaison. All volunteers must sign-in at the office.

Windom volunteers will need to fill out a background check form from MPS for any unsupervised or one-to-one volunteering in the school or accompanying students on field trips

For background check forms to be processed a \$5.00 check or cash needs to be added before submitting the form to the order of Minneapolis Public Schools.

Please refer to link:

http://commed.mpls.k12.mn.us/uploads/volunteer_information_form_for_applying_3.pdf

Minnesota Attendance Policy: Minneapolis Public Schools recognizes that daily attendance is critical to academic achievement. It is our goal to work with students, families, and communities to support regular school attendance and improve academic achievements. Please call the main office for further assistance or questions about the attendance policy.

Arriving at school on-time is essential for your child's learning at Windom. If your child arrives after 9:00, it will count as a half day absence on their attendance record.

It's the Law!

Minnesota law states that all students are required to attend school from age 7, or when they enroll in kindergarten (whichever comes first) until they are 18 years of age. A student's failure to attend school may lead to legal action for the parents/guardians and the student.

What are excused absences?

Doctor's & dentist appointments: If an appointment must be scheduled during school hours, the student must submit written verification from the clinic when the student returns to school.

Illness: A doctor's note must be provided if your child is gone from school more than 8 total days over the school year, or 3 days in a row. Minneapolis Public Schools requires that we send illness letters to families of students who miss 3 consecutive days of school, or 4 days in one semester, requesting health care provider verification that the student was absent due to illness. The letter also states that in order for any future absences to be excused, verification from the health care provider must also be provided. You are important to us! School staff can help your child if you do not have health insurance or cannot afford to see a doctor-please contact our Health Office if you need help.

School Bus Problems

If your child misses school because the bus was late or did not show up at the bus stop, you must report this to the school that morning. Please contact Shirley at 612-668-3370.

Religious holidays/Cultural observances

If your child will be gone due to a religious holiday or cultural observance, you must notify the school in advance.

Funeral: Students may be gone up to 4 days a year to attend a funeral(s).

Family emergency: Students may be gone up to 3 days a year because of a family emergency. Additional days must be approved by the principal or social worker.

Family Activity: A student may be gone up to 5 days from school for a pre-approved family activity. To get pre-approval from the school, you must do the following:

- At least 10 days before leaving, parents must fill out the Family Activity Form that can be picked up in the office.
- Make sure that your student will not be gone for important tests like the MCA or MAP.

Please call the health office which is monitoring schools to ensure they are following the policy, at 612-668-3379.

Communications Policy

Staff will state their preference of communication to parents (e-mail or voicemail) on their individual web site pages. Regardless of staff's preference, they are expected to check their voicemail and email daily and respond in a timely manner. Phone calls to classes will be limited to emergencies, students being picked up, or administrative reasons. Teachers need to monitor reasons why students need to use the phone. Professional judgment should be exercised to limit disruptions. If students are allowed to use the phone, encourage them to leave a message if no one answers. Leaving messages alleviates parents from being overly concerned by a call from school for unknown reasons. If a student calls home to have a forgotten items dropped off, the following procedures for retrieving the item will be implemented: Parents will drop the item at the office. Office staff will deliver the item to the student's room. Classrooms will not be called. If the student has not picked up the item by 1:30 pm, messengers will deliver it to the student.

Homework Policy

Homework is an important responsibility for your child. The student may have homework assignments for the following reason:

- Your child will be given a regular daily/weekly homework assignment(s). The teacher will tell you what to expect on a regular basis
- Your child may be assigned a special classroom project such as a research paper or report
- Your child may have unfinished work left from the day and be required to complete it outside of school
- Your child may be assigned homework to reinforce skills learned that day.
- ****Encourage your child to read every day for 15-30 minutes***

Responsive Classroom

Social Curriculum:

Some of the tools that are used at Windom to teach social skills include:

Morning Meeting-during this time students learn the skill of talking and listening to others. Students also learn to make connections with others through a daily greeting, sharing time, message, and activity.

Hopes and dreams-we encourage students to dream big! Even in kindergarten we want students to begin thinking about all of the things they are hoping to learn in school.

Creating team rules-students work together to generate rules we need to take care of ourselves, each other, and our school. Our rules help our Hopes and Dreams come true.

Modeling and practicing appropriate behavior-expectations of student behavior is modeled and practiced so we all know how to be successful.

Logical consequences-we all make mistakes. This is something we stress at Windom. Our goal is to help students learn from their mistakes or regain their self control quickly so that they can rejoin the group and continue learning.

The logical consequences at Windom include- If you break it you fix it (this includes feelings, relationships or physical items). Loss of privilege (this may be materials or activities). Finally, take a break (an opportunity to fix small mistakes by remembering the right thing to do or regain self- control).

Our expectations for all students can be summarized with:

WINDOM CARES

C - Cooperation
A- Assertion
R - Responsibility
E - Empathy
S- Self control

Bullying is conduct that is intimidating, threatening, abusive or harmful. It is a repeated behavior that involves a real or perceived power imbalance. Bullying will not be tolerated at Windom. Edwing Gelvez, Behavior, Joshua Lang, School Social Worker, and Jim Clark, Principal will be in charge of investigating any incidents of bullying. Classroom lessons will be used to reinforce positive behaviors and a positive school climate.

We will always let parents know if a serious behavior incident occurs but minor offenses will be dealt with at school without a call home.

School Meals

Allergies Aware School Lunch Program: Windom has an Allergy Aware Program provided by the district's nutrition center. This means that school lunches will be prepared in an allergy aware environment. Students who bring their lunch from home will continue to bring their own selection of food items. There will be a separate-Allergy Aware table in the cafeteria.

Parents may choose to have their children with allergies sit at this table. We will continue to encourage student to not share food at lunch.

Breakfast and Lunch Program: The Food Service Department provides nutritious, well-prepared foods at reasonable prices. Menus and nutrition information are available at http://nutritionservices.mpls.k12.mn.us/nutritional_analysis.html. Breakfast includes an entrée, milk, and up to two fruit servings. Breakfast is available at no cost to all students. Lunch includes an entrée, milk, and up to three fruit or vegetable servings. Free or reduced price lunches are available to students that qualify. Forms are available in the office or online at: <http://nutritionservices.mpls.k12.mn.us/application>.

Prepaid Accounts: In order to increase the speed of service in the cafeteria, cash transactions will no longer occur at the registers. Students must prepay for their meals and a la carte by bringing cash or checks to the cafeteria prior to the meal service period; change will not be available. Money can also be added to a student's meal account online <https://www.schoolcafe.com/>. Parents can also monitor students account balances and purchases once an account is set up. There is no charge to the parent or student for transactions via the website.

Free and Reduced Price Meals

Free and Reduced price lunches are available to students that qualify based on household income or participation in the MFIP or Food Stamp programs. Many students are directly certified by the MN Department of Education and do not need to submit an application. Students that are eligible for free meals based on direct certification will receive an eligibility notification letter from the Food Service Department. Applications are mailed to household in August regardless of the number of MPS School attended by students in the household. Eligibility notification letters are mailed to households once an application is processed.

Prepaying for School Meals Online

The Parent Account Management System (PAMS Lunchroom) allows parents to prepay for their child's school meals. Payments can be made online or by phone. Through PAMS Lunchroom, parents can:

- Prepay for their child's meals online or by phone safely and conveniently
- Pay by credit card (Visa, MasterCard, or Discover), debit card, or electronic check
- Set up automatic payments to prevent the account balance from getting too low
- Access account balances online or by phone

- Access payment history online or by phone
- Receive automatic email notification of balance status
- Receive email confirmation of automatic payments and
- Register multiple students under one account.

Bus Policy

A student is to ride their assigned bus. Students may not take someone else's bus unless the student brings a note from home that gives permission to ride another bus. Students must get a special pass from the office to ride that bus and students must get the pass early in the day. Please note: Sometimes buses are full and there is no room for another rider.

All students must ride their assigned bus unless they have a note from their parent to walk. If you ride the bus to school you must not walk home unless the school has received a permission slip note from your parent/guardian.

Don't miss the bus. Arrive approximately 10 minutes early to your bus stop. Remember to walk safely.

School Bus Service

A few weeks prior to school (end of August), the District Transportation Department sends postcards to parent through the U.S Mail listing the pick-up and drop-off locations and times for their child's bus. If you move or have other transportation changes, please call the Transportation Department at 668-2300. This will help ensure that your child has transportation on each and every school day. A reminder that students and staff assigned to the bus by school authority may be transported.

Bus Safety

The Legislature has directed that seven areas of school bus safety training be provided to all students in the first full week of school. Age appropriate curriculum has been prepared by Transportation safety for use within our school.

1. Transportation by school bus is a privilege, not a right
2. District policies for student conduct and school bus safety
3. Appropriate conduct while on the bus
4. Danger Zones surrounding a bus

5. Procedures for safely boarding and exiting a school bus
6. Procedures for safely crossing of vehicle lanes
7. School bus evacuation and other emergency procedures.

To ensure a safe and pleasant bus ride for all, students are expected to follow these rules:

- Sit in the seat and stay there for the duration of the bus ride
- Keep hands and feet and all personal belongings to self
- Talk quietly and use no abusive or foul language
- Leave the safety equipment alone unless there is an emergency
- Follow the bus driver's instructions

Bus Discipline Policy

Not following the bus rules can result in a loss of bus privileges.

Class 1 offense:

- Spitting
- Excessive noise
- Eating/drinking/littering on the bus
- Leaving seat/standing without permission from driver
- Use of liquid containers in any form
- Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
- Disobedient to driver/aide
- Riding unassigned bus or using unassigned bus stop
- Opening window past safety line
- Other offenses as reported by the driver or principal

Class 2 offenses:

- Hanging out of window
- Throwing /shooting of any object
- Physical aggression or bullying against any person
- Profanity/threats directed toward bus driver/aide
- Possession/use of tobacco or any controlled substance
- Vandalism to bus(restitution will be made)
- Holding onto or attempting to hold onto an portion of the exterior of the bus
- Lighting of matches, lighters or any flammable object or substance

- Unauthorized entering or leaving bus through emergency door/tampering with bus equipment
- Possession or threat of weapons, explosives or flammables
- Possession or use of laser pens or pointers
- Other offenses as reported by driver or principal

1st offense 2nd offense 3rd offense 4th offense

Class 1 Offense: Warning 1-5 day suspension/ 5-10 day suspension

1. 10 day min. suspension
2. Possible loss of bus privileges
3. Parent/Principal mtg. option

Class 2 Offense: 5 days suspension/ 5-10 days suspension

1. 10 day min. suspension Loss of bus privileges
2. Possible loss of bus priv.
3. Parent/Principal meeting

Internet Guidelines

The guidelines are provided to ensure users are aware of their responsibilities. If a student at Windom School does not abide by these guidelines he/she will lose internet privileges at school and other possible disciplinary actions may be taken. All students using the internet at school must sign a: Internet Use Agreement form before access is allowed. Parents must also sign the agreement.

The use of the internet must be for specific educational purposes only, such as researching a specific topic for a classroom project. If a student arrives at a site that is not related to the project, the student must leave that site immediately.

The use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

Media Release Permission

Throughout the school year the media may visit Windom to cover special events. Minneapolis Public Schools may also wish to use your child's photograph, voice, or student work for promotional and educational reasons, such as publications, posters brochures, yearbooks and newsletters; on the district website, radio station, and Cable TV channel or at community fairs. State law mandates that permission from the parent or guardian must first be obtained before your child's photograph or voice can be used by the media or by the district. A Media Release form must be sent home with every child at the beginning of the school year, which is only to be filled out once while attending a MPS school.

The Windom School Uniform

Students must come to school in the school uniform every day, and they must continue to wear the uniform during after school activities.

The school will announce if there is a day that students do not need to come in uniform.

The uniform is:

Bottoms and tops:

- Must be solid colors with no designs or text. The colors can be: red, navy blue, khaki, and white. Jeans are not accepted, nor jean look alike.
- Plaid is also ok, but the primary colors must be red/navy blue
- All clothing bought at the school is accepted.
- Socks that are higher than the ankles must be in the colors stated above.

Pants must be worn at the student's waist and hems must be above the floor.

Skirts, shorts, and dresses must reach at least the fingertips of the student when they are standing with their hands to their sides.

Consequences and responsibilities with the uniform policy:

Parents/guardians will sign participation agreement regarding the uniform policy.

If a student comes out of uniform, the student will receive a verbal warning, a note will go home regarding the uniform policy, and the student will be given a clean uniform to use for the day. The uniform must be returned clean the following day.

Administration of Medication in School Policy

For the safety of students, it is recommended that medication be given at home whenever possible. For example, medication prescribed three times daily can be given before school, after school, and at bedtime. If medication must be given during school hours, please be aware of the following school medications policies:

School personnel can give medication only with the written order of a physician (or other licensed prescriber) and the written consent of a parent.

1. Medication must be brought to school in a container labeled by the pharmacy. The following information must be on the label:
 - Students full name
 - Name and dosage of medication
 - Time and directions for administration
 - Physicians name and
 - Current date
2. If there is medication remaining at the end of the school year, the school nurse will send it home in your child's backpack the last week of school, emergency medications will

come home on the last day of school. Controlled substances must be picked up at the school by the parent/guardian and will not be sent home in backpacks.

3. The pharmacist must put the medication in two containers: one for school and one for home
4. Mixed dosages in a single container will not be accepted for administration at school
5. All medication administered at school will be kept in a locked drawer, cabinet or file
6. A new medication consent form is required:
 - When the dosage or time of administration is changed
 - At the beginning of each school year
 - And if a discontinued medication is restarted
7. The parent must notify the school in writing when the medication is discontinued
8. No Tylenol TM or other over-the-counter medication can be given to children unless the above procedures are followed. Over-the-counter medications must be in the original container with dosing recommendations visible.
9. It is the responsibility of the parent, student, and school personnel to see that the medication is given at the right time.

Immunization Policy

No shots mean No school

To attend school in Minnesota, students must prove they've had the proper immunizations or file a legal exemption with the school. A legal exemption may take the form of a medical exemption signed by a healthcare provider or a conscientious objection that has been signed by the parent and notarized. Help your child be a healthy learner. Call your doctor or clinic to get your child's shots up to date. For more information, call the MPS Hot Shot Line at 668-0870 or visit <http://health.mpls.k12.mn.us/8Dec20054.html>

__ Revised 9-2017