

FISHER ELEMENTARY HANDBOOK TABLE OF CONTENTS

FISHER PUBLIC SCHOOL DIRECTORY	2
ACCEPTABLE USE POLICY	4
ACTIVITY TICKETS	4
ANIMALS IN SCHOOL	4
ASSIGNMENTS	4
ATTENDANCE POLICY	4-5
AWARDS	5
BULLYING	5
CANDY, FOOD & BEVERAGES	5
CELL PHONES / PAGERS	5
CHEATING	5
COMMUNITY SERVICE	6
CONFERENCES	6
COMPLAINTS	6
BACKPACKS AND BAGS	6
DETENTION	6
DISCIPLINE	6-10
DRESS AND PERSONAL APPEARANCE	10
ELEMENTARY CURRICULUM	11
EMERGENCY FORMS	11
EMERGENCY SCHOOL CLOSING	11
EVENTS CALENDAR	11
FIELD TRIPS	11
FIRE AND EMERGENCY DRILLS	12
FUNDRAISING	12
GRADING SYSTEM	12
HEAD LICE	12
HOME - SCHOOL FOLDER	13
HOMEWORK	13
ILLNESS OR INJURY	13
INFORMATION	13
INSURANCE	13
INVITATIONS	13
LOST & FOUND	13
MEDICATION	13
MISSION STATEMENT	14
PARTNERS IN EDUCATION	14
PHOTOGRAPHY RELEASE	14
PLEDGE OF ALLEGIANCE	14
PROMOTION AND RETENTION	14
RECESS	14
SCHOOL DAY	14
SCHOOL LUNCH PROGRAM	14
SECURITY	15
SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY	15
STUDENT HEALTH INFORMATION	15
STUDENT TRANSPORTATION	15
STUDENT TRANSPORTATION SAFETY POLICY	15-18
TELEPHONE USE AND MESSAGES	18
TEXTBOOKS	18
TOBACCO-FREE ENVIRONMENT	18
TREATS	18
VANDALISM AND PROPERTY DAMAGE	18
VISITORS	18
WEDNESDAY EVENINGS AND SUNDAYS	18
FISHER SCHOOL BUILDING	19
2011 - 2012 FISHER PUBLIC SCHOOL CALENDAR	20
2011 - 2012 FISHER ELEMENTARY SCHOOL SUPPLY LIST	21

FISHER PUBLIC SCHOOL DIRECTORY

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Phone</u>	<u>E-Mail</u>
Administration				
Blaeser	Don	Superintendent	891-4105	superintendent@fisher.k12.mn.us
Driscoll	Suraya	K-12 Principal	891-4905	driscolls@fisher.k12.mn.us
Newhouse	Tami	Dist. Coordinator	891-4105	newhouset@fisher.k12.mn.us
Stinar	Paul	Activities Director	891-2823	stinarp@fisher.k12.mn.us

Preschool / Early Childhood Family Education (ECFE)

Berg	Kelly	Coordinator	891-2828	bergk@fisher.k12.mn.us
------	-------	-------------	----------	------------------------

Elementary Faculty

Brekken	Laura	1st Grade	891-2801	brekkenl@fisher.k12.mn.us
Byklum	Darrin	4th Grade	891-2804	byklumd@fisher.k12.mn.us
Hanson	Peggy	5th Grade	891-2805	hansonp@fisher.k12.mn.us
Heimer	Carol	6th Grade	891-2806	heimerc@fisher.k12.mn.us
Heppner	Kari	3rd Grade	891-2803	heppnerk@fisher.k12.mn.us
Russell	Amanda	2nd Grade	891-2802	russella@fisher.k12.mn.us
Nygren	Bonnie	Kindergarten	891-2807	nygrenb@fisher.k12.mn.us

High School Faculty

Berg	Tim	Math/Scan Tech	891-2821	bergt@fisher.k12.mn.us
Gamache	Laura	Chorus/Band	891-2810	gamachel@fisher.k12.mn.us
Hinkle	Zachary	P.E./Health	891-2814	hinklez@fisher.k12.mn.us
Jago	Dan	English	891-2824	jagod@fisher.k12.mn.us
Kasowski	Gail	Counselor	891-2827	kasowskig@fisher.k12.mn.us
Roninger	Patricia	Business	891-2809	roningerp@fisher.k12.mn.us
Stinar	Paul	Act. Dir./Math	891-2823	stinarp@fisher.k12.mn.us
Svendson	Lauris	Soc. Studies	891-2822	svendsonl@fisher.k12.mn.us
Thomas	Scott	Science	891-2808	thomass@fisher.k12.mn.us

Special Education

Klaus	Judy	Special Ed.	891-2815	klausj@fisher.k12.mn.us
Lentz	Rebecca	Special Ed.	891-2815	lentzr@fisher.k12.mn.us
Terpstra	Monica	Speech/Lang.	891-2816	terpstram@fisher.k12.mn.us
VanKirk	Cristin	Special Ed.	891-2817	vankirkc@fisher.k12.mn.us

Support Staff

Bruer	Kristi	Liaison/Soc. Wkr.	891-4105	bruerk@fisher.k12.mn.us
Grimes	Karla	Paraprofessional	891-4105	grimesk@fisher.k12.mn.us
Lokken	Ellen	Title 1	891-4105	lokkene@fisher.k12.mn.us
Montgomery	Lynette	Technology Coord.	891-2815	montgomeryl@fisher.k12.mn.us
Moulds	Tracy	Paraprofessional	891-4105	mouldst@fisher.k12.mn.us
Nielsen	Kristi	Paraprofessional	891-4105	nielsenk@fisher.k12.mn.us
Tinkham	Caroline	Paraprofessional	891-4105	tinkhamc@fisher.k12.mn.us
Thoreson	Farrah	Paraprofessional	891-2805	thoresonf@fisher.k12.mn.us

Office

Klawitter	Sarah	District Office	891-4105	klawitters@fisher.k12.mn.us
MacDonald	Karen	Bookkeeper	891-4105	macdonaldk@fisher.k12.mn.us
Wagner	Sarah	H.S. Secretary	891-4905	wagners@fisher.k12.mn.us

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Phone</u>	<u>E-Mail</u>
Food Service				
Baird	Joanne		891-2826	bairdj@fisher.k12.mn.us
Haug	Lizzy		891-2826	haugl@fisher.k12.mn.us
Sorenson	Cathy		891-2826	sorensonc@fisher.k12.mn.us

Custodial

Armstrong	Kevin	Custodian	891-4105	
Conlon	Randy	Custodian	891-4105	custodial@fisher.k12.mn.us
Dahlin	Keith	Bus Driver	891-4105	

Transportation

Armstrong	Kevin	Bus Driver	891-4105
Dahlin	Keith	Bus Driver	773-1317
Gruhot	Gale	Bus Driver	891-4105

Board of Education School District #600

Altepeter	Joe	Treasurer	281-4410	altepeterj@fisher.k12.mn.us
Beiswenger	Sheila	Clerk	281-5050	beiswengers@fisher.k12.mn.us
Lien	Kevin	Director	281-1265	lienk@fisher.k12.mn.us
Reitmeier	Lance	Director	281-1803	reitmeierl@fisher.k12.mn.us
Sorenson	Todd	Director	893-2425	sorensont@fisher.k12.mn.us
Vasek	Mike	Chairman	891-2403	vasekm@fisher.k12.mn.us

This document has been developed administration in order to familiarize families and students with Fisher Elementary School and provide information about key policies, and procedures at Fisher Public School. The handbook and its contents were approved by the Fisher school Board of Education on August 15, 2011. The handbook may be changed at or amended anytime during the school year. Changes will be posted in the office of the principal. If you have questions about a provision, contact the principal. All students at Fisher Elementary School will receive handbooks when they begin attending school each year. Students do not need to sign a sheet of receipt. All district policies will be available on the district website www.fisher.k12.mn.us or in the district office.

ACCEPTABLE USE POLICY

Student use of computers, District Information Network System, and other technology related items are subject to the terms outlined in the Acceptable Use Policy and the Acceptable Use Agreement. Use is a privilege that may be revoked or restricted for violating the terms.

ACTIVITY TICKETS

Activity tickets may be purchased at the district office. These tickets will serve as a gate pass for all fall and winter "home" athletic events held in both Fisher and Climax.

Ticket Prices	
Students K-6	\$15.00
Students 7-12	\$20.00
Adults	\$25.00
Family	\$80.00
Senior Citizens (62 & Older)	FREE

ANIMALS IN SCHOOL

No animals will be allowed in the school building except under special circumstances with prior approval from school administration.

ASSIGNMENTS

Students in Gr. 2-6 will be issued Daily Assignment Books/Agendas. It is the responsibility of each student to list his/her classroom assignments in the appropriate spaces provided. A recorded message listing daily classroom assignments/notices will also be available for all grade levels by calling any of the elementary classroom phone numbers as listed in the directory. An overview of weekly assignments will also be posted on the Fisher School website at fisher.k12.mn.us

ATTENDANCE POLICY

In accordance with the Minnesota Compulsory Instruction Law, M.S. #120A.22, it is Fisher Independent School District #600's desire that all students attend all assigned classes every day school is in session.

Elementary attendance is taken twice daily - at 8:25 AM and 12:00 PM. Tardiness and absenteeism is recorded according to the following guidelines.

Students arriving at school between 8:25 and 10:00 AM will be marked tardy for the AM. Those arriving at school after 10:00 AM will be recorded as absent for 1/2 day. Students arriving at school between 12:00 PM and 1:30 PM will be recorded as absent for 1/2 day and tardy for the PM. Any student leaving school before 1:30 PM will be recorded as absent for 1/2 day.

If a student is absent/tardy, it is the parent's/guardian's responsibility to inform the school. Parents/guardians are asked to call Fisher School at 891-4105 by 9:00 AM to report that their child will be absent/tardy. If parents/guardians fail to notify the school by 9:00 AM, the school may attempt to contact parents/guardians of unexcused students to verify their location. The student's absent status may still be considered unexcused. If the school is not notified the day of the student's absence, it is the parent's/guardian's responsibility to have a written excuse for the student upon his/her return to school. **Without such notice, the absence will be recorded as unexcused.**

A notice may be sent home to parents following the 3rd unexcused absence. A second notice may be sent following a 5th unexcused absence. In addition, parents/guardians and students may be requested to meet with the Attendance Review Committee to formulate a Plan of Action to deal with the student's continued absenteeism. (Subsequent meetings may be requested if needed.) Outside agencies may be contacted to help the family & school district resolve the student's attendance problems. Regularly scheduled Attendance Review Committee meetings will be held each Wednesday at 8:00 AM.

Following the 7th unexcused absence, the administration will be required to contact Polk County Social Services regarding the issue.

EXCUSED ABSENCES/TARDIES

Any absence due to:

1. Illness or injury (Doctor's statement may be required.)
2. Death or illness in the family
3. Medical and/or dental appointments
4. Religious Holy Days
5. Family emergencies
6. Absence granted in advance by the administration for legitimate reasons.
7. School sponsored activities

8. *Vacation plans for families can be facilitated by contacting the school at least two weeks prior to date of vacation so teachers can prepare work for students. Each teacher has the right to give credit for participation in classroom activities. Being absent may affect this part of a student's grade.*

UNEXCUSED ABSENCES/TARDIES

Examples of unexcused absences/tardies include: missing the bus, refusing to attend school, skipping school, etc.

Students with excused or unexcused absences are required to complete all assignments missed, or to complete alternative assignments as deemed appropriate by the classroom teacher. Students will be given one day for each day missed, or as arranged through contract with the teacher, to complete make-up assignments. It should be noted that nonattendance may affect a student's grades.

Attendance is a vital component in the success of a student. Students need to regularly attend class so that they can receive the instruction they need to succeed. Students should miss as few days of school as possible. However, under unforeseeable or other special circumstances, special consideration will be given.

AWARDS

Awards will be presented to individuals each spring according to guidelines set by each classroom teacher.

"Straight A" "A" and "B" Honor Roll Awards will be presented to students in grades 4-6 and the end of each quarter. Students with "Incomplete" or "F" grades will be excluded from the Honor Roll. Awards will be given at the end of the school year for those students who have maintained perfect attendance throughout the year.

BULLYING

Bullying is the repeated mistreatment of a person who either cannot or does not defend him/herself from the perpetrator (bully). A bully acts with a sense of real or imagined power, driven by the need to control others. It can involve a variety of negative acts that are carried out repeatedly over time. Bullying also includes the coercion of others to join in the mistreatment.

Bullying tactics include; but are not limited to, the verbal or physical teasing, taunting or intimidating of a peer, threatening, jeering, name calling, rejection, ostracizing, blackmail, direct vandalism, spreading rumors, manipulating social relationships or engaging in social exclusion. Bullying will also include physical abuse, such as shoving, kicking, punching, spitting or taking personal belongings.

Both targets of bullying and children who bully suffer significant emotional, behavioral, and underachievement problems. Bullying will not be tolerated. Bullying is a learned behavior which can be unlearned. The behavior should not be ignored or excused. It is important for adults and peers to intervene when bullying occurs or is observed.

If a student is bullied, they should seek a trusted and supportive adult or teacher, school social worker, counselor, or administrator for guidance. Administration will be involved and a plan will be worked out to stop the bullying or resolve conflicts which could resort to violence. An educational component or discipline consequences may be enforced, including punishment if bullying behavior persists. The victim may never find out about the consequences, but notable follow-up will take place to make sure the plan has worked,. The School Board of District #600 will work to have good prevention and intervention practices in place to tackle this critical problem and ensure that the learning environment for children is safe, supportive and purposeful for all students.

CANDY, FOOD & BEVERAGES

Candy, food or beverages may be consumed in designated areas only. Food purchased in the cafeteria is to be eaten in the cafeteria or outdoors. No candy, food or beverages will be allowed in classrooms without prior approval by the classroom teacher or administration. Bottled water will be allowed in the classrooms with teacher approval.

CELL PHONES & OTHER ELECTRONIC DEVICES

Students are not permitted to use cell phones & electronic devices during the school day. Anyone not following this guideline may have their equipment taken from them and sent home at the end of the day or with their parent/guardian. Devices used to record images or sound may not be used without the express permission of a supervising staff member and the subjects involved. Fisher School District will not be responsible for loss, theft or damage of personal cellphones or other electronic devices.

**Electronic devices and headphones may be used if stated in a student's IEP or 504 Plan*

CHEATING

Academic integrity is an important element of any educational institution. Incidents of cheating will be reported to the K-12 Principal for disciplinary consequences. Consequences may include but are not limited to: detention, loss of credit for assigned task, being dropped one grade level in that course, removed from the Honor roll for the quarter or becoming ineligible for any academic awards related to the class in which he/she was caught cheating and may be unable to take part in extra-curricular competitions and/or events. Unauthorized or improper use of copyrighted material for academic tasks may be considered cheating and subject to the provisions of the cheating policy.

**See Cheating under Discipline Guidelines for consequences.*

COMMUNITY SERVICE

Opportunities will be made available throughout the school year for students to take part in community service projects. Notice of such projects will be made prior to the scheduled events so that students may be prepared for the event.

CONFERENCES

Notices for regularly scheduled conferences will be sent home so that individual conferences may be arranged for each student. Additional conferences may be scheduled with individual staff throughout the year as needed.

COMPLAINTS

If a student or parent/guardian has a complaint regarding a school policy, employee or incident, the following procedures should be followed in order to resolve the problem as quickly and efficiently as possible.

1. Contact the person with whom you have a complaint to discuss both sides of the issue.
2. If the issue still exists, contact the K-12 Principal.
3. Should the issue remain unresolved, contact the Superintendent.
4. Finally, if the issue persists, request that the Superintendent include it on the next School Board Meeting Agenda for further discussion.

BACKPACKS or BAGS

Backpacks, bags, purses, etc. must remain hung on the hooks or in the lockers provided in the classroom and will not be allowed by the student desks.

DETENTION

Detention is assigned to those students who fail to comply with the rules of the school. Detention will be held during the student's recess period or before / after school. Detention periods will be supervised by an administrator or designee and will include a discussion of the child's behavior and a quiet time.

DISCIPLINE

The following discipline guidelines have been developed in an effort to maintain a school environment that is conducive to learning. The following maximum consequences apply regardless of whether the misbehavior took place in school, on district property, in a district vehicle, or at a school or district activity. An asterisk (*) indicates consequences which may include, but are not limited to, teacher assigned detention, an office assigned detention, a verbal and/or written warning, a parent contact, restorative justice measure, or some similar action. It is vital that parents and school personnel work together and support one another to create an environment in which all children can grow and learn.

1. Abuse, Verbal: Arousing alarm in others through the use of language that is discriminatory, abusive, obscene, or mistreating.
 - 1st Offense..... **
 - 2nd Offense..... 30 Min. Detention
 - 3rd Offense..... 60 Min. Detention
 - 4th Offense..... 1 Day Suspension / Parent Conference to Discuss Subsequent Action

2. Alcohol, Chemicals, or Tobacco Possession or Use: Possessing or using any alcohol, tobacco, narcotic or controlled substance where possession or use is prohibited by Minnesota or Federal Law. Any prescription medicine a student is required to take must be left with the District office. Violators will receive a 2 or 4 week suspension from attendance at school sponsored events; including pepfests, athletic contests, concerts and other school related events.
 - 1st Offense..... 3 Day Suspension (plus 2 weeks)
 - 2nd Offense..... 5 Day Suspension (plus 4 weeks)
 - 3rd Offense..... Expulsion

3. Alcohol, Chemicals, or Tobacco "Guilt by Association" District Policy: Students are not to be in the presence of alcohol, tobacco, marijuana, or any other controlled substance. Students that are confronted with a situation where illegal possession or use is taking place must make a concerted effort to immediately remove themselves from the area. Students in violation of this "Guilt by Association" rule shall be subject to penalties as assigned by the administration.

4. Alcohol, Chemicals, or Tobacco Possession with Intent to distribute or Sell: Selling, distributing or intending to sell or distribute alcohol, tobacco, or chemicals where sale or distribution is prohibited by Minnesota or federal law.
 - 1st Offense..... 5 Day Suspension
 - 2nd Offense..... Expulsion

- 3rd Offense.....5 Day Suspension from Riding the Bus
- 4th Offense.....10 Day Suspension from Riding the Bus
- Further offenses - individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.
- Secondary (7–12)
- 1st Offense.....**
- 2nd Offense.....5 Day Suspension from Riding the Bus
- 3rd Offense.....10 Day Suspension from Riding the Bus
- 4th Offense.....20 Day Suspension from Riding the Bus
- 5th Offense.....School Year Suspension from Riding the Bus

15. *Cheating: Action taken or attempted that may unfairly influence an outcome. See page ** for other consequences.*

- 1st Offense.....30 Min. Detention
- 2nd Offense.....60 Min. Detention
- 3rd Offense.....60 Min. Detention
- 4th Offense.....1 Day Suspension / Parent Conference to Discuss Subsequent Action

16. *Detention: Failure to serve detention may result in an additional 60 minutes of detention. Failure to serve detention a second consecutive time consists of the following levels. A student always receives a reminder of an additional 60 minutes prior to the next level being served. This is a per semester administration.*

- 1st Offense.....1 Day Suspension
- 2nd Offense.....3 Day Suspension
- 3rd Offense.....5 Day Suspension
- 4th Offense.....Expulsion

17. *Disregard of Classroom Rules: Failure to follow established classroom rules including completion of assignments.*

- 1st Offense.....**
- 2nd Offense.....30 Min. Detention
- 3rd Offense.....60 Min. Detention
- 4th Offense.....1 Day Suspension / Parent Conference to Discuss Subsequent Action

18. *Disrespect of faculty, support staff, peers or property.*

- 1st Offense.....**
- 2nd Offense.....30 Min. Detention
- 3rd Offense.....60 Min. Detention
- 4th Offense.....1 Day Suspension / Parent Conference to Discuss Subsequent Action

19. *Disruptive Behavior: Behavior which causes a disruption of school activity in the classroom or any other area of the school.*

- 1st Offense.....**
- 2nd Offense.....30 Min. Detention
- 3rd Offense.....60 Min. Detention
- 4th Offense.....1 Day Suspension / Parent Conference to Discuss Subsequent Action

20. *Dress and Grooming: Clothing may not include words or visuals which are obscene, abusive, or discriminatory, or which advertise narcotics or dangerous drugs, including alcohol/tobacco. Dress and appearance must not create a disruption, be offensive, or create a safety hazard.*

- 1st Offense.....**
- 2nd Offense.....30 Min. Detention
- 3rd Offense.....60 Min. Detention
- 4th Offense.....1 Day Suspension / Parent Conference to Discuss Subsequent Action

21. *False Information: Falsifying signatures or data, refusing to give proper identification, or giving false information to a staff member.*

- 1st Offense.....**
- 2nd Offense.....1 Day Suspension
- 3rd Offense.....3 Day Suspension
- 4th Offense.....5 Day Suspension

- 5th Offense.....Expulsion
22. *Fighting: Mutual combat (differentiated from poking, pushing, shoving or scuffling) in which one or the other parties or both contributed to the situation by verbal and/or physical action.*
- 1st Offense.....3 Day Suspension
2nd Offense.....5 Day Suspension
3rd Offense.....Expulsion
23. *Fire Alarm, False: Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm.*
- 1st Offense.....5 Day Suspension
2nd Offense.....Expulsion
24. *Fire Extinguisher, Unauthorized Use: Unauthorized handling of a fire extinguisher.*
- 1st Offense.....5 Day Suspension
2nd Offense.....Expulsion
25. *Fireworks, Use and or Possession: Possessing or offering for sale any substance or combination of substances or article prepared for the purpose of producing a visible or/and effect by combustion, explosion, conflagration or detonation.*
- 1st Offense.....3 Day Suspension
2nd Offense.....5 Day Suspension
3rd Offense.....Expulsion
26. *Harassment, Including Sexual: Participating in or conspiring with others to engage in acts that injure, degrade, intimidate or disgrace another individual or group based on their racial, cultural or religious background, their sex, or any disabilities they may have. 2/3/4 week suspensions are from attendance at school sponsored events (including pepfests, athletic contests, concerts, etc.)*
- 1st Offense.....1 Day Suspension – 2 Weeks
2nd Offense.....3 Day Suspension – 3 Weeks
3rd Offense.....5 Day Suspension – 4 Weeks
4th Offense.....Expulsion
27. *Insubordination: Willful refusal to follow an appropriate direction or order given by staff member.*
- 1st Offense.....1 Day Suspension
2nd Offense.....3 Day Suspension
3rd Offense.....5 Day Suspension
4th Offense.....Expulsion
28. *Nuisance Devices, Possession: Objects which cause distractions, such as pagers, radios, phones, cigarette lighters, matches, laser pens, etc.*
- 1st Offense.....**
2nd Offense.....1 Day Suspension
3rd Offense.....3 Day Suspension
4th Offense.....5 Day Suspension
5th Offense.....Expulsion
29. *Public Displays of Affection: Inappropriate touch, consensual or non-consensual that is exhibited in the school building or on school grounds.*
- 1st Offense.....**
2nd Offense.....1 Day Suspension
3rd Offense.....3 Day Suspension
4th Offense.....5 Day Suspension
5th Offense.....Expulsion
30. *Sexual Conduct, Criminal: Engaging in non-consensual sexual intercourse or sexual contact with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's undergarments, if the action is performed with a sexual or aggressive intent.*
- 1st Offense..... Expulsion

31. **Tardy:**
 1st Offense.....**
 2nd Offense.....30 Min. Detention
 3rd Offense.....60 Min. Detention
 4th Offense.....120 Min. Detention
 5th Offense.....1 Day Suspension / Parent Conference to Discuss
 Subsequent Action
32. **Terroristic Threat: Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another and with reckless disregard of the risk of causing terror in another.**
 1st Offense.....Expulsion
33. **Theft, or Knowingly Receiving or Possessing Stolen Property: Unauthorized taking of the property of another person, or receiving or possessing such property. Robbery or Extortion: Obtaining property from another person where his or her consent was induced by use of force, threat or force or under false pretenses.**
 1st Offense.....3 Day Suspension
 2nd Offense.....5 Day Suspension
 3rd Offense.....Expulsion
34. **Trespassing: Unauthorized presence on district grounds, in any district facility, or in a district vehicle when the area is closed to the public.**
 1st Offense.....1 Day Suspension
 2nd Offense.....3 Day Suspension
 3rd Offense.....5 Day Suspension
 4th Offense.....Expulsion
35. **Unexcused Absence:** See Attendance Policy
36. **Weapon or Look-alike weapon, Possession: Possessing any firearm, whether loaded or unloaded or any device intended to look like a firearm; any device or instrument designed as a weapon and capable of producing severe bodily harm or any other device, instrument or substance, capable of producing severe bodily harm.**
 1st Offense.....Expulsion
37. **Willful Damage of Property (Vandalism): Defacing, cutting or other-wise damaging property that belongs to the School, to other students, to staff members or to other individuals while the student is on School property, at a School activity, in a District vehicle or under the supervision of School staff.**
 1st Offense.....1 Day Suspension
 2nd Offense.....3 Day Suspension
 3rd Offense.....5 Day Suspension
 4th Offense.....Expulsion

DRESS AND PERSONAL APPEARANCE

Students have a right to dress and groom themselves according to their personal tastes; however, students must not wear clothing, make-up, piercings or hair styles that:

1. May create a health or safety hazard to self or others.
2. May disrupt the educational process or threaten the learning environment.
3. May be viewed as offensive or harassing by others.
4. May result in undue school maintenance or marring of property. (Black soled shoes/boots which leave a mark are an example.)
5. Promote alcohol, drugs, tobacco, gang affiliation, nudity or profanity.

Students clothing should be neat, clean, and in good taste reflecting school and community standards.

Students should also dress appropriately for the varying weather conditions in our area. Shirts/tank tops/tube tops/shorts or pants revealing a midriff or under garment are not considered appropriate. Shoes and shirts must be worn at all times.

Temporary hair coloring (red, green, white, etc.) creates a disruption in the learning process for fellow class members and will not be allowed. No hats, caps, bandanas, visors, or hoods are allowed to be worn in the building during the school day except by special permission of the classroom teacher.

ELEMENTARY CURRICULUM

Curriculum	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
English Houghton Mifflin A Legacy of Literacy '01	√	√	√	√			
Macmillan/McGraw Hill Language Arts '05					√	√	√
Handwriting Handwriting Without Tears	√	√					
D'Nealian			√	√			
Health Houghton Mifflin Harcourt Health & Fitness '07 (Purchased '09)	√	√	√	√	√	√	√
DARE							√
Math Everyday Math (Purchased '04)	√	√	√	√	√	√	√
Minnesota Northern Lights: Going to the Source							√
Reading Houghton Mifflin A Legacy of Literacy '01	√	√	√	√	√	√	√
Science MacMillan/McGraw-Hill Science: A Closer Look '07	√	√	√	√	√	√	√
S.M.A.R.T.	√						
Spelling Houghton Mifflin					√	√	√
Houghton Mifflin A Legacy of Literacy '01	√	√	√	√			
Social Studies Macmillan/McGraw-Hill '05	√	√	√	√	√	√	√

EMERGENCY FORMS

Emergency forms must be completed by parents/guardians each year. This information is useful in case of illness, accident or other unforeseen events. Please notify the school if changes in the information requested occur throughout the school year.

EMERGENCY SCHOOL CLOSING

Announcements of school closings will be made over the following radio and television stations:

AlertNow
KROX 1260 AM
KVLV TV Channel 11

KCNN 1590 AM
KYCK 97 AM

KXJB TV Channel 4
WDAZ TV Channel 8

EVENTS CALENDAR

The official Activities Calendar and Facilities Calendar of Fisher School including it's building & grounds will be facilitated through the High School Office. Before any event can be placed on the calendar, the Administration must be consulted. Pending final approval, the Administration will place the event on the calendar.

FIELD TRIPS

Classes may take at least one field trip each year. These trips will either tie directly to the curriculum at the grade level or provide enrichment. Parents/guardians will be asked to complete a form at the beginning of each school year giving permission for their child to go on scheduled field trips throughout the school year. Notice will be given prior to each field trip.

FIRE AND EMERGENCY DRILLS

Fire, tornado and any other emergency drills will be held at irregular intervals throughout the school year. Emergency procedures are posted near the exit of each room. Staff will direct students according to appropriate emergency procedures.

FUNDRAISING

Any organization/group associated with Fisher School that intends to fundraise must have a Fundraising Application approved by the administration. Outside organizations or individuals that wish to conduct a fundraising project on district property must also submit a Fundraising Application form for approval by the administration. Application forms are available at the district office. Applications must be submitted for consideration at least 2 weeks prior to the starting date of the proposed fundraising event.

GAMES

Card games, video card games, and video games are not allowed. Computer use is for educational purposes and loading games on computers is not allowed. Any violation may result in the loss of privileges.

GRADING SYSTEM

Kindergarten		Grade 1-2		Grades 3-6			
E	Excellent	E	Excellent	A	94-100	E	Excellent
S	Satisfactory	S	Satisfactory	B	87- 93	S	Satisfactory
I	Improvement Shown	I	Improvement Shown	C	80- 86	U	Unsatisfactory
N	Needs Improvement	N	Needs Improvement	D	70- 79	I	Improvement Shown
				F	69 & Below	N	Needs Improvement

Incomplete Grades

Students who have been making adequate academic progress but who have been absent for valid reasons will be given a chance to make up work that has been missed. If the work is not completed by the end of a reporting period, the student may be given a grade of "Incomplete". This work must then be completed within two weeks of the end of the reporting period unless other arrangements have been made with the instructor. Any incomplete grades remaining after this two week period will be recorded as "F".

HEAD LICE

All elementary students will be checked for lice at the beginning of the school year and again following the Christmas break, with additional checks conducted on an "as need" basis. If a child is found to have lice, all siblings of the child who are in school will also be checked. Any child found to have lice will be sent home for treatment immediately. **It would be desirable for a parent to accompany the student to school following treatment, as the student will be checked for lice and MUST be "NIT FREE" before returning to class.**

****Polk County Nursing Service and / or Polk County Social Services may be contacted to assist families that continuously deal with lice infestations.**

The following information has been provided by the Polk County Nursing Service regarding lice

1. Instruct your child not to use other children's brushes and combs, or wear other children's hats, coats, etc.
2. To check for lice, use a toothpick to part the hair at the scalp, moving the toothpick away from the scalp along the hair strands looking for brownish colored lice and or firmly attached nits (eggs). Nits are cream to light brown in color and cannot be removed from the hair easily. The first sign of lice is itching.

The following directions regarding treatment have been issued by the Minnesota Department of Health. If one person in your family has head lice, all family members need to be treated.

General Instructions for Over-the-Counter Lice Treatment Creme Rinse

1. Wash the hair using any shampoo that does not contain conditioners. Thoroughly towel dry the hair
2. Dry the hair thoroughly (product should be applied to towel-dried hair).
3. Apply single dose bottle directly to the hair (use a sufficient amount to saturate the hair and scalp). Work thoroughly into the hair from roots to ends until all the hair is treated. Leave it on for a full ten minutes.
4. Rinse well and towel dry hair.
5. Remove all nits and any live lice.
6. A second treatment is recommended in 7-10 days to kill any newly hatched lice.

General Instructions for Over-the-Counter Lice Treatment Shampoo

1. Apply the single dose bottle of OTC shampoo directly to dry hair and scalp, without adding water. Thoroughly work the shampoo into the hair from roots to ends until all the hair is treated. Leave it on the hair for ten minutes.
2. Rinse with warm water and shampoo as usual.
3. Remove all nits and any live lice.
4. A second treatment must be done in 7-10 days to kill any newly hatched lice.

****Contact a physician if you wish to obtain a prescription for a treatment solution not available over-the-counter. To keep the lice from returning you must thoroughly clean all articles in your home and vehicle that might still have lice or nits. All washable clothing, bedding and towels should be machine washed in hot water. Dry them using the hot cycle on the dryer or press with a hot iron. Items which cannot be washed can be dry cleaned. If dry cleaning is not an option,**

place all items in a large plastic bag and seal for 14 days. Brushes, combs, and any item used in the hair can be washed with the same product used in the treatment of the hair. Upholstered furniture, mattresses, and washable blankets can be vacuumed or sprayed with an insecticide spray available at the drug store.

HOME - SCHOOL FOLDER

Home - School Folders will be provided to all elementary students as a means of enhancing the communication between the home and school. The folders will be sent home on the last school day of each week. Inside the folders you will find various papers and notices - please take a moment to review these items with your child. **Parents are asked to sign and date the signature sheet found on the back of the folder before returning it to school with your child on the next regularly scheduled school day.** Children are encouraged to care for their folders as only one will be provided. Folders that are lost or damaged beyond repair must be replaced by the child or his/her family at the cost of \$1 per folder.

HOMEWORK

Homework is considered an essential part of the learning process and is assigned at varying degrees depending on the child's level of learning, grade and teacher. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study, research and creative thinking. Students are expected to return homework to school when due - completed to the best of their ability.

ILLNESS OR INJURY

Parents/guardians will be notified if their children become ill or are injured while at school. Children will not be sent home from school unless parents/guardians are available or a reliable person can accompany the child home.

INFORMATION

Every attempt will be made to keep the patrons of Fisher School District up to date on events and/or schedule changes. Weekly newsletters, along with other pertinent information, will be sent home with elementary students in the Home - School Folder each week. **It is vital that students and parents read this information so that they may remain informed.** The Knight News, a regular mailing which contains various information from the district, will also be available to every patron of the school. The Knights News Line at 891-2800 will issue recorded information related to Elementary, High School, Preschool, ECFE and cancellation announcements. Information may also be obtained from the Fisher School website at fisher.k12.mn.us.

INSURANCE

Fisher Independent School District #600 does not provide any type of health or accident insurance for injuries incurred by students at school. Families may purchase student accident insurance from Student Assurance Services Incorporated. Enrollment forms are sent home with each student at the beginning of each school year.

INVITATIONS

Parents and students are asked to please mail all party invitations or phone parents/guardians if ALL students in the class are not invited. This request is intended to help guard against hurt feelings among those students that may not be receiving invitations.

LOST & FOUND

Lost & Found storage containers are located near the elementary entrance of Fisher School. Students are encouraged to check for lost items as soon as possible after they are missed. Labeling student items reduces losses. Those items remaining in the Lost & Found storage containers at the end of each month will be discarded.

MEDICATION

Students requiring any type of medication (over the counter or prescribed) during the school day must have a permission form signed by the parent/guardian and physician on file. Medication forms are available in the district office and must be updated annually in the case of long term medication requirements. Parents/guardians must authorize designated school personnel to administer medication. A written order from a physician will include the following:

- Student's Name
- Medication
- Dosage
- Route
- Time
- Termination date for stopping medication
- Physician's signature

All medication must be stored in the original labeled container and will be placed in a locked school cabinet. A record will be kept on each medication that is administered by school personnel. School personnel will not dispense over the counter medication unless prescribed by a physician. School personnel will not be responsible for medication taken by a student without the school's knowledge.

MISSION STATEMENTS

The mission of Fisher Ind. School District is to educate all students to their greatest potential, prepare them for the future and inspire a passion for life long learning.

Fisher School District Will:

- Provide a safe, supportive environment with respect to self and others.
- Promote self-discipline, motivation, and excellence in learning.
- Collaborate between school, student, family, and community to develop responsible learners.
- Enhance a respect and appreciation for cultural diversity, individual differences, and the challenges in a global society.
- Ensure all students are challenged with rigorous academic standards; utilizing innovative technology and curriculum.

PARTNERS IN EDUCATION

The Partners In Education is an organization made up of parents and teachers of Fisher Elementary students. The organization’s goal is to develop a partnership between the parents, teachers and the students, to promote quality education at Fisher Public School. P.I.E. meetings are open to all elementary parents and will be held the first Tuesday of each month at Fisher Public School unless otherwise noted due to scheduling conflicts.

PHOTOGRAPHY RELEASE

Student photos may be published/displayed in a variety of ways throughout the school year: posted on school website displayed in classrooms, hallways, printed material (local newspapers with school related articles, school flyers, brochures, yearbooks, weekly or monthly Knight News bulletins), on television (local cable telecast of school event, area news coverage), or included in class projects. If you object to having your student’s photo included in any of these publications or broadcasts, please contact the school.

PLEDGE OF ALLEGIANCE

Students in the Fisher School District shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person’s right to make that choice.

PROMOTION AND RETENTION

Whenever possible, a child should progress to the next grade with his/her age group. Occasionally it may be necessary to retain a child in the same grade for another year. This recommendation is made only after a careful assessment of the child’s needs has been concluded. The decision to promote or retain is based upon the child’s ability to meet grade level expectations in subject matter while taking into consideration his/her social, physical, emotional and intellectual needs.

RECESS

Students will play outdoors for recess each day, weather and conditions permitting. Students are expected to come to school prepared for the weather and should wear jackets, snow pants, boots, hats and mittens as needed. Students will not go out for recess if the temperature is below 0° Fahrenheit, with or without wind chill, or in case of rain. If a student has a medical reason for not going outdoors, please send a signed and dated note from a physician.

SCHOOL DAY

School will be in session from 8:25 am - 3:17 pm. School doors will open at 7:00 am with breakfast available from 7:45-8:20 am. Students are to report to their assigned classrooms between 8:20 and 8:25 am. Students reporting to class after 8:25 am are tardy and will be recorded as such on the daily attendance record. Classes for Grades K-6 will be held Monday through Friday. Consult the school calendar and notices distributed throughout the school year for changes in the schedule.

SCHOOL LUNCH PROGRAM

Breakfast

Served until 8:20 AM

Meal Prices

Grades K- 6	\$1.15
Grades 7-12	\$1.65
Adults	\$2.00
2 nd Milk	\$.30
2 nd Entrée	\$.50

Lunch

Schedules vary according to classroom

Meal Prices

Grades K- 6	\$1.95
Grades 7-12	\$2.30
Adults	\$3.25
2 nd Milk	\$.30
2 nd Entrée	\$.50

Students may be eligible for free or reduced price meals according to income guidelines. Families are encouraged to complete the free/reduced forms to determine their eligibility.

Payments for meal accounts can be made to the district office. Statements reporting account balances will be mailed each month. Payments on accounts should be made by the 2nd of each month. The Fisher School Board has approved a policy that allows families only 5 days of charging before meals will be no longer be provided. A letter will be sent to families if an account

falls below \$-25.00 stating that payment must be made and that a minimal sack lunch will be provided until payment is received.

SECURITY

Fisher Independent School District continues its efforts to provide the safest environment possible for its students, staff and patrons. The main entrance will be the only door open to gain access to the building. All parents, patrons and visitors are asked to register at the district office and receive a visitor's pass when entering the building. Upon leaving the building, visitors are asked to return to the office to sign-out and return the visitor's badge. Security cameras are also located throughout the school building to monitor activity and to provide a safe environment for learning.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY

This is the policy of Independent School District #600 to maintain a learning and working environment that is free from sexual harassment and sexual violence. The school district prohibits any form of sexual harassment and sexual violence. Sexual harassment may include but is not limited to:

1. Verbal harassment or abuse
2. Subtle pressure for sexual activity
3. Inappropriate patting or pinching
4. Intentional brushing against a student's or an employee's body
5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or education status.
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status.
7. Any sexually motivated unwelcome touching.
8. Sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

Reporting Procedures

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to the administration. The School District encourages the reporting party to use the report form available from the Principal or from the School District Office. A copy of the complete Harassment Policy is available upon request from the district office.

STUDENT HEALTH INFORMATION

Prior to initial enrollment in any school in Minnesota, every child must have record of immunizations dates for two (MMR) Measles-Mumps-Rubella doses, five (DTaP) Diphtheria-Tetanus-Pertussis doses (5th shot not needed if 4th was after age 4), four Polio doses (4th polio not needed if 3rd was after age 4), three Hepatitis B vaccine doses and two Varicella. (Varicella shots not required if child already had chickenpox disease that has been documented.) Minnesota Statutes Section 121A.15 requires children enrolled in a Minnesota school to be immunized or file a legal exemption with the school. (Parents may file a medical exemption signed by a healthcare provider or a conscientious objection signed by a parent/guardian and notarized.) Vision and hearing screenings will be conducted annually. Select grades/students will be included in scoliosis screenings. Medical referrals will be made if deemed necessary.

STUDENT TRANSPORTATION

A note is required when a student is going to ride a bus outside of their regular activity. The note from a parent/guardian must be signed by the District Coordinator or other office staff so that the bus driver might be notified. Students failing to follow these procedures will not be allowed to ride the bus outside of their regular activity.

STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The first week of school is designated as school bus safety week.

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten through 10 with age appropriate school bus safety training. The training shall be results-oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:

- a) transportation by school bus is a privilege not a right;
- b) district policies for student conducted and school bus safety;
- c) appropriate conduct while on the bus;
- d) the danger zones surrounding a school bus;
- e) procedures for safely boarding and leaving a school bus;
- f) procedures for safe vehicle lane crossing;

g) school bus evacuation and other emergency procedures

2. Student school bus safety training shall commence during the first week of school – school bus safety week. All students grade K-6 who are transported by school bus and are enrolled during the first or second week of school must demonstrate achievement of the school bus safety training competencies by the end of the third week of school. Students in grades 7-10 who are transported by school bus and are enrolled during the first or second week of school and have not received school bus safety training in K-6 must receive the training by the end of the sixth week of school. Students in grades 9 and 10 must receive training in the laws and proper procedures when operating a motor vehicle in the vicinity of a school bus. Students in K-10 who enroll in a school after the second week of school and are transported by school bus and have not received training in the previous school district shall undergo school bus safety training or receive bus safety instructional materials within four weeks of the first day of attendance. The school district may deny transportation to a student who fails to demonstrate the competencies, unless the student is unable to achieve the competencies due to a disability. Further, the school district may deny transportation to a student who attends a nonpublic school that fails to provide appropriate student training.
3. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
4. The district will, to the extent possible, provide kindergarten students with school bus safety training before the first day of school.
5. The school district will also provide student safety education for bicycling and pedestrian safety.
6. The school district's curriculum for transportation is maintained and available for review in the office of the superintendent.
7. Nonpublic school students transported by the school district will receive school bus safety training in their nonpublic school. The nonpublic school must certify to the school district's school transportation safety director that all students have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.
- B. Consequences for school bus/bus stop misconduct will be imposed by the building principal or the principal's designee. In addition, all school bus/bus stop misconduct will be reported to the district's Transportation Safety Director. Serious misconduct will be reported to the Dept. of Public Safety and may be reported to local law enforcement.
 1. School Bus & Bus Stop Rules The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
 2. Rules at the Bus Stop
 - a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
 - f. After getting off the bus, move away from the bus.
 - g. 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.
 - h. No fighting, harassment, intimidation or horseplay.
 - i. No use of alcohol, tobacco or drugs.
 3. Rules on the Bus
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs and belongings to yourself.
 - f. No fighting, harassment, intimidation or horseplay.
 - g. Do not throw any object.
 - h. No eating, drinking or use of tobacco or drugs.
 - i. Do not bring any weapon or dangerous objects on the school bus.
 4. Do not damage the school bus. Consequences
 - a. 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 in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

1. Elementary (K-6)
 1st offense - warning
 2nd offense - 3 school day suspension from riding the bus
 3rd offense - 5 school day suspension from riding the bus
 4th offense - 10 school day suspension from riding the bus
 Further offenses - individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.
 NOTE: When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense.
2. Secondary (7-12)
 1st offense - warning
 2nd offense - 5 day suspension from riding the bus
 3rd offense - 10 day suspension from riding the bus
 4th offense - 20 day sus. from riding the bus/meeting with parent
 5th offense - suspensions from riding the bus for the remainder of the school year
3. 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
4. Records
 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 Dept. of Public Safety. Records may also be maintained in the transportation office.
5. 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.
6. Notice
 Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.
7. Criminal Conduct
 In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the Superintendent, local law enforcement officials and the Dept. of Public Safety will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent/Guardian Responsibilities for Transportation Safety

1. Become familiar with school district rules and policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of their students.
4. Support safe riding practices and reasonable discipline efforts.
5. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
6. Support procedures for emergency evacuation, and procedures in emergencies as set up by the school district.
7. Respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.

B. Parent and Guardian Notification

A copy of the school district school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

All school bus drivers shall be adequately prepared both physically and mentally, each day to perform required duties. These shall include:

A. Operating the vehicle in a safe and efficient manner

1. Safety - The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.

2. *Defensive Driving* – All drivers are to drive defensively at all times. A definition of defensive driving is: driving in a manner to avoid accident involvement despite adverse conditions created by roads, weather, traffic, or errors of other drivers or pedestrians.
3. *Driving Adjustments* – Winter and wet weather driving may require adjusting speed and normal driving practices to compensate for road conditions.
4. *Emergency Doors* - Emergency doors must be free and operable. Under no circumstances may the doors be obstructed to prevent easy access.
5. *Service Door* - The service door of the bus must be closed at all times while the bus is in motion.
6. *Overloads* - The registration card in all vehicles designates the maximum number of passengers allowed to be carried. This limit cannot be exceeded. A driver should call the designated individual for instructions should a vehicle become overloaded.

TELEPHONE USE & MESSAGES

Classrooms are equipped with telephones and may be used by students in emergencies. Parents wishing to speak with a teacher should call the school between 8:00 AM and 3:50 PM. If the teacher is unavailable, a message may be left on his/her voice mail. Messages will be checked prior to dismissal each day. Should there be an emergency, please telephone 891-4105 and the message will be delivered promptly. **Student plans for after school should be made in advance.** A pay telephone is located in the main entrance to the school for student use. No calls should be made during class periods.

TEXTBOOKS

Textbooks and workbooks are provided for students use, but remain the property of the school. Should a student fail to appropriately care for these items, they may be required to pay for replacements.

TOBACCO-FREE ENVIRONMENT

Fisher Public School is a tobacco-free environment. Use of tobacco or tobacco related devices in the school, school vehicles or on the school property is prohibited.

TREATS

No homemade food items will be allowed to be served to students. Those wishing to bring “treats” for other students must provide store bought items.

VANDALISM AND PROPERTY DAMAGE

The students and staff of Fisher Public School are proud of their learning environment. Students who destroy or vandalize school property will be required to pay for losses or damages. This action may also result in suspension, expulsion or exclusion for those students involved. If an accident results in damage to the school facility/grounds, the student should report it to a teacher or administrator immediately.

VISITORS

Parents/guardians are encouraged to visit Fisher School to observe their children’s programs in action. Teachers very much appreciate knowing if visitors will be in their classes. Parents/guardians are asked to not bring younger children to the classroom when observing without prior teacher approval.

All visitors are required to sign-in at the district office and receive a visitor’s badge. Upon leaving the building, visitors are asked to return to the office to sign-out and return the visitor’s badge.

No student visitors are allowed during the school day.

WEDNESDAY EVENINGS AND SUNDAYS

Wednesday evenings are typically reserved for family night. No school events may be scheduled after 6:00 PM without permission of the administration. NO school activities may be scheduled on Sunday without permission from the administration.

