



Intermediate School
Student Handbook
~~2013-2014~~ 2014-2015

**Preparing self-directed learners to thrive in a
changing global community**

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**The following policies can be accessed
at the District website; www.becker.k12.mn.us.**

Student Attendance Policy
Internet Use Policy
Medication Authorization Form
Head Lice Information Sheet
Student Discipline Policy
Weapons Policy
Harassment & Violence Policy
Bullying Prohibition Policy
Controlled Substance Policy

Becker Intermediate School
Core Beliefs

We believe that Intermediate Elementary students need a nurturing, respectful and welcoming environment to learn.

We believe that Intermediate Elementary students need to be provided safe opportunities to explore and develop independent study skills and habits.

We believe that Intermediate Elementary students deserve and need to be held accountable to high standards.

We believe that Intermediate Elementary students need to be guided to develop empathetic and respectful problem solving skills.

We believe that academic success for Intermediate Elementary students is a responsibility that is shared by students, parents and the school staff.

District Vision

To prepare self-directed learners to thrive in a changing global community.

BECKER SCHOOLS

CORE VALUES

ARTICULATED 2003-2004

RESPONSIBILITY

EXCELLENCE

SAFETY

PARTNERSHIP

EDUCATION

COMMUNICATION

TRUST

BECKER SCHOOL BOARD MEMBERS

Aaron Jurek -Chair
763-262-1081

Mark Swanson - Clerk
763-234-0727

Jason Kindred – Vice Chair
763-262-4260

Sheri Lumley - Director
763-262-2026

Lori Molus - Treasurer
320-743-2055

Bryan Olson - Director
763-262-2026

BECKER ADMINISTRATION

Superintendent of Schools, Dr. Stephen Malone
smalone@becker.k12.mn.us

763-261-4502
Ext. 3116

Primary Principal, Dale Christensen
dchristensen@becker.k12.mm.us

763-261-6330

Intermediate Principal, Christine Glomski
cglomski@becker.k12.mm.us

763-261-4504

Middle School Principal, Nancy Helmer
nhelmer@becker.k12.mm.us

763-261-6300

High School Principal, Sandra Logrono
slograno@becker.k12.mm.us

763-261-4501

Curriculum Director, Jean Duffy
jduffy@becker.k12.mm.us

763-261-4501
Ext. 3133

School Nurse, Heidi Tuorila
htuorila@becker.k12.mm.us

763-261-4501
Ext. 3119

| STAFF MEMBER | ASSIGNMENT | ROOM # | E-MAIL | PHONE EXT. |
|---------------------|-------------------|---------------|--|-------------------|
| Christine Glomski | Principal | Office | cglomski@becker.k12.mn.us | 2144 |
| Mark Graham | RTI Behavior | Office | mgraham@becker.k12.mn.us | 2142 |
| Linda Nebben | Secretary | Office | lnebben@becker.k12.mn.us | 2000 |
| Ann O'Neil | LPN/Sec. | Office | aoneil@becker.k12.mn.us | 2140 |
| Pat Brown | Social Worker | Room 51 | pbrown@becker.k12.mn.us | 2051 |
| Brenda Holthaus | Third Grade | Room 25 | bholthaus@becker.k12.mn.us | 2025 |
| Carla Johnson | Third Grade | Room 133 | cjohnson@becker.k12.mn.us | 2133 |
| Nicole Kaehler | Third Grade | Room 131 | nkaehler@becker.k12.mn.us | 2131 |
| LuAnn Kasper | Third Grade | Room 133 | lkasper@becker.k12.mn.us | 2133 |
| Margi Miller | Third Grade | Room 27 | mmiller@becker.k12.mn.us | 2027 |
| Robert Olson | Third Grade | Room 135 | rolson@becker.k12.mn.us | 2135 |
| Stacy Spindler | Third Grade | Room 21 | sspindler@becker.k12.mn.us | 2021 |
| Aaron Stupar | Third Grade | Room 137 | astupar@becker.k12.mn.us | 2137 |
| Sarah Yager | Third Grade | Room 29 | syager@becker.k12.mn.us | 2029 |
| Erika Snook | Spec Ed - 3 | Room 19 | esnook@becker.k12.mn.us | 2019 |
| Jason Baune | Fourth Grade | Room 113 | jbaune@becker.k12.mn.us | 2113 |
| Hilary Biegler | Fourth Grade | Room 57 | hbiegler@becker.k12.mn.us | 2057 |
| Jill Johnson | Fourth Grade | Room 108 | jjohnson@becker.k12.mn.us | 2108 |
| Randy Kragerud | Fourth Grade | Room 111 | rkragerud@becker.k12.mn.us | 2111 |
| Jennifer Konerza | Fourth Grade | Room 53 | jkonerza@becker.k12.mn.us | 2053 |
| Anna Kunz | Fourth Grade | Room 58 | akunz@becker.k12.mn.us | 2058 |
| Kathy Monson | Fourth Grade | Room 54 | kmonson@becker.k12.mn.us | 2054 |
| Paul Schmidt | Fourth Grade | Room 110 | pschmidt@becker.k12.mn.us | 2110 |
| Bonnie Fladebo | Spec Ed - 4 | Room 14 | bfladebo@becker.k12.mn.us | 2014 |
| Derek Bjornstad | Fifth Grade | Room 238 | dbjornstad@becker.k12.mn.us | 2238 |
| Courtney Dawson | Fifth Grade | Room 237 | cdawson@becker.k12.mn.us | 2237 |
| Jennifer Harmoning | Fifth Grade | Room 234 | jharmoning@becker.k12.mn.us | 2234 |
| Jon Tweten | Fifth Grade | Room 233 | jtveten@becker.k12.mn.us | 2233 |
| Tom Uecker | Fifth Grade | Room 229 | tuecker@becker.k12.mn.us | 2229 |
| Carol Walberg | Fifth Grade | Room 235 | cwalberg@becker.k12.mn.us | 2235 |
| William Ward | Fifth Grade | Room 229 | wward@becker.k12.mn.us | 2229 |
| Kathy Wiant | Fifth Grade | Room 231 | kwiant@becker.k12.mn.us | 2231 |
| Lisa Romfo | Spec Ed - 5 | Room 17 | lromfo@becker.k12.mn.us | 2017 |

| STAFF MEMBER | ASSIGNMENT | ROOM # | E-MAIL | PHONE EXT. |
|----------------------|-------------------|---------------|--|-------------------|
| Karen Landsverk | Media | Room 100 | klandsverk@becker.k12.mn.us | 2099 |
| Holly St. Germain | Music/Choir | Room 126 | hstgermain@becker.k12.mn.us | 2126 |
| Gail Peroddy | Art | Room 138 | gperoddy@becker.k12.mn.us | 2138 |
| Michelle Vieau-Miltz | Coop EBD | Room 18 | mvieau@becker.k12.mn.us | 2018 |
| Rachel Larson | EBD -SW | Room 18 | rlarson@becker.k12.mn.us | 2018 |
| Jason Welch | Psychologist | Room 118 | jwelch@becker.k12.mn.us | 2118 |
| Trese Mareck | Spch & Lang | Room 13 | tmareck@becker.k12.mn.us | 2013 |
| Caroline Olsen | Title I | Room 9 | colsen@becker.k12.mn.us | 2009 |
| Matt O'Neil | Physical Ed | Gym 1 | moneil@becker.k12.mn.us | 2119 |
| Kathy Brinker | Physical Ed | Gym 2 | kbrinker@becker.k12.mn.us | 2121 |
| Anthony Miller | Physical Ed | Gym 3 | amiller@becker.k12.mn.us | 2046 |
| Peggy Sogard | Sped TA | Room 12 | | 2012 |
| Kathy Sachs | Media TA | Room 100 | ksachs@becker.k12.mn.us | 2100 |
| Joy Wensmann | TA | Room 56 | jwensmann@becker.k12.mn.us | 2056 |
| Sharon Langer | TA | Room 55 | slanger@becker.k12.mn.us | 2055 |
| Judy Westin | TA | Room 232 | jwestin@becker.k12.mn.us | 2232 |
| Diana Merwin | Sped TA | Room 15 | dmerwin@becker.k12.mn.us | 2015 |
| Tara Valerius | Sped TA | Room 15 | tvalerius@becker.k12.mn.us | 2015 |
| Jessica Anderson | Sped TA | Room 19 | janderson@becker.k12.mn.us | 2019 |
| Barb Schoen | Sped TA | Room 19 | bschoen@becker.k12.mn.us | 2019 |
| Tammy Bergsten | Cafeteria TA | Room 122 | | |
| Tracy Frank | Cafeteria TA | Room 122 | | |
| Janice Barthel | Cashier | Room 122 | jbarthel@becker.k12.mn.us | 2000 |
| Janet Robley | Lead Cook | Room 122 | jrobley@becker.k12.mn.us | 2122 |
| Nora Bernier | Server | Room 122 | | |
| Linda Jonhson | Server | Room 122 | | |
| Stacey Blad | Server | Room 122 | | |
| Mary Shields-Good | Server | Room 122 | | |
| Gary Gaebel | Ld Custodian | Room 48 | ggaebel@becker.k12.mn.us | 2048 |
| Shannon Fossan | Custodian | Room 48 | iscustodian@becker.k12.mn.us | 2048 |
| Jody Hennagir | Custodian | Room 48 | iscustodian@becker.k12.mn.us | 2048 |
| Pat Mooney | Custodian | Room 48 | iscustodian@becker.k12.mn.us | 2048 |
| Ruth Babler | Plygrd TA | Playground | | |
| Simone Plaster | Plygrd TA | Playground | | |
| Marie Neuman | Plygrd TA | Playground | | |

Becker Intermediate School Supply List

Following is a list of supplies that your child will need for school. Students are required to have wide lined paper. Tennis shoes are required during daily physical education classes. We suggest that the students have a pair that they can keep in their locker just for gym. Each student should also have a loose fitting shirt for art classes. **NO Trapper Keepers.**

Please mark all items with your child's name or initials.

Items needed for THIRD grade level

| | |
|---|---------------------------------|
| Markers (not permanent) | Scissors |
| Colored pencils | Red marking pen |
| Disinfectant wipes | Watercolors |
| White board eraser or sock | Large pink eraser |
| #2 pencils | Pencil box |
| Basic calculator | Highlighter |
| Kleenex (2 boxes) | Crayons |
| 4 dry erase markers (not fluorescent) | 4 glue sticks |
| 4 two pocket folders | Bike helmet or bandana for P.E. |
| 3 composition notebooks | Backpack |
| 3 spiral bound notebooks (wide ruled, multi-colors) | |

Items needed for FOURTH grade level

| | |
|--|--------------------------|
| 1 box markers (washable) | 1 basic calculator |
| 1 colored pencils (24 count) | 4 spiral-bound notebooks |
| 1 box of crayons (24 count) | 2 composition notebooks |
| 1 watercolors (set of 8) | 5 two-pocket folders |
| 8 jumbo glue sticks | 1 paint shirt |
| #2 pencils (24 count pkg.) sharpened | 1 disinfectant wipes |
| 1 red ink pen | 2 Kleenex |
| 1 scissors | 1 bandana or helmet (PE) |
| 1 highlighter | 1 backpack |
| 1 large eraser | |
| 1 pencil box (approx. 5x8) | |
| 1 ruler (cm. and in.) no bendable rulers | |
| 4 dry erase markers (not fluorescent) | |
| 1 white board eraser or clean white sock | |

Items needed for FIFTH grade level

| | |
|--|--------------------------|
| Scissors | 2 highlighters |
| 2 boxes Kleenex | 5 red pens |
| 5 pencil erasers | Pencil <u>box</u> |
| Disinfectant wipes | Pencil sharpener |
| 4 Elmer's glue sticks | 1 Bandana (PE) |
| White board eraser or sock | 1 Backpack |
| 4 dry erase markers (<u>not fluorescent</u>) | 1 Pkg. Post It notes 3x3 |
| #2 pencils (24 count pkg. – no mechanical pencils) | 1 folder |
| 2 black Sharpie markers | |
| 2 black ultra fine tip Sharpie markers | |
| Calculator (Texas Instrument TI-34II or other scientific type) | |
| Colored pencils – 24 count (not markers, crayons or pens) | |
| 4 single subject spiral-bound notebooks (wide ruled, multi -colors) | |
| 2 composition notebooks (9.75 x 7.5) | |
| Accordion folder with 7+ sections | |
| Plain white T-shirt to be used throughout the year – (plan for growth) | |

Headphones for the computer labs will be on sale during our Assessment/Conference days. Please DO NOT buy different headphones as not all will work in the computers.

Recorders will be on sale during our Assessment/Conference days for fourth graders. Please DO NOT buy a recorder as we would like to have a specific type.

THE SCHOOL DAY

Beginning Time: 7:50 a.m. Ending Time: 2:42 p.m.

NO STUDENT SHOULD ARRIVE AT SCHOOL BEFORE 7:40 a.m. Make arrangements with the Principal if your child needs to be at school before 7:40 pm or after 2:45 pm. If it is a recurring issue, contact Camp Opportunity.

Morning Arrivals: Safety Patrols are on duty at **7:40 a.m.** to help students cross streets safely. Any student arriving after 8:00 a.m. must get a pass from the office. **Students not in their classroom at 8:00 AM are considered tardy.** Students will not be admitted to class without a pass after 8:00 a.m. Students leaving before 2:42 p.m. will need to be checked out at the office by the adult signing the child out of school. See map on page 8 for drop-off areas.

During the Day Student Check-out: Parents who need to pick up their child before the end of the day need to check out their child at the main office. Children will NOT be dismissed from the classroom. All students will be sent to the office for early dismissal or checkout.

Evening Pickup: Parents picking up students should do so on the school side of Third Street. If parents use the parking lot adjacent to the bus-loading zone to pick up students, please use the marked crosswalks to cross between the buses. Parents who come into the school building need to wait in the lobby for their student. See map on Page 8A. **Be sure your car is out of the circular drive before the buses line-up at 2:20 - 2:30 pm or you may be trapped in that area until the buses leave at 2:50 pm.**

Vehicle drop off: Adults dropping students off should do so on the school side of THIRD STREET or in the ONE-WAY drive-through in the staff parking area off of THIRD STREET. There is no drop-off or pickup in the circular driveway at the school's main entrance. Visitors who have their vehicles in the circular drive before 7:40 am or after 2:30 pm will be blocked in that area until the buses leave.

FOOD SERVICE

Hot Lunches:

Each child will be assigned a number that will charge the cost of lunch against that child's account. Families with more than one child in the Becker School District will have a family account that can be accessed by each child's number. This system will also be used for families that qualify for reduced or free lunch. Families can send one check to be deposited in the family's account. Families always need to keep a positive balance in their account.

Children are not allowed to charge.

To help families keep track of their balance, telephone calls will be sent out one time per week when the account is at a positive \$15.00. The intent of these calls is to help parents know of their balance and when money should be added to the account in order to maintain a positive balance. When sending money to school for your family's lunch account, **place the check in a sealed envelope** with the **student's name** (along with all other children using this account) and the **teacher's name** (use only the teacher's name who will be collecting the money) on the outside of the envelope. This same procedure is used for students eligible for free or reduced lunch.

Milk for students with Cold Lunches:

Students can charge the cost of lunch milk (~~\$.35~~) against their family lunch account.

2013 - 2014 2014-2015 Lunch Prices:

| | |
|-----------------------|-----------------------|
| Elementary students | \$2.05 including milk |
| Adults/teachers/staff | \$3.35 including milk |
| ----- | |
| Milk for cold lunches | \$.35/ half pint |

ACADEMICS

Curriculum Review:

Reading & Language Arts: Becker Intermediate uses the **Literacy by Design** materials for 4th and 5th grades. The third grade uses the **Good Habits Great Readers** materials.

Spelling: The Intermediate uses the 'no excuse' words along with the words presented in the reading programs. Word study and phonics instruction are built into lessons.

Mathematics: The Becker School District uses the **Everyday Mathematics** series. This series emphasizes logical math processes rather than computational skills only. Skills are taught then reviewed continuously.

Social Studies: The social studies program begins with a study of communities and expands the study to all regions of the United States. American History from Columbus to the Vietnam War is also taught.

Science: The science program is a hands-on inquiry based program. Some of the units taught are electricity and magnets, weather, landforms, minerals etc.

Music: The program progresses from basic sound recognition to harmony, phrasing and performance in general music for grades three, four, and five.

Physical Education: The P.E. program provides instruction in fitness, individual and team sports as well as movement through rhythm and dance. Cooperative play and sportsmanship rather than competition are the focus.

Minnesota Standards: All three grade levels at BIES will work on skills and knowledge acquisition necessary to meet the Minnesota Standards. If parents have any questions about the Minnesota Standards, they are encouraged to visit the school website, or call the school office.

Minnesota Comprehensive Assessments: All three grade levels take the MCAs in the spring of each school year. These assessments in the areas of reading, mathematics and science (fifth grade only) are state generated tests that are designed to be a benchmark that measures how each child is progressing in the District's curriculum compared to other students at the same level within the state of Minnesota

North West Educational Assessments, NWEAs: All three grades take the NWEAs each year. This assessment is used to show growth ~~over the year~~ over time. It is a computer-generated test with results within 72 hours.

Internet: Students are expected to utilize the Internet for research in various classes. Each child is taught proper Internet use as well as the District policy on proper Internet use. (Internet Use Policy can be accessed on District Website www.becker.k12.mn.us)

Speech & Language: Programming is provided for students who qualify under the federal guidelines for services including speech fluency, articulation and production. Also services are provided for students with language delays or disabilities as defined by federal law.

Guidance & Counseling: A full time social worker is available to work with students individually or in groups to provide support for students in crisis or students with acute needs. The social worker is also available as a resource for families. The School Social Worker does not provide individual counseling services. If you'd like to reach the School Social Worker call 763-261-4504 Ext: 2051.

School Psychologist: The services of a school psychologist are available for testing and consultation. Referrals to the psychologist are part of the ~~Student/Teacher Assistance Team~~ or the RtI (Response to Interventions) team process.

~~**Title 1:** Support is provided for children who need extra help in reading and math through computerized programs, small group and/or 1-1 tutorial instruction. Students must qualify based on federal criteria.~~

Special Education Services: Students who qualify for service under state and federal guidelines have an Individual Education Plan developed to address their individual needs. Once an IEP is signed, services are provided by the Special Education staff and reflect the IEP goals.

REPORT CARD/GRADING:

Report cards will be issued at the end of each trimester. All report cards can be accessed on the Skyward program. Grades 3, 4 and 5 use a scale of (E) Exceeds Standards, (M) Meets Standards, (P) Partially Meets Standards and ~~(DN) Does Not Meet Standards~~ (GA) Growth Area. Personal Development is reported with a (S) Satisfactory and (N) Needs Improvement.

~~In addition, the fifth grade uses an A – F system for the core subject areas. The A – F scale translates as follows:~~

- ~~_____ A – 90% - 100%~~
- ~~_____ B – 80% - 89%~~
- ~~_____ C – 70% - 79%~~
- ~~_____ D – 60% - 69%~~
- ~~_____ E – 59% and below~~

All teachers will send a midterm report.

ACTIVITIES

The Intermediate School sponsors several after school activities throughout the school year.

Community Education Classes: Community Education offers classes for 3-5 grade students throughout the school year as well as the summer break. For more information call the Community Education office at 762-261-4506 or go on-line to becker.k12.mn.us and click on Community Education.

Fun Fridays: The Intermediate staff offers this activity for Intermediate students only. No parents, no friends and no relatives allowed. This is an activity that allows the 3-5th graders an opportunity to play and have fun with their peers. The activity costs \$5 or \$10 at the door. This money is used to augment fieldtrip costs. Students will bring home permission slips in November, January and March or April. This activity starts at 6:30 pm and parents must pick up their child by 8:30 pm.

Homework Helper: Homework Helper is scheduled most Tuesday and Thursday afternoons for one hour after the end of the school day (2:42 pm – 3:45 pm) Students can access this support by having their parent(s) sign a permission slip. Parents need to be willing and able to provide transportation from school. Students can participate one or both days.

Youth Sports: Sporting opportunities are offered throughout the year. The Youth Sport opportunities are independent of the School District.

ATTENDANCE

The State of Minnesota requires that all children between the ages of 7 and 16 attend school all days that school is scheduled. If a child's attendance is sporadic they can be considered truant if over the age of 12 and victims of educational neglect if under the age of 12. It has been proven that good school attendance contributes to success in academics. The Staff of Becker Intermediate Elementary School want to see all children in school everyday. However, we all realize that there are reasons children need to be excused from school.

Excused absence: illness, injury, death in the family, family emergency, court appearance, medical appointments (doctor, dentist, psychologist, etc.) **Whenever possible, it is appreciated if medical appointments are scheduled outside of the school day.** Family trips will be excused if there is prior administrative approval. Please arrange family trips to match the school calendar whenever possible. Prearrangements must be made with the teacher for all work missed.

Unexcused absence: includes but is not limited to; missed bus, over sleeping, bus suspension, baby-sitting, shopping trip. If a child has excessive tardies or the school is not notified by phone or by note the absence is recorded as unexcused. Keeping a child home if they do not attend a field trip is considered an unexcused absence.

Procedures for Excessive Absences:

Becker Intermediate School will monitor absences and tardies that are 10% or greater of the academic year.

STEP 1 - A phone call to parents expressing concerns about absences or tardies,

STEP 2 - A letter is sent to parents outlining attendance concerns. The letter will recommend a conference with parents and school officials.

STEP 3 - A letter is sent to parents indicating continued concerns. This letter will also require a physician's note for any further absences or absences will be unexcused.

STEP 4 - As soon as there are three or more UNEXCUSED absences a letter will be sent notifying parents of a referral to the County Attorney.

STEP 5 - As soon as there are seven or more UNEXCUSED absences the school will file educational neglect with the Sherburne County Attorney.

What is considered tardy?

Any child who arrives after the starting time (7:50 am) but within an hour of the starting time is considered tardy. After that hour they are considered 1/2 day absent. The one-hour rule applies to the end of the day also.

What is considered half day absent?

Any child arriving after 8:50 a.m. but before 11:40 a.m. is counted half day absent. Any child leaving after 11:40 but before 1:40 is counted 1/2 day absent.

What should you do if your child needs to be absent?

If your child is going to be absent please call 763-261-4504 either before school in the morning or before 9:00 a.m. If you cannot call, please send a note the next day with the child's name, date of absence(s), reason for absence(s) and parent signature. If the office does not receive a call by 9:00 a.m. the Health Office will attempt to call the home.

What to do if your child needs to be picked up early

If a parent needs their child dismissed other than the usual times, the parent needs to check in at the office. The child needs to be checked out at the office. The child will be called to the office. This process is a safety precaution for your child and it also minimizes classroom disruptions.

No child will be dismissed from the classroom.

Please remember that **any absence or tardy** will count against a **PERFECT ATTENDANCE AWARD** at the end of the school year.

Attendance is **IMPORTANT** and it is the **LAW**. We want to work **WITH** families before there is a problem.

Teacher contact: All teachers at Becker Intermediate School have phones with voice mail. If you need to talk with your child's teacher about attendance issues or other issues related to your child call the school number 763-261-4504 and enter the teacher's extension. All extensions can be found in the directory at the front of this booklet. **Teachers are generally not available during the school day** but they will return calls during their prep time or at the end of the day. (A complete copy of this and all District policies can be accessed in the Intermediate Office or the District Web site; www.becker.k12.mn.us)

CODE OF CONDUCT/DISCIPLINE

The term discipline has many meanings. Discipline is the training of the mind or character. It is also a system of rules or an order among members of any group. The policies of the Becker School Board, the laws of the state of Minnesota and the Constitution of the United States of America govern the students and staff of Becker Intermediate Elementary. Whenever possible, the staff of BIES will use inappropriate behavior as an opportunity to teach proper behavior. Consequences for misconduct will be appropriate to the behavior and gradually increasing in severity in accordance with all local policies as well as state and federal laws.

Providing a safe and nurturing educational environment is our number one goal. All behavioral issues are dealt with as quickly as possible. Parents will be notified of behavioral issues. All concerns reported by students, parents, teachers or other staff members are investigated and dealt with as outlined in the District Discipline Policy. Information concerning behavioral issues and the consequences for behavior violations are protected by data privacy regulations. (A complete copy of this and all District policies can be accessed on the District web site; www.becker.k12.mn.us)

Adult & visitor Code of Conduct: All adults at Becker Intermediate Elementary School are expected to be positive behavioral models for students. Obscene and/or foul language, threats or yelling will not be tolerated. If necessary, adults will be asked to leave the school and return when they are in control of their emotions and behavior so that problem solving can happen.

Building Expectations & Procedures:

Becker Intermediate Elementary School expects staff, students and families to:

- Show Respect**
- Show Ownership**
- Show Citizenship**
- Show Kindness**

Bicycle Procedures: For the safety of both riders and walkers, all bike riders need to follow the expectations listed below;

- 1.) Bicycles are ridden on streets ONLY. For the safety of all pedestrians, bikes should be walked from the school at dismissal time.
- 2.) Walkers always have the right-of-way.
- 3.) Only one rider on a bike at a time.
- 4.) All bikes MUST be parked in the bike rack.
- 5.) Bikes are ONLY ridden to and from school.
- 6.) Bikers should arrive at school no earlier than 7:45 a.m.

Playground Procedures:

- 1.) Food, gum and/or candy are not allowed on the playground.
- 2.) Organized group games such as football, softball, kickball, etc. must be held on the designated playing area.
- 3.) Tree climbing or snowball throwing are not permitted.
- 4.) Toys of any type are not allowed on the playground

- 5.) Violence, use of profanity, obscene gestures, poor sportsmanship,

threatening or harassment of others, general inability to get along can and will result in suspension of playground privileges and/or other sanctions as deemed necessary and proper by the supervisors of the area or the principal.

Hallway Procedures:

- 1.) Students will walk on the right side of the hallway.
- 2.) Students will talk quietly in the halls.
- 3.) Students will report all strangers to their teacher or the office.

Roller blades/Skateboards/Scooters: For the safety of all pedestrians, rollerbladers, skateboarders and scooter riders need to follow the expectations listed below:

- 1.) Roller blades/skateboards/scooters are NOT to be used during bus loading and off-loading times.
- 2.) Roller blades should never be worn in the school building.

Bullying: See Harrassment

Controlled Substance Policy: Use of tobacco in any form by anyone, regardless of age, anywhere on school property or in the school is strictly prohibited. Any student who intentionally sells, gives, possesses, uses or is under the influence of illicit drugs, narcotics or alcohol in or on school property, including buses, will face school suspension and possible law enforcement involvement.

(A complete copy of this and all District policies can be accessed on the District Website; www.becker.k12.mn.us)

Harassment: Everyone in District 726 has a right to feel respected and safe. Use of words (verbal or written), pictures, actions, touch or gestures that make another person feel uncomfortable will be considered harassment and will not be tolerated.

Bullying is considered a form of harassment and will not be tolerated.

(A complete copy of this and all District policies can be accessed on the District Website; www.becker.k12.mn.us)

Internet Use: Students are expected to follow the District policy and classroom guidelines concern acceptable use. If a student unintentionally wanders into an unacceptable site they are to alert the teacher IMMEDIATELY. The Intermediate School staff has the capability to monitor student use of the computers without notifying the students. The computers are the property of the Becker School District and no student or staff should presume that they have privacy.

(A complete copy of this and all District policies can be accessed on the District Website; www.becker.k12.mn.us)

Searches: Students are assigned a locker and a desk to keep their school and personal belongings. School personnel have the right to search lockers or desks. Periodic searches happen for the purpose of finding work and or related to safety and discipline issues.

Weapons Policy: No student shall possess a weapon when in the school building, on school grounds or on any school sponsored trip or activity. Toys designed to look like weapons are also prohibited. (A complete copy of this and all District policies can be accessed on the District Website; www.becker.k12.mn.us)

Bus Procedures and expectations:

Students may ONLY ride on the bus they have been assigned. Because the buses are operated at student capacity, **a child who is visiting a child on another bus route, must provide their own transportation.** In order for students to be picked up or dropped off at a different house on their bus route, the parents must write a dated and signed request to the Principal stating the reason. Parents are responsible for their child's transportation from any after school activity.

Riding the bus is a privilege not a right. Students are expected to follow the same code of conduct on the bus as they have in the classroom. All rules and regulations found in the RULES of CONDUCT of BOARD POLICY will apply.

- 1.) Students need to be at the stop by the time the bus arrives and be waiting on the side of the road.
- 2.) Students are to remain seated while the bus is in motion.
- 3.) Students are to keep their hands, feet and personal articles to themselves.
This includes keeping the aisle open at all times.
- 4.) Students are not to use foul or obscene language or gestures.
- 5.) Students are to maintain a reasonable noise level to ensure the driver can hear traffic noise and trains.
- 6.) Students should not extend any part of their bodies or other objects from the windows or door of the bus.
- 7.) Students are to keep the floor and seats clean from refuse and gum.
- 8.) Students are not allowed to have any articles on the bus which the driver deems unsafe or a nuisance.
- 9.) The bus driver has the right to give additional directions to students which he/she believes are necessary for the safety of the students on the bus.
- 10.) Students must ride their assigned bus. Any exception must be cleared by the Becker Intermediate Elementary Office.

Failure to comply with the above safety regulations could result in one or more of the following consequences;

1. Verbal warning from the driver
2. An assigned bus seat for a specified period
3. A parent contact by the driver and/or principal
4. A bus behavior ticket being sent home with appropriate disciplinary consequences.

The school is liable for students from the time they board the bus until they are dropped off at the bus stop. For this reason, students are not permitted to leave school grounds once they are dropped off at school. Students are not permitted to get off or board the bus at any building but the building where they attend school unless special arrangements are made (i.e. sports, extra curriculars).

The **School Resource Officer (SRO)** is an Investigator with Sherburne County Sheriff's Office. One responsibility of the SRO is to respond to acts committed in school that may be deemed unlawful. As an officer of the law, the SRO may cite violations and process charges through the county attorney's office.

GENERAL INFORMATION

Allergies & Asthma: Because of the number of students and staff members who suffer with allergies and asthma, students will not be allowed to have flowers or balloons in the classroom. Students, staff members and parents are asked to be sensitive to the comfort of others when applying products with scents.

Birthday Celebrations: In the interest of reducing distractions during the academic day, birthday celebrations need to happen outside of the school day. This includes sending flowers, balloons etc. Flowers and balloons will not be delivered to classrooms. Because of allergies and the growing number of student families who cannot afford treats, we are discouraging students from bringing treats for their birthday. Due to lack of space, students are not allowed to bring overnight things to school.

Cancellation or Early Dismissal: Cancellation of school takes place ONLY during extraordinary circumstances such as bad weather, health risk, or power failures. The District has an automated calling system that will send a message to all homes with phone numbers listed in the student management system (Skyward). **All closures and alteration of the school day will also be broadcast on WCCO (830) and WJON (1240) radio or WCCO (4), KSTP (5) and KARE(11)television.** Please have an emergency plan in place and have updated emergency numbers reported to each building office. Alternative arrangements need to be made prior to an emergency. **Do not call the schools in an emergency** as this clogs phone lines and slows evacuation procedures. If necessary, the school will call you at the numbers on your emergency card.

Community Education: All activities at the Intermediate School outside of the regular school day are scheduled through Community Education (763-261-4506). All programs scheduled by the Community Education Director and the necessary information for the various activities are made available in the monthly newsletters, District Website or published in the local newspaper. Parents are responsible for their child's transportation home following any after school Community Education activities.

Chaperones: Parents who volunteer to chaperone for their child's fieldtrip expected to help supervise the students on the bus and at the event.

General Expectations:

- 1.) Keep students in your group together and accounted for
- 2.) Have students in your group sit in front of you on the bus.
- 3.) Hold students accountable for their behaviors
- 4.) Report students who refuse to follow directions to the teacher as soon as is practical.
- 5.) On the bus, students are to stay seated and talk quietly.
- 6.) At the venue students are to walk, stay with their group, and listen to speakers quietly and respectfully.

Clothing and Dress: Students are expected to dress in a manner that is neat, clean, non-offensive and not distracting to others.

- 1.) Tennis shoes are required for physical education classes each day.
- 2.) Students will need to have warm clothing at school and available. All students will have an outdoor recess for about 20 minutes daily. (exceptions : extremely cold or rainy days., illness or injury)
- 3.) All outerwear (jackets, hats, mittens, snow boots) are to be placed in the student's locker during school hours. Hats and scarves or bandanas are not to be worn in school except on special occasions.
- 4.) Wheel shoes shoes are not allowed in school. Students observed with wheeled shoes will be expected to surrender the wheels for pick-up by parents. Flip Flops are discouraged in school and cannot be worn to freeplay. Tennis shoes need to be worn to freeplay.
- 5.) Clothing reflecting obscenity, hate, racial, gender or religious put-downs, advertisement or logos for alcohol, tobacco or drugs are not allowed. Students will be required to change shirts, call parents for other clothing or return home to change.
- 6.) Any clothing which a faculty member finds to be offensive or which interferes with the learning environment will be reported to the office. The student may be asked to change the clothing, call a parent for other clothing, or be sent home to change.
- 7.) Clothing needs to cover the midriff and cleavage. No under garments are to be showing. All shorts, and skirts need to be longer than the end of the student's finger tips. Tops with straps need to have straps that are the width of three fingers
- 8.) Children who wear sandals or open toed shoes will be required to change to tennis shoes during free-play. Flip flops are strongly discouraged.
- 9.) Cologne, perfume and deodorants that has a powerful odor should not be used in school.

Communication: In an effort to keep parents as informed as possible a quarterly Newsletter is inserted in the *Citizen* newspaper quarterly. If for some reason your family has not received the quarterly newsletter a copy can be picked up at any of the School District's offices. All teachers and administrators have e-mail and voicemail. Many staff members also have web sites. In addition, periodic newsletters or announcements of special events are sent home with students, When parents have questions concerning their child's progress, curriculum, homework or discipline issues, they are encouraged to call or contact the classroom teacher via e-mail. **Phone calls will not be put through to the classroom during the academic day.** Parents can leave a voice mail message that the teacher will respond to as soon as possible. If the problem cannot be resolved or the teacher has been unable to return your call or e-mail, please call the Principal at 763-261-4504. If your child reports bullying or other types of harassment to you, PLEASE call or come in to talk to the Principal or teacher about the incident as soon as you become aware of the incident. WE INVESTIGATE AND DEAL WITH ALL INCIDENTS OF HARASSMENT OR BULLYING in accordance with our discipline policy.

Crisis Plan: Becker Intermediate has a Crisis Plan in place to deal with the unexpected. Students and staff participate in periodic drills throughout the school year so that we are prepared in case of an emergency. If parents are in the building during a drill, please follow the directives of a staff member.

Data Privacy: According to Federal Data Privacy law, most information collected by a school falls under the umbrella of data that is protected. Data privacy laws protect information concerning discipline issues, as well as consequences resulting from a behavioral incident. Any parent who has questions concerning data privacy is encouraged to contact the building principal. Staff members are trained to never release information about students to anyone except custodial parents.

Discipline: The Becker Intermediate School follows the policies enacted by the Becker School Board, Minnesota Statutes and the Constitution of the United States of America. The goal of all discipline is to help students learn in a safe environment, while developing problem solving and decision-making skills. The data privacy laws bind all staff members when it comes to student issues. Students involved in discipline issues cannot be identified and any disciplinary measures taken cannot be discussed with anyone other than their parent(s). More specific information can be found in the Discipline section of this Handbook. A complete copy of this and all District policies can be accessed on the District website, www.becker.k12.mn.us)

Electronic Devices: Cell phones, iPods and other electronics may be used during the school day with staff permission. All such devices should be in the student's locker during the school day.

Emergency information: Emergency information is updated and collected each fall. That information needs to be on file at the school office with accurate and updated phone numbers. Family plans in case of an emergency need to be outlined and presented in the fall at the Intermediate Office. In case of an emergency closing or evacuation, **please do not call or come to the school**. Calling or coming to the school only clogs phone lines and or evacuation routes. Parents will receive an automated call and/or listen to WCCO (830) and WJON (1240) radio or WCCO (4), KSTP (5) and KARE(11) television for instructions when school will be dismissing or where to pickup your child.

Field trips: Students at Becker Intermediate School will have the opportunity to participate in several field trips during the school year. These field trips are selected to enrich the curriculum being presented. There is a cost involved with these trips. If parents are having difficulty with the costs they can call the classroom teacher or the Principal as we have limited scholarship funds available. Parents who have other objections to a field trip and choose to have their child not participate need to contact the teacher. **Students who do not participate in a field trip activity are expected to attend school that day or be counted as UNEXCUSED ABSENT**. Alternative activities will be planned for your child.

Foods: Power/energy drinks are not allowed in school. Students are not to have gum or candy in school. If a teacher allows gum or candy as a special treat it needs to be eaten or disposed of in the classroom.

Harassment: Everyone in District 726 has a right to feel respected and safe. Use of words (verbal or written), pictures, actions, touch or gestures that make another person feel uncomfortable will be considered harassment and will not be tolerated. Bullying is considered a form of harassment. (A complete copy of this and all District policies can be accessed on the District Website; (www.becker.k12.mn.us)

Homework: Homework at the Intermediate level involves completing work not completed in class, or extending classroom learning. There are several projects at the fourth and fifth grades that will involve work at home i.e. science fair/inventor's fair projects, Wax Museum preparation. Students are expected to be prepared for school each day by having the materials they need and having homework completed. In an effort to help students develop independent responsibility and organizational skills, some classrooms will have assignment notebooks. Many teachers have websites for parents and students to access assignment information. Guidelines for class assignments will be posted in each classroom. Students who have persistent problems with work completion either homework or in-class work will be provided extra support during free-play or after school. If parents have questions or concerns about homework or work completion they are encouraged to call the classroom teacher.

Internet Use: Students are expected to follow the schools Internet Use Policy. (A complete copy of this and all District policies can be accessed on the District Website; www.becker.k12.mn.us)

Lockers: The school provides lockers for all students. Some students may need to share a locker with one other student. All lockers are assigned by the classroom teacher. Students are expected to keep the locker assigned to them clean. Students are expected to respect the property of others and stay out of lockers assigned to others. The lockers remain the property of the Becker School District and therefore can and will be searched routinely. Only locks provided by the school may be used on lockers; all others will be cut off the locker. Any locks ruined in the process of removal are the responsibility of the student. (A complete copy of this and all District policies can be accessed on the District Website; www.becker.k12.mn.us)

Lost & Found: Each year students lose or misplace items of clothing as well as other things. Parents are encouraged to somehow label clothing and other belongings for easier identification. If your child is missing article(s) of clothing, the LOST&FOUND located in the lobby should be checked first. **Valuable items**, expensive gifts, money or electronic toys or gadgets **should not be brought to school. Lost items are not the responsibility of the Becker Schools or Becker Intermediate School.**

Lost or Stolen Property: The school is not responsible for lost or stolen items. Students are discouraged from bringing anything to school except their books and study materials. Attempts will be made to locate lost items, however there is not time or personnel to conduct or complete a thorough search or investigation.

Mandatory Reporters: All school staff ARE mandatory reporters. This means that all school staff ARE obligated by Minnesota law to report any incidents of suspected child abuse or neglect. Once a report is made to law enforcement or child protective services, the issue is out of the control of the school officials.

Parent/Teacher Conferences: Parent/Teacher Conferences are scheduled in the fall and winter. Teachers or parents can request a third conference in the spring or other times they feel a need to meet. Check the District calendar for dates and times. Conferences are a valuable communication tool for both the parent and the teacher. Parents are encouraged to prepare for the conference by talking to their child about concerns or questions the child may have. Parents are encouraged to write out any questions they might have so those topics get covered during the conference. Parents who have questions or concerns are encouraged to call and/or meet with their child's classroom teacher at times other than the conference days. Please call in advance to set a meeting time with a teacher. It is difficult, sometimes impossible to get classrooms covered at the last minute.

Permission Slips: Students are required to have a slip signed by parent(s) or guardian(s) and returned to school before participation on any field trip outside of the District boundaries.

Pets: PETS ARE NOT ALLOWED IN THE SCHOOL BUILDING. If parents make prior arrangements with the classroom teacher, pets may be brought to a designated spot **outside** of the building where the class can view the animal. Please remember that all pet visits must have prior approval of the classroom teacher with specific times and dates set. Please try to set a time that does not coincide with dismissal. No pets are allowed on any school bus. Pets must be brought and returned home by the parent(s). **This procedure is in response to the many children and staff members with asthma and allergies.** Thank you for your cooperation.

Pledge of Allegiance: The entire Becker Intermediate School body recites the Pledge of Allegiance weekly. Any student who wishes to abstain from reciting the Pledge is free to do so but must communicate their objection to their teacher. They are expected to stand quietly and respectfully during the Pledge.

Scented products: colognes and perfumes: Many students and staff members have allergy and asthma issues, therefore please refrain from the use of strong smelling products. We ask that visitors to the school be aware and considerate with their use of scented products.

Snack Break: Teachers typically schedule a working snack break for students sometime during the school day. Students are allowed to have a food snack. Snacks should be nutritional in nature, i.e. fruit or vegetables, crackers etc. High sugar treats are discouraged.

Telephone Use: ~~A local access phone is located in the hallway near the office for student use. Only in cases of emergency are students allowed to use office or classroom phones.~~ Students are allowed to use the office or classroom phones in cases of emergencies only. Making after school social plans is not considered an emergency. Students are not to use these phones during the school day without teacher permission.

**The School Day: Beginning Time: 7:50 a.m. Ending Time: 2:42 p.m.
NO STUDENT SHOULD ARRIVE AT SCHOOL BEFORE 7:40 a.m. Make arrangements with the Principal if your child needs to be at school before 7:45 pm or after 2:45 pm. If it is a recurring issue, contact Camp Opportunity.**

Morning Arrivals: Safety Patrols are on duty at **7:40 a.m.** to help students cross streets safely. Any student arriving after 8:00 a.m. must get a pass from the office. Students not in their classroom at 8:00 AM are considered tardy. Students will not be admitted to the class without a pass after 8:00 a.m. Students leaving before 2:42 p.m. will need to be checked out at the office by the adult signing the child out of school. See map on page 8A for drop-off areas.

During the Day Student Check-out: Parents who need to pick up their child before the end of the day or who need to check their child out early for an appointment, need to check out their child at the main office. The child will NOT be dismissed from the classroom. All students will be sent to the office for early dismissal or checkout.

Evening Pickup: Parents picking up students should do so on the school side of Third Street. If Parents use the parking lot adjacent to the bus-loading zone to pick up students, please use the marked crosswalks to cross between the buses. Parents who come into the school building need to wait in the lobby for their student. See map on Page 8. **Be sure your car is out of the circular drive before the buses line-up at 2:20 - 2:30 pm or you may be trapped in that area till the buses leave at 2:50 pm**

Vehicle drop off: Adults dropping students off should do so on the school side of THIRD STREET or in the ONE-WAY drive-through in the staff parking area off of THIRD STREET. There is NO drop-off or pickup in the circular driveway at the school's main entrance. Visitors who have their vehicles in the circular drive before 7:40 am or after 2:30 pm will be blocked in that area until the buses leave.

Treats: Children are discouraged from providing a treat in observance of their birthday because of all the issues with allergies. No child is in anyway required to provide treats. However, all treats must be commercially prepared and handed out in the original wrappers. All treats must be peanut free. The Minnesota Department of Health prohibits the distribution of homemade treats in school.

Toys: Students are not to bring toys of any type (Pokeman Cards, sports cards, Game Boys, other electronic equipment etc.) to school. The only exceptions to this rule are special activity days, show & tell or long bus rides. Any articles brought to school are the responsibility of the student. Students are not allowed to bring laser pens or spray bottles or spray containers to school. Any of these articles or others deemed a nuisance found in school will be confiscated.

Visitors: Students may not bring other children as visitors to school. Parents are welcome and encouraged to visit. For the safety of all the students, the Intermediate School building will be locked from 8:20 a.m. to 2:30 p.m. During the school day, when the buildings are locked, visitors are asked to press the call button near the main entrance. The school secretary will welcome you: ask your name, and the purpose of your visit. Visitors who are granted access to the building must report to the office, check in, and return the visitor's badge upon leaving the building. Signs will be posted at each building entrance explaining the protocol for visitors as described above. Parents visiting the classroom as an observer are asked to be as quiet and non disruptive as possible. Visits are not an appropriate time to meet with the teacher or schedule a conference/meeting. Parents who choose to eat lunch with their child(ren) are asked to check in at the office and get a VISITOR badge. **Please limit your visit to the lunchtime and not the free-play time. Free-play is for student socialization. Also parents on the playground are a distraction for the supervisors and can create a security issue.** Should a parent visitor see or experience a behavioral issue, they are asked to report it to the supervisor of that area. Parents are NOT to discipline or reprimand any student(s).

Volunteers: Becker Intermediate Elementary encourages and welcomes all volunteers to our school. Whether a parent, guardian, grandparent or community person your time spent at Becker Intermediate Elementary, as a volunteer, is an important contribution to a child's education. Information will be sent home at the start of the school year outlining volunteer needs. If you are interested in volunteering contact your child's teacher or the Intermediate Elementary Office to arrange times and activities. Because volunteers are not required to have background checks completed, all volunteers will be allowed to work with students only in supervised settings. All persons volunteering are expected to report to the Intermediate Office to sign-in and get a volunteer badge to wear while in the building.

Walker Procedures: For safety reasons, all walkers must cross only at corners or marked crosswalks. Always look both ways and follow these expectations:

- 1.) Use sidewalks, whenever possible, on the way to and from school.
- 2.) Cross streets ONLY at marked crossings or at street corners.
- 3.) Safety Patrol students will assist crossing at Hancock Street and the Rye Street corner as well as the corner of Hancock & Third Streets.
- 4.) Walkers should arrive no earlier than 7:45 a.m.
- 5.) NO STUDENTS ARE EVER TO WALK TO THE MIDDLE OR HIGH SCHOOL BUILDINGS or to the COMMUNITY CENTER in the afternoon as buses are provided. The parking lot area is too dangerous for elementary students to be walking in that area.

HEALTH INFORMATION

Illness during the school day: If a child becomes ill during the school day, the parents will be contacted at home or at work to inform them of the illness and arrange for them to take their child home. All calls concerning illness will originate from the health office. If the parents cannot be reached, contact will be made with the person designated by the parent on the emergency card. Typical reasons children are sent home include: fever of 100 degrees or more, vomiting, diarrhea, red and runny eyes, rash, suspected ringworm, impetigo, chicken pox, or head lice.

(If you change your phone number at home or work or there is a change in your emergency contact person please notify the office as soon as possible. All information is confidential)

Medication Administration: Dispensing medication (including acetaminophen, ibuprofen and aspirin) is not the responsibility of the school. However, the Board recognizes that children may have chronic and/or acute health conditions that may require medication during school hours. If it is essential for a student to take medication during the school day, the following protocol will be followed: Administration of prescription medication by school personnel for a chronic health condition requires a written physician's authorization from a parent or legal guardian. In special situations, a verbal order from a physician is acceptable and is to be followed with a written physician's authorization. Students may possess and use asthma medications as defined by the guidelines stated in Minnesota Sessions Laws 2001, Chapter 84 - Section 1. Minnesota Statutes 2000, Section 121A.22, Subdivision 2. This Act is effective August 1, 2001. Administration of over-the-counter medication (including acetaminophen, ibuprofen and aspirin) requires written authorization from a parent or legal guardian. In special situations, a verbal request from a parent/guardian will be acceptable and is to be followed with a written authorization.

Student's medication must be in its original container. The pharmacy or physician must appropriately label prescription medication.

An adult must bring student's medication to the office.

Student's medication will be administered according to written directions on the label.

In most cases medication to be administered three times a day need not be administered during school hours. It is most effective if administered every eight(8) hours.

Homeopathic, herbal or home preparations will not be administered.

See appendix for Authorization for Administration of Prescription Medications Form/Parental Request form

Health Insurance: Health insurance information will be sent to the home each fall. Parents have the responsible to decide whether or not to purchase insurance.

Accidents: If an accident occurs, parents will be notified, if possible, concerning the particulars of the accident, degree of injury and any necessary follow up needed at home. All accidents will be triaged by the health office staff. Serious injuries will be stabilized at school and referred to the nearest or most appropriate hospital. Parents will be contacted as soon as possible.

State Mandated Immunizations: State immunization requirements change from time to time. Immunization that are considered in compliance may change if the law changes. The health office will notify you if your child's compliance changes.

Screenings: Fifth grade students are typically checked for scoliosis. All grades are screened for vision. Fourth grade students are screened for hearing.

Head lice: Head lice are common among smaller children. Because head lice are easily spread the district has a strict protocol for dealing with the issue of head lice. Students who display symptoms will be checked in the health office. If live lice are discovered the child will be removed from the classroom and the parents will be called. The parents will be responsible for picking up their child and following a procedure for getting rid of the lice. Children must be accompanied to school the following day by a parent to be rechecked by health office personnel. Students with live lice will be rechecked periodically.

Chronic Health Issues: It is imperative that parents notify the nurse of any chronic health issues, (diseases, medications, allergies)

Flu Issues: Parents are urged to report to the school nurse if their child experiences any of the following symptoms:

- Fever (100 F or greater)
- Sore throat
- Cough
- Nasal Congestion
- Runny nose

If your child has these symptoms keep him/her at home, call the school nurse and have the child examined by a doctor. Stress the importance of washing hands and cover the mouth when coughing, and not sharing food or drink.

SAFETY

Safety is an important goal at Becker Intermediate Elementary. To help us provide your child/children with a safe environment, please read and follow the procedures outlined below.

Visiting the School: All persons who come into the building are required to stop at the office, sign-in, and get a visitor badge. Teachers have been directed to never dismiss a student from their classroom. All students must be checked out at the office. If you wish to pick your child up at the end of the school day, please wait in the lobby next to the office. Many parents come to school to have lunch with their child/children Please check in at the office and get a visitor badge. Parents are not allowed on the playground during the noon free-play time for several reasons. Noon free-play is the only unstructured opportunity for students to socialize with peers. It is difficult for the playground supervisors to screen for unauthorized persons on the playground. Your cooperation is appreciated!

Emergency Cards: Parents/guardians need to fill out an emergency card with up-to-date information. This card is used in case it is necessary to contact parents because of an accident, an early dismissal or other reasons. Parents/guardians are asked to keep the Intermediate Elementary Office (763-261-4504) informed if there are changes in address, home or work phone numbers during the school year.

Emergency Drills: Becker Intermediate Elementary School will have periodic fire and tornado drills with students. Staff members and students will also have intruder drills throughout the school year. All drills are done in an effort to be prepared in case of an emergency. If you are in the building during an emergency drill, please evacuate the building or move to the designated area.

Emergency Plan: The Becker School District has an emergency response and evacuation plan in the event of a nuclear accident or terrorist event. Parents are urged to get information from the radio or TV. **DO NOT CALL OR COME TO THE SCHOOL AS THESE ACTIONS WILL PUT CHILDREN AT RISK BY CLOGGING COMMUNICATION LINES AS WELL AS BLOCKING ESCAPE ROUTES.**

Student Drop-off and Pickup: All students should be dropped-off and pickup on the school side of Third Street. The Visitor's circular drive is closed to traffic during bus loading and unloading. Cars parked in the circular drive will be blocked in until the buses leave the drop-off area. If you pick up your child/children, please walk them through the parked buses at the designated walkways only.

Crossing Guards/Safety Patrol: Minnesota State Highway Patrol trained student crossing guards are present on Hancock Street at the intersection of Rye Street as well as the corner of Hancock Street and Third Street. Please be advised that when these students are present and have the orange safety flag extended all vehicular traffic must STOP. Any vehicle running an extended flag will have their license number reported to the Becker Police Department. Also please do not cut the corner of Hancock to Third Street short as this could result in an injury to students. Your cooperation is appreciated.

RELEASE OF STUDENT DIRECTORY INFORMATION

In accordance with the Minnesota Data Practices Act, Becker Public Schools may release the following information without permission unless the district has been notified that it should not be released.

Under the federal law, directory information includes the following information relating to a student:

1. Students name, address and telephone number
2. Student's gender and date and place of birth
3. Major field of study
4. Participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Date of attendance and grade levels completed
7. Degrees and awards received
8. The most recent previous educational agency or institution attended
9. Photographs for school district publications and local newspaper

The Becker School District considers all of the above to be "Directory Information" as well as the publication of the quarterly "honor roll". Federal rules define directory information to mean, "Information contained in the education records of a student which would not generally be considered harmful or an invasion of privacy if disclosed." 34 C.F.R., Sec. 99.3.

A parent or adult student has the right to refuse to permit the designation of some or all of the categories as directory information with respect to that particular student. If, as parents, or adult student, you wish not to have any or all of the above information to be considered "Directory Information," you should contact the High School Office in writing by September 30.

Use of Mobile Devices in School

In keeping with the district's technology goals, the district recognizes the value of mobile devices such as cell phones, mp3 players, and other mobile devices as learning tools. Student use of these devices will be governed by the following procedures:

- Students may carry mobile devices on their persons, and their use is allowed before and after school and during other designated non-instructional times.
- The use of mobile devices during instructional times is at the discretion of the classroom teachers and building administrators
- Unless expressly allowed by the classroom teacher for a specific learning tool, the mobile devices are to be stored out of sight during instruction time, and their presences may not cause a distraction in the classroom. This applies to all instructional areas of the school including all classrooms, media center, and study areas.
- Students shall not use any electronic device that in any way disrupts or detracts from the educational environment.
- Student may not use mobile devices in any manner that violates any district or school policies, included policies and guidelines governing copyright, harassment, Internet Acceptable Use, and academic integrity.
- Camera phones, cameras, or any devices with recording capability are not permitted to be in use in locker rooms, restrooms, or school buses at any time.
- Students are not allowed to photograph or videotape students or staff at school without their consent with the exception of public events such as concerts or athletic contests. Images, sound or video cannot be posted to the Internet or distributed electronically without the permission of all individuals in the files.
- Students' use of mobile devices while in the school building must comply with the district's Acceptable Use Policy regardless of whether they are connecting through the school's network or through a cell carrier.
- The district retains the right at any time to investigate or review the contents of students' mobile devices.

Violations of these guidelines will be handled on an individual basis and may include confiscation of the device, conference with parents, termination of the right to carry a phone, or further consequences.

BUS INFORMATION

Bus Procedures and expectations:

Students may ONLY ride on the bus they have been assigned. Because the buses are operated at student capacity, **a child who is visiting a child on another bus route, must provide their own transportation.** In order for students to be picked up or dropped off at a different house on their bus route, the parents must write a dated and signed request to the Principal stating the reason. Parents are responsible for their child's transportation from any after school activity.

Riding the bus is a privilege not a right. Students are expected to follow the same code of conduct on the bus as they have in the classroom. All rules and regulations found in the RULES of CONDUCT of BOARD POLICY will apply.

- 1.) Students need to be at the stop by the time the bus arrives and be waiting on the side of the road.
- 2.) Students are to remain seated while the bus is in motion.
- 3.) Students are to keep their hands, feet and personal articles to themselves.
This includes keeping the aisle open at all times.
- 4.) Students are not to use foul or obscene language or gestures.
- 5.) Students are to maintain a reasonable noise level to ensure the driver can hear traffic noise and trains.
- 6.) Students should not extend any part of their bodies or other objects from the windows or door of the bus.
- 7.) Students are to keep the floor and seats clean from refuse and gum.
- 8.) Students are not allowed to have any articles on the bus which the driver deems unsafe or a nuisance.
- 9.) The bus driver has the right to give additional directions to students which he/she believes are necessary for the safety of the students on the bus.
- 10.) Students must ride their assigned bus. Any exception must be cleared by the Becker Intermediate Elementary Office.

Failure to comply with the above safety regulations could result in one or more of the following consequences;

1. Verbal warning from the driver
2. An assigned bus seat for a specified period
3. A parent contact by the driver and/or principal
4. A bus behavior ticket being sent home with appropriate disciplinary consequences.

The school is liable for students from the time they board the bus until they are dropped off at the bus stop. For this reason, students are not permitted to leave school grounds once they are dropped off at school. Students are not permitted to get off or board the bus at any building but the building where they attend school unless special arrangements are made (i.e. sports, extra curriculars).