

Chatfield Elementary
PreK - 2nd Grade
(952) 873-2401
873-2402
330 South Market St.
Belle Plaine MN, 56011

INDEPENDENT SCHOOL DISTRICT
No. 716

E.

Oak Crest Elementary
3rd - 6th Grade
(952)
1101 Commerce Dr
Belle Plaine MN, 56011

PreK-6

Student and Family



2017-2018 Handbook

Expecting Excellence from Everyone, Everyday!

www.belleplaine.k12.mn.us

Basic Information and Services

24 hr Attendance:	(952) 873-2404
Oak Crest Office:	(952) 873-2402
Chatfield Elementary	(952) 873-2401
District Office	(952) 873-2400
Stier Bus Company:	(952) 873-2362
Kids Company:	(952) 873-2415
Community Education:	(952) 873-2411
Early Childhood Screening:	(952) 873-2417
Event Line:	(952) 873-2413
Taher Food Service:	(952) 873-2414

District Website: www.belleplaine.k12.mn.us

School Day

Chatfield Elementary

School begins at 8:30 am and ends at 3:10 pm

Oak Crest Elementary

School begins at 8:20 am and ends at 3:00 pm

Office Hours

7:15 am - 3:45 pm

Attendance Policy and Procedures

Consistent school attendance is of vital importance to a child's academic and social growth. If your child will not be at school, it is tremendously important to notify us via our 24-hour attendance hotline at (952) 873-2404. Please make sure to clearly state your name, your child's name, your child's teacher's name and reason for absence. This assists our office staff in processing attendance.

When students arrive late to school, after 8:25 AM, they (or their parent) need to come into the office to sign in. They will be given a pass to get into class. When students are to be dismissed early, parents need to come into the office to sign them out. Students will not be allowed to leave during the school day unless they have been signed out.

When legal constraints are in effect for students, it is the custodial parent's/guardian's responsibility to contact the school (in writing) with the names of person(s) permitted to pick up the student.

Excused absences are:

- Illness of the student, which causes him/her to remain home or go to the doctor

- Medical/Dental appointments
- Death of a family member or near relative
- Religious holiday (Please inform the office ahead of time)
- Family vacations on a limited basis

Unexcused absences are:

- Parents who do not call the attendance line to report their child's absence on the same day their child is absent.
- Other reasons that are considered unexcused are:
 - Overslept
 - Missed the bus
 - Car trouble
 - Baby-sitting
 - Needed at home

Unexcused Absences Procedures

1 day – contact by phone informing parent of policy

3 days – first letter to parent and a copy is given to the classroom teacher

5 days – letter to parent requesting a doctor's note for any further absence

6 days – Meeting with parent, principal and classroom teacher to put together a Student Support Plan

7 days – Educational Neglect Report filed with Scott County and a letter to parent informing them of the filing

Excused Absences

6 days of excused absences per quarter – a letter will be sent to the parent, on a case-by-case basis. A copy of the letter will be given to the classroom teacher.

12 days or more per school year may warrant an Educational Neglect Report to Scott County. This will be determined on a case-by-case basis.

Excessive Tardies

5 tardies – phone call to parent about our concerns

8 tardies – letter to parent

AM/PM Absence/Tardy

When a student arrives after 8:30 AM or leaves from school before 3:00 PM, the following guideline is used to determine if the student is counted as being tardy or absent from school:

If the student arrives before 9:00 AM, they are counted tardy.

If they arrive after 9:00 but before 11:30, they are counted a.m. absent.

If they leave between 11:30 AM & 2:30 PM, they are counted as a p.m. absence.

Educational Neglect

State law mandates the attendance of all school age children unless excused for legal reasons. Attendance is the responsibility of the student and his/her parents or guardians. Students who are absent from school without acceptable reasons will be regarded as an issue of educational neglect. Please contact the principal if you need assistance with your child's attendance.

Bus (Transportation) Services

The School District contracts with Stier Transportation to provide school bus transportation to eligible students. Riding the school bus is a privilege. Students are expected to show the same good conduct as required in school. Students participate in a bus safety program at the beginning of each school year. Contact Stier Transportation directly at 873-2362 with questions about our transportation program. Oak Crest students must ride on their assigned shuttle bus to and from Chatfield.

- No elementary students in last 3 seats
- Respectable language at ALL times
- Students will cross road in front of bus
- Students will keep hands and head inside bus
- Students will not change seats when bus is moving
- Students will not shout or whistle
- Students causing trouble will be suspended
- Students will not throw things or take caps or mitts
- Students will report any damage to driver
- Students will pay for any damage to bus
- Students will keep the bus clean
- No eating or drinking of any kind allowed
- Driver has complete charge and students will obey driver at all times
- No spikes of any kind can be worn on the bus
- No spitting
- No loitering on the bus
- Loading will be done when all squads are done (sport activities)

Emergency School Closing

Emergency school closings due to severe weather or for any other reason will be announced using our Infinite Campus Instant Alert System. Should you have any problems with Infinite Campus Alert System, please contact Teri Kiewatt @ 952.873.2418. We will also attempt to place this information on radio stations WCCO 830 AM, KRBI 1310 AM, and KCHK 105.5 FM. It will be also announced via television channels KSTP 5, KARE 11 and WCCO 4. The School

District also posts school closing information on our district web site and local Cable Access Channel 8.

Parents should provide their classroom teacher with a plan for their children should we be dismissed from school early. Phones are typically very busy during such emergencies, so advance arrangements are important. It is not possible for the school to individually contact parents in these situations, so your cooperation in this planning is critical.

Food Service Program

We contract with Taher, Inc. to provide our food service program. Please make checks out to Taher. You may also deposit money into your child's lunch account online.

Our food service program meets the requirements of the USDA type A program. All students are offered a main entree, vegetable, fruit and choice of milk (or soy milk). Besides the main entree on the printed menu, students have a choice of a chef salad or a cold meat sandwich everyday. Parents and guests are welcome to come to lunch any day!

Our school utilizes a computerized account management system. Each family is given an ID Number to use when depositing money in the family account. Each student in the family is given an individual PIN (personal identification number) to use when they go through the lunch line. Each time the student enters their PIN number the family account is charged for that student's lunch or breakfast.

Daily Prices for the 2017-2018 School Year are:

Breakfast

Elementary and JH/SH- \$1.40

Adult- \$2.00

Lunch

K-6- \$2.50

7-12- \$2.70

Adult- \$4.00

Extra milk is \$0.45

Please contact Food Service with questions about this program at (952) 873-2414. This institution is an equal opportunity provider.

Health Services

A Licensed Nurse or office staff member is on duty during the school day to provide first aid care for children who become ill or injured during the school day. If a child would be better off at home, a parent will be called. Please keep the office informed of changes in phone numbers for home, work, or emergency numbers. It is of utmost importance that we are able to reach you in times of medical necessity. It is not possible to notify a parent every time their child visits the health office. However, we will call you and ask that you pick up your child if we see:

- 1) an elevated temperature
- 2) vomiting or diarrhea
- 3) other suspected communicable diseases (head lice, strep throat, suspicious rashes, etc.)
- 4) children that have returned too soon after an illness (see illness guidelines)

Illness Guidelines: Please keep your child home for the following:

- Fever greater than 100: may return after temperature has been normal for 24 hours without the use of fever reducing medicine
- Vomiting or diarrhea: may return after 24 hours has passed since last vomiting or diarrheal episodes
- Pink eye (if painful and/or drainage present): may return after antibiotic treatment is started (or doctor has determined child is not contagious), and student is able to keep from touching the eye
- Strep throat: may return after 24 hours of treatment and child is without fever
- Chicken pox: may return after all spots are scabbed over
- Head lice: may return after first treatment completed and no live lice are seen
- Possible impetigo/other rashes: may return after doctor determines whether rash is/is not contagious.
- If treatment started, generally may return 24 hours after treatment started.

Immunizations: Minnesota Immunization Law requires that every child attending school have current immunizations or the necessary documentation for exemptions. We cannot allow your child to attend school if we do not have a record of current immunizations or exemptions.

Medical/Health Procedures: Health Services can provide medical procedures that are determined to be medically necessary during the school day. Physician orders and parent consent are required. Procedure related supplies must be provided by the student/family.

Medications: If a child needs medication (prescription or over-the-counter) during the school day, the school must have:

- 1) Written parental consent
- 2) Written physician's orders
- 3) Medication must be provided in the original container (if you ask, the pharmacist can provide a bottle for home and one for school)
- 4) Medication must not be expired (please check the dates before bringing)

Participation Restrictions: If a child is unable to participate in recess or physical education due to a health concern, they will need a note from their parent. If the restriction is for more than one day, a doctor's note may be requested.

Screenings: Health Services provides hearing screening (grades K, 1, 2, 3, 5), vision screening (grades 1, 3, 5) and scoliosis screening (grade 5 & 6 girls). If you do not want your child to participate in school screenings, please send a note to the health office by the end of September. In most circumstances the health office does NOT share screening results with classroom teachers until results of a medical evaluation are provided, parent permission is received, and it is determined that it is important for the classroom teacher to have the information.

Kid's Company/Wraparound

The Belle Plaine Public Schools provide a before/after school child care program for students in Grades K - 6 and a Wraparound for our Preschool students which is wrapped around their preschool class to provide care 6:00am - 6:00pm. For more information on the Kid's Company/Wraparound program or to register your child call the Community Education office at (952) 873-2411. The program is open from 6:00 - 8:20 a.m. and from 3:00 - 6:00 p.m. and held at Chatfield Elementary School. The service is available during the summer as well.

Lost and Found

We have a lost & found rack and container near the back door. Parents are encouraged to check this for lost articles.

Newsletters and other Communication

Chatfield and Oak Crest Elementary will email parents weekly updates on Friday of each week.

Back to School Conferences

K-6 will have Back To School Conferences on September 5th (12-8) and 6th (10-6). Parents will receive email notifications of their child's teacher as well as information on how to sign up for a conference time. Families will spend approximately 30 minutes with the classroom teacher and then be invited to visit other areas of the building. Please plan to spend at least an hour within the building during Conference night.

3 and 4 year old Preschool, Back To School conferences will be scheduled for 15 minutes with the teacher and then a passport will also be shared with you to visit other areas of the building.

Parent-Teacher Organization

The Belle Plaine Elementary Parent Teacher Organization (PTO) was formed to strengthen the connection between parents, children and our school. Objectives of this organization include providing support for the teachers, staff and administration; fundraising; organizing volunteer opportunities; offering parent interaction; and expanding outreach into our growing community.

The PTO holds a monthly meeting the third Thursday of each month at 6:30 p.m. in the Chatfield Elementary Conference Room.

The PTO recognizes that time is valuable. Our lives tend to be very full with work, family and outside obligations. We realize regular meetings may not fit into everyone's schedule. This does not mean, however, that you cannot be involved with the PTO. Parent participation is ALWAYS welcome and there is no minimum time requirement! If you would like to get involved, please contact our PTO President at pto@belleplaine.k12.mn.us.

Recess

All children should be dressed properly for the weather conditions of the day. If a student is to be excused from recess, they will need a note from the parent. If the excuse is to be in effect for more than two days, please contact the Health Office. Children stay inside on rainy days or when the wind chill temperature is below 0 degrees.

Parties

Occasional class parties are held throughout the year as special events. Each grade level handles these parties differently and there may be a fee charged for some.

School Counseling Services

The School Counselor provides a variety of services for all students. Prevention activities involve the School Counselor teaching in classrooms. Lessons may address character education, bullying, conflict resolution, self-concept and self-esteem, personal safety, problem solving, and any number of other pertinent topics.

The School Counselor can also provide individual counseling and facilitate small support groups. Support group topics are based on the needs of students and may concentrate on the following topics: family changes, friendship and peer relationships, problem solving, anger management, school issues, and self-esteem.

The School Counselor can assist families with parenting skills and in finding additional resources to address a variety of needs.

Referrals to work with the School Counselor can come from parents, school staff, and/or students. If ongoing work is deemed necessary, permission from a parent or guardian will be required. The School Counselor may be consulted and help out in crisis or other situations requiring a timely response.

Student Drop-Off, Pick Up, and Parking

Drop Off

In order to ensure the safety of our students entering the school in the morning, we ask that you observe the following morning drop-off guidelines:

1. Make sure to drop your child as close to the end of the “loop” as possible. Students should exit the vehicle via the curbside door. Hugs, kisses and goodbyes should be given prior to entering the horseshoe area to ensure efficiency. This process will be followed in all types of weather.
2. Please avoid parking inside the “loop” during the morning drop-off time. This makes congestion worse!
3. Please make sure to share this information with anyone who would drop your child off in the morning.
4. If you are bringing your child to school in the morning and he/she is not eating breakfast, we ask that you drop off as close to 8:15 am as possible. This will alleviate students from wandering the hallways without supervision. If you are dropping off before 8:15 at Chatfield, we ask that you drop off on the playground and your child remains outside until the first bell rings. If you are dropping off before 8:15 at Oak Crest, please drop off at the front entrance.

Student Pick-Up

Parents are advised to avoid parking in the fire lane if they are picking up their child at the end of the day. There is significant and concentrated pedestrian traffic after school. Parking in the fire lane and double parking are prohibited. Vehicles may be ticketed.

Visiting

We encourage parents to participate fully in their child’s education. Should you wish to visit your child’s classroom, please contact the classroom teacher in advance of your intended visit, so as not to interrupt the learning environment. Each year we have special activities at which time all parents are invited to visit school. You will receive special notice of these dates. ALL visitors must sign in at the school office and wear a Visitor Badge.

The front doors at Oak Crest will be locked from 8:25-3:00 and at Chatfield from 8:45-3:00. If you are visiting between those hours, please ring the bell. Someone in the office will answer and ask why you are visiting. Upon entering the school building all visitors are required to check in at the office. All check-ins need to be accompanied by a Driver’s License or Identification Card. The Belle Plaine school building offices have computer stations with a scanner, label

printer, and electronic check in. The scanner scans all licenses to a database, which will notify our school if any visitor has been convicted of a crime against children. If we receive notification that the person has been convicted of such a crime, we will not allow them to enter the building. This process will provide another safety net for our students.

While we realize that some parents/guests may feel this procedure infringes on their privacy, it is our duty to provide any and all measures to ensure student safety. Features of this system include the following:

Raptor System Features

Quick and easy check in process for visitors.

Registration against national database for crimes against children.

Labels made with personalized photos for easy identification.

Curriculum, Assessment and Programming

Blended Learning

It is the role of every educator to ensure rigorous and relevant learning opportunities that prepare students for lifelong learning in our global society. The 21st Century has brought about many changes in technology and learning opportunities. We are proud to share that we have a group of teachers within the district who have been working towards creating a Blended Learning Environment for their students.

A Blended Learning Environment allows for staff to effectively integrate technology into courses to enhance access, management and opportunities for learning. Lessons are developed with both an online and face-to-face presence. Providing access to some of the curriculum and instruction online, creates a more personalized educational experience (pacing, skill level, interest) on a daily basis.

From a teacher perspective, the Blended Learning Environment allows for more time to work with students on necessary skills, provide specific and constructive feedback to each student, and therefore encourage students to be critical thinkers, collaborators, creators and communicators in charge of their learning. Part of the process of moving to a more online environment also includes the need for lessons on digital citizenship. It is important we teach students how to be safe and smart while being consumers and producers of online information and resources.

We are very excited about the learning opportunities these Blended Learning Environments can and will provide for our students in Belle Plaine Public Schools. If your student is a part of a Blended Learning Environment throughout the day, you will be provided with further details about your child's learning experience from individual teachers. If you have questions about the experience, please do not hesitate to ask questions.

Flex Grouping/Learning

Flex-grouping is simply a way of grouping students together for more effective instructional purposes. These groups are not permanent, and students can move in and out of the groups based on progress towards specific skills.

The elementary students will remain with their same age level peers but will have the opportunity to be grouped according to their proximal level of development during the reading and math blocks. The criteria we will use to create the groups will be teacher judgement, FAST aMATH scores.

If you have questions about the criteria, process, or program, please don't hesitate to call the building principal.

Core Curricula

Our core curricula consist of reading, mathematics, science, and social studies. Our school uses the following materials to foster growth and achievement in the core curricular areas:

Reading:	Houghton Mifflin	Grades K-6	Adopted 2013
Mathematics:	Houghton Mifflin	Grades K-6	Adopted 2011
Science:	Houghton Mifflin	Grades K-6	Adopted 2007
Social Studies:	Nystrom	Grades K-1	Adopted 2008
Social Studies:	Scott Foresman	Grades 2-5	Adopted 2008
Social Studies:	MN Hist. Soc. Pre	Grade 6	Adopted 2015

Conferences

Parent/Teacher Conferences will be held on September 5th & 6th and November 13th & 16th and February 12th & 15th. Conferences are 15 minutes in length with the exception of the September Conference which is 30 minutes-1 hour. You will be able to schedule a time for October and February throughout the year.

Field Trips

Field trips are an important part of the educational program. On the emergency forms that you sign each year is a permission form for you to sign for all field trips throughout the year. The homeroom teacher will notify parents before all field trips. If your child will not be participating, he/she must be in attendance at school and will be assigned to another classroom for that day. When needed, parent chaperons are determined by the homeroom teacher.

I.E.P.

An Individual Educational Plan (I.E.P.) is in place for those students who receive special education services. These services are provided to students identified in accordance with local, state and federal standards.

DARE

The DARE (Drug Abuse Resistance Education) program is taught each year to our 5th grade students. The program is taught by a DARE trained Belle Plaine police officer.

LEAP

Learning Enrichment Activities Program (Gifted & Talented Program)

In anticipation of our 2017-2018 school year, we will be expanding our LEAP Program and providing a more comprehensive experience for our students.

In 2017-2018 we will maintain that approach for grades three and four and expand the program by serving students in reading, math and science. Expanding to science will provide the ability for students to have a hands on approach to developing their skills and talents. We are excited to see what students will able to do in these areas as a result of this new opportunity.

Below is a summary of what each level will look like during the 2017-2018 school year:

Third Grade

- G/T instruction in Literacy
- G/T instruction in Math
- G/T out instruction in Science

Fifth Grade

- Cluster students for Literacy Instruction
- Cluster students for Math Instruction

Fourth Grade

- G/T instruction in Literacy
- G/T instruction in Math
- G/T instruction in Science

Sixth Grade

- Cluster students for Literacy Instruction
- Cluster students for Math Instruction

Our goal is to best meet the needs of all of our students at Oak Crest Elementary. The additional focus that our staff and students have in the Gifted/Talented realm will continue to support the needs of our higher level learners.

Music

Students in kindergarten through second grade attend general music class 2 out of every 4 days. Students work to improve steady beat and in tune singing skills through rhyme, song, movement, instrument playing, listening, reflection, and creation. Students experience classical works, folk songs, and popular music while working to understand the connections between music and the arts, music and history, and music and the world.

Oak Crest students in will participate in general music classes weekly. Students learn folk dance, music history, how to play a recorder and guitar, and how to sing. Students experience

classical works, folk songs, and popular music while working to understand the connections between music and the arts, music and history, and music and the world. Students may begin a band instrument in 5th and 6th grade. Choir is during specials for all 3rd-6th grade students.

Physical Education

Physical Education helps meet the needs of the student by providing learning experiences that allow for instruction of fundamental motor skills and related physical, mental, social, and emotional concepts.

Chatifield

The basic goals of physical education are to have the students learn about movement in a safe and enjoyable environment. In the primary grades (K-2) emphasis is on movement education to develop basic skills and perceptual awareness. Students in grades K-2 will have the opportunity to have physical education every day for 25 minutes.

Oak Crest

The basic goals of physical education are to have the students learn about movement in a safe and enjoyable environment. In the intermediate grades (3rd-6th) many team sports and individual sports are introduced with concentration on basic skills.

Tennis shoes or shoes with a soft rubber sole are required at all time. Please purchase tennis shoes that do not leave black marks on the gym floor. Students who have a permanent or temporary disability or health condition will be provided adapted activities on the basis of medical recommendation. We also strongly encourage that dresses not being worn on days including physical education classes. When dresses are worn they provide limited activity in physical education class. If your child wears a dress to school, you may choose to send a pair of pants or shorts that your child can change into.

Report Cards and Student Progress

Assessing the growth and development of our students is an important part of our school program. Our goal is to use assessments that allow students to demonstrate what they know and can do. This is achieved by using a variety of assessment methods. The reporting of progress to parent(s)/guardian(s) is accomplished by the use of parent-teacher conferences and report cards. Conferences are held three times during per school year (September, November, February) and report cards will be issued two times a year, coinciding with the end of each semester.

Responsive Classroom

“The Responsive Classroom is an approach to elementary teaching that emphasizes social, emotional, and academic growth in a strong and safe school community. The goal is to enable

optimal student learning. Created by classroom teachers and backed by evidence from independent research, the Responsive Classroom approach is based on the premise that children learn best when they have both academic and social-emotional skills. The approach therefore consists of classroom and school-wide practices for deliberately helping children build academic and social-emotional competencies.” (<http://www.responsiveclassroom.org>)

S.M.A.R.T

“The S.M.A.R.T Curriculum is a multi-sensory approach to learning, designed to develop and enhance physiological and neurological readiness skills students need to succeed in school. The curriculum consists of activities for developing and/or enhancing students’ large and fine muscle skills, visual perception and eye-hand coordination, all necessary tools for learning to read and academic success.” Minnesota Learning Resource Center.

Speech-Language Pathology

Speech-Language Service involves work with children who have specific problems in hearing, comprehending, and expressing themselves using language. This includes problems in sound production, voice quality, fluency, understanding language that is heard, thinking/problem solving skills, and appropriate conversational skills.

The State Department sets guidelines to qualify for entry into a Speech-Language Program. Each child must meet specific criteria on Standardized Tests to qualify for service in the area of Speech-Language Pathology.

Children may be referred for testing by their parents, teachers, or periodic screening done by the district. All programming must go through the Child Study Team before an Individual Education Plan is implemented for a child who qualifies for Speech-Language service.

Special Education

Our resource program serves students with many different types of disabilities in many different levels of support. Students are assessed ethically and comprehensively and we believe in addressing student needs as individuals.

If your student has a disability and you have questions about your child’s services, please call your child’s case manager. If you believe that your child may have a disability, please contact your child’s homeroom teacher and discuss the referral process.

Tests and Assessments

FASTBridge is a benchmark and progress monitoring system based on direct, frequent and continuous student assessment. The results are reported to students, parents, teachers and administrators via a web-based data management and reporting system to determine response to intervention.

Students will be assessed using FASTBridge during the Fall, Winter, and Spring. This information will be used to measure academic progress in the areas of reading and math. Students that received supplemental instruction to increase skill level in those areas will be

administered more frequent progress monitoring utilizing FASTBridge. We are very fortunate to have such a wonderful curriculum based management system.

Minnesota Comprehensive Assessment (MCA)

Standards-Based Accountability Assessments

The Minnesota Comprehensive Assessments (MCA) and alternate assessment Minnesota Test of Academic Skills (MTAS) are the state tests that help districts measure student progress toward Minnesota's academic standards and also meet federal and state legislative requirements. Students take one test in each subject. Most students take the MCA, but students who receive special education services and meet eligibility requirements may take the alternate assessment MTAS instead.

The list below shows tests by subject along with the grades they are given in parentheses behind each subject.

Reading: MCA or MTAS (grades 3-8, 10)

Mathematics: MCA or MTAS (grades 3-8, 11)

Science: MCA or MTAS (grades 5, 8, and high school)

English Language Proficiency Accountability Assessments

The ACCESS for ELLs and Alternate ACCESS for ELLs are the assessments developed by the WIDA consortium and administered to English learners in order to measure progress toward meeting Minnesota's standards for English language development, developed by the WIDA consortium.

Reference: [Minnesota Department of Education](#)

- [Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form](#)
- [Testing Calendar](#)

Policies, Rules and Procedures

Bicycles

Children are allowed to ride bicycles to school. An area is provided for parking, but the school does not accept any responsibility for the bicycles. As a measure of safety the following guidelines must be complied with at all times:

All bicycles must be parked in the area provided.

All bicycles must be pushed, not ridden, whenever on school grounds.

No bicycles may be ridden during the school day.

No child may ride a bicycle belonging to someone else.

Bicyclists should obey all traffic rules.

Students may bring a lock, if desired.

Birthday Treats, Wellness Policy, Snacks

Healthy Snack Cart

Both Chatfield and Oak Crest has a SNACK CART option for families. Enrolling in the SNACK CART ensures that your child will have a healthy snack every day while at school. There will be 9 daily options to choose from which will include items for students with allergies (examples: gluten, dairy, peanut).

The cost for the SNACK CART option is \$50/child with a family cap of \$150.00. If you would like to enroll your child in the SNACK CART at Oak Crest, please bring your payment to the office during Back To School Conferences.

If you are interested in the program but need assistance, please connect with the elementary principal regarding other options.

Belle Plaine School District Wellness Policy

As a district we have a wellness policy. The policy clearly states that we will not have more than one holiday party per month that involves food. The food that is included in the party should not have more than 1 item that is not nutritional.

The policy also states that school staff will encourage healthy choices as classroom and birthday snacks. One of the great ideas developed by our staff was to have the child who is celebrating the birthday to donate a book to the classroom. The student can sign the book and the teacher could read the book to the class. There will be other ideas shared with you during Back To School Conferences.

With the adherence of this policy, we will be asking that if you come to school for lunch with your child that either you eat the school lunch or that you bring your own lunch from home. We are asking that parents and other family members do not bring lunches bought at restaurants into the lunchroom.

Birthday Treats

Please no chewing gum! The state requires that all treats brought to school and shared with other students and staff must be commercially prepared. Summer birthdays may be celebrated any time throughout the year.

Chemical and Tobacco Free Environment

The use of controlled substances, including alcohol and tobacco, is prohibited by District policies and procedures. Possession, use, or distribution of controlled substances, alcohol, or tobacco by students or staff on school premises or during any of its sponsored activities shall result in disciplinary action.

Data/Photo Privacy

Student pictures and personal data will be printed in school publications, social media such as Twitter and Facebook, and given to the media for dissemination on occasions that warrant publication as news items.

Classroom Directories

Some classrooms may develop a classroom directory. If you should not want your child's name and phone number to be included in this directory, please inform your child's classroom teacher.

Discipline

A Discipline Program that Builds Responsible Citizens

The major focus of Responsible Learning is helping students to take responsibility for their own actions through teaching self-discipline. The staff members at Chatfield and Oak Crest Schools clearly define expectations for students. Students who meet these expectations can expect to be successful in school. Students who do not meet these standards with their behavior will have appropriate consequences. Responsible Learning holds the beliefs that we are all internally motivated and therefore staff members focus on helping student to learn skills to self-evaluate their own behavior.

Through implementing Responsible Learning in our school we:

- Build self-esteem
- Promote self-discipline
- Focus on internal motivation
- Promote respectful communication
- Create conditions for a respectful school

We believe students should:

- Keep hands, feet and objects to yourself
- Listen and follow directions immediately
- Speak and act respectfully
- Walk safely and quietly
- Use materials appropriately

Severe student actions:

- Willfully harming another student (fighting, hands on)

Exhibits defiant behavior
Behavior stops class from functioning (tantrum)
Profanity (verbal, written, action)
Threatening, intimidating, harassing others
Theft (individual or school property)
Vandalism of individual or school property
Weapons policy violation

Possible consequences:

Warning
Phone call to parents explaining the situation
Send to Principal's Office
Loss of Privilege
Logical Classroom consequence
Social Conferencing
Modeling and Practice
Recess and/or lunch in the office
Behavior Contract
In school or out of school suspension
Detention before or after school with parent permission
Restitution
Other

Chatfield Elementary introduced the TIGER WAY last school year. The students seemed to be very receptive to the four areas of focus. This school year, each student and parent will be asked to sign a contract regarding the behavior plan in an effort to be transparent with our consequences, expectations, etc. Each family will also be given a copy of the Behavior Flow Chart and the Tiger Way to display and/or review at home.

[Behavior Plan-FlowChart](#)

[Parent/Student Behavior Contract](#)

Oak Crest is a PBIS School in the state of Minnesota.

Positive Behavioral Interventions and Supports (PBIS) is a framework or approach for helping schools select and organize evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.

PBIS is NOT a packaged curriculum, intervention or manual.

PBIS is a prevention-oriented way for schools to:

- Organize evidence-based practices
- Improve use of evidence-based practices

- Maximize academic and social behavior outcomes for students

PBIS supports the success of ALL students.

PBIS is known as SWPBS, which is short for “School-wide Positive Behavior Supports.”

PBIS is based on principles of applied behavior analysis and the prevention approach, along with the values of positive behavior support.

The underlying theme is to teach behavioral expectations in the same way as we teach academic subjects.

PBIS Matrix: [Be Red](#)

Respect: At Oak Crest we will show respect to everyone and everything, everyday in every way.

Excellence: I will strive to be excellent in all I do everyday.

Dependability: You can count on me to make good choices.

K - 6 Philosophy for Responsible Learning

Students, staff, parents, and community will work together to encourage self-motivation and responsibility for personal actions. Students and staff will foster a sense of belonging by focusing on the learner’s individual and developmental needs. Problem-solving strategies will be used in a positive and supportive environment to foster the development of personal and mutual respect. A respectful and safe environment will promote learning.

Dress

Appropriate attire is to be worn in order to keep the school environment purposeful, practical and meaningful. It is felt that proper dress encourages children to develop attitudes of which we can be proud.

- I. Students shall not wear clothing that:
 - Advertise alcohol or drugs
 - Contain vulgar pictures or language
 - May create a disruption to the learning process
 - May create a health or safety hazard to any person
 - May be hazardous in various school activities
 - May prevent the student from doing their best work because of blocked vision or restricted movement.

Electronic Devices

Cell phones, iPods, iPads, and other technological devices are an active part of our lives and our learning. It is a reality that students will bring cell phones, iPods, iPads, and other devices to school. When these devices are at school, we ask that students keep them put away if not being used for learning. They should not be used for personal texts, phone calls, or for personal

Internet usage during the school day. We are not responsible for lost, stolen or broken items. If phones are confiscated for misuse during the school day, parents will be responsible for picking the devices up from the office.

Expectations at Co-Curricular Events

Attendance by elementary students and their parents at District 716 Co-Curricular events including athletics and fine arts is encouraged. Below are the expectations held for attendance at such events. Please review them with your children before they attend any sports or fine arts activity.

- It is recommended that elementary and younger students be accompanied & supervised by an adult at all events for the students' safety, as well as the safety of others.
- We welcome enthusiastic fans that come to watch the game/performance and encourage our team/performers. Good sportsmanship is our goal and our trademark.
- Please arrive at an appropriate time prior to the beginning of an auditorium event. If this is not possible, please enter quietly at an appropriate time, such as a scene change or after the first musical selection.
- Running, throwing candy, or horseplay, like grabbing hats or playing catch in crowded areas is inappropriate and dangerous. Spectators that endanger themselves or others by their behavior will be ejected from the event.
- If you need to leave a performance, wait for an appropriate time and leave quietly using extreme care to not let the auditorium door slam.
- We thank fans for supporting our concession stand. Remember that rude behavior such as cutting in line or speaking rudely to those working there is not acceptable.
- Please refrain from loud behavior that would be distracting to the performers and the other audience members at fine arts activities.
- Applause is appropriate when music groups enter and exit the stage and after each selection during a musical performance. However, songs that have more than one movement do not require applause until the end of the final movement when the conductor steps off the podium. During theatrical performances, applause is appropriate at the end of scenes and acts, after songs (musicals only), and at the end of the performance.
- Toys should be left at home. Game balls must be left at the gate.
- We expect spectators to address volunteers, supervisors and each other respectfully. Offensive language has no place at a Belle Plaine Tiger activity.
- Firecrackers, smoke bombs or weapons of any kind are strictly prohibited at any District 716 activity. Violations may be subject to state and/or federal law.
- Banners and signs are not permitted, except those done by cheerleaders or those otherwise approved by school officials. Signs are to be designed to promote positive enthusiastic support.
- Use of noisemakers, horns, whistles or other artificial "attention-getters" are not permitted.

Grading

[Grading for Learning-Parent Information](#)

Weapon Policy

District Policy: Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, handle, transmit, store in an area subject to one's control, or use any instrument that is considered a weapon, or any "look alike" weapon. This policy shall apply in all School District buildings, on school grounds, at school activities, at school bus stops, on school buses or school vehicles, or upon entering or departing from School District premises, property, or events. District 716 takes a position of "Zero Tolerance" on weapons. Please refer to District 716 Policy for further information.

Harassment Policy

Everyone at District 716 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender.

District 716 Policy Against Religious, Racial and Sexual Harassment and Violence (condensed version – full policy available on website)

- Name calling, jokes or rumors;
- Pulling on clothing;
- Graffiti;
- Notes or cartoons;
- Unwelcome touching of a person or clothing;
- Offensive or graphic posters or book covers; or
- Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
- If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer, John Berg
- You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
- Your right to privacy will be respected as much as possible.
- We take seriously all reports of religious, racial, sexual harassment or violence and will take all appropriate actions based on your report.
- The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
- This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the principals office upon request.

Religious, Racial and Sexual Harassment and Violence is against the law. Discrimination is against the law.

Contact:

John Bergs, HUMAN RIGHTS OFFICER

Belle Plaine School District 716 • 220 South Market Street • Belle Plaine, MN 56011

Phone 952-873-2412

Lunchroom Expectations

Students will show respectful behavior to all adults and students.

Students walk while in the hallways or lunchroom.

Students will include others.

Students will be aware of their surroundings and respect personal space.

Students will keep their eating area clean.

Students will talk quietly to the students at their table.

Student Placement

The assigning of students to classrooms requires careful planning by the staff. A great deal of thought goes into placing children into classes, and the staff takes this very seriously.

Placements for the following school year will be communicated during the first week of August through email.

1:1 Technology Initiative

Belle Plaine School District students K-12 will receive an iPad mini tablet to assist students in their educational studies. The tablets will allow educators to better personalize education for each student and the tablets will provide students with a variety of ways in which to demonstrate their learning.

The students at Oak Crest will receive their iPads during Back To School Conferences. The iPads will go back and forth between school and home depending on teacher/student use and discretion. Oak Crest students will be required to purchase insurance for the device.

We ask that each student in K-12 bring his or her own set of earbuds to school for personal use.

Insurance Plan

Belle Plaine Public Schools recognizes that with the implementation of the Enhanced Learning initiative (ELI) there is a need to protect the investment by both the District and the Family. The iPad Insurance cost is **\$20** per device and will be due upon receipt of your student's iPad. If a family qualifies for free and reduced lunch (must apply) the iPad Insurance cost is \$10 per device. The iPad Insurance cost will be capped at **\$60** for families with multiple students. Families receiving educational benefits such as free or reduced lunch may be eligible for a

reduced rate of insurance. The insurance plan applies to families with students entering grades 3-12. Families with students entering grades K-2 will not be asked to participate in the iPad Insurance Plan.

The iPad Insurance cost will provide insurance coverage for *accidental* damage such as accidental drops, cracked screens, theft, fire, flood, natural disasters, and parts failures. The \$20 payment is nonrefundable. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year when the iPad is turned back into the school. The iPad Insurance cost does not cover *intentional* or *neglectful* damage. The iPad Insurance does not cover iPad cases, charging bricks, or charging cables. Exceptions may be made on a case-by-case basis and are at the discretion of district technology staff and administration.

Costs & Coverages

No Insurance Coverage No Premium	Single Coverage Insurance \$20.00 Premium	Family Coverage Insurance \$60 Max Premium
<p>Family is responsible for full cost of repair and/or replacement of damaged or lost iPad.</p> <p>Typical examples of costs:</p> <ol style="list-style-type: none"> 1. Screen replacement: \$150.00 2. Lost/stolen iPad & case: \$430.00 	<p>Deductibles:</p> <p>1st incident- Covered repair or replacement is paid for by the Insurance.</p> <p>2nd Incident- \$75 Deductible</p> <p><i>Each additional incident:</i> Family is responsible for the full repair/replacement cost.</p>	<p>Deductibles per device:</p> <p>1st incident- Covered repair or replacement is paid for by the Insurance.</p> <p>2nd Incident: \$75 Deductible</p> <p><i>Each additional incident:</i> Family is responsible for the full repair/replacement cost.</p>

** Families receiving educational benefits such as free or reduced lunch may be eligible for a reduced rate of insurance.*

Damages & Insurance

<p>(iPad) What is covered? The following items are covered with the District Insurance Policy:</p> <ul style="list-style-type: none"> ● Accidental damage, i.e.- cracked screen ● Theft (must be reported to the police and a copy of the police report is required) ● Lost iPads ● Fire, flood, or other natural disaster 	<p>(iPad) What is NOT covered? The following are NOT covered with the District Insurance Policy:</p> <ul style="list-style-type: none"> ● Damage caused when not in the provided protective case or if screen cover is not on ● Intentional damage ● Any and all damage caused by neglect
---	--

Claims

The damaged iPad must be presented (or police report if theft occurred) to the school office or media center by the student. The student will be required to complete a claim form. If a deductible is applicable a bill will be sent to the parents/guardians. Every effort will be made to immediately

replace the iPad with the same model of the damaged or stolen device. If the same model is not available, the student may receive an older model iPad.

If payment or deductible is due (2nd claim or no insurance coverage,) device replacement will not occur until payment has been made in full or a payment plan has been set up with the Director of Curriculum and Technology.

Please review the following items with your child:

- Leave the District-provided iPad protective case AND screen protector on your iPad at all times. **If the District-provided iPad protective case is removed, the insurance will be void.**
- Carefully transport your iPad to school every day. Avoid placing weight on the iPad, which can easily happen in a backpack.
- Never throw or slide an iPad.
- Never expose an iPad to long-term temperature extremes or direct sunlight. An automobile is not a good place to store an iPad.
- The iPad and District-provided iPad protective case must remain free of stickers, writing, painting, markers, or any other forms of adornment. Do not eat or drink around your iPad.
- Be aware your iPad comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.
- District-issued iPad accessories are the responsibility of the student to whom they are issued.
- Do not lend your iPad to another person, even when not in your possession the iPad is ALWAYS your responsibility.
- Never leave an iPad unattended. When not in your personal possession, the iPad should be in a secure, locked environment.
- The iPad can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. **Do not use** window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad.

