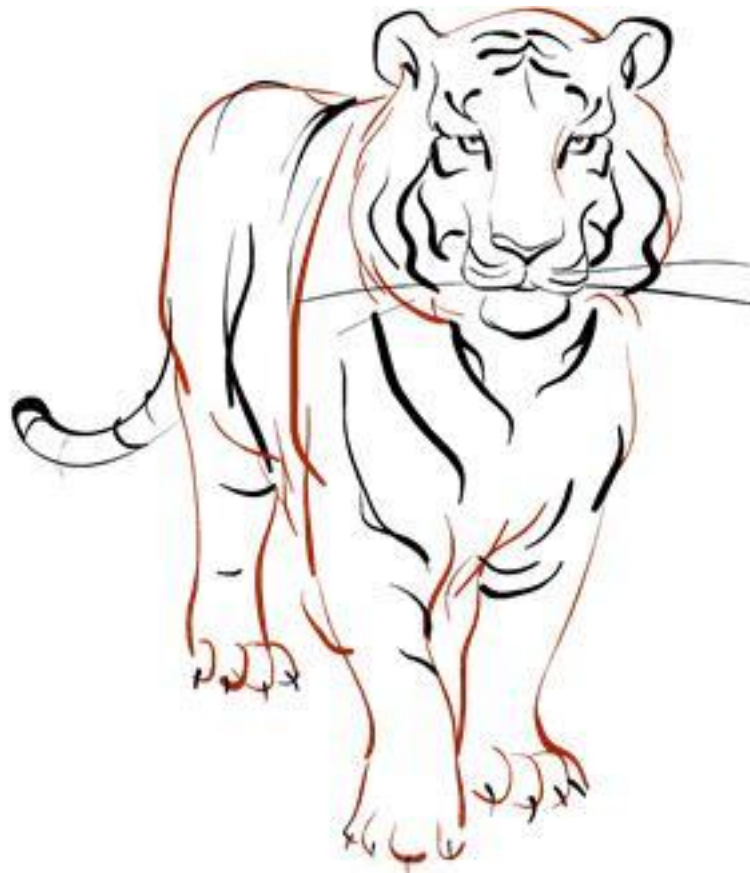


*Welcome to
Oak Crest Elementary*

*2013-2014
Student Handbook*



Welcome to Oak Crest Elementary School!

Dear Oak Crest Community,

Welcome to Oak Crest Elementary School in the Belle Plaine School District!

Oak Crest's mission is to provide students with learning that meets their needs, a warm learning environment for all, and a community that supports students, parents, and staff.

The Student Handbook is designed to provide clear expectations of our learning community here at Oak Crest. I encourage you to read through it and get a good understanding of our expectations at Oak Crest. If at any time you have questions about the handbook or anything else, I encourage you to contact Oak Crest.

Again, welcome to Oak Crest where we will meet students' needs: every child, every day.

Sincerely,

*Liann Hanson, PhD
Principal
Oak Crest Elementary
Belle Plaine Public Schools*

Mission Statement

Expecting Excellence from Everyone, Everyday!

Vision Statement

Our district, working in partnership with all families and the community, is a learning organization of engaged, motivated and high achieving lifelong learners who experience daily:

Academic Excellence through

- Personalized learning and differentiated programming
- Focus moving from teaching to learning
- Alignment of rigorous, guaranteed and viable curriculum

Community Culture of Engagement through

- Recognizing who we are and embracing who we may become
- Collaboration and communication

Sustainability from Excellence and Engagement through

- Effective management of human, financial and physical resources

- Innovative and integrated use of technology

**Oak Crest Elementary School
1101 West Commerce Drive
Belle Plaine MN 56011**

24 hr Attendance: 952-873-2404

Oak Crest Office: 952-873-2402

Chatfield Elementary 952-873-2401

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

Office Hours: 7:15am-3:45pm

Grades 3-6 School Hours: 8:30am-3:00pm

A

Absences

Please call the **24 hour/7 days a week** voice mail elementary attendance line at **873-2404 before 8:30 a.m.**, if your child will be absent from school. **Please leave a message with your name, your child's name, your child's teacher's name, and the reason for the absence.** Your cooperation helps us to ensure the safety of our students.

Attendance

When students arrive after 8:40 a.m., the student, or their parent, will have 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 are 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 child(ren).

Attendance Policy and Procedures

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

Some examples of absences that are **not excused**:

- Parents who do not call the attendance line to report their child's absence.
- Overslept
- Missed the bus
- Car trouble
- Baby-sitting
- Needed at home

Unexcused Absences:

- 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 – conference with parent, principal, counselor and classroom teacher to create an attendance contract
- 7 days – Educational Neglect/Truancy Report filed with Scott County and a letter to parent informing them about report filed

Excused Absences:

- *8 days of excused absences per trimester – 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.
- *24 days or more per school year may warrant an Educational Neglect/Truancy 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

This will be determined on a case by case basis.

AM/PM Absence/Tardy

When a student arrives after 8:40 a.m. or leaves from school before 3:00 p.m., the following guideline is used to determine if the student is counted as being tardy or absent from school:

1. If the student arrives before 9:00 a.m., they are counted tardy.
2. If they arrive after 9:00 but before 11:30, they are counted a.m. absent.
3. If they leave between 11:30am & 2:30 pm, they are counted as a p.m. absence.
4. If they leave after 2:30 p.m., they are counted as being here all day.

Truancy

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 truant. Please contact the principal if you need assistance with your child's attendance.

B

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:

1. All bicycles must be parked in the area provided.
2. Bicycles may be ridden on the service road to the bike racks.
3. No bicycles may be ridden during the school day.
4. No child may ride a bicycle belonging to someone else.
5. Bicyclists should obey all traffic rules.
6. Students may bring a lock, if desired.

Birthday Treats

We love to celebrate birthdays, in a healthy way! If you would like to send healthy treats for the class, please feel free to do so. **Please no chewing gum!** The state requires that all treats brought to school must be commercially prepared. Summer birthdays may be celebrated any time throughout the year. Please see the Districts' Wellness Policy, on our web site www.belleplaine.k12.mn.us, for more information.

Bullying Policy

Available on school website - www.belleplaine.k12.mn.us

Bus Regulations

Riding the school bus is a privilege. Students are expected to show the same good conduct as required in school. Every fall each student must participate in a bus safety program. The following are a list of School Bus Rules from the Stier Bus Company. Please call them at 873-2362, if you have any questions.

1. No elementary students in last 3 seats.
2. Respectable language at ALL times.
3. Student will cross road in front of bus.
4. Student will keep hands and head inside bus.

5. Student will not change seats when bus is moving.
6. Student will not shout or whistle.
7. Student causing trouble will be suspended.
8. Student will not throw things or take caps or mitts.
9. Student will report any damage to driver.
10. Student will pay for any damage to bus.
11. Student will keep bus clean.
12. No eating or drinking of any kind allowed.
13. Driver has complete charge and student will obey driver at all times.
14. No spikes of any kind can be worn on the bus.
15. No spitting.
16. No radios, tape players, etc. played on the bus.
17. No loitering on the bus.
18. Loading will be done when all squads are done (sport activities).

Oak Crest students must ride on their assigned shuttle bus to and from Chatfield.

C

Calendar (See Appendix)

Cell Phones

Cell phones and technological devices are an active part of our lives and our learning. It is a reality that students will bring cell phones to school. When the phones 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 or phone calls 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 phones up from the office.

Character Education

We are continuing a character education program this year. Monthly themes highlighting various character traits will be taught to students with special lessons, posters and activities. Some of the themes will be **Citizenship, Respect, Fairness, Caring, Responsibility, and Trustworthiness.**

Chemical & Tobacco Free Environment

The use of controlled substances, including alcohol and tobacco, is prohibited by District 716 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.

Computer Lab

Two STEM teachers will be at Oak Crest to share the responsibilities of teaching students in the lab and assist staff with their computer needs. Hardware in the labs consists of eMacs.

Word processing, Presentation, Spreadsheet, and Database programs are introduced and worked with in third grade through sixth grade. Keyboarding Technique is practiced with increasing levels of achievement. Legal and ethical uses of the computer and Internet are also presented.

All students have supervised access to the Internet. Parents/Guardians not wanting their child to have access to the Internet should notify, in writing, the principal's office each school year.

Conferences

Parent/Teacher Conferences will be held on **September 3rd and 4th, 2013, December 3rd and 5th and March 17th and 20th**. Sign Up for conferences will be electronic and will be emailed to all parents. Notes will be sent out to parents before conferences as a reminder of the times they signed up for.

Core Curricula

Our core curriculum consists 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 3-6	Adopted 2013
Mathematics:	Houghton Mifflin	Grades 3-6	Adopted 2011
Science:	Houghton Mifflin	Grades 3-6	Adopted 2007
Social Studies:	Scott Foresman	Grades 3-5	Adopted 2008
Social Studies:	MN Hist. Soc. Press	Grade 6	Adopted 2008

D

D.A.R.E.

The D.A.R.E. (Drug Abuse Resistance Education) program is taught each year to our fifth grade students. The program is taught by a D.A.R.E. trained Belle Plaine police officer.

Data/Photo Privacy

Student name, address, telephone number and birth date directories will be sent to educational and student institutions and companies for school related interests. Student pictures and personal data will be printed in school publications and given to the media for dissemination on occasions that warrant publication as news items. Parents not wanting this information shared with outside sources should notify, in writing, the principal's office each school year.

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 Oak Crest clearly define expectations for students. Students who meet these expectations can expect to be successful in school. Students who do not meet these standards will have appropriate consequences. Each teacher discusses and implements a discipline plan to define behaviors and to foster self-discipline in students. Responsible Learning holds the beliefs that we are all internally motivated and therefore staff members focus on helping students 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

Students actions that merit a visit to the principal's office and consequence:

- Willfully harming another student (fighting, hands on)
- Exhibits defiant behavior
- Behavior stops class from functioning
- 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
- Miss recess time
- Miss classroom activity
- Noon Detention
- In school or out of school suspension
- Detention before or after school with parent permission
- Restitution
- Other

3-6 Philosophy for Responsible Learning

We believe:

- 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.

Noon Detention

If a student is sent to the office, a phone call to the parents will be made in which behaviors and consequences will be explained to the parent. If and when a student is assigned to noon detention, s/he reports to the office to meet with the Principal. They conference about the choice(s) s/he made, what s/he could do if there is a next time and complete a behavior modification form together. The number of Noon Detention days may vary due to the severity and frequency of the incidents.

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.

Following is the dress code that is followed:

- A. The No 'B' Rule (No boobs, no butts, no bellies). Keep the shirts covering the appropriate places and pants pulled up.
- B. No bra straps showing
- C. No tank tops with straps less than 2 fingers wide (tank tops can be worn with skinny straps if covered)
- D. No boy Hanes white tank tops worn alone (again, they can be worn under shirts...which is what they are, an undershirt)
- E. No shirts/clothing with offensive language or derogatory sayings
- F. Shorts, skirts, dresses need to be the length down to the student's middle finger when the arms are at their side
- G. No hats, scarves or bandannas will be worn on the head during the school day.
- H. Gym shoes are required for physical education classes.
- I. Students shall not wear clothing that:
 - o advertise alcohol or drugs
 - o contain vulgar pictures or language
 - o may create a disruption to the learning process
 - o may create a health or safety hazard to any person
 - o may be hazardous in various school activities
 - o may prevent the student from doing their best work because
 - o of blocked vision or restricted movement.

If a student's dress is in violation to the above, the student will be asked to change clothing before being allowed to remain in the classroom. Parents, please cooperate in checking the clothing that your child wears to school. Labeling the clothing, such as jackets, is also very helpful.

E

Electronic Devices

Cell phones, iPods, 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.

Emergency School Closing

Emergency school closings due to severe weather or for any other reason will be announced over the school district's School Alert System, WCCO 830 AM, KRBI 1310 AM or 105.5 FM, KCHK in New Prague and television channels KSTP Ch. 5, KARE Ch. 11 and WCCO Ch. 4.

Parents should instruct their children where to go if they are sent home from school early. Phones are typically very busy during such emergencies, so **advance** arrangements are important.

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 who 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-getter's are not permitted.

F

Field Trips

Field trips are an important part of the educational program. On the student information form that you sign each year is a permission form for you to sign for all field trips throughout the year. You will still be notified, by the classroom teacher, before all field trips regarding the day, place going, and items needed. 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. If needed, parent chaperones are determined by the homeroom teacher. Parents may be asked to help cover transportation and admission expenses.

Food Service Program

We contract with the Taher Company. **Please make checks out to Taher.** You may also deposit money into your child's lunch account online. Visit our district web site and click the "Pay a school activity or lunch account fee" link on the left side of the Home Page.

Our food service program meets all of 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, the students have a choice of a chef salad, cold meat or cheese sandwich everyday.

Parents and guests are welcome to come to lunch any day!

The computerized lunch program is in effect again this school year. 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 punches in their PIN number the family account is credited for that student's lunch or breakfast. When your family account goes below \$5.00, your child receives a hand stamp. This will be a visual reminder for you and your child that you need to send money for your family account the next day.

Daily prices for the 2013-2013 school year are as follows:

Elementary \$1.90

Secondary \$2.05

Milk \$0.45

Breakfast \$1.00

Adult \$3.50

Adult Breakfast \$1.75

G

Gum Chewing

Gum chewing is NOT allowed at Oak Crest at any time, either in school, on the playground, or on the campus.

H

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

1. 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.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender.
 - a. name calling, jokes or rumors;
 - b. pulling on clothing;
 - c. graffiti;
 - d. notes or cartoons;
 - e. unwelcome touching of a person or clothing;
 - f. offensive or graphic posters or book covers; or
 - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. 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, Mindy Sparby.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.

6. We take seriously all reports of religious, racial, sexual harassment or violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the principal's office upon request.

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

Contact:

Mindy Sparby, Human Rights Officer
Belle Plaine School District 716, 220 South Market Street, Belle Plaine MN 56011
Phone 952-873-2412

Health Services

A Health Assistant 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 (see appendix)
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.

Head Lice

If a child is found to have head lice during the school day, a parent will be contacted and asked to transport the student home.

After the child has been treated, a parent must bring the child to the school health office the next day to be checked **before** the student is allowed to return to class.

At subsequent rechecks, if more nits are found than when the student was readmitted, the parent will be called and asked to transport the student home for additional care.

I

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.

J

JUNIOR GREAT BOOKS

The Junior Great Books program is coordinated through the LEAP program and taught by parent volunteers in Grade 3-6 as an after school activity. The program focuses on the high level reader. Quality literature is the basis of the discussion using higher level thinking skills. This program is available for all students.

Further questions about the program can be directed to our Gifted and Talented teacher.

K

Kid's Company

District 716 provides a Community Education Program known as Kid's Company, for students in grades K-6. It is a before and after school daycare program for students at school. It also runs during the summer months. For more information on the program or to register your child call the Community Ed. Office at 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.

L

LEAP

Learning Enrichment Activities Program (Gifted & Talented Program): LEAP is designed to help service the academic needs and challenges of our gifted students. Presently, our LEAP program targets students who excel in the areas of math and literature. Students entering the Math

LEAP program must meet two of the following criteria:

- *A score of 95 % or higher on NWEA Testing
- *A score of 120 or higher on the Structured LEAP Interview
- *Teacher recommendation, using the Renzulli survey.

Categories include: Academics, Leadership, Creativity, and Motivation.

Students entering the Literature LEAP program must meet two of the following criteria:

- *A score of 95 % or higher on NWEA Testing
- *Reading and writing ability that reflects two grade levels beyond current grade level
- *Teacher recommendation, using the Renzulli survey.

Student's scores will be reviewed in the fall and spring.

Students formally enter the LEAP program in second grade. Prior to this age, students must be recommended for testing via special request by the parent or teacher.

LEAP Opportunities include: Math Olympiads, Current Events News Bowl, Tiger Tribune Newspaper, Junior Great Books, Thinking Cap Bowl, Young Writer's Conference, Fine Arts Conference, and Science and Nature Camp.

Further questions about the program can be directed to our Gifted and Talented teacher.

Lost and Found

Our lost & found items are kept in the Oak Crest Commons area. Items such as jewelry and watches are brought to the office. Parents are encouraged to check these places for lost articles at any time.

M

Map of School

(see appendix)

Media Center

Our Media Center has a varied collection of books, videos, DVD's, teaching kits, and a selection of popular children's periodicals.

The students have weekly checkout periods. Students are expected to checkout and demonstrate proper care of materials and facilities. This includes sharing resources with others by returning them when due.

Please support your child by reading with him/her and encouraging him/her to form a life-long habit of the joys of reading.

Music

Students will participate in general music classes weekly, learning folk dancing, music history, playing a recorder and guitar and singing.

Students may begin a band instrument and join our choir in 5th & 6th grade.

N

Newsletters

Our monthly newsletters are posted on our web site the beginning of each month. Our web address is www.belleplaine.k12.mn.us

P

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.

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.

The basic goals of physical education are to have the students learn about movement in a safe and enjoyable environment. In the intermediate grades (3-6) 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 try to 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.

R

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 twice during the year and report cards will be issued three times at the end of each trimester.

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. Children stay inside on rainy

days and if the air temperature is below 0 degrees. If it is below 15 degrees in the morning (this includes wind chill) and below 0 degrees at lunch time (this includes wind chill) students will be inside.

S

School Counselor 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 assist families in finding additional resources to address a variety of needs.

Referrals to work with the School Counselor can come from parents, school staff, 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.

Special Education

Our K-6 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.

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.

Staff

(see appendix)

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.

T

Tests

1. Minnesota Comprehensive Assessment (MCA II's)

The state wide Minnesota Comprehensive Assessments (MCA's) for Reading and Math are given each spring to students in grades 3-6. Students in 5th grade are also assessed in Science. Assessment results are shared with parents.

2. NWEA/MAP and AIMS WEB

These computerized tests for Reading and/or Math are given in September and May to our students in grades 3-6. The results from these tests are used to evaluate each student's progress.

V

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. ALL visitors must sign in at the school office and wear a Visitor Badge.

W

Weapons 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.

Wellness Policy

The Belle Plaine School District is committed to providing all students with nutrition education that is aligned with the Child Nutrition and WIC Reauthorization Act of 2004, a federal mandate which establishes dietary and health standards for our nation's public schools. The purpose of this policy is to assure a school environment that promotes and protects students' health, well being, and ability to learn by supporting healthy eating and physical activity. Therefore, we are promoting healthy choices as classroom and birthday snacks.

Note: District Policies, School Board agendas/minutes, and a wealth of other information about the Belle Plaine Public Schools are available on our web site.

We hope that this parent handbook will answer some of your questions. If, however, you still have a question on this booklet or any other area pertaining to the school, please feel free to call the school at 873-2402.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint, write:

USDA, Director,

Office of Civil Rights

Room 326-W, Whitten Building

1400 Independence Avenue, SW

Washington DC 20250-9410

or call 800-794-3272 (voice) or 202-720-6382 (TDD).

USDA is an equal opportunity provider and employer.

APPENDIX