



BECKER PRIMARY SCHOOL
2018 - 2019

PARENT/STUDENT
HANDBOOK

August 2018 - July 2019

August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27-30 Staff Development (30th .5)

Staff 3.5

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

1 Early Out

18 No School

Staff 20 (includes conferences) Students 19

September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Staff 19	Students 19				

3 Labor Day

4 First Day of School

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Staff 16	Students 15				

1 End of 2nd Trimester

4-9 No School

11 No School Staff Development

October

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5 Early Out

17 Early Out
18-19 No School

Staff 22 (includes conferences) Students 21

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19 No School

22 No School Staff Development

Staff 21 Students 20

November

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

21-23 No School

29 End of 1st Trimester
30 No School Staff Development

Staff 19 Students 18

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

17 Early Out

27 No School
31 Graduation

Staff 22 Students 22

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Staff 15	Students 15			

24-28 No School

31 No School

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Staff 3.5	Students 3				

5 Early Out
6 Staff Development .5

January

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 No School

21 No School

Staff 21 Students 21

Total Student Days: 173

Total Staff Development Days: 9

Total Calendar Days: 182

Becker Schools

Core Values

Articulated 2003-2004

Responsibility

Excellence

Safety

Partnership

Education

Communication

Trust

Introduction

Directory Information

<u>I. Introduction</u>	Page Number
A. Calendar	2
B. Core Values	3
C. Directory Information	4-5
D. District Vision Statement	6
E. Food Service	10
F. Mission Statement	11
G. School Board & Administration	6
H. School Day	7
I. Staff List	8
J. Supply List	9
K. Vision, Beliefs & Goals	11
L. Welcome back letter	12
 <u>III. Academics:</u>	
A. Academic Services and Alternatives	13
B. Curriculum	14
C. Parent /Teacher Conferences	13-14
D. Report Cards	14
 <u>IV. Activities:</u>	
A. Community Education classes	14
B. Targeted Services	14
C. Youth Sport	14
 <u>V. Attendance</u>	
A. Absence Procedures	15
B. Procedures for Excessive Absences	15
 <u>VI. Code of Conduct/Discipline:</u>	
A. Adult conduct	16
B. Bullying	16
C. Rules /Procedures	16-17
D. Searches	17
E. Student Transportation	17-18
F. Tobacco Use/Tobacco Free	18
G. Weapons Policy	18

VII. General Information:

A. Birthday Celebrations/Treats	19
B. Communication	19
C. Data Privacy	20
D. Directory Information	20
E. Dress Code / Guidelines	21
F. Emergency Drills and Plans	21
G. Field Trips	21
H. Health Services	21-24
I. Internet Computer Use	24-25
J. Mobile Devices	25-26
K. Mandatory Reporters	27
L. Lost and Found	27
M. Pets	27
N. Pledge of Allegiance	27
O. Positive Behavior Support (PBS)	27
P. Safety	26-27
Q. Visitors	27
R. Volunteers	27

Support Services

A. Social Worker	27
B. Behavior Interventionist	27
C. Reading Interventionist	27

Miscellaneous

28

A copy of all school policies can be accessed in the building Office or on the District Web site.

www.becker.k12.mn.us

Bullying Prohibition Policy

Controlled Substance Policy

Harassment & Violence Policy

Head Lice Information Sheet

Internet Use Policy

Medication Authorization Form

Student Attendance Policy

Student Discipline Policy

Weapons Policy

District Vision

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

BECKER SCHOOL BOARD MEMBERS

Aaron Jurek, Chair
763-262-1081

Connie Robinson
763-360-6169

Jason Kindred – Vice Chair
763-262-4260

Bryan R. Olson- Director
763-262-2026

Lori Molus - Treasurer
320-743-2055

Mark Swanson - Clerk
763-234-0727

BECKER ADMINISTRATION

Superintendent of Schools, Dr. Stephen Malone 763-261-4502

Primary Principal, Dale Christensen 763-261-6330

Intermediate Principal, Dr. Christine Glomski 763-261-4504

Middle School Principal, Nancy Helmer 763-261-6300

High School Principal, 763-261-4501

Curriculum Director, Jean Duffy 763-261-4502

School Nurse, Heidi Tuorila 763-261-4501

Becker Primary School Day

School Starting and Dismissal Time:

School begins each morning at 8:00. No students should arrive before 7:50. The Safety patrol students are on duty to help at the street crossing at 7:50 a.m. Students arriving after 8:00 are to report to the Primary Office before going to their classroom. The Primary students are dismissed at 2:40 p.m.

Cancellation/late starts/or early dismissal:

When there is danger or a health risk for students, the administration may decide to cancel school for the day, start classes late, or close school early.

Parents should have a plan in case of any emergencies. Two Radio stations are notified of the cancellations--WCCO (830) and WJON (98.1 FM or 1240 AM) 3 television stations WCCO (4) and KSTP (5) and KARE (11). Please make arrangements at the beginning of the school year so that the students know where they are to spend the day or partial day if their parents are not home.

Student Drop Off and Pick up:

Parents can only access the Primary School drop-off and pick-up area from the ONE-WAY lane off of Third Street across from Morris Street at the north end of the Bus Garage complex. Watch for signs.

Primary students will be dropped off on the northeast end of the Primary School (next to the Football field) between the hours of 7:50 am - 8:00 am or 2:30 pm and 3:00 pm. Parents must then exit on to Hancock Street.

This is a drop-off area only; parents cannot park and walk students into the building.

Parents who wish to walk into the school with their students will need to park in Lot A and cross at the crosswalks between the buses.

Parents can drop- off and pick-up students on Third Street along the curb on the north side of the street (the school side). Students can cross the Intermediate playground and enter the Primary School at Main Door.

If your child will have any changes in dismissal routine (picked up) you must provide a **written note** or a **phone call** indicating what the change will be. If we do not receive one or the other, **your child will be sent home on the bus.** If you pick your child up early from school, you must sign them out in the office.

School Security

The Primary 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 out, 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.

Becker Primary Staff Directory 2018 - 2019

Name	Assignment	Room #	Name	Assignment	Room #
Dale Christensen	Principal	Office	Sara Kellogg	Special Ed	417
Erika Rusin	Behavior Specialist	105	Erika Shook	Special Ed	517
Jody Brings	Bus Garage	1812	Rebekah Mix	Speech	210
Mary Weaver	Nurse	1103	Wendy Nelson	Speech	514
Jennifer Weisenberger	Psychologist	Office	Annette Shoberg	Speech	515
Peggie Tessin	Secretary	1100	Mary Schuster	Technology Assistant	206
Kari Berthiaume	Secretary	1122	Lauren Hedden	America Reading Corp	203
Pat Brown	Social Worker	1101	Sarah Bass	T.A.	417
Tonya Dolly	Social Worker	Office	Angela Hecimovich	T.A.	314
Holly Karls	Social Worker		Liza Jensen	T.A.	314
			Lynn Jensen	T.A.	517
Gndy Marholz	Kindergarten	308	Kim Kickhafer	T.A.	400
Kayla Stafford	Kindergarten	309	Becky Kollman	T.A.	400
Julie Knudsen	Kindergarten	310	Jeanne Lemire	T.A.	314
Anna Babler	Kindergarten	408	Jan Lindquist	T.A.	314
Megan Borkoski	Kindergarten	409	Samantha Lommel	T.A.	314
Christine Smmet	Kindergarten	508	Anita Pilarski	T.A.	314
Kimberly Stach	Kindergarten	509	Lorie Puckett	T.A.	314
Alicia Lahr	Kindergarten	510	Sheileen Sakry	T.A.	400
Anna Borchardt	Kindergarten	511	Lynn Shierts	T.A.	400
New	Kindergartetn		Carrie Skelton	T.A.	517
Jessyka Williams	First Grade	401	Amanda Wilhelm	T.A.	417
Mary Madsen	First Grade	402	Katrina Bender	Lead Cook	214
Carol Seibert	First Grade	403	Suzanne Anderson	Cook	214
Nicole Klassen	First Grade	404	Ruth Arrgoni	Cook	214
Lauren Pauley	First Grade	405	Patty Johnson	Cook	214
Angela Murphy	First Grade	406	Steve Stupar	Cook	214
Nancy Buntrock	First Grade	407	Yvonne Eilers	Cashier	
Joan O'Brian	First Grade	502			
Jeni Croal	First Grade	506	Marcia Anderson	Custodian	104
Gndy Welinski	Second Grade	302	Jackie Kolbinger	Custodian	104
Nathan Bucher	Second Grade	303	Dennis Freih	Custodian	104
Jill Benda	Second Grade	305			
Courtney Backes	Second Grade	306	Vicky Koenig	Lunch room Supervisor	
Pam Calvert	Second Grade	307	Barbara Listul	Lunch room Supervisor	
Steve Kollman	Second Grade	503			
Mike Klassen	Second Grade	504	Avis Henrich	Playground T.A.	
Jenny Obermoller	Second Grade	505		Playground T.A.	
Corrie Wiechmann	Second Grade	507			
Joan Jacobson	Art	411	Sue Hiltner	EC Coord. / ECFE/ SR.	110
Sandy Larson	Art	411	Amy Cotton	ECSE/ Preschool Sp. Ed.	113
Cami Ihrke	Camp Opportunity	311/410	LuAnn Kasper	ECSE/ Preschool Sp. Ed.	
Alexis Sivertson	ESL	209	Theo Moon	ECSE/ Preschool Sp. Ed.	112
Gndy Agnew	Media Specialist	208	Melissa Dumonceaux	ECFE/ SR	112
Julie Hendrickson	Media Specialist	207	Melissa Johnson	ECFE/ SW	113
Erika Bakke	Music	312	Gnda Loudon	ECFE/ SR	117
Ruthanne Eldred	Music	412	Beth Soenneker	ECFE/ SR	119
Katrina Brown	Phy Ed	217	Melisa Ten Voorde	ECFE	113
Sally Coonen	Phy Ed	218	Anne Ashander	Early Childhood T.A.	119
Judee Vesledahl	Phy Ed	220	Tammy Bergsten	Early Childhood T.A.	121
Beth Hovde	Reading Coach	Office	Jill Cook	Early Childhood T.A.	121
Tim Hedden	Reading Specialist	414	Laura Garding	Early Childhood T.A.	121
Paula Pruzinski	Reading Specialist	202	Marlene Goenner	Early Childhood T.A.	121
Daniel Rooney	Special Ed	314	Becca Lardy	Early Childhood T.A.	117
Regina Beaudry	Special Ed				
			Traci Gustafson	Literacy Interventionist	Office

Becker Primary School Supply List

The following is a list of supplies that **ALL** Primary students will need:

*Headphones- \$4.00, Kiwi Pac-\$4.00, Plastic VIP folder - \$1.00 for 1st & 2 Grade only, Kindergarten students will need a Plastic folder - \$1.00. The above items will be available to purchase at school in the fall on assessment days.

***Change of clothes in a labeled gallon size zip lock bag to be kept in their locker – socks, underwear, pants, shirt that is for any accidents, milk spills, wet weather.**

*Paint shirt (an old shirt works great). Write name across back shoulder in large print.

*Tennis shoes (for Gym and Free play)

*Bandana with name written in black marker (for gym class)

*Backpack (no wheels)

Kindergarten

To purchase on assessment days:

\$1.00 Kindergarten plastic folder (not VIP folder) \$4.00 headphones, \$4.00 Kiwi Pac,

\$ TBD Becker Primary Field trip T-shirt \$5.75 for Scholastic “Let’s Find Out!” Weekly Reader

ADDITIONAL REQUIRED ITEMS: 1 set of extra clothes in a gallon size baggie, label baggie (pants, shirt, undies, socks) Paint shirt for Art class and old t-shirt of mom/dad’s works great Write name across back shoulder in large print. Extra pair of tennis shoes left at school. 1 bandana for Phy-Ed class: write name with black marker.

Bring with to your child’s assessment conference please:

24 Pencils: **Sharpened.** Ticonderoga brand. No decorative pencils or sharpeners please.

1 plastic “pencil” box. (standard size, approx 8x6) no zippered pouches or metal boxes. **Should be able to hold crayons and markers.**

1 highlighter

1 set **CRAYOLA** water color paint set

2 boxes 24 count **CRAYOLA** crayons

2 boxes **CRAYOLA CLASSIC COLORS 10 count** broad tip markers. CRAYOLA brand only, no washable markers please

1 folder bottom pocket

1 wide line spiral notebook

1 composition notebook

1 pair FISKAR pointed tip child size scissors

2 pack of JUMBO size ELMERS glue sticks

1 bottle ELMERS glue

2 pack of BLACK wide tip EXPO dry erase markers

1 box Kleenex

BOYS: Disinfecting wipes **GIRLS:** Baby wipes

First Grade

\$6.05 Weekly Reader

1 box Kleenex,

Snack for your child

24 #2 Ticonderoga pencils,

1 large eraser,

1 yellow highlighter,

1 set of watercolor paints (8 colors, Crayola brand only)

1 box 24 count Crayola crayons washable.)

1 box 10 count (Crayola Markers classic colors, broad tip,

1 box 12 count Crayola colored pencils, art class), 2 large glue sticks, markers (black only),

1 pencil sharpener,

2 bottle Elmer’s school glue (1 for

1 whiteboard eraser (or sock), notebook,

1 Fiskars scissors,

4 dry earase

1 wide line spiral notebook,

1 composition

3 folders (red, yellow, blue)

BOYS: 1 container of disinfecting wipes, **GIRLS:** 1 box gallon - sized bags

Second Grade

24 #2 Ticonderoga Pencils (sharpened), pencil set,

1 handheld pencil sharpener,

1 Crayola colored

inside desk, 1 box Crayola 24 crayons,

2 large erasers,

1 small pencil box for

1 bottle Elmer’s glue,

1 box Crayola Markers,

2 large glue sticks,

1 scissor,
 folder(Meade)bottom pocket
 2 composition books (9 ¾ x 7 ½),
 2 dry erase markers,
 cent.),
 1 deck plain playing cards,

1 black Sharpie marker, 1 Plastic 2 pocket
 1 disinfecting wipes,
 1 white board eraser,
 1 set Crayola watercolor paints,

2 boxes of Kleenex,
 1 ruler (inch &

District Vision

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

FOOD SERVICE

Hot lunches

Primary students pay \$TBD for hot lunches. All students are issued an I.D. number, which is used instead of cash or a consumable paper ticket. Parents deposit money into the family account for a week or several weeks or even a half-year at a time. When sending money to school for your child's account, please place the check in an envelope and write the family's name and the amount for the account. Each time a child eats, that account is charged the correct amount, and each time a payment is made the account is credited. Students need to keep a balance in their account. We do not allow charging.

Milk for students with cold lunches

Half pint cartons of milk are available in the lunchroom for the students who bring their own lunches. Each milk carton sells for .TBD cents. Each time a student purchases milk, their lunch account is charged the correct amount. (Students who eat hot lunch receive a half pint of milk with their meal and it is included in the price of the hot lunch.)

Milk break

Milk break is separate from the lunch account. Parents will need to pay \$30.00 for half a year or \$60.00 for the entire year. Milk break is for grade 1 and 2 students only.

Lunch Prices

Primary students	\$TBD including milk
Adults/teachers/staff	\$TBD including milk
Milk for cold lunches	\$ TBD per half pint
Milk for break	\$TBD-for year/\$TBD ½ year

Breakfast

Students in Grades 1 and 2 will have the option to have breakfast as soon as they arrive at school. The cost for the breakfast is \$TBD. As soon as they are finished with breakfast, they will report to the classroom.

Kindergarten students will be eating breakfast with their class. All kindergarten students will receive a free breakfast.

Becker Belief Statement

Community Members should understand the changing landscape of education to engage with, participate in, and support the educational system.

Staff Members should be adaptable to learn new information and skills, which facilitate learning so students are prepared to thrive in an ever-changing world.

Students should become self-directed learners, self-disciplined, and autonomous workers, while being creative thinkers with a drive for innovation.

Parents should collaborate and understand the new realities of today's learning environment to model and teach self directed behavior and life-long learning in an environment that fosters these expectations.

Becker Primary Goal

School is a personal, vital, enjoyable and motivating experience for all children.

Each child has a healthy self-concept and sense of purpose, and endeavors to develop his/her individual interests and talents.

Each child develops the basic skills of computation and communication.

Students are equipped with resources necessary to become lifelong learners.

The strengths and skills of adults and children are utilized to improve the program and make teaching and learning a rewarding adventure.

Becker Primary Motto

“Be the very best person you can be.”

Dear Primary School Parents and Students,

Welcome to Becker Primary School! The faculty and staff look forward to getting acquainted with new families to our school, and reacquainted with former students and their families. Our goal is that each student has a successful, safe, and enriching school year.

This handbook will provide you with general information concerning our school.

We ask that parents and students take the time to become familiar with the policies, procedures, and expectations in this handbook. Most questions you have will be addressed in this guide as well as other topics relevant to your child's/children's education. Parents are a very integral part of your child's educational success. We encourage parents to carefully read through information that comes home from your child's teacher to help your child build the foundational skills to become lifelong learners.

This fall there will be assessment days for your child prior to starting the school year. This will be similar

to what we have been doing for the past several years with conferences and assessments at the beginning of the school year. This has been a positive experience for both students and their parents. The assessment days will be Tuesday, September 4th from 11:30 a.m. – 7:00 p.m. and Wednesday, September 5th from 8:00 a.m. – 3:30 p.m. The first day of school for kindergarten, first and second grade will be Thursday, September 6th, 2018.

The intent of the beginning of the school year assessment will be to:

- Provide time for your child's teacher to do a benchmark assessment to know your child's reading level
- Ease the anxiety level for your child by spending time with your child's teacher
- Give parents an opportunity to ask questions and share any family concerns
- Bring in supplies
- Your child will also be assessed on High Frequency Words
- Lifetouch will also be here to take your child's school picture

Please plan on spending 1 ½ hours – 2 hours with your child on this assessment day. As a parent, you will be able to watch a video giving an overview of what to expect for the school year. You will also be able to purchase school lunches and some school supplies. Please note we will **NOT** be having an open house this year for K-2 families. The assessment days will take the place of open

house so you can take care of things during this time.

We are very proud of our school, students, staff, and programs offered at Becker Primary School. Thank you for your help in making this a positive and memorable school year. If you have any questions, suggestions, or desire further information, please contact the Primary School Office at 763-261-6330.

Sincerely,
Dale Christensen,
Principal

ACADEMICS

Services and Alternatives

The School District makes every effort to meet the needs of children with disabilities. Accordingly, Special Education services are provided within the school setting. As a member of the Sherburne and Northern Wright County Special Education Cooperative (offices in Monticello), Becker School has access to coordination services for special education programs. Special services available are programs for Speech Therapy, Vision and Hearing Impaired, Specific Learning Disabilities, Emotional/Behavior Disorders, Early Childhood Special Education, Mentally Handicapped, other Health Impaired and Physically Impaired Services. If parents have questions concerning any of these services, they should call the principal.

Curriculum review

The description of Becker Primary School curriculum is divided into several parts -- language arts, mathematics, social studies, science, and applied arts.

Language Arts - The language curriculum includes all of the disciplines of communication: reading, speaking, listening, spelling, and writing, including punctuation and grammar. Each of the language activities contributes to the total development of effective communications. Much of the instruction in oral and written expression occurs as a part of other subjects in the curriculum when students are expected to write, speak, and listen.

The Journeys developmental reading program has high priority in the primary curriculum. The students will develop reading strategies through guided reading, shared reading and read alouds. The goal of reading instruction is for children not only to learn how to read, but also to enjoy reading to become lifelong learners. The primary school has created a building bookroom to meet the needs of each learner.

Included in language arts instruction is an emphasis on writing, which reinforces and develops the related communication skills. Creative writing, critical thinking, spelling, punctuation, and writing style are important to good writing and communication.

Mathematics - The Becker School district uses the Everyday Mathematics series. This series emphasizes logical math process rather than computational skills only. Skills are taught then reviewed continuously.

Social Studies - The sequence of the social studies program begins with the child's immediate environment and expands to places, events, and people farther removed in time and space. This "expanding environment" approach to the social studies includes some form of history, geography, economics, government, and sociology at each grade level.

Science - The primary goal of the science curriculum is to help children develop an understanding of the physical world in which they live. Thus, a balance of life science, physical science, earth and space science is taught.

Health education is included in the science curriculum, with emphasis on both physical and mental health. Instruction in healthy living includes topics such as nutrition, safety, first aid, body care, anatomy, self-esteem, decision making, and consumer health.

Applied Arts - Music, art, and physical education are an integral part of the curriculum. The music specialist, the physical education specialist and the art specialist have the major responsibility for meeting the requirements in their respective field, and the classroom teachers supplement the specialist.

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled after the first trimester in November and after the 2nd trimester. These conferences are designed to highlight and celebrate each student's accomplishments as well as to discuss and develop plans for areas of concern. Parents may request a conference at any time during the school year by calling the primary school office.

Report cards

At the end of each trimester, report cards are issued for each student.

ACTIVITIES

Community Education Classes: Community Education offers classes for K-2 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.

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

ATTENDANCE

It has been proven that good school attendance contributes to success in academics, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the students. The Staff at Becker Primary School would like to see all children in school everyday. However, we all realize there are some reasons children need to be excused from school.

Excused absence or tardy: illness, injury, death in a family, medical (doctor, dentist, psychologist, etc.) appointments, family emergency, family trip (We ask that these be kept at a minimum and prearrangements be made with the classroom teacher),

Unexcused absence or tardy: missed bus, overslept, or the school is not notified by phone or note. 3 unexcused tardies, are equivalent to one unexcused absence.

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

If your child is going to be absent, please call 763-261-6330 before school in the morning. If the office does not receive a call, the office will attempt to contact the parent. In addition, please send a note the next day with the child's name, date of absence(s), reason for absence(s), and parent signature.

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

If a parent needs his/her child dismissed other than the usual times, 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 disruptions.

No Child will be dismissed from the classroom.

Procedures for Excessive Absences:

1. Becker schools will monitor absences that are 10% or greater of the academic time in the following manner:
2. **Step 1** – A phone call by a staff member assigned by building administrator expressing concerns with attendance.
3. **Step 2** – Letter

The intent of the letter is to heighten the parent's awareness of the schools concerns with the number of days the student is absent and the concern if the pattern continues. After such notification, the student or his/her parent or guardian may, within a reasonable time, request a conference with the school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.

4. Step 3 – Letter

The parent will be informed that the pattern for excessive absences is intensifying. Any further absences will require a physicians note or an assessment by the district nurse. The district nurse will make contact with the family. If the parents don't follow the protocol, the absence will be unexcused and procedures relating to truancy or educational neglect will be followed.

Code of Conduct/Discipline

Adult Code of conduct

All adults at Becker Primary School are expected to be positive models for students. Obscene and 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.

Bullying

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

(A complete copy of this and all District policies can be accessed in the Primary Office or the District Web site: www.becker.k12.mn.us)

Discipline policy

Good student discipline is essential for all aspects of the primary school. Support and cooperation between the parents, students, and staff is necessary in order to maintain a good learning environment. To achieve this the School Board has adopted an extensive School Discipline Policy. The following is a summary of the pertinent rules of conduct from the policy given below. The entire policy is available in the primary office upon parents' request and is also on the Districts web site, www.becker.k12.mn.us

All students have the right to an education & the right to learn. All students have the responsibility for their behavior and for knowing and obeying all school rules, regulation, policies and procedures. Failure to comply with the school's rules and regulations will result in disciplinary action against the offending students. In general, any behavior that disrupts instruction or violates the rights of others is unacceptable and subject to disciplinary action which may result in loss of privileges, suspension and or expulsion as a result of their action.

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 in the Primary Office or the District Web site: www.becker.k12.mn.us)

Playground rules

1. Students may not eat food, chew gum, or have candy in their mouths during recess.
2. Fighting, name calling, physical or verbal assaults are forbidden.
3. The use of profanity or obscene language or gestures is forbidden.
4. Students may not play in the parking lot.
5. Snowball throwing is prohibited.
6. Squirr guns or other water devices are not allowed on school property.
7. In the school building, children must walk and keep to the right when meeting or walking with groups in the hallways.

Rules of conduct

1. Regular attendance is required of all students.
2. Vandalism, harassment, theft, physical or verbal assaults are prohibited.
3. Threats or disruptions to the school operation are forbidden.
4. Controlled substances, dangerous, harmful, or nuisance articles are prohibited from the school premises.
5. No weapons, toy weapons, or model weapons are permitted.
6. Bullying or fighting among students is forbidden.
7. Any attire or personal grooming, which endangers a person or interferes with school, or creates a class disruption is prohibited.
8. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

Locker Searches

The school provides lockers for all students, although some students share a locker with one other person. The classroom teachers assign lockers to students in their class and require that the students regularly clean their lockers. The lockers remain the property of the school and are subject to search by school personnel at anytime.

Student Transportation

Bus routes

Students may ride ONLY on the bus they have been assigned. If a child is visiting someone on another bus route, the parents must provide their own transportation. Parents must make arrangements for their child's transportation home from any after school activities.

If your child will have any changes in dismissal routine (picked up etc.) you must provide a **written note** or a **phone call** indicating what the change will be. If we do not receive one or the other, **your child will be sent home on the bus**. If you pick your child up, you must sign them out in the office.

Rules for bus riders

Since School Board Policy views the school bus as an extension of the classroom, all rules and regulations found in the Rules of Conduct of Board Policy will apply to students' conduct while on the bus. The following are the rules and regulations, which specifically apply to safe bus conduct:

1. Students should be at the stop by the time the bus arrives and 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 will not be allowed to have any articles on the bus that 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.

Consequences

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 misconduct form being sent to the principal which may result in:
 - A. Student/principal conference, possible loss of freeplay.
 - B. Parent/student/principal conference for second conference for second misconduct offense.
 - C. School disciplinary action
 - D. Suspension of bus transportation privileges for a specified period.
 - E. Recommendation to the School Board for permanent exclusion

from transportation services.

The school is legally liable for services 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 the bus at any building but the building where they attend school.

Smoke free environment

Becker Primary is a smoke-free school. Using tobacco is not permitted in the school buildings, vehicles, or on the grounds.

Weapons policy

The School Board Policy specifically forbids all types of weapons including firearms, ammunition, pellet guns, gun replicas, knives, clubs, or any articles normally used to harm or intimidate another person. No weapons are permitted in school, on the bus, or on the school grounds. Penalty for the possession of a weapon is an initial suspension from school, and could result in expulsion or exclusion from school.

General Information

Birthday celebrations/treats: 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.

If your child wants to give a treat to the class in observance of his/her own birthday this is permitted, but children are not required to bring treats for their birthday. (Please check with classroom teacher in advance)

Notice: All treats must be commercially prepared and handed out in the original wrappers.

Minnesota Department of Health regulations forbid the distribution of homemade treats in school. It is also recommended that all treats are peanut free.

COMMUNICATION

Whom to call

Parents who have questions concerning their child's progress, curriculum, homework, or discipline issues are encouraged to call the classroom teacher. While phone calls will not be put through to the classroom during the academic day, teachers will be given messages or a message can be left on their voice mail. Teachers can also be contacted by e-mail. (Small letters: teacher's first letter of first name last name@isd726.org. If the problem cannot be resolved or the teacher has been unable to return your call or e-mail, please call the Principal at 763-261-6330.

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.

Appointments with Teachers

We ask that you protect classroom instructional time and not interrupt the teacher when students are in the classroom. Such interruptions take the teacher's attention away from your child and the rest of the class. If you need to talk to a staff member, we ask that you request an appointment time by sending an email to the staff member.

Parent Concerns and Meetings

Parents are encouraged to call the school and talk with the classroom teacher about concerns they have for their child. Parents may want to arrange a meeting with the teacher. Please be aware that during the academic day, teachers generally are not available for either calls or meetings as they are expected to be in the classroom teaching. However, a call in advance can help facilitate meeting times. The Principal is also available to assist parents but the classroom teacher is the place to start. A reminder that when we try to advocate for our children we often do so with great emotion. Issues can usually be solved more quickly and easily when the parties involved treat one another with respect. The staff at Becker Primary School wants what is best for your child and we welcome the opportunity to work with you in addressing problems and concerns.

Data privacy

All students and parents have the right under federal law to expect that most information collected by the school is protected and confidential. 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.

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". 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 Primary School Office in writing by September 30. If you enroll your child after September 30th then you should notify the office in writing within 30 days of your child starting school.

Dress Code/Guidelines

1. Tennis shoes are required for physical education classes each day.
2. Warm clothing is needed by all children throughout the fall and winter. Room temperatures are kept at about 70 degrees, making it necessary for the children to wear sweaters, long-sleeved shirts, light jackets, slacks, warm socks, etc.
3. Warm outer clothing is necessary for the daily recess period. Each day, except during very cold or wet weather, all children go outside for about 20 minutes of "free play."
4. Shirts must touch the top of shorts/pants/skirt while standing with hands at student's side. Sleeveless shirts must have a strap the width of at least three adult fingers.
5. Clothing reflecting obscenity, hate, racial, gender, or religious put-downs, or advertisements or

logos for alcohol, tobacco or drugs will not be allowed.

6. Any clothing that a faculty member finds to be offensive or interfering with the learning environment will be reported to the office. The student may then be asked to change the clothing or be sent home.
7. Encourage your children to dress neatly and in good taste.
8. Students need to wear appropriate shoes for free play. No Flip Flops or open toed shoes should be worn.

Emergency drills

Becker Primary will have periodic fire and tornado drills with students. In accordance with State Law, Becker Primary will practice lock down drills to ensure everyone knows what to do to ensure safety. 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.

Field Trip

Permission slips are used for all field trips, and must be signed by a parent or guardian and returned to school before the student can participate in a field trip.

Health Services

HEALTH INFORMATION

Students who become ill at school: 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 request that they come and take the child home. 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, mumps, chicken pox, 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 FOR STUDENTS

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. 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 will be acceptable and is to be followed with written authorization.

Student's medication must be in its original container. Prescription medication must be appropriately labeled by the pharmacy or physician. The medication will be given to the child as prescribed on the label.

Student's medication must be brought to the office by an adult for safekeeping.

In most cases, medication prescribed for three times a day does not need to be administered during school hours. It is most effective if administered every eight hours.

Homeopathic, herbal, or home preparations will not be administered at school.

HEALTH AND EMERGENCY INFORMATION

It is the responsibility of the parents to inform the school on how to care for their children in case of accident or illness. The parents for each student enrolled must fill out a special card, "Health and Emergency Information". Since students often become ill during the day and are not able to stay in school, it is important that arrangements are made with a neighbor or relative to pick up the child and care for him/her when neither parent is available.

Authorization For Administration Of Medication

Parents of students requesting that medication be administered during school hours are required to provide for the school: 1. Physician's order, 2. Parental Release, 3. Medication supplied in the original container. Ask for prescription medication to be divided in two bottles completely labeled--one for home and one for school.

PHYSICIAN'S ORDER FOR ADMINISTRATION OF MEDICATION

Student's name _____ Grade _____
Parent's Name _____ Daytime phone _____
Medication _____
Amount to be given _____
Time to be given _____
Dates to be given _____
Diagnosis _____
Possible Side Effects _____
Doctor's Signature _____ Date _____
Address _____ Phone _____

PARENTAL REQUEST FOR ADMINISTRATION OF MEDICATION

I request this medication be given as directed. I release school personnel from liability in the event of any reactions resulting from this medication. If necessary the school may request additional information from the physician regarding this illness or medication.

Signature of Parent/Guardian _____ Date _____

WE WILL NOT GIVE MEDICATION WITHOUT PROPER AUTHORIZATION FROM YOU.

Becker School District 726 Administration of Medication Parent Information

Dear Parent/Guardian of: _____ Date: _____ Room: _____

This is to inform you of the following procedures for administering medication to your child:

1. Administration of prescription medication by school personnel must only be done according to the written order of a licensed physician and written authorization of a parent.
2. Medication must be brought to school by an adult. The container must be appropriately labeled by the pharmacy or physician.
3. Medication will be taken by the child at the designated time supervised by delegated personnel. The time the medication is given and the initials of the person giving the medication must be noted on the medication chart.
4. Limited quantities of the medication should be brought to school; therefore, the pharmacist should put the medication in two containers, one for school and one for home.
5. Mixed dosages in a single container will not be accepted.
6. All medication administered at school will be kept in the school health office in a locked cabinet
7. A new consent form is required when the dosage or time of administration is changed.
8. Parents are expected to notify the school when medication is discontinued. If the medication is resumed, a new consent form must be received.
9. Tylenol or over-the-counter medication will be administered for **five school days** to children with written parental permission only. It must be in the original container with written instructions as to dose and time of administration. The school may require a written order from the doctor if the proper use of any over-the-counter medication is questioned.
11. New consent forms with appropriate signatures must be received annually.
12. It is usually possible to manage medication at home (medicine prescribed 3 times per day can be given and is more effective before school, after school, and bedtime).

Thank you for your cooperation.

_____ School Nurse _____ Health Para.

Homework

If your child is absent for only one day, do not call the school to request homework. However, if your child has a prolonged absence, and you desire homework for him or her, please give the teacher one day of notice to get the work together.

Internet and Acceptable Use Policy

Becker Public schools is committed to the use of technology and the internet for educational purposes.

Technology has allowed teachers to enhance and extend curricula in ways not even envisioned a few years ago. The school district embraces the use of personal and school-owned devices for the advancement of teaching and learning. In making decisions regarding student access to the school district computer system and the Internet, including electronic communications, Becker Public Schools considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

The school district is providing students access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

More details regarding student acceptable use can be found online at:

www.becker.k12.mn.us → Home → District Policies → 524 - Internet Acceptable Use and Safety Policy

Use of Digital Devices at School and School Activities

In keeping with the district's technology goals, the district recognizes the value of mobile devices as learning tools and for communication purposes. Student use of these devices will be governed by the following procedures:

- The use of mobile devices during instructional times is at the discretion of the classroom teachers and building administrators
- When the use of electronic devices is not required during class, they should be set aside to prevent distraction.
- Students shall not use any electronic device that disrupts or detracts from the educational environment.
- Student may not use mobile devices in any manner that violates any district or school policies, including policies and guidelines governing copyright, harassment, Internet Acceptable Use, and academic integrity.
- Cameras or any devices with recording capability are not permitted to be used in locker rooms, restrooms, or any area where students and staff have a "reasonable expectation of privacy".
- 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.

- 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 view and/or investigate the contents of students' school issued devices at school.
- Any inappropriate use of cell phones for the purpose of using text messaging to harass or threaten others, or to plagiarize, copy or otherwise cheat academically is subject to the hazing and harassment policy and will result in disciplinary action. (District Policy 526)
- The school is not responsible for lost or stolen items.

Violations of these guidelines will be handled on an individual basis and may include confiscation of the device, conference with parents, suspension of the right to carry a phone/device, referral to the school resource officer, or other consequences.

Lost and 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 seems to be missing some articles of clothing, the school LOST AND FOUND would be the first place to check.

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 enough time or personnel to complete thorough searches or investigations.

Mandatory reporters

All school staff are mandatory reporters. This means that staff members are obligated by Minnesota law to report any incidents of suspected child abuse or neglect.

Pets

Families are asked not to bring pets into the school building. If parents have made prior arrangements with the classroom teacher, setting a specific date & time, pets may be brought to the designated spot outside of the building where the class can view the animal. No pets are allowed on any school bus. Pets must be brought and returned home by the parent(s). **This change in procedure is in response to the many children and staff members with asthma and allergies.**

Pledge of Allegiance

The entire Becker Primary School recites the Pledge of Allegiance each morning. Any student who wishes to abstain from reciting the Pledge is free to do so.

Positive Behavior Support (PBS)

Becker Primary School is incorporating a Positive Behavior Support program into our everyday school environment. The students will be taught behavior expectations to follow for all areas of the building including: classroom, hallway, bathroom, lunchroom, bus, freeplay, etc. We expect the student's to "Be the very best person you can be". The staff is committed to helping

children to reach their full potential to help students along a path of life-long learning. The Key components of our positive behavior program are for students to: Be their Bulldog Best with Behavior, Attitude, Responsibility and Kindness.

Safety

Pedestrian safety

1. Whenever possible, use the sidewalks on the way to school.
2. When crossing the street, cross only at the marked crossings or at a street intersection.
3. Safety Patrol students are assigned to help children cross Hancock Street at the Rye Street intersection as well as the corner of Hancock Street and Third Street.
4. Parents who pick up their children in a car after school should not double park, since this increases the danger to those children who are crossing the street.
5. Students who walk to school should not arrive before 7:50.

Bicycle safety

For the safety of both walkers and bike riders, it is important that all children riding bicycles to school observe the following rules:

1. Ride bicycles on the street, not on the sidewalk.
2. Pedestrians have the right-of-way.
3. Bicycles must observe the student Safety Patrol the same as automobiles.
4. Only one person may ride the bicycle. Do not give anyone a ride to or from school.
5. Bicycles must be parked in one of the bike racks.

Visitors

All visitors must report to the office to sign in and receive a visitor pass. To ensure the safety of students, staff reserves the right to ask for identification or to deny admittance. For security purposes and to keep classroom disruptions to a minimum, visitors are not allowed to enter classrooms or hallways. If parent drop off items, the office staff will deliver items or, if necessary, call students to the office. Students are not allowed to bring friends or relatives to school.

Volunteers and Background Checks

Parents are welcome and encouraged to volunteer. If you would like to volunteer, please contact the classroom teacher and prearrange a time to volunteer to ensure the time is beneficial for everyone involved. Non-school aged children are not allowed into classrooms or on field trips. Depending on the nature of the involvement, volunteers may be required to complete and pay for district background checks. Volunteers will need to review the volunteer guidelines and sign a confidentiality statement.

Support Services

Social Worker

A full time social worker is available to work with students individually or in groups to help students develop appropriate social and emotional skills.

Behavior Interventionist

A full time Behavior specialist is available to work with students individually or in groups to help students develop appropriate social and emotional skills.

Reading Interventions

Support is provided for children who need extra help in reading through computerized programs, small group and/or one on one instruction.

Miscellaneous

The following policies can be accessed on the District Website:

**Bullying Prohibition Policy
Controlled Substance Policy
Harassment & Violence Policy
Internet Use Policy
Medication Authorization Form
Student Attendance Policy
Student Discipline Policy
Weapons Policy**