



**BECKER PRIMARY  
SCHOOL**

**2013-2014**

**PARENT/STUDENT  
HANDBOOK**

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***A copy of all school policies can be accessed in the building Office or on the District Web site. [www.becker.k12.mn.us](http://www.becker.k12.mn.us)***

Student Attendance Policy

Internet Use Policy

Medication Authorization Form

Head Lice Information Sheet

Student Discipline Policy

Weapons Policy

Harassment & Violence Policy

Bullying Prohibition Policy

Controlled Substance Policy

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 Kindergarten conferences and assessments at the beginning of the school year. This has been a positive experience for both Kindergarten students and their parents. The assessment days will be Tuesday, September 3rd from 11:30 a.m. – 7:00 p.m. and Wednesday, September 4<sup>th</sup> from 9:30 a.m. – 5:00 p.m. The first day of school for kindergarten, first and second grade will be Thursday, September 5<sup>th</sup>, 2012.

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 and DIBELS
- 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

**District Vision**

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

**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."**

# **Becker Schools**

# Core Values

Articulated 2003-2004

**Responsibility**

**Excellence**

**Safety**

**Partnership**

**Education**

**Communication**

**Trust**

## BECKER SCHOOL BOARD MEMBERS

Aaron Jurek, Chair  
763-262-1081

Sheri Lumley - Director  
763-262-8878

Jason Kindred – Vice Chair  
763-262-4260

Bryan R. Olson- Director  
763-262-2026

Name	Assignment	Room #	Name	Assignment	Room #	Lori Molus - Treasur er
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Mark Swanson - Clerk  
320-743-2055

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, Sandra Logrono	763-261-4501
Curriculum Director, Jean Duffy	763-261-4502
School Nurse, Heidi Tuorila	763-261-4501

Dale Christensen	Principal	Office	Judee Vesledahl	Phy Ed	220
Mark Graham	Behavior Specialist	Office	Katrina Brown	Phy Ed	217
Peggie Tessin	Secretary	Office	Anthony Miller	Phy Ed	218
Mary Weaver	Nurse	Office			
Jean Duffy	Curriculum Director		Theo Moon	ECFE/Preschool Sp Ed	
Jennifer Weisenberger	Psychologist	Office	Amy Cotton	ECSE/Preschool Sp Ed	
Ginger Pederson	Social Worker	105	Sue Hiltner	EC Coord/ECFE/SR	110
			Melissa Dumonceaux	ECFE/SR	
Cindy Marholz	Kindergarten	308	Sara Fritsch	ECFE/SR	
Kayla Stafford	Kindergarten	309	Cinda Loudon	ECFE/SR	
Julie Knudsen	Kindergarten	310	Beth Soenneker	ECFE/SR	
Anna Babler	Kindergarten	408	Angel Donnay	ECFE/SR	
Megan Borkoski	Kindergarten	409	Melissa Johnson	ECFE/SR	
Jenny Obermoller	Kindergarten	508			
Corrie Wiechmann	Kindergarten	509	TBD	AmeriCorps	209
Alicia Lahr	Kindergarten	510			
			TBD	AmeriCorps	202
Mary Madsen	First Grade	402	Cindy Agnew	Media Specialist	208
Carol Seibert	First Grade	403	Julie Hendrickson	Media Assistant	207
Nicole Klassen	First Grade	404	Joni Starry	Technology Assistant	206
Joan O'Brian	First Grade	405	Heather Olson	T.A.	401
Angela Murphy	First Grade	406	Liza Jensen	T.A.	314
Nancy Buntrock	First Grade	407	Kim Kickhafer	T.A.	210
Jeni Croal	First Grade	506	Becky Kollman	T.A.	410
Kimberly Stach	First Grade	507	Jeanne Lemire	T.A.	
			Sandy Norgaard	T.A.	410
			Lorie Puckett	T.A.	314
Cindy Welinski	Second Grade	302	Lynn Shierts	T.A.	410
Jill Benda	Second Grade	303	Sheileen Sakry	T.A.	
Courtney Backes	Second Grade	306	Marlene Goenner	Early Childhood T.A.	121
Pam Calvert	Second Grade	307	Mary Zenzen	Early Childhood T.A.	121
Jennifer Sapp	Second Grade	502	Laura Garding	Early Childhood T.A.	121
Steve Kollman	Second Grade	503	Jill Cook	Early Childhood T.A.	121
Mike Klassen	Second Grade	504			
Pam Thompson	Second Grade	505	Avis Henrich	Playground T.A.	
			Rick Spear	Playground T.A.	
Erika Rusin	Special Ed	314	Sharron Klisch	Playground T.A.	
Alysson Jager	Special Ed	317			
Bonnie Fladabo	Special Ed	517			
Beth Hovde	Title I	414	George Lemperes	Custodian	104
Jean Klisch	Reading Specialist	202	Marcia Anderson	Custodian	104
Wendy Nelson	Speech	514	Jackie Kolbinger	Custodian	104
Annette Shoberg	.5 Speech	515			
Alexis Nelson-Winter	ESL	417	Mary Shields-Good	Lead Cook	214
			Ruth Arrgoni	Cook	KIT
Erika Bakke	Music	412	Patty Johnson	Cook	KIT
TBD	Art	411	Anita Erickson	Cook	KIT
			Theresa Pittman	Cook	KIT

- ▲ Early Out For Staff Development
- Last Student Day
- New Teacher Workshop
- No School
- ▨ Make-Up Snow Day
- ◀ Staff Development
- ◀ 1/2 Day Staff Development

22-23 New Teacher Workshop																							
August & September												H.S. & M.S. Open House Tues. August 28											
20	21	22	23	24	25	26	27	28	29	30	31	20	21	22	23	24	25	26	27	28	29	30	
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	20	21	22	23	24	13	14	15	16	17	18	19	20	21	22	23	
25	26	27	28	29	30	31						25	26	27	28	29	30	31					
October												Kind-5th Gr. Parent Con/Student Assessments On Sept. 4th & 5th											
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	
14	15	16	17	18	19	20	21	22	23	24	25	14	15	16	17	18	19	20	21	22	23	24	
26	27	28	29	30	31							26	27	28	29	30	31						
November																							
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	
14	15	16	17	18	19	20	21	22	23	24	25	14	15	16	17	18	19	20	21	22	23	24	
26	27	28	29	30								26	27	28	29	30							
December																							
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	
14	15	16	17	18	19	20	21	22	23	24	25	14	15	16	17	18	19	20	21	22	23	24	
26	27	28	29	30								26	27	28	29	30							
January																							
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	
14	15	16	17	18	19	20	21	22	23	24	25	14	15	16	17	18	19	20	21	22	23	24	
26	27	28	29	30	31							26	27	28	29	30	31						
February																							
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	
14	15	16	17	18	19	20	21	22	23	24	25	14	15	16	17	18	19	20	21	22	23	24	
26	27	28	29	30								26	27	28	29	30							
March																							
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	
14	15	16	17	18	19	20	21	22	23	24	25	14	15	16	17	18	19	20	21	22	23	24	
26	27	28	29	30								26	27	28	29	30							
April																							
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	
14	15	16	17	18	19	20	21	22	23	24	25	14	15	16	17	18	19	20	21	22	23	24	
26	27	28	29	30								26	27	28	29	30							
May																							
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	
14	15	16	17	18	19	20	21	22	23	24	25	14	15	16	17	18	19	20	21	22	23	24	
26	27	28	29	30	31							26	27	28	29	30	31						
June																							
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	
14	15	16	17	18	19	20	21	22	23	24	25	14	15	16	17	18	19	20	21	22	23	24	
26	27	28	29	30								26	27	28	29	30							
First Quarter Ends												42 Days											
Second Quarter Ends												43 Days											
Third Quarter Ends												42 Days											
Fourth Quarter Ends												46 Days											
Total Student Days												17/3											
Workshop Days												9											
Total Calendar Days												182											

## Becker Primary School Supplies 2012-2013

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

\*Headphones- \$3.00, Kiwi Pack (Bulldog Bag)-\$4.00, Plastic VIP folder -\$100 (Kindergarten students will NOT need a VIP folder) the above items will be available to purchase at school in the fall. \*Tennis shoes, paint shirt, kleenex, 1 box of crackers for snack, bandana (to be worn under helmets in Phy. Ed), backpack (NO wheels). One change of clothes in a labeled gallon size zip lock baggie to be kept in their locker – socks, underwear, pants, shirts. (Accidents, milk spills, wet weather)

### Kindergarten

24-#2 pencils  
1 box of 24 Crayola crayons  
2 boxes of 10 Crayola broad tip markers (classic colors)  
3 folders, bottom pocket  
8 Primary pencils (Brand-Ticonderoga, the thick ones)  
2 wide line spiral notebooks  
sock  
1 large bath towel for rest time (NO pillows/mats)  
blue)  
5 large glue sticks  
2 bottles Elmer's glue  
Reader  
1 Fiskars scissor  
1- plastic pencil box (Approx. 8"x6")  
Families with last name A-M  
\*1-box Qrt. Bags & disinfecting wipes  
Families with last name N-Z  
\*1-box Gal. Bags & disinfecting wipes  
desk  
1 Prang watercolor paints  
2 boxes of kleenexes  
2 boxes of crackers for snack  
(slides)

### First Grade

24-#2 pencils  
1 large eraser  
1 large eraser

### First Grade

2 wide line spiral notebooks  
1 ruler (inch. & Cent.)  
6 qt. clear container  
basic calculator  
2 dry erase markers  
white board eraser or  
3 folders (red, yellow,  
1 set Crayola colored pencils  
\$4.80 for Weekly

### Second Grade

24-#2 pencils  
colored pencils  
2 large erasers  
pencil box or tote for inside  
1 box of crayons  
1 Elmer's school glue  
2 ziploc gallon size bags  
10 large glue sticks  
3 wide lined spiral notebooks  
5 folders, bottom pocket  
1 scissor

1 pack of pencil top erasers pink)	Expo highlighters (yellow,
1 set Crayola watercolor paints	2 dry erase markers
pencil sharpener	white board eraser
1 Elmer's school glue	1 ruler (inch. & cent.)
5 large glue sticks	1 deck plain playing cards
1 box of Crayola crayons (24 count)	1 set watercolor paints
1 box of 10 Crayola broad tip markers (classic colors)	1 box of markers
1 Fiskars scissor	basic calculator

### **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 Tennis Courts) between the hours of 7:50 am - 8:10 am or 2:15 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, different bus, 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 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.

## **ACADEMICS**

### **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 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. Becker Primary also uses Good Habits Great Readers materials.

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. The adopted program of instruction for the primary school is Harcourt Brace.

**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.

### **Skills for Growing**

Primary students receive instruction from teachers who have been trained in the "Skills for Growing" curriculum which is a nationally recognized program aimed at drug abuse prevention. The children learn specific skills for positive social behavior and citizenship. Topics such as respecting others, solving problems, and saying "no" to negative influences are taught in the weekly lessons and incorporated in the daily curriculum.

### **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.

### **Title I**

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

### **Social Worker**

A full time social worker is available to work with students individually or in groups to provide support for students in crisis or students with acute needs. The School Social Worker does not provide individual counseling services.

### **Report cards**

At the end of each nine week quarter, report cards are issued for each student.

### **Parent/Teacher Conferences**

Parent/Teacher conferences are scheduled after the first trimester in November and after the 2<sup>nd</sup> 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.

## 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](http://becker.k12.mn.us) and click on Community Education.

**Targeted Services:** Students who qualify for this program which offers academic, social and recreational support in the afternoons are scheduled on Tuesday and Thursday afternoons at the end of the school day (2:42 pm – 4:30 pm) For more information call the Primary office.

**Youth Sports:** Sporting opportunities are offered throughout the year. Flyers will be sent home. 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:** 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:** missed bus, overslept, bus suspension, baby-sitting, shopping trip, or the school is not notified by phone or note.

### **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:**

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

Step 1 Phone call to parents expressing concerns about absences or tardies.

Step 2 A letter sent to parents outlining attendance concerns. This letter will recommend a conference with parents and school officials

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

Step 4 As soon as there are three or more unexcused absences, a letter will be sent notifying a meeting with the County Attorney.

Step 5 As soon as there are seven or more unexcused absences, the school will file educational neglect with the Sherburne County Attorney.

**Homework if absent**

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.

**Code of Conduct****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 Kind, Be Safe, Be Ready and Be Caring.

**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](http://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.

### **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.

### **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. Squirt 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.

### **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. In order for students to be picked up or dropped off at a different home, the parents must write a dated and signed request to the primary principal stating the emergency or special circumstances that require the change.

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, different bus, 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.

**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](http://www.becker.k12.mn.us))

**Harassment**

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

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

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

**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.

**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.

**Smoke free environment**

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

**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.

**General Information****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.

## **Electronic Devices**

### **USE OF MOBILE DEVICES IN SCHOOL**

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

- Students may carry mobile devices, and their use is allowed before and after school and during other designated non-instructional times.
- Security of mobile devices is the student's responsibility.
- The use of mobile devices during instructional times is at the discretion of the classroom teachers and building administrators.
- Unless expressly allowed by the classroom teacher for a specific learning tool, the mobile devices are to be stored out of sight during instructional time, and their presence may not cause a distraction in the classroom. This applies to all instructional areas of the school including all classrooms, the media center and study areas.
- Students shall not use any electronic device that in any way disrupts or detracts from the educational environment.
- Students 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.
- Camera phones, cameras or any devices with recording capability are not permitted to be in use in locker rooms, restrooms or school buses at any time.
- Students are not allowed to photograph or videotape students or staff at school without their consent with the exception of public events such as concerts or athletic contests. Images, sound or video cannot be posted to the internet or distributed electronically without the permission of all individuals in the files.

- Students' use of mobile devices while in the school building must comply with the district's Acceptable Use Policy regardless of whether they are connecting through the school's network or through a cell carrier.
- School administrators retain the right at any time to investigate or review the contents of students' mobile devices, if they have reasonable suspicion that a violation of school policy has occurred.

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

### **Internet Acceptable Use Policy**

Students and staff in District 726 have access to the Internet, a global electronic information network that is used by businesses and organizations, the government, the military and educational institutions. The internet can serve as an important educational resource by providing access to thousands of libraries, databases, research institutions and a multitude of other information sources that can be used to educate, inform, and entertain.

The Internet is not under the control of this school district, and making Internet available to students carries with it the possibility that some students might encounter information that some have identified as controversial or inappropriate for students. ISD 726 also denies any responsibility for the accuracy or quality of the information obtained. Our focus is less in controlling the environment but more in providing individual users with the understanding and skills needed to use the Internet in ways appropriate to their educational needs. Ultimately parents and guardians are expected to set and communicate the standards that their children should follow when using this resource. To that end, the Becker School District will support and respect each family's right to decide whether or not to limit their child's usage of the Internet.

Use of the Internet is a privilege, not a right. Students are responsible for good behavior on the network just as they are in any other school setting. Access to network services will be provided to students who agree to act in a considerate and responsible manner. While all students may have some exposure to the Internet through classroom activities, independent student use of the Internet will require special training, guidelines and a parent's permission form. Furthermore, as a school resource, students' Internet accounts and activities fall under the supervision of district personnel. District personnel shall have access to all files, including e-mail, located on district computers. The district has the right to monitor network activity in any form that it may see fit to maintain the integrity of the information network.

It is the expectation of District 726 that student use of the Internet should support its intended use as an educational resource, and student behavior should at

all times comply with other District policies, such as the Student Discipline Policy and the Sexual Harassment Policy.

The District and its personnel have the right to restrict or terminate access to the Internet at any time for just cause. Consequences for the misuse of this resource will be determined on a case by a case basis and may include loss of computer privileges, suspensions, expulsion, or other disciplinary action.

### **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 30<sup>th</sup> then you should notify the office in writing within 30 days of your child starting school.

### **Proper student dress**

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.

### **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 safe keeping.

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. A special card, "Health and Emergency Information" must be filled out by the parents for each student enrolled. 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.

## **FOOD SERVICE**

### **Hot lunches**

Primary students pay \$1.85 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 35 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. Kindergarten children DO NOT pay for milk break.

### **Lunch Prices**

Primary students	\$1.95 including milk
Adults/teachers/staff	\$3.15 including milk
Milk for cold lunches	\$ .35 per half pint
Milk for break	\$60.00 for year/\$30.00 For half year

### **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.
6. Bicycles may not be ridden during the school day. They are used only for transportation to and from school.
7. All students on a regular bus route should ride their bus, and all children living within three blocks of school should walk to school.

### **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@becker.k12.mn.us). 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.

### **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.

### **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.**

**Volunteers** Becker Primary School encourages and welcomes volunteers to our school. If interested in volunteering, you may contact your child's teacher. Volunteers are expected to report to the Office to sign in and get a volunteer badge to wear while in the building. Volunteers will need to complete the volunteer form.

### **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.

### **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.

**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.

**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. Information concerning discipline issues as well as consequences resulting from a behavioral incident are protected by data privacy laws. 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

**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.

**Visitors**

Students may not bring visitors to school. Parents are welcomed to visit their school at anytime, but must report to the principals' office before going to the classroom. All persons who come into the building are asked to stop at the office, sign-in, and get a visitor badge. Teachers have been directed to never dismiss a student from their classroom. All students must be checked out at the office. If you wish to pick your child up at the end of the school day, please wait in the lobby next to the office. Many parents come to school to have lunch with their child. Please check in at the office and get a visitor badge, the badge must be visible at all times.

**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.