

Bemidji Elementary Schools

Horace May Elementary

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Bemidji School Board:

Please accept the attached proposal of the Elementary Handbook for the 2016-2017 School year. The changes are as listed:

- 1) Insert new 2016 – 2017 School year calendar on the calendar page at the back of the handbook.
- 2) Staff list change: Page 1 – delete **Webb** and add **Colley** for food service, delete Beyl and no new person hired at the date of this printing.
- 3) Added the information about fragrance/scented products and allergies for students and staff. Page 6
- 4) School Times section: Page 2 - replace the word *should* with *must* report to the office...
 - a. Add **Student Drop Off**
 - b. **Early Dismissal – office staff will get your child from class or have them sent to the office.**
 - c. **Leaving Before Dismissal Time information**
- 5) Remove “**The students stay in the designated area until 7:40 a.m.**” Page 2
- 6) Add “**and breakfast is served at 7:30 a.m., as well.**” Page 2
- 7) Remove “**Parents/guardians should also pick students up in the same location as morning drop off**”. Page 2
- 8) Reporting Absences: Page 3- replace the word *may* with *will* result in the student ...
- 9) Remove **office personnel** and Add the time **9:00 am** by Skylert System contact: Page 3
- 10) Bemidji Elementary School Policy: Page 3 – add the word *Attendance* to the title
- 11) Visitors To The School: Page 5- add /**guardians**, remove **other citizens of the district & at any time**, to observe **the work of**. Add after wrongful intent, **we appreciate a call to schedule an appointment to visit classrooms**.
- 12) Add **Photo Use Policy**: Page 8
- 13) Elementary Food Service Program: Page 8 – Add “free” for breakfast and add **please keep food service payments current**.
- 14) **Add No Pets to page 8.**
- 15) **Add Classroom party information to page 9.**
- 16) **Add classroom placement to page 9.**
- 17) **Add field trips to page 9.**
- 18) **Add telephone use to page 9.**
- 19) Remove **Elementary Student Meal Prices**- listed earlier on page 8.
- 20) Remove “Vince Beyl” from Indian Education Coordinator section on page 26
- 21) Remove “**Students will not be accessing the lost & found items to wear at recess. Please send your students with their own garments**”. Page 32

*The building principals will present individual building handbook changes.