

Chatfield Elementary School

Independent School District No. 716 • Belle Plaine Public Schools



Family Guide

Chatfield Elementary

330 South Market Street • Belle Plaine, MN 56011

Tel: (952) 873-2401 • Fax: (952) 873-2598 (

" <http://www.belleplaine.k12.mn.us> "

Expecting Excellence from Everyone Everyday

August, 2013

Dear Families:

Summer is coming to an end and the most exciting time of the year is upon us. Our children will continue their educational journey as they enter a new grade level this fall. The staff at Chatfield Elementary are prepared to give your child(ren) rich learning experiences that will provide a solid foundation for continued success.

There are a lot of ways to keep families connected to our school. As a staff, we encourage you to stay involved by volunteering, joining our Parent Teacher Organization, attending school events and activities, or just by offering academic support to your child. Reading with your child is the most effective way to assist them in meeting educational goals. The following quote indicates how extremely valuable an extra 15 minutes of reading can be for your child.

"15 extra minutes of reading per day can lead to three months of additional growth—enough for a considerable amount of students to catch up or exceed grade-level expectations." (Robert Marzano)

Chatfield Elementary staff are prepared to team up with families to ensure strong support for a successful and enduring learning experience for our children. Please contact the Chatfield Elementary Office at 952-873-2401 should you have any questions, concerns, or compliments about our school. We look forward to working in partnership with you and yours.

With Highest Regards,
Mrs. Kim DeWitte, Principal

District Mission Statement

Expecting Excellence from Everyone, Everyday!

Basic Information and Services

School Day

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

Contacting Us

Chatfield Elementary School

330 South Market Street • Belle Plaine, Minnesota 56011

Important Phone Numbers	
Main Office	(952) 873-2401
Attendance Line (24 hour access)	(952) 873-2404
Community Education	(952) 873-2411
District Office	(952) 873-2400
Fax Line	(952) 873-2598
Taher (food service contractor)	(952) 873-2414
Stier Transportation (bus contractor)	(952) 873-2362

Web Site: <http://www.belleplaine.k12.mn.us/bpps/chatfield>

Faculty and Licensed Staff

Name	Position	Email Address
Adrian, Kelly	1 st Grade	kadrian@belleplaine.k12.mn.us
Berg, Emily	Rtl Math	eberg@belleplaine.k12.mn.us
Bristlin, Jodi	Resource Room	jbristlin@belleplaine.k12.mn.us
Brueske, Melissa	2 nd Grade	mbrueske@belleplaine.k12.mn.us
Cariveau, Jennifer	Kindergarten	jcariveau@belleplaine.k12.mn.us
Carlson, Shawn	1 st Grade	scarlson@belleplaine.k12.mn.us
DeWitte, Kim	Principal	kdewitte@belleplaine.k12.mn.us
Donovan, Carrie	Food Service Director	cdonovan@belleplaine.k12.mn.us
Earney, Chelsey	Physical Education	cearney@belleplaine.k12.mn.us
Edberg, Patti	Secretary	pedberg@belleplaine.k12.mn.us

Eishens, Janel	2 nd Grade	jeischens@belleplaine.k12.mn.us
Fogarty, Melanie	Kindergarten	mfogarty@belleplaine.k12.mn.us
Gaikowski, Brandon	1 st Grade	bgaikowski@belleplaine.k12.mn.us
Gerres, Megan	Kindergarten	mgerres@belleplaine.k12.mn.us
Grabow, Jennifer	ECSE	jgrabow@belleplaine.k12.mn.us
Graff, Katie	Physical Education	kgraff@belleplaine.k12.mn.us
Grotberg, Caren	ELL	cgrotberg@belleplaine.k12.mn.us
	LEAP	
Hanson, Lana	Special Education	lhanson@belleplaine.k12.mn.us
Iverson, Rita	Early Childhood Screening	riverson@belleplaine.k12.mn.us
Jacobson, Peter	Computer Lab	pjacobson@belleplaine.k12.mn.us
Jans, Ashley	Resource Room	ajans@belleplaine.k12.mn.us
Jungwirth, Jenny	Music Teacher	jjungwirth@belleplaine.k12.mn.us
Kehr, Chris	Reading Corp	ckehr@belleplaine.k12.mn.us
Kerkow, Rachelle	School Nurse	rkerkow@belleplaine.k12.mn.us
Kienlen, Christina	Speech	ckienlen@belleplaine.k12.mn.us
Laurent, Janelle	Kindergarten	jlaurent@belleplaine.k12.mn.us
Lindmeyer, Jodi	ECSE	jlindmeyer@belleplaine.k12.mn.us
Lothspeich, Brittany	Counselor	blothspeich@belleplaine.k12.mn.us
Luskey, Becky	Preschool	bluskey@belleplaine.k12.mn.us

Miner, Julie	Tiger Kids Pre-K	jminer@belleplaine.k12.mn.us
Moore, Stephanie	1st Grade	smoore@belleplaine.k12.mn.us
Olson, Abbey	Speech/Language	aolson@belleplaine.k12.mn.us
Prokosch, Sheri	ECFE Coordinator	sprokosch@belleplaine.k12.mn.us
Ranweiler, Christa	1st Grade	cranweiler@belleplaine.k12.mn.us
Remick, Kristie	Kindergarten	kremick@belleplaine.k12.mn.us
Ritter, Angela	Reading Corp	aritter@belleplaine.k12.mn.us
Schmidt, Courtney	2 nd Grade	cschmidt@belleplaine.k12.mn.us
Schultz, Carol	Title I	cschultz@belleplaine.k12.mn.us
Simones, Rose	2 nd Grade	rsimones@belleplaine.k12.mn.us
Smith, Alicia	Kindergarten	alsmith@belleplaine.k12.mn.us
Tocko, Kristine	2 nd Grade	ktocko@belleplaine.k12.mn.us
Voigt, Megan	1 st Grade	mvoigt@belleplaine.k12.mn.us
Volek, Abby	1 st Grade	avolek@belleplaine.k12.mn.us
Wallert, Jill	Rtl	jwallert@belleplaine.k12.mn.us
Williamson, Kari	Toddler Teacher/RC	kwilliamson@belleplaine.k12.mn.us
Wilmoth, Heather	School Psychologist	hwilmoth@belleplaine.k12.mn.us
Witt, Tracy	Preschool	twitt@belleplaine.k12.mn.us
Zwick, Nick	Kindergarten	nzwick@belleplaine.k12.mn.us

This is a general contact list and is subject to change. A current staff directory is available on the [school web](#)

[site](#).

Attendance, Attendance Policy, and Procedures

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

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

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

Attendance Policy and Procedures

Excused absences are:

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

Medical/Dental appointments

Death of a family member or near relative

Religious holiday (Please inform the office ahead of time)

Family vacations on a limited basis

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

Parents who do not call the attendance line to report their child's absence.

Overslept

Missed the bus

Car trouble

Baby-sitting

Needed at home

Unexcused Absences Procedures

1 day – contact by phone informing parent of policy

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

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

6 days – conference request with parent, principal and classroom teacher

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

Excused Absences

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

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

Excessive Tardies

5 tardies – phone call to parent about our concerns

8 tardies – letter to parent

AM/PM Absence/Tardy

When a student arrives after 8:30 a.m. or leaves from school before 3:10 p.m., the following guideline is used to determine if the student is counted as being tardy or absent from school:

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

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

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

If they leave after 2:30 p.m., they are counted as being here all day.

Educational Neglect

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

Bus (Transportation) Services

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

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

Emergency School Closing

Emergency school closings due to severe weather or for any other reason will be announced using our Infinite Campus Instant Alert System. Should you have any problems with Infinite Campus Alert System, please contact Teri Kiewatt @ 952.873.2418. We will also attempt to place this information on radio stations WCCO 830 AM, KRBI 1310 AM, and KCHK 105.5 FM. It will be also announced via television channels KSTP 5, KARE 11 and WCCO 4. The School District also posts school closing information on our district web site and local Cable Access Channel 8.

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

Food Service Program

We contract with Taher, Inc. to provide our food service program. **Please make checks out to Taher.** You may also deposit money into your child's lunch account online. [Visit our district web site and click the Online Payments link on the left side to access the "Tiger Mall."](#)

Our food service program meets the requirements of the USDA type A program. All students are offered a main entree, vegetable, fruit and choice of milk (or soy milk). Besides the main entree on the printed menu, students

have a choice of a chef salad or a cold meat sandwich everyday.

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

Our school utilizes a computerized account management system. Each family is given an ID Number to use when depositing money in the family account. Each student in the family is given an individual PIN (personal identification number) to use when they go through the lunch line. Each time the student enters their PIN number the family account is charged for that student's lunch or breakfast. When your family account goes below \$5.00, your child receives a hand stamp. This will be a visual reminder for you and your child that you need to send money for your family account the next day.

Daily prices for the 2012-2013 school year are as follows:

Breakfast: Students \$1.00, Adults \$1.55

Lunch: Students \$1.90, Adults \$3.25

Milk \$.45

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

Health Services

A Health Assistant or office staff member is on duty during the school day to provide first aid care for children who become ill or injured during the school day. If a child would be better off at home, a parent will be called.

Please keep the office informed of changes in phone numbers for home, work, or emergency numbers. It is of utmost importance that we are able to reach you in times of medical necessity. It is not possible to notify a parent every time their child visits the health office. However, we will call you and ask that you pick up your child if we see:

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

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

- **fever greater than 100:** may return after temperature has been normal for 24 hours without the use of fever reducing medicine
- **vomiting or diarrhea:** may return after 24 hours has passed since last vomiting or diarrheal episodes
- **pink eye**(if painful and/or drainage present): may return after antibiotic treatment is started (or doctor has determined child is not contagious), and student is able to keep from touching the

eye

- **strep throat:** may return after 24 hours of treatment and child is without fever
- **chicken pox:** may return after all spots are scabbed over
- **head lice:** may return after first treatment completed and no live lice are seen
- **possible impetigo/other rashes:** may return after doctor determines whether rash is/is not contagious. If treatment started, generally may return 24 hours after treatment started.

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

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

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

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

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

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

Kid's Company

The Belle Plaine Public Schools provide a before/after school child care program for students in Grades K-6. For more information on the Kid's Company program or to register your child call the Community Education office at 873-2411. The program is open from 6:00-8:20 a.m. and from 3:00-6:00 p.m. and held at Chatfield

Elementary School. The service is available during the summer as well.

Lost and Found

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

Newsletters and other communication techniques

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

Chatfield Elementary also is on Facebook and Twitter. Please feel free to 'like' us on those medias. Enjoy!

Back to School Conferences

K-6 will have Back To School Conferences on September 3 and 4. Parents have received email notifications of their child's teacher as well as information on how to sign up for a conference time. Families will spend approx. 30 minutes with the classroom teacher and then be invited to visit other areas of the building that are listed on the Chatfield passport.

Parent-Teacher Organization

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

The PTO holds a monthly meeting the third Thursday of each month at 6:30 p.m. in the elementary music room.

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

Parties

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

Recess

All children should be dressed properly for the weather conditions of the day. If a student is to be excused from recess, they will need a note from the parent. If the excuse is to be in effect for more than two days,

please contact the Health Office. Children stay inside on rainy days or when the wind chill temperature is below 0 degrees.

School Counseling Services

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

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

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

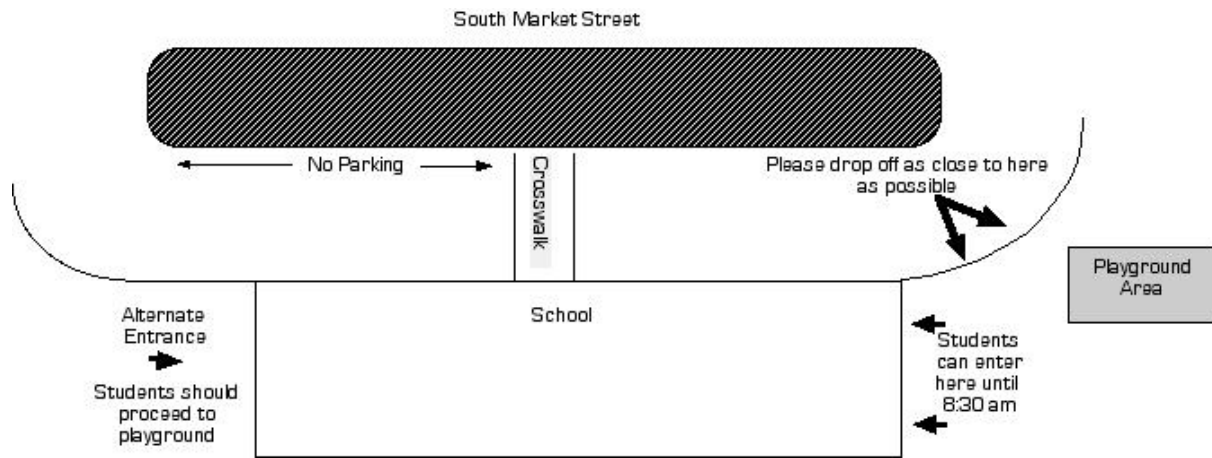
Referrals to work with the School Counselor can come from parents, school staff, and/or students. If ongoing work is deemed necessary, permission from a parent or guardian will be required. The School Counselor may be consulted and help out in crisis or other situations requiring a timely response.

Student Drop-Off, Pick-Up, and Parking

Drop Off

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

1. Make sure to drop your child as close to the end of the "loop" as possible. Students should exit the vehicle via the curbside door. Hugs, kisses and goodbyes should be given prior to entering the horseshoe area to ensure efficiency. The South (playground) doors are open at this time and students can enter there. This allows them to have faster access to their lockers. This process will be followed in all types of weather.
2. Please avoid parking inside the "loop" during the morning drop-off time. This makes congestion worse!
3. Please make sure to share this information with anyone who would drop your child off in the morning.
4. Thank you for partnership.



Parents who are dropping off students at both Belle Plaine Junior-Senior High and Chatfield Elementary should consider using the Park Street entrance. Parents can drive East on Park Street and drop their elementary child off at the Park Street entrance and continue through the Junior-Senior High School drop-off loop. Students dropped off at the Park Street entrance should report to the playground until the 8:20 am bell rings.

Student Pick-Up

When picking students up during the day for an appointment, parents should park in the *Visitor* parking in the drop-off loop.

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

Visiting

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

Upon entering the school building all visitors will be asked to check in at the office as always. All check ins need to be accompanied by a Driver's License or Identification Card. The Chatfield Elementary and Oak Crest offices have computer stations with a scanner, label printer, and electronic check in. The scanner scans all licenses to a database, which will notify our school if any visitor has been convicted of a crime against children. If we receive notification that the person has been convicted of such a crime, we will not allow them to enter the building. This process will provide another safety net for our students.

While we realize that some parents/guests may feel this procedure infringes on their privacy, it is our duty to

provide any and all measures to ensure student safety. Features of this new system include the following:

Raptor System Features

Quick and easy check in process for visitors.

Registration against national database for crimes against children.

Labels made with personalized photos for easy identification.

Curriculum, Assessment, and Programming

Core Curricula

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

Reading	Mathematics	Science	Social Studies	
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http://www.hmhc.com/shop/education-curriculum/reading/core-reading-programs/journeys	Houghton-Mifflin	Houghton-Mifflin	Nystrom	Scott-Forseman
Grades K-2	Grades K-2	Grades K-2	Grades K-1	Grade 2
Adopted 2013	Adopted 2011	Adopted 2007	Adopted 2008	

Character Education

Our school promotes character education. Monthly themes highlighting various character traits will be taught to students with special lessons, posters and activities. Some of the themes will be **Citizenship, Respect, Fairness, Caring, Responsibility, and Trustworthiness**. Our "Terrific Tiger" program recognizes students in these areas.

Conferences

Parent/Teacher Conferences will be held on **September 3 & 4** and **December 3 & 5, and March 17 & 20**. Conferences are 15 minutes in length. You will be able to schedule a time for December and March conferences in October.

Computer Lab

A full-time computer/media specialist will be at Chatfield for the 2013-2014 school year. Our computer lab consists of 28 eMac computers. A SMART Board is also available.

First and second graders use programs and online resources to practice reading, math skills, and problem solving skills. They also learn to use simple graphics programs and compose stories on the computer. Keyboarding is introduced in second grade.

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

Field Trips

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

I.E.P.

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

LEAP (K-6)

Learning Enrichment Activities Program (Gifted & Talented Program)

LEAP is designed to help service the academic needs and challenges of our gifted students. Presently, our LEAP program targets students who excel in the areas of math and literature. Students entering the Math LEAP program must meet two of the following criteria:

A score of 95% or higher on Standardized Testing

A score of 120 or higher on the Structured LEAP Interview

Teacher recommendation, using the Renzulli survey.

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

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

A score of 95 % or higher on Standardized Testing

Reading and writing ability that reflects two grade levels beyond current grade level

Teacher recommendation, using the Renzulli survey.

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

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

Camp.

Further questions about the program can be directed to Marty Hartmann at:

mhartmann@belleplaine.k12.mn.us

Media Center

Chatfield Elementary has a well-established media center. The media center has a varied collection of books, videos, DVDs, teaching kits, and a selection of popular children's periodicals.

Students in kindergarten, first, and second grade have weekly checkout periods. The children have story time and are introduced to new titles and exposed to literary vocabulary. Students are expected to checkout and demonstrate proper care of materials and facilities. This includes sharing resources with others by returning them when due.

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

Music

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

Physical Education

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

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

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

to send a pair of pants or shorts that your child can change into.

Report Cards and Student Progress

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

Responsive Classroom

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

Our school has been working towards school-wide training in the Responsive Classroom approach. Our goal in having all teachers formally trained in this approach has been reached. We are proud to call ourselves a Responsive Classroom school.

Stimulating Maturity Through Accelerated Readiness Training (S.M.A.R.T.)

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

Our Early Childhood Special Education, Kindergarten, Music, and Physical Education staff members have been trained in this approach and use it regularly to solidify our youngest students learning readiness skills.

Speech-Language Pathology

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

The State Department sets guidelines to qualify for entry into a Speech-Language Program. Each child must

meet specific criteria on Standardized Tests to qualify for service in the area of Speech-Language Pathology.

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

Special Education

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

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

Tests and Assessments

AIMSweb

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

Students will be assessed using AIMSweb during the Fall, Winter and Spring. This information will be used to measure academic progress in the areas of reading and math. Students that received supplemental instruction to increase skill level in those areas will be administered more frequent progress monitoring utilizing AIMSweb. We are very fortunate to have such a wonderful curriculum based management system.

Minnesota Comprehensive Assessment (MCA)

Students at Chatfield Elementary School do not take any state-mandated assessments at this time. The MCA begins in Grade 3.

NWEA-MAP

Students in grades 1-8 take these computerized assessments three times per year. Students are assessed in reading and reading.

The results from both tests are used to evaluate each student's progress.

Intervention Programs (Title, Reading Corp, and Rtl)

Students may participate in any one of the reading and math intervention programs that are available at Chatfield.

MN Reading Corps.

MRC is a statewide initiative to help every Minnesota child become a successful reader by the end of third grade. Students who are just below the grade level target score on AIMSweb would qualify for MRC services. Tutoring occurs for twenty minutes each day in a one on one setting. The MRC provides research based literacy interventions to build phonics, phonemic awareness and fluency skills. Students reading skills are monitored on a weekly basis. Upon consistent growth towards meeting their grade level target score, students will exit from the program. Students will continue to be monitored to ensure they are maintaining their reading skills. This service is in addition to students core reading curriculum.

Title I

Title I provides additional small group instruction in reading and/or math. The program supports and supplements the reading and math curriculum. Students may work with the Title I teacher or trained paraprofessional for twenty to thirty minutes per day. Students are selected for the Title I program through testing, teacher observation, and performance in the curriculum.

Response to Intervention (Rtl)

Rtl is an ongoing system-wide framework for prevention and early intervention that involves determining whether all students are learning, progressing and/or excelling when provided with high quality instruction and intervention in academics and behavior. Rtl delivers a four-tiered model of increasingly intense student intervention. All interventions used in Rtl are researched based and instruction is done in a small group setting. Students reading and/or math skills are monitored on a weekly basis. Upon consistent growth toward meeting their goal, students will exit from the program. Students will continue to be monitored to ensure they are maintaining their reading/math skills. This service is in addition to their core reading/math curriculum.

Read Naturally

Read Naturally is a computer program that offers strategies to help readers improve their fluency and comprehension. Read Naturally combines three research proven strategies to develop reading fluency. These strategies include: teacher modeling, repeated reading, and progress monitoring.

Special Programs

School Wide activities available to a broader range of students includes:

Lyceums - 3 or 4 times a year, an outside resource brings us a special performance.

Special Days - monthly “fun” days for kids to look forward to (i.e. Hat Day, Red Day at Homecoming, Green Day for St. Pat’s Day, etc.)

Policies, Rules, and Procedures

Bicycles

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

All bicycles must be parked in the area provided.

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

No bicycles may be ridden during the school day.

No child may ride a bicycle belonging to someone else.

Bicyclists should obey all traffic rules.

Students may bring a lock, if desired.

Birthday Treats

We love to celebrate birthdays! If you would like to send healthy treats for the class, please feel free to do so.

Please no chewing gum! The state requires that all treats brought to school must be commercially prepared.

Summer birthdays may be celebrated any time throughout the year. There is a handout of healthy treats posted on the Chatfield Elementary web-site under Important Documents/Links. Please see the District *Wellness Policy* for more information.

Bullying Policy

[Available on school website.](#)

Cell Phones

Cell Phones are not to be used or turned on during the school day. They must be kept at home or in the student’s locker during the day. We are not responsible for lost or stolen items.

Chemical & Tobacco Free Environment

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

Data/Photo Privacy

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

Discipline

A Discipline Program that Builds Responsible Citizens

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

Through implementing Responsible Learning in our school we:

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

We believe students should: (These are what we call "above the line" behaviors.)

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

Use materials appropriately

Severe or “bottom line” student actions:

Willfully harming another student (fighting, hands on)

Exhibits defiant behavior

Behavior stops class from functioning (tantrum)

Profanity (verbal, written, action)

Threatening, intimidating, harassing others

Theft (individual or school property)

Vandalism of individual or school property

Weapons policy violation

Possible consequences:

Warning

Phone call to parents explaining the situation

Send to Principal’s Office

Miss recess time

Miss classroom activity

Noon Detention

In school or out of school suspension

Detention before or after school with parent permission

Restitution

Other

K-6 Philosophy for Responsible Learning

Students, staff, parents, and community will work together to encourage self-motivation and responsibility for personal actions.

Students and staff will foster a sense of belonging by focusing on the learner’s individual and developmental needs.

Problem-solving strategies will be used in a positive and supportive environment to foster the development of personal and mutual respect.

A respectful and safe environment will promote learning.

Dress

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

Following is the dress code that is followed:

- A. No caps, hats, or jackets will be worn during the school day.
- B. No halter tops or short shorts.
- C. Gym shoes are required for physical education classes. Please don't purchase shoes that leave black marks.
- D. No long or dangling earrings.
- E. Pants must be worn appropriately. Under garments should not be visible.
- F. Students shall not wear clothing or hair styles that:
 - 1. advertise alcohol or drugs
 - 2. contain vulgar pictures or language
 - 3. may create a disruption to the learning process
 - 4. may create a health or safety hazard to any person
 - 5. may be hazardous in various school activities
 - 6. may prevent the student from doing their best work because of blocked vision or restricted movement.

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

Electronic Devices

Please keep all personal electronic devices (iPods, Nintendo DS, etc.) at home. Students can become distraught if these items are lost, affecting their ability to learn. We are not responsible for lost or stolen items. We ask that you help us avoid this situation by keeping these types of equipment at home.

Expectations at Co-Curricular Events

Attendance by elementary students and their parents at District 716 Co-Curricular events including athletics

and fine arts is encouraged. Below are the expectations held for attendance at such events. Please review them with your children before they attend any sports or fine arts activity.

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

Gum Chewing

Gum chewing is not allowed in school. The cooperation of all students is requested in this matter.

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

Everyone at District 716 has a right to feel respected and safe. Consequently, we want you to know about our

policy to prevent religious, racial or sexual harassment and violence of any kind. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender.

- name calling, jokes or rumors;
- pulling on clothing;
- graffiti;
- notes or cartoons;
- unwelcome touching of a person or clothing;
- offensive or graphic posters or book covers; or
- any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
- If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer, Dan Gardner.
- You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
- Your right to privacy will be respected as much as possible.
- We take seriously all reports of religious, racial, sexual harassment or violence and will take all appropriate actions based on your report.
- The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the principal's office upon request.

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

Contact:

Mindy Sparby, HUMAN RIGHTS OFFICER
Belle Plaine School District 716 • 220 South Market Street • Belle Plaine, MN 56011
Phone 952-873-2412

Laser Pens

Laser pens are banned from all school functions. Laser pens brought to school will be confiscated.

Lunchroom Expectations

Students show respectful behavior to all adults and students.

Students walk while in the hallways or lunchroom.

Students will not stand and wait for friends.

Students are not to switch seats or tables once they are seated.

Students will keep their eating area clean.

Students will talk quietly to the students at their table.

Student Placement

The assigning of students to classrooms requires careful planning by the staff. A great deal of thought goes into placing children into classes, and the staff takes this very seriously. Placements for the following school year will be communicated during the first week of August through U.S. Mail.

Weapons Policy

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

Wellness Policy

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