

Chatfield Elementary
PreK - 2nd Grade
(952) 873-2401
330 South Market St.
Belle Plaine MN, 56011

INDEPENDENT SCHOOL DISTRICT
No. 716

Oak Crest Elementary
3rd - 6th Grade
(952) 873-2402
1101 Commerce Dr E.
Belle Plaine MN, 56011

PreK-6

Student and Family



2025-2026 Handbook

*"Our mission is to pursue excellence in **academics, programming, and the social and emotional development** of our students. Fostering a culture of **kindness, inclusion, and pride** in ourselves, our school, and our community."*

www.isd716.org

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SCHOOL INFORMATION AND SERVICES

CONTACTS AND PHONE NUMBERS

24 hr Attendance: (952) 873-2404
Oak Crest Office: (952) 873-2402
 Ben Tressel, Principal
 Sara Hayes, Administrative Assistant
 Kristina Stresnak, LPN
Chatfield Elementary Office: (952) 873-2401
 Maria Fadden, Dean of Students
 Jenna Jagusch, Administrative Assistant
 Nicole Koepp, LPN
District Office: (952) 873-2400
4.0 Bus Services: (952) 873-2362
Kids Company: (952) 873-2415
Community Education: (952) 873-2411
Early Childhood Screening: (952) 873-2417
Taher Food Service: (952) 873-2414

District Website: www.isd716.org

SCHOOL DAY HOURS

Chatfield Elementary:

School begins at 8:20 am and ends at 3:10 pm

Oak Crest Elementary:

School begins at 8:15 am and ends at 3:05 pm

Office Hours:

7:15 am - 3:45 pm (Chatfield)

7:15 am - 3:45 pm (Oak Crest)

2025-2026 DISTRICT CALENDAR



Independent School District No. 716
District Calendar 2025-2026
<http://www.isd716.org>
Approved 5/19/2025

District Contact Information
 District Office: (952) 873-2400
 Chatfield Elementary: (952) 873-2401
 Oak Crest Elementary: (952) 873-2402
 Junior-Senior High: (952) 873-2403

Jul-25

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Jan-26

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Aug-25

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Feb-26

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

Sep-25

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Mar-26

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Oct-25

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Apr-26

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Nov-25

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May-26

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Dec-25

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Jun-26

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

No School (Holiday)	End of Quarter
No School (Teacher Workshop)	E-Learning Day
No School (Conference Comp)	Parent-Teacher Conferences

August

25-28	New Teacher Workshop; Teacher Workshop
27	Back to School Night 7-12

September

1	No School - Labor Day
2	School Begins 7-12
2-3	K-6 Conferences (9am - 5pm)
4	School Begins K-6

October

16-17	No School - Education Minnesota Conference
31	End of 1st Quarter

November

3	No School - Teacher Workshop
TBD	K-6 Parent Teacher Conferences
TBD	7-12 Parent Teacher Conferences
26-28	No School - Thanksgiving Break

December

22-31	No School - Holiday Break
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January

1-2	No School - Holiday Break
16	End 2nd Q/1st Semester
19	No School - Teacher Workshop

February

TBD	K-6 Parent Teacher Conferences
16	No School - Teacher Workshop
TBD	7-12 Parent Teacher Conferences

March

20	End 3rd Quarter
30-31	No School - Spring Break

April

1-3	No School - Spring Break
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May

25	No School Memorial Day
28	Last student day, end of 4th Quarter
29	Teacher workshop
31	Graduation

Student Contact Day Summary

Quarter Summary	
1st Quarter	42
2nd Quarter	41
3rd Quarter	43
4th Quarter	43
Total	169

8 teacher workshop days
2 paid days off for parent-teacher conferences

Total teacher days: 179

ATTENDANCE

ATTENDANCE POLICY AND PROCEDURES

Consistent school attendance is of vital importance to a child's academic and social growth.

ATTENDANCE REPORTING

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 or by email absence to your child's school.

- cfattendance@belleplaine.k12.mn.us (Chatfield)
- ocattendance@belleplaine.k12.mn.us (Oak Crest)

Please make sure to include

- your name, your child's name
- your child's teacher's name
- reason for absence. This assists our office staff in processing attendance.

When students arrive late to school, after 8:15 AM at OC or 8:20 AM at Chatfield, they need to check in at the office before heading to class. When students are to be dismissed early, parents need to enter the school, swipe their ID, and the student will be released to them.

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 the person(s) permitted to pick up the student and provide appropriate legal documentation based on the situation.

Excused absences are:

- Illness of the student, which causes him/her to remain home or go to the doctor
 - 5 consecutive absences due to illness will require a doctor's note. All absences after 10 cumulative days due to illness will require a doctor's note.
- Medical/Dental appointments
- Death of a family member or near relative
- Family Emergency as determined by school official
- Religious holiday or observance (Please inform the office ahead of time)
- Family vacations on a limited basis as determined by school official

Unexcused absences are:

- Truancy: An absence that is not reported or approved by the parent and/or the school district within 3 school days of the absence.
- Overslept
- Missed the bus
- Car trouble
- Needed at home (Ex: baby sitting, chores, etc.)
- Vacations without permission in advance from administration or with incomplete required work
- Absences resulting from accumulated excused absences 10.

Excessive Absences Procedures

Unexcused Absences:

- 1 day – contact by phone informing parent of absence
- 3 days – first letter to parent
- 5 days – letter to parent requesting a doctor's note for any further absence and phone call or meeting with parent, and school personnel to put together a Student Support Plan
- 7 days – Educational Neglect or Truancy Report filed with Scott County and a letter to a parent informing them of the filing

Family Vacations:

We know it is sometimes difficult to plan extended time out of school during designated school breaks. However, vacations during regular instructional days should be avoided whenever possible. When students are absent from school they miss valuable opportunities for discussion, collaboration, and instruction within their classrooms and it is not possible to replicate all of the learning activities and skills students miss while they are out of school.

In the event your child is away from school for travel, please notify school staff as far in advance as possible. Vacations are unexcused unless approved by administration in advance. The faculty at Chatfield Elementary and Oak Crest Elementary encourage your child to read for at least 20 minutes each day they are away from school. He or she is also encouraged to write in a journal or logbook. Teachers will provide the curricular work students missed during a vacation or extended absence upon their return and are not expected to provide work in advance of a vacation. Students will have the number of days they were absent to complete the missed work. Students may need supplemental instruction from parents at home to complete the work. Days missed for a vacation will count in the accumulation towards school attendance policies and can be counted as unexcused in the referral process.

We recognize the value of family travel and encourage you to plan trips during breaks so students can benefit from educational experiences both in and out of school..

Excessive Excused Absences Procedures:

- 6 days of excused absences due to medical or health needs without medical documentation will result in a letter being sent to the parent, on a case-by-case basis. The letter will require a doctor's note for any future absence to be excused for illness or medical attention. Families should communicate with the school if accessing medical attention is a challenge.
- 12 days or more of excused absences per school year may warrant an Educational Neglect Report to Scott County. This will be determined on a case-by-case approach.

Excessive Tardies:

- 5 tardies – a phone call to a parent about our concerns
- 6 tardies may be considered an unexcused absence
- 8 tardies – letter to parent

AM/PM Absence/Tardy:

- When a student arrives after 8:15 AM at OC or 8:20 AM at Chatfield, or leaves from school before 3:00 PM, the following guideline is used to determine if the student is counted as being tardy or absent from school:

Chatfield

- If the student arrives before 9:00 AM, they are counted tardy.
- If they arrive after 9:00 but before 11:30, they are counted as AM absent.

- If they leave between 11:30 AM & 2:30 PM, they are counted as a p.m. absence.

Oak Crest

- If the student arrives after 8:15, but before 8:45 AM, they are counted as tardy.
- If they arrive after 8:45 but before 11:30, they are counted as AM absent.
- If they leave between 11:30 AM & 2:40 PM, they are counted as a p.m. absence.
- If they leave after 2:40 PM, they are counted as present all day with an early release notation that will be considered similar to a tardy for attendance purposes.

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.

*Truancy applies to children 12 years and older, but will follow the same for reporting as educational neglect.

TRANSPORTATION


BICYCLES, SKATEBOARDS, e-BIKES, ETC.

- Children are allowed to walk or ride bicycles to school. An area is provided for parking, but the school does not accept any responsibility for the student property. As a measure of safety the following guidelines must be complied with at all times:
- Students walking or riding to/from school (both Oak Crest and Chatfield), who are not within a 1 mile distance, will need a [permission slip](#) turned into the office indicating parent approval.
- All bikes/boards must be parked in the area provided and can not be ridden on school grounds between 7:20am and 3:50pm.
- No child may ride a bicycle/skateboard belonging to someone else.
- ***Students are not allowed to ride e-bikes, e-KickScooters, Segways or any gas/electric powered vehicles on school property.***
- Riders must obey all traffic rules. Violations of traffic rules will be reported to police.
- No child may ride a bicycle, skateboard, E-Bike, eKickScooter or Segway, belonging to someone else.

Students should bring a lock and wear a helmet. Belle Plaine Schools are not responsible for possible theft, loss, or damage of personal property, or injury while traveling to and from school.

BUS

The School District contracts with 4.0 Bus Services to provide school bus transportation to eligible students. ***Riding the school bus is a privilege.*** Students are expected to show the same BE RED approach and good conduct as required in school. Failure to meet bus expectations as designed by 4.0 Bus Services could result in a loss of privilege (suspension from the bus). Students participate in a bus safety program at the beginning of each school year. Contact 4.0 Bus Services directly at 952- 873-2362 with questions about our transportation program. Oak Crest students must ride on their assigned shuttle bus to and from Chatfield.

 4.0 Bus Expectations.docx

PARKING

At Chatfield: Please park in the visitor parking or the parking lot behind Chatfield Elementary.

At Oak Crest: Please park in the front lot when entering the school building. The only vehicles allowed to access the school in the back near the playground are school buses.

STUDENT DROP-OFF/PICK-UP

At Chatfield:

- Drop-off before school will happen in the back of Chatfield in the parking lot
- A drop-off loop has been established. Please enter the western most entrance to the parking lot and follow the arrows.
- When you arrive at the white garage, a staff member will help your child exit the car
- Parents are not allowed to park while in the drop-off area.
- Students will then either travel inside to breakfast or to the playground.
- If your child is eating breakfast they may be dropped off at 8:00 AM.
- Drop off of students starts at 8:10 AM.
- Pick up of students after school will be in the same location behind Chatfield in the parking lot and will follow the same guidelines.
- Families will be given a sign with the child's name on it to display in the passenger side window.
- ***Changes to end-of-day transportation plans must be communicated by email to both the office and teacher or by direct call to the office at least 30 minutes before dismissal to avoid students following their normal end-of-day procedures.***
- ***We will not allow students to go home with a non-household relationship without prior communication.***
- Students not picked up by 3:30 PM will be transported to Wrap Around Kids Co. care at Chatfield and charged a fee.
- Transportation of students by non-parent/guardians must be requested in advance of dismissal by the parent/guardian by 2:30pm.

At Oak Crest:

- Parent drop-off is between 7:50-8:10 AM and will take place at the front of the school. Please pull all the way forward and do not release students until in the front 3 spots. Front doors will open at 7:50 AM for drop-off or walking students to access breakfast. *Families needing to drop off earlier can utilize Kids Company at Chatfield and students will be shuttled to OC. Students dropped off prior to 7:50am may not be supervised or have access to the school building.
- Parent pick-up will be in the same location. Each child will be provided a car sign to display so that students are released to the correct vehicle. Parents may stay in their car. Signs will be handed out at Back to School Conferences or can be requested in the office with proper identification.
- Please do not pass other vehicles when dropping off or picking up and use extreme caution.
- Students not picked up by 3:30 PM will be transported to Kids Company care at Chatfield and charged a fee.

- Transportation of students by non-parent/guardians must be requested in advance of dismissal by the parent/guardian by 2:30pm.
- ***Changes to end-of-day transportation plans must be communicated by email to both the office and teacher or by direct call to the office at least 30 minutes before dismissal to avoid students following their normal end-of-day procedures.***
- ***We will not allow students to go home with a non-household relationship or walk to a sports practice without prior communication.***

WALKING PERMISSION

Students that are assigned a bus route and choose to walk to or from school are required to have a release form signed by a parent or guardian. Please use the link below or visit the office to get this release. [Walking/Biking Release](#).

CURRICULUM, ASSESSMENT, AND PROGRAMMING

CORE CURRICULUM

Our curriculum is the MN State Standards. We teach to these required standards in reading, mathematics, science, social studies, music and physical education classes. We integrate Art, Technology, and Social/Emotional (SEL) standards into our Human Connections, Health, and Second Step classes. Our school uses the following resources and materials to foster growth and achievement in the core curricular areas:

Reading/Literacy:	Amplify CKLA	Grades K-5	Adopted 2022
	Amplify ELA	Grade 6	Adopted 2022
Mathematics:	Math Expressions	Grades K-5	Adopted 2020
	CPM	Grades 6-12	Adopted 2022
Science:	Standards Based Resources		Updated Yearly
Social Studies:	Standards Based Resources		Updated Yearly
SEL	Second Step	Grades Pk-5	Adopted 2019
	Human Connection Hub	Gr. 6	Adopted 2024

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 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, report cards, and ongoing teacher/parent communications as needed. Conferences are held three times during the school year (September, November, February) and report cards will be issued two times a year, coinciding with the end of each semester.

At Oak Crest, parents can access student grades and more information about assignments by accessing Infinite Campus. Frequency of gradebook updates will vary by class, please contact the teacher for more information.

[Grading for Learning Document at CF](#)

Grading for Learning Document at OC

SPECIALIST CLASSES

At Chatfield, students participate in Physical Education, Music, and Media throughout the school week.

At Oak Crest, students rotate on a 3 or 4-day schedule between Physical Education, Music, and Creating Connections. Creating Connections is a new specialist class designed to prioritize Social Emotional Learning, transferable skills, and character building through Art and Literacy activities. Band is an elective opportunity for grades 5 & 6, with students released from other learning to participate. Band students are responsible for missed class time, assignments and activities. Wednesdays at Oak Crest we have an alternative schedule for our Tiger Strong, SEL, and Intervention programming.

TESTING AND ASSESSMENTS

DISTRICT TESTING

Capti ReadBasix and FASTBridge are benchmark and progress monitoring systems 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 FASTBridge during the Fall, Winter, and Spring at Chatfield and Capti ReadBasix at Oak Crest.. This information will be used to measure academic progress in the areas of reading and math. Students that received supplemental instruction to increase their skill level in those areas will be administered more frequent progress monitoring utilizing FASTBridge at both Chatfield and Oak Crest.

STATEWIDE TESTING

English Language Proficiency Accountability Assessments

The ACCESS for ELLs and Alternate ACCESS for ELLs are the assessments developed by the WIDA consortium and administered to English learners in order to measure progress toward meeting Minnesota's standards for English language development, developed by the WIDA consortium

Minnesota Comprehensive Assessment (MCA)

Standards-Based Accountability Assessments

The Minnesota Comprehensive Assessments (MCA) and alternate assessment Minnesota Test of Academic Skills (MTAS) are the state tests that help districts measure student progress toward Minnesota's academic standards and also meet federal and state legislative requirements. Students take one test in each subject. Most students take the MCA, but students who receive special education services and meet eligibility requirements may take the alternate assessment MTAS instead.

The list below shows tests by subject along with the grades they are given in parentheses behind each subject.

- Reading: MCA or MTAS (grades 3-8, 10)

- Mathematics: MCA or MTAS (grades 3-8, 11)
- Science: MCA or MTAS (grades 5, 8, and high school)

Reference:

- [Minnesota Department of Education](#)
- [Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form](#)
- [Testing Calendar](#)

FAMILY AND COMMUNITY INVOLVEMENT

BACK TO SCHOOL CONFERENCES AND SCHOOL YEAR CONFERENCES

BK-6 will have Back To School Conferences on September 2nd (10am-6pm) and 3rd (8am-4pm). Parents will receive email notifications of their child's teacher as well as information on how to sign up for a conference time at the beginning of August. Conferences will take place in person. Please plan for approximately a 20-25 minute conference and approximately 30 minutes to complete other items throughout the building.

3 and 4-year-old Preschool, Back To School conferences will be scheduled for 15 minutes with the teacher in person. Information will be shared with families on how to sign up for conference times at the beginning of August.

Two times during the school year parent/teacher conferences will be held to share information and discuss the progress your child is making at school. Communication will be sent out to you to sign up for a time to meet with your child's teacher prior to the November and February conferences.

COMMUNICATION

Chatfield and Oak Crest faculty, staff, and administration believe a strong partnership with parents is essential for student success. Open, respectful, and honest communication is a critical pillar of this partnership. Our staff will respond to requests for information and assistance in a timely and professional manner. Similarly, every staff member should be treated with respect and dignity by parents and members of the public. Teachers balance the needs of planning a lesson, teaching a lesson, and correcting materials and must be provided with reasonable time to correct materials and communicate. Homeroom teachers share weekly updates or emails along with the weekly school newsletter from the principal as an opportunity for families to stay on top of all school-related events. The first step in teacher-parent communication is reading these essential communications thoroughly and in a timely manner.

Some tips for communicating effectively with our faculty and staff include:

- Utilize voice mail or email whenever possible to contact teachers. You can expect a timely and professional response.
- Call the teacher in advance to schedule a meeting if you would like to discuss something with the teacher face-to-face.
- Strive to resolve a conflict or misunderstanding directly with a teacher first; you are welcome to contact the administration if you are dissatisfied with the resolution.
- Make sure your requests are reasonable.
- Make sure your attitude and words are respectful.
- Recognize that each student in our care is special and we want the best learning experiences for and that we must consider ALL students when making decisions.
- Recognize that we strive to build responsibility in students. Please keep this in mind, as we will come from that perspective in our communication with you.

STUDENT INFORMATION SYSTEM

INFINITE CAMPUS

The Belle Plaine Public Schools utilize the Infinite Campus student information system. Infinite Campus has many features, including online access to grades, announcements, food service, school fees (field trips, etc.), and attendance information for parents and students. Infinite Campus provides the most accurate grade at designated academic checks, such as the end of a semester. Report cards are not sent home to families and must be accessed through Infinite Campus. It is important that parents/guardians have their own access to Infinite Campus and that contact information is up to date at all times. It is also essential to have a non-household contact added as an additional person to connect with in an emergency manner.

*Important and at times urgent communication will be done electronically or by automated calls using the information in Infinite Campus.

If you need additional assistance with Infinite Campus, contact Teri Kiewatt at (952) 873-2418. Additional information regarding IC, including a parent guide, is located on our district website at <http://www.belleplaine.k12.mn.us>.

LEARNING MANAGEMENT SYSTEMS

Belle Plaine Schools utilizes Schoology as our learning management system (LMS) in grades 3-12 and SeeSaw PK-2 and occasionally at Oak Crest. Staff members utilize Learning Management Systems to house much of the course content utilized day-to-day in class. These digital platforms are also utilized for formative and summative assessments.

CHATFIELD: SEESAW

Seesaw is a platform for student engagement. Teachers can empower students to create, reflect, share, and collaborate. Students “show what they know” using photos, videos, drawings, text, PDFs, and links. It’s simple to get student work in one place and share it with families.

Once parents have an account through Seesaw they can connect with their child’s teacher through a Parent Access Code for that course to receive updates. To set up your own Seesaw account, please visit the booth at back-to-school conferences, contact your classroom teacher, or contact the school directly at 952-873-2401.

OAK CREST: SCHOOLOGY

Schoology in grades 3-6, is a student-centered online system that provides the most accurate picture of the activities taking place in class and will provide real-time results on some assessments. Teachers use this to directly interact with students in their class including communication, assignments, assessments, rubrics, calendars, and more. It is an essential tool for staying organized and up-to-date on current class development and will be used during e-learning events. Parents and students are encouraged to have their own access to

Schoology.

Once parents have an account through Schoology they can connect with their child's teacher through a Parent Access Code for that course to receive updates. To set up your own Schoology account, please contact the school directly at 952-873-2402.

SCHOOL AND CLASSROOM ENVIRONMENT

BIRTHDAY TREATS

AT CHATFIELD:

Chatfield does not accept birthday treats or trinkets to be shared at school. This is to ensure all students' safety, inclusivity, and well-being. Due to students with allergies, dietary restrictions, and various cultural practices, this practice helps create a more inclusive and respectful environment for every student. It is understood that birthdays are meaningful moments for students and families. Each classroom teacher recognizes and celebrates student's birthdays within their own classroom.

AT OAK CREST:

Students are allowed to provide treats for their classroom in a safe and inclusive way as monitored by classroom teachers. The state requires that all treats brought to school and shared with other students and staff must be commercially prepared. Summer birthdays may be celebrated any time throughout the year as determined collaboratively between teacher and parent.

CLASSROOM ASSIGNMENTS

At a minimum of 2 weeks prior to the start of school, families will receive information about homeroom class assignments. Elementary staff, including administration, teachers, and counselors, put a great deal of thought and effort into classroom assignments. Many factors are considered for the best educational experience for ALL students. Requests by families for specific teachers will not be considered. In addition, changes to classroom assignments will not take place based on family request. At Oak Crest and Chatfield, all teachers support all kids. In fact, many classrooms share students between teachers to personalize learning so not all lessons or content are taught by the assigned homeroom teacher.

COMPLAINTS

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint. People are also encouraged to request a meeting time in advance to share an oral complaint. We welcome inquiries into programming and educational decisions in efforts to best support students. Please refrain from posting inquiries, judgements or complaints on social media. Public statements and involvement inhibit our ability to support your child and their personalized needs.

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 required that elementary (Grades Pk-6) and younger students be accompanied & supervised by an adult at all events for the student's safety, as well as the safety of others.
- We welcome enthusiastic fans that come to watch the game/performance and encourage our team/performers. Good sportsmanship is our goal and our trademark.
- We expect spectators to address volunteers, supervisors, participants, officials and each other respectfully. Offensive language has no place at a Belle Plaine Tiger activity.

FIELD TRIPS

Field trips are an important part of the educational program. Permission will be required in advance to participate in any field trip that leaves school grounds. 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. Parent chaperones will be required to complete a background check with the school district a minimum of 24 hours prior to the trip. A link will be sent via email to parents to complete this process once they are identified as a chaperone. There is a cost associated with this request. Please refer to our visitor and volunteer policies shared in the ["Student Safety"](#) portion of the handbook.

LOST & FOUND

We have a lost & found rack in each of our schools that gets donated quarterly. Parents and children are encouraged to check for lost articles frequently.

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. In the event that food is to be donated to a classroom, the food must be pre-packaged and approved by the classroom teacher for health and safety reasons. Any donations must be of the quantity to share with the entire class of students.

MID-DAY RECESS

All children should be dressed properly for the weather conditions of the day. Children stay inside on rainy days or when the "feels like" temperature is below 0 degrees. Students unprepared for recess as determined by the school staff on duty, may spend recess supervised indoors and may have additional consequences added. To avoid this concern, please keep hats, gloves, boots, coats, and snow pants at school on all days the weather could be near or below freezing and when snow is on the ground. If you need support in gathering proper outdoor weather gear, please contact the school office. If a child must remain inside for recess, medical documentation must be provided to the office in advance to ensure we have a supervised alternative for the student.

STUDENT EXPECTATIONS

DRESS CODE

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. ***Students shall not wear clothing that:***

- Advertise alcohol or drugs
- Contain vulgar pictures or language
- May create a disruption to the learning process
- May create a health or safety hazard to any person
- May be hazardous in various school activities
- May prevent the student from doing their best work because of blocked vision or restricted movement.

To ensure the safety, and comfort of all students and staff, and to avoid a distraction from learning or teaching we have these expectations. Undergarments should always be covered and clothing should be of appropriate size and length to avoid exposing excessive amounts of bare skin. This includes short shorts, skirts and backless, strapless, low-cut or crop-tops as unacceptable clothing. Students will also be asked to remove hats and hoods if they are impacting learning, safety, or respect of others.

The school reserves the right to send a student home for dressing in a manner that is disruptive to the educational process. This may also include providing the student with clothes to wear until the end of the day or until appropriate clothing is available. The administration reserves the right to have discretion and flexibility in dealing with each case of inappropriate dress. Failure to follow administrative directive is considered insubordination.

LOCKER & PERSONAL POSSESSIONS

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Students are encouraged to keep lockers neat and only store items necessary for school. Valuables should not be brought to school or stored in lockers. Sports equipment that does not fit safely in the locker should be stored in the office. Students are only allowed to access the locker assigned to them.

NON-EXCLUSIONARY DISCIPLINE

Non-exclusionary disciplinary policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions and alternative education services. The Belle Plaine School District has all of these proactive approaches to

student behavior in place including PBIS, Social and Emotional Learning with an evidence-based curriculum, restorative practices, and personalized support and coaching from licensed social workers and counselors.

When student behavior requires an additional response, the school district has a comprehensive Student Discipline Policy that is accessible on our school website. Effective discipline involves a collaborative partnership between parents, staff, administration, and the student. The purpose of the policy is to provide a safe and healthful educational environment.

PROHIBITIONS AGAINST BULLYING, HARASSMENT, VIOLENCE & HAZING

BULLYING ([District Policy 514](#))

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's "Bullying Prohibition" policy 514

[Belle Plaine Bullying Fact Sheet](#)

HARASSMENT AND VIOLENCE PROHIBITION [[District Policy 413](#)]

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy 413 can be found on the district website.

HAZING PROHIBITION [[District Policy 526](#)]

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" Policy 506, which can be found on the district website.

HARASSMENT POLICY

Everyone in 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.

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

Contact:

John Bergs, HUMAN RIGHTS OFFICER -- Phone: 952-873-2412

Belle Plaine School District 716 • 220 South Market Street • Belle Plaine, MN 56011

RESPONSE TO STUDENT BEHAVIORS - [School Board Policy 506](#)

In Belle Plaine Schools, we respond to student behaviors in a manner that is personalized and situational. While we are systematic in our approach, many factors are considered that affect the action taken by staff and administration. The goal of any disciplinary action is experience

based learning by the student and an opportunity to restore relationships and change future behaviors so that the students education can continue to be the focus.

Parents will be contacted when a student is involved in a major behavior situation as an offender or victim as soon as possible. Oftentimes, there is a period of investigation needed before parents can be included in the situation, please be patient. Communication to parents will not take place for all minor behaviors. Communication of minor behaviors will be at the discretion of the teacher and often occur when a pattern of inappropriate choices are forming.

Detailed information on student responsibility, code of conduct, violations, and disciplinary consequence options are linked in this document. [Disciplinary Response Insert](#)

TENNESSEN WARNING

Students may be questioned by the administration about incidents that may have severe legal and/or educational consequences. Students will have a due process right provided to them as per Minnesota statute. The Minnesota Government Data Practices Act requires school districts and other political subdivisions, when asking a person to supply private or confidential information about the individual, to inform the person of:

1. The purpose and intended use of the requested data within the school district.
 2. Whether the individual may refuse or is legally required to supply the requested data.
 3. Any known consequences arising from supplying or refusing to supply private data.
- The identity of other persons or entities authorized by a state or federal law to receive the data.

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.

STUDENT HEALTH SERVICES

PICK-UP OF CHILD

A Licensed Nurse, health office 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 is not feeling well enough to be in school, a parent will be called by the health office. Students should not call or text home without first being seen by the school nurse, as this would violate our technology and data privacy policies. Please keep Infinite Campus up to date with current phone numbers for home, work, and emergency contacts. It is of utmost importance that we are able to reach you in times of medical necessity. We will call home and require an early pick up of your child if we see:

- an elevated temperature
- vomiting or diarrhea
- other suspected communicable diseases (head lice, strep throat, suspicious rashes,

etc.)

- 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 the 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
- Strep throat: may return after 12 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 the doctor determines whether the rash is/is not contagious.

IMMUNIZATIONS

Minnesota Immunization Law requires that every child attending school have current required immunizations or the necessary documentation for exemptions. We cannot allow your child to attend school if we do not have a record of current required immunizations or exemptions. COVID-19 vaccinations are not required at this time.

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:

- Written parental consent
- Written physician's orders
- Medication must be provided in the original container (if you ask, the pharmacist can provide a bottle for home and one for school)
- Medication must not be expired (please check the dates before bringing)

OVERDOSE MEDICATIONS

Overdose Medication - Naloxone (Narcan) - School Board Policy 516.5

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose.

Authorization for obtaining, possessing, and administering Naloxone or similar permissible medications under this policy is contingent upon 1) the continued validity of state and federal law that permits a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering

the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication. Refer to School Board Policy 516.5

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 a parent or guardian. 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) and vision screening (grades 1, 3, 5). 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.

STUDENT NUTRITION

FOOD SERVICE PROGRAM - BOARD POLICY 534

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. Our food service program meets the requirements of the USDA type A program. All students are offered a main entree, vegetable, fruit, and a 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 every 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.

***Every student receives one free program breakfast and one free program lunch. Students need to enter their individual code for tracking purposes.**

Any additional meals and or al la carte items will be charged to the family's account.

2024-25 Meal Prices for adults and additional meals as available:

Second Breakfast: \$2.40

Second Lunch: \$5.00

SNACK CART

Both Chatfield and Oak Crest have a SNACK CART option for families. Enrolling in the SNACK CART ensures that your child will have a healthy snack every day while at school. There will be multiple daily options to choose from which will include items for students with allergies (examples: gluten, dairy, peanuts). The cost for the SNACK CART option is \$75/child with a family cap of \$175.00. If you would like to enroll your child in the SNACK CART at Chatfield or

Oak Crest, please bring your payment to the office during Back To School Conferences or sign up through Infinite Campus. [☰ Snack Cart Form](#)

Applications for Free/Reduced Lunch are still available with our state-wide free lunch program. Families who qualify for assistance can receive benefits in a variety of ways throughout the year including a possible reduction in snack cart costs, field trip costs, and summer wellness funding from the state. Please contact our school if you are interested in this support.

SCHOOL DISTRICT WELLNESS POLICY

As a district we have a wellness policy. The policy states that school staff will encourage healthy choices as classroom and birthday snacks. With the adherence of this policy, we will be asking that if you come to school for lunch with your child that either you eat the school lunch or that you bring your own lunch from home. We are asking that parents and other family members do not bring lunches bought at restaurants into the lunchroom.

Candy and unhealthy snacks in excessive amounts have a negative impact on learning and the school environment. ***Students are not allowed to bring, share, or consume candy, junk food, soda/pop, or caffeinated drinks without the permission of school staff.** Unhealthy items that are open and being consumed at school will be thrown away. Unopened items will be sent home. One dessert included in a packed lunch is appropriate.

The food that is included in any school event such as class parties, should not have more than 1 item that is not considered primarily nutritional.

STUDENT SAFETY

BEFORE AND AFTER SCHOOL SUPERVISION

Due to our 2-tiered bus system, many students have extended times at school before or after the school day is officially in session. This supervision is a privilege and a service the school district provides to students arriving on early buses. Students who fail to meet expectations for behavior may lose the privilege to be at school before or after the bell (*8:10 AM or 3:05 PM). In these cases, parents will be required to drop off, pick up, or utilize Kids Company. Families that drop off their children prior to doors opening for the start of school (OC - 7:50am, Chat- 8:10am) may be charged a fee through Kids Company or will be expected to wait outside of school and will be unsupervised.

CHEMICAL AND 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.

SCHOOL CLOSINGS

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 the 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.

End-of-day dismissal plans will remain the same as normal family routines during an early release (planned or unplanned) unless notified by the parent. Please notify the office and classroom teacher as soon as possible if a change is necessary.

The first school closing due to inclement weather will not be an e-learning day.

VISITOR POLICY AND VOLUNTEERING

We encourage parents to participate fully in their child's education. Please contact the classroom teacher to make arrangements if you would like to volunteer. School visits are limited to lunchtime or special events unless volunteering with teacher pre-approval. Each year we have special activities at which time all parents are invited to visit the school. You will receive special notice of these dates. ALL visitors must sign in at the school office with state issued identification and wear a Visitor Badge. Parents should notify the office in advance if friends or relatives are visiting that are not listed non-household members.

The front doors at Oak Crest will be locked from 8:15-3:05 and at Chatfield from 8:30-3:15. If you are visiting between those hours, please scan your government-issued identification. Upon entering the school building all visitors are required to go directly to the office. The scanner in the entrance vestibule adds 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. A visitor badge will be printed for all visitors who will be staying in the building. This process will provide another safety measure for our students, families, and staff.

Visitors will be expected to follow these guidelines: [LINK](#)

Volunteers will need to sign and submit this agreement: [LINK](#)

UNIVERSAL EMERGENCY PROCEDURES

As a part of our ongoing efforts to make your child's safety our top priority, we will practice a variety of safety drills throughout the school year including, responses to fire, tornado, lockdowns, and shelter-in-place, as required by the state. These events will not be communicated to families as they are just practices. If we have to execute a live emergency response, we will communicate to parents through email about the nature of our emergency and our response. Please remember that coming to school or contacting school during an emergency can have a negative impact on your safety and the safety of our students and staff.

UNIVERSAL EMERGENCY PROCEDURES

UTILIZE RAPTOR ALERT SYSTEM



EVACUATION

EVACUATION

For use when conditions outside are safer than inside.

- Take the closest and safest way out - utilize building map
- Bring with you a walky talking and/or cell phone for communication
- Report missing students/staff to principal's office



SHELTER
IN PLACE

SHELTER IN PLACE

For use when learning can safely continue, but student and staff movement needs to be limited.

- Bring students into classroom and close doors and window coverings
- Remain with students in the same classroom until an "all clear" announcement is made



LOCKDOWN

LOCKDOWN

• WITH WARNING

For use to protect students/staff from a potential danger outside of the building

- Direct students to the nearest classroom or safe location
- Lock all doors, close windows and coverings
- Control all movement and noise

• WITH INTRUDER

- Direct all students outside to the nearest safe location (this could be outside of the building)
- Lock all doors, close windows and coverings, turn off lights
- Take cover and control all movement and noise until "all clear" is announced by administrator



WEATHER

SEVERE WEATHER/REVERSE EVACUATION

For use when conditions inside are safer than outside.

- Move all staff/students inside immediately to the designated area
- Bring walky talky and/or cell phone for communication
- Assume safety position if appropriate

REUNIFICATION

For use when students or staff need to leave school grounds for safety reasons.

- Reunification location will be communicated through Raptor App
- Direct students/staff to appropriate reunification location
- Take attendance and keep all students in your supervision with you, and wait for direction from administration



STUDENT SUPPORT

ACADEMIC SUPPORT & INTERVENTION

Intervention is a form of instruction that is personalized for skills that are below grade level identified through student assessment, and ongoing progress monitoring. Intervention is provided in a variety of formats within and outside of the classroom. At times intervention is a short-term solution for a specific need. At times, intervention occurs in an ongoing, scheduled format during other core curriculum and classes due to the prioritized need of literacy and math skill development. Scheduling can be difficult, but we do try to plan these interventions at the least intrusive learning times. Students will not miss special classroom events or recess for intervention but could miss some preferred activities like a morning meeting, boost time, or another subject. Student grades in other subject areas will not be negatively impacted by their participation in the intervention.

When a student is participating in an ongoing, scheduled intervention that includes the collection and monitoring of learning data, parents will be informed in writing.

ENRICHMENT AND EXTENDED LEARNING

All classroom teachers utilize data to personalize learning for their students. Personalization of learning takes place through differentiated instruction, flexed grouping, and additional programming when appropriate and available.

GUIDANCE AND COUNSELING

The student support staff provide a variety of services for all students. Prevention activities involve classroom instruction, situational coaching, and support. 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 support staff 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 support staff can assist families with providing a list of resources to address a variety of needs that are available in or near our community.

Referrals to work with school support staff 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 support staff may be consulted and help out in crises or other situations requiring a timely response.

PBIS

Chatfield and Oak Crest are PBIS Schools in the state of Minnesota.

Positive Behavioral Interventions and Supports (PBIS) is a framework or approach for helping schools select and organize evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.

PBIS is based on principles of applied behavior analysis and the prevention approach, along with the values of positive behavior support. The underlying theme is to teach behavioral expectations in the same way as we teach academic subjects. You will hear staff and students use the phrase “Be RED” to focus on the way we treat ourselves, our learning, each other, our school and our community.

To see specific rules/expectations within our school building please review our Be RED Matrix:

- [Chatfield PBIS Be RED Expectations](#)
- [Oak Crest PBIS BE RED Expectation Matrix](#)

SECTION 504

Section 504 of the Americans with Disabilities Act (ADA) protects students from discrimination based on disability or perceived disability. A 504 plan describes the accommodations needed to ensure equal access during the school day and equal opportunities in extracurricular and non-academic activities. If you believe your child is eligible for protection under Section 504, contact your school's principal or Section 504 Coordinator at Chatfield or Oak Crest.

Chatfield Elementary - Megan Doebling - mdoebbeling@belleplaine.k12.mn.us
Oak Crest Elementary - Claire Malecha - cmalecha@belleplaine.k12.mn.us or Eaden Javens
ejavens@belleplaine.k12.mn.us

SPECIAL EDUCATION

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. Prior to referral to special education, there is a detailed process required by law to ensure all student needs and avenues for support are explored. The intervention and child study process typically takes approximately 6 months, but can be longer for an academic or behavioral referral.

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.

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 the 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, or 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.

TECHNOLOGY

ACCEPTABLE USE OF TECHNOLOGY

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of a technology violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; disciplinary action for students and staff in accordance

with School District policies and applicable collective bargaining agreements; or civil or criminal liability under other applicable laws.

CELL PHONES AND PERSONAL TECHNOLOGY DEVICES

To ensure a distraction-free learning environment for all kids, all non-school issued electronic devices including, but not limited to cell phones and personal tablets must be kept in a backpack or locker during the school day and either silent or turned off. At Chatfield, smartwatches may not be worn and should be silenced or off and stored in students' backpacks if brought to school. At Oak Crest, smartwatches may be worn, but if they are a distraction will be required to be stored in the backpack or locker as well. To avoid misuse of smart watches, we recommend utilizing features such as "school mode" or "do not disturb." Making a call, receiving a call, or messaging may only occur with staff permission and supervision, even before or after school, on field trips, and during recess/lunch breaks. Taking pictures at school and posting pictures, videos, or comments at school on a personal device is not allowed. The use of earbuds in classrooms will be at the teacher's discretion, but they are not to be worn without direct permission.

Consequences:

Students using technology devices inappropriately will have them confiscated by staff and kept in the office. Devices may be returned at the end of the day or required to be recovered by a parent depending on the circumstances. Additional consequences such as detention or loss of privilege may accompany the removal of the device. Students that demonstrate a pattern of using personal devices inappropriately or without permission will have a parent meeting and may lose the privilege and have the device kept in the office daily.

Extenuating Circumstances:

- Students who use their cell phone to monitor a medical condition (i.e. diabetes, epilepsy) may have their cell phone with them at all times, but must adhere to all other expectations of the cell phone policy.
- In the case of medical necessity or emergency, a student should have a health plan or prior approval from Administration and the Health Office.

Belle Plaine Schools assume NO RESPONSIBILITY for the loss, damage, or theft of any electronic devices nor is it obligated to investigate any loss, damage, or theft. If you are concerned about loss, damage, or theft, leave the device at home.

If you need to communicate directly between child and parent, please contact the office and we can make this happen. If you need to check in on a child, you will need to collaborate with the child's teacher to make a plan.

DATA AND PHOTO PRIVACY

Student data, experiences, and information are the private property of the student and their parent/guardian. Information about other students in our district is limited and can not be shared or discussed without permission.

Student pictures and personal data will be printed in school publications, and social media such as Twitter and Facebook, and given to the media for dissemination on occasions that warrant publication as news items.

Families wishing to opt-out of released data need to fill out this form and return it to the school office. [Data Release Form](#)

E-LEARNING

E-Learning days are utilized to continue learning anytime, any place, and anywhere. These days are often used when school is closed for inclement weather, but also occasionally will be planned for other reasons. E-Learning is also intended to help prepare students for their future. We are hoping to work with students and help them gain skills to be successful in a world that includes online working and learning environments. Students' expectations for e-Learning days are available on the district website and may include a "synchronous" work session with the teacher in some situations.

[E-Learning Plan for OC](#)

[E-Learning Plan for Chatfield](#)

TECHNOLOGY INSURANCE PLAN

Belle Plaine Public Schools recognizes that with the implementation of the Enhanced Learning Initiative (ELI) there is a need to protect the investment by both the District and the Family. The iPad Insurance cost is **\$20** per device and will be due upon receipt of your student's iPad. If a family qualifies for free and reduced lunch (must apply and be approved for the current year) the iPad Insurance cost is \$10 per device. The iPad Insurance cost will be capped at **\$60** for families with multiple students. Families receiving educational benefits such as free or reduced lunch may be eligible for a reduced rate of insurance. The insurance plan applies to families with students entering grades 3-12. Families with students entering grades K-2 will not be asked to participate in the iPad Insurance Plan.

The iPad Insurance cost will provide insurance coverage for *accidental* damage such as accidental drops, cracked screens, theft, fire, flood, natural disasters, and parts failures. The **\$20** payment is nonrefundable. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year when the iPad is turned back into the school. The iPad Insurance cost does not cover *intentional* or *neglectful* damage. The iPad Insurance does not cover iPad cases, charging bricks, or charging cables. Exceptions may be made on a case-by-case basis and are at the discretion of district technology staff and administration. See the information at the end of the handbook for more information on insurance costs, coverage, and claims.

Costs & Coverages

No Insurance Coverage No Premium	Single Coverage Insurance \$20.00 Premium	Family Coverage Insurance \$60 Max Premium
Family is responsible for the full cost of repair and/or replacement of damaged or lost iPad. Typical examples of costs: 1. Screen replacement: \$150.00 2. Lost/stolen iPad & case: \$430.00	Deductibles: 1st incident- Covered repair or replacement is paid for by the Insurance. 2nd Incident- \$75 Deductible <i>Each additional incident:</i> The family is responsible for the full repair/replacement cost.	Deductibles per device: 1st incident- Covered repair or replacement is paid for by the Insurance. 2nd Incident: \$75 Deductible <i>Each additional incident:</i> Family is responsible for the full repair/replacement cost.

** Families receiving educational benefits such as free or reduced lunch may be eligible for a reduced rate of insurance.*

Damages & Insurance

<p>(iPad) What is covered? The following items are covered by the District Insurance Policy:</p> <ul style="list-style-type: none"> ● Accidental damage, i.e.- cracked screen ● Theft (must be reported to the police and a copy of the police report is required) ● Lost iPads ● Fire, flood, or other natural disasters 	<p>(iPad) What is NOT covered? The following are NOT covered by the District Insurance Policy:</p> <ul style="list-style-type: none"> ● Damage caused when not in the provided protective case or if screen cover is not on ● Intentional damage ● Any and all damage caused by neglect
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Claims

The damaged iPad must be presented (or police report if theft occurred) to the school office or media center by the student. The student will be required to complete a claim form. If a deductible is applicable a bill will be sent to the parents/guardians. Every effort will be made to immediately replace the iPad with the same model of the damaged or stolen device. If the same model is not available, the student may receive an older model iPad.

If payment or deductible is due (2nd claim or no insurance coverage,) device replacement will not occur until payment has been made in full or a payment plan has been set up with the Director of Curriculum and Technology.

Please review the following items with your child to ensure the appropriate use of your iPad and be sure that you will not be charged for intentional damage or neglect:

- Leave the District-provided iPad protective case AND screen protector on your iPad at all times. **If the District-provided iPad protective case is removed, the insurance will be void.**
- Carefully transport your iPad to school every day. Avoid placing weight on the iPad, which can easily happen in a backpack.
- Never throw or slide an iPad.
- Never expose an iPad to long-term temperature extremes or direct sunlight. An automobile is not a good place to store an iPad.
- The iPad and District-provided iPad protective case must remain free of stickers, writing, painting, markers, or any other forms of adornment. Do not eat or drink around your iPad.
- Be aware your iPad comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.
- District-issued iPad accessories are the responsibility of the student to whom they are issued.
- Do not lend your iPad to another person, even when not in your possession the iPad is ALWAYS your responsibility.
- Never leave an iPad unattended. When not in your personal possession, the iPad should be in a secure, locked environment.
- The iPad can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. **Do not use** window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad.

Belle Plaine School District students BK-12 will receive an iPad tablet to assist students in their educational studies. The tablets will allow educators to better personalize education for each student and the tablets will provide students with a variety of ways in which to demonstrate their learning. The students at Oak Crest will receive their iPads during Back To School Conferences. The iPads will go back and forth between school and home depending on teacher/student use and discretion. Oak Crest students will be required to purchase insurance for the device. We ask that each student in BK-12 bring his or her own set of earbuds/headphones to school for personal use.

COMMUNITY RESOURCES

988 SUICIDE AND CRISIS HOTLINE

988 suicide & crisis hotline counselors are trained to provide free and confidential emotional support and crisis counseling to people in suicidal crisis or emotional distress and connect them to resources. These services are available 24 hours a day, seven days a week, across the United States. The 988 Suicide & Crisis Hotline number can also be found on student ID cards and on student iPad home screens.

KIDS COMPANY AND WRAPAROUND CARE

The Belle Plaine Public Schools provide a before/after school child care program for students in Grades BK - 6 and a Wraparound for our Preschool students which is wrapped around their preschool class to provide care 6:00 am - 6:00 pm. For more information on the Kid's Company/Wraparound program or to register your child call the Community Education office at (952) 873-2411. The program is open from 6:00 - 8:20 a.m. and from 3:00 - 6:00 p.m. and is held at Chatfield Elementary School. The service is available during the summer as well.

STUDENT ENROLLMENT AND REGISTRATION

Belle Plaine Public Schools welcomes all students who live within the boundaries of Belle Plaine Independent school District 716 and meet state age and health requirements.

[Click Here to Enroll](#) or visit the district website, For Parents, Enrollment Options

EARLY CHILDHOOD SCREENING

Early Childhood Developmental Screening is a check of a child's development, vision and hearing, growth, health history and immunizations. Screening is a free service required by the State of Minnesota.

Early Childhood Developmental Screening helps a school district identify children who may benefit from district and community resources available to help in their development. Early Childhood Developmental screening includes a vision screening that helps detect potential eye problems but is not a substitute for a comprehensive eye exam. Screening is recommended when a child is 3 to 4 years old but must be completed before starting Kindergarten in a Minnesota public school.

At the conclusion of the screening, the parent/legal guardian will be given a summary of the screening results and have the opportunity to discuss concerns they may have about their child's development or circumstances that could affect their child's learning. Information

regarding early childhood programs and other resources will be available. The screening summary will become a part of the child's school record.

[Click Here to Schedule Your Screening](#) or visit the district website, Community Education, Early Childhood Screening

EARLY ENTRANCE TO KINDERGARTEN

A child shall be five (5) years of age on or before September 1st in order to enroll in kindergarten.

Children reaching the age of five (5) between September 2nd and December 31st may be considered for early entrance in kindergarten under the following stipulations:

1. Parents inform the appropriate elementary principal on or before April 30th of the desire to have their child considered for early entrance. In specific instances, the April 30th deadline may be waived at the discretion of the principal.
2. The district shall arrange for a psychological test of the child by a licensed psychologist that shall include the following:
 - a. Cognitive Ability
 - b. Social & Emotional Maturity/Readiness
 - c. Academic Readiness
3. The cost of the psychological referral shall constitute a financial responsibility of the parents and be subject to payment prior to the date of testing.
4. The school psychologist and district administrator shall establish criteria for evaluation and provide recommendations. The objective criteria require an overall IQ of 121 or greater and observed, advanced pre-academic skills. The social skills score will be defined by the Director of Special Services annually and will be based on the measure tool used. If there are discrepancies between subtests and cluster scores, or between the three main criteria components, e.g. IQ score, social skills score, and the observable pre-academic skills, the Director of Special Services will determine the Early Entrance Status.
5. The school psychologist shall furnish the school and the parents with a report that includes a definite recommendation concerning the child's early entrance by June 30th. Documentation of the actual student's test also needs to be forwarded to the school district office by June 30th.
6. The principal, using the assessment data and the principal's final recommendation, will make the decision regarding Early entrance status. This recommendation is final unless determination by the Director of Student Support Services is requested by the parents for a decision relative to the approval or disapproval of the early entrance application, as based upon the psychological data gathered.