

Oak Crest Elementary

Independent School District No. 716 • Belle Plaine Public Schools



Student and Family 2014-2015 Handbook

Dear Oak Crest Community,

Welcome to Oak Crest Elementary School in the Belle Plaine School District!

Oak Crest's mission is to provide students with learning that meets their needs, a warm learning environment for all, and a community that supports students, parents, and staff. The staff at Oak Crest Elementary is prepared to give your child 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)

Oak Crest Elementary staff is prepared to team up with families to ensure strong support for a successful and enduring learning experience for our children. Please contact the Oak Crest Elementary Office at 952-873-2402 should you have any questions, concerns, or compliments about our school. We look forward to working in partnership with you and yours.

Sincerely,

Liann M. Hanson, PhD

Principal Oak Crest Elementary

Mission Statement

Expecting Excellence from Everyone, Everyday!

Vision Statement

Our district, working in partnership with all families and the community, is a learning organization of engaged, motivated and high achieving lifelong learners who experience daily:

Academic Excellence through

- Personalized learning and differentiated programming

- Focus moving from teaching to learning
- Alignment of rigorous, guaranteed and viable curriculum

Community Culture of Engagement through

- Recognizing who we are and embracing who we may become
- Collaboration and communication

Sustainability from Excellence and Engagement through

- Effective management of human, financial and physical resources
- Innovative and integrated use of technology

Basic Information and Services

Oak Crest Elementary School
1101 West Commerce Drive
Belle Plaine MN 56011

24 hr Attendance:	952-873-2404
Oak Crest Office:	952-873-2402
Chatfield Elementary	952-873-2401
Stier Bus Company:	952-873-2362
Kids Company:	952-873-2415
Community Education:	952-873-2411
Early Childhood Screening:	952-873-2417
Event Line:	952-873-2413
Taher Food Service:	952-873-2414

District Website: www.belleplaine.k12.mn.us

Office Hours: 7:15am-3:45pm
Grades 3-6 School Hours: 8:30am-3:00pm

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, after 8:40 AM, 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 student.

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

Unexcused: *Parents who do not call the attendance line to report their child's absence on the same day their child is absent.*

Other reasons that are considered unexcused are:

*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 AM 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:

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 a.m. absent.

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

If they leave after 2:30 PM, 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. **Oak Crest students must ride on their assigned shuttle bus to and from Chatfield.**

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.

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.

Daily prices for the 2014-2015 school year are as follows:

Breakfast: Students \$1.00, Adults \$1.55
Lunch: Students \$2.00, Adults \$3.60
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 Licensed Nurse 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 952-873-2411. 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 rack and container near the back door. Parents are encouraged to check this for lost articles.

Newsletters and other communication techniques

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

Oak Crest 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 2nd and 3rd from 9-5. Parents will receive 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 Oak Crest 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.

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. 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.

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.

The front doors at Oak Crest will be locked from 8:40-2:50. If you are visiting between those hours, please ring the bell. Someone in the office will answer and ask why you are visiting. Upon entering the school building all visitors are required to check in at the office. All check-ins need to be accompanied by a Driver's License or Identification Card. The Belle Plaine school building 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.

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:	Houghton Mifflin	Grades 3-6	Adopted 2013
Mathematics:	Houghton Mifflin	Grades 3-6	Adopted 2011
Science:	Houghton Mifflin	Grades 3-6	Adopted 2007
Social Studies:	Scott Foresman	Grades 3-5	Adopted 2008
Social Studies:	MN Hist. Soc. Press	Grade 6	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 2 & 3** and **November 6 and 13, and March 16 & 19**. Conferences are 15 minutes in length. You will be able to schedule a time for November and March conferences in October.

Computer Lab

Two STEM teachers will be at Oak Crest to share the responsibilities of teaching students in the lab and assist staff with their computer needs. Hardware in the labs consists of eMacs.

Word processing, Presentation, Spreadsheet, and Database programs are introduced and worked with in third grade through sixth grade. Keyboarding Technique is practiced with increasing levels of achievement. Legal and ethical uses of the computer and Internet are also presented.

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 each school year.

DARE

The DARE (Drug Abuse Resistance Education) program is taught each year to our 5th grade students. The program is taught by a DARE trained Belle Plaine police officer.

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, the homeroom teacher determines parent chaperones.

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 Cerisse Murphy at: cmurphy@belleplaine.k12.mn.us

Media Center

Oak Crest 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 3rd-6th 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 will participate in general music classes weekly. Students learn folk dance, music history, how to play a recorder and guitar, and how to sing. 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. Students may begin a band instrument in 5th and 6th grade. There is a morning 3rd and 4th grade choir offered to students. 5th and 6th grade students may also join choir.

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 intermediate grades (3rd-6th) many team sports and individual sports are introduced with concentration on basic skills.

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, November, 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>)

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)

The statewide Minnesota Comprehensive Assessment (MCA) for Reading and Math are given each spring to students in grades 3-6. Students in 5th grade are also assessed in Science. Assessment results are shared with parents.

NWEA-MAP

Students in grades 1-8 take these computerized assessments three times per year. Students are assessed in reading and reading. At Oak Crest, these computerized tests are given in September and May. The results from these tests are used to evaluate each student's progress.

Response to Intervention (RtI)

RtI 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. RtI delivers a four-tiered model of increasingly intense student intervention. All interventions used in RtI 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.

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. Please see the School District's Wellness Policy on the website.

Bullying Policy

[Available on school website.](#)

Cell Phones

Cell phones and other technological devices are an active part of our lives and our learning. It is a reality that students will bring cell phones to school. When the phones are at school, we ask that students keep them put away if not being used for learning. They should not be used for personal texts or phone calls during the day. We are not responsible for lost, stolen, or broken items. If phones are confiscated for misuse during the school day, parents will be responsible for picking the phones up from the office.

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 pictures and personal data will be printed in school publications, social media such as Twitter and Facebook, 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 Oak Crest and Belle Plaine 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 with their behavior will have appropriate consequences. 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:

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

Severe 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
Sent to Principal's Office
Loss of Privilege
Logical Classroom consequence
Social Conferencing
Modeling and Practice
Recess and/or lunch in the office
Behavior Contract
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.

Belle Plaine Behavior Matrix
Show your PAWS!!!



	Hallway	Playground	Bathroom	Lunchroom
Pay Attention	1. Watch where you are walking 2. Know where you are going	1. Listen to ALL school adults 2. Be aware and follow rules/expectations	1. FLUSH	1. Be aware of surroundings 2. Hold Tray with 2 hands
Act Respectfully	1. Respect personal space 2. Inside Voice 3. Walking Feet	1. Be a good friend	1. Give Privacy 2. Bodies in control 3. Quiet Voices	1. Include others 2. Use manners 3. Respect others personal space
Work Responsibly	1. Self Control 2. Go Directly to Intended destination	1. Make Good choices	1. Wash hands 2. Clean up after yourself 3. Get In, Get out	1. I can pick up my space 2. Focused Eating
Be Safe	1. Walk forward 2. Keep hands to yourself 3. Smile	1. Use equipment appropriately 2. Stay in boundaries	1. Walk 2. Take turns 3. Keep Clean	1. I can Walk 2. Sharing is nice but not here 3. Use utensils correctly

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. The No 'B' Rule (No boobs, no butts, no bellies). Keep the shirts covering the appropriate places and pants pulled up.
- B. No bra straps showing
- C. No tank tops with straps less than 2 fingers wide (tank tops can be worn with skinny straps if covered)
- D. No boy Hanes white tank tops worn alone (again, they can be worn under shirts...which is what they are, an undershirt)
- E. No shirts/clothing with offensive language or derogatory sayings
- F. Shorts, skirts, dresses need to be the length down to the student's middle finger when the arms are at their side
- G. No hats, scarves or bandannas will be worn on the head during the school day.
- H. Gym shoes are required for physical education classes.
- I. Students shall not wear clothing that:
 - o Advertise alcohol or drugs
 - o Contain vulgar pictures or language
 - o May create a disruption to the learning process
 - o May create a health or safety hazard to any person
 - o May be hazardous in various school activities
 - o 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

Cell phones, iPods, and other technological devices are an active part of our lives and our learning. It is a reality that students will bring cell phones, iPods, iPads, and other devices to school. When these devices are at school, we ask that students keep them put away if not being used for learning. They should not be used for personal texts, phone calls, or for personal Internet usage during the school day. We are not responsible for lost, stolen or broken items. If phones are confiscated for misuse during the school day, parents will be responsible for picking the devices up from the office.

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 that 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 will show respectful behavior to all adults and students.

Students walk while in the hallways or lunchroom.

Students will include others.

Students will be aware of their surroundings and respect personal space.

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 email.

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.

1-to-1 Technology Initiative

During the 14-15 school year, Belle Plaine School District students K-12 will receive an iPad mini tablet to assist students in their educational studies. The tablets will allow educators to better personal education for each student and the tables will provide students with a variety of ways in which to demonstrate their learning.

The students at Oak Crest will receive their iPad minis some time around the beginning of October. The iPads will remain 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 K-12 bring his or her own set of ear buds to school for personal use.