

BRAHAM AREA ELEMENTARY SCHOOL

STUDENT & PARENT HANDBOOK 2017-2018

Dear Students, Parents and Guardians,

Welcome to the 2017-2018 school year!

This handbook has been created to answer some commonly asked questions about Braham Area Elementary School. Our goal is to make this handbook user friendly and to facilitate our working together effectively. It is hoped that parents and students will review it together and use it as a reference whenever there is a question.

MISSION: Braham Area Schools is dedicated to providing high quality positive lifelong learning to nurture each individual's unique potential, talent, and self worth. This will be accomplished by:

- *fostering a high level of community commitment*
- *creating increased opportunities for learning*
- *encouraging open communication*
- *recognizing that education is a cooperative responsibility, and*
- *building meaningful relationships with all stakeholders*

We have so many things to be proud of at Braham. Our team of teachers, paras, parents, and community members work hard to meet the needs of every child that walks through the front door.

Please don't hesitate to email, call, or stop in if you ever have any questions or concerns. Our school becomes stronger each year because of parents like you that are involved and concerned about the education of their child!

Thank you for choosing Braham Schools!

Braham Area Elementary School Staff
Jeff Eklund, Elementary Principal

TABLE OF CONTENTS

A	After School Activities	Page 3	L	Library	Page 13
	Arrival Time	Page 3		Lost & Found	Page 13
	Assignment Books	Page 3		Lunch	Page 14
	Attendance	Pages 3-4	M	Makeup Work	Page 14
B	Bicycles	Page 5		Music	Page 14
	Birthday Treats	Page 5	N	News	Page 14
	Bullying	Page 5	P	Parties/Holidays	Page 14
	Bus	Page 5-6		Permission Slips	Page 14
C	Calendar	Page 6		Pets	Page 14
	Calling In	Page 6		Phone	Page 15
	Cell Phones	Page 6		Physical Education	Page 15
	Checks	Page 6		Playground Rules	Page 15
	Class Lists	Page 6		Preschool Screening	Page 15
	Communications	Page 7	R	Registration	Page 15
	Conferences	Page 7		Reporting Student Progress	Page 15
	Curriculum	Page 7	S	Safety	Page 16
D	Daily Schedule	Page 7		School Board	Page 16
	Discipline	Pages 7-8		Snow and Mud	Page 16
	Dress Code	Page 8		Special Education	Page 16
E	Emergency Closing	Page 9		Supplies	Page 16
	Emergency Numbers	Page 9	T	Tardy	Page 17
F	Fidgets	Page 9		Teacher Preference	Page 17
F	Field Trips	Page 9		Technology	Page 17
	Food Service	Page 9		Testing	Page 17
G	Goals	Page 9		Title I	Page 17
	Gum	Page 9		Trading Cards	Page 17
H	Harassment	Page 10		Transfers/Withdrawals	Page 17
	Health Services	Pages 10-12	V	Visitors	Page 18
	Homework	Pages 13	*	Faculty Roster	Pages 19-20
	Insurance	Page 13		Appendix (Harassment, Bullying, Internet, State Testing Guidelines)	21+
K	Kindergarten Registration	Page 13			

A

AFTER SCHOOL ACTIVITIES

A dated and signed note should be sent to school if a child is going home a different way than usual. In addition, unsupervised students are not allowed to stay after school. If a student is taking part in an after-school activity the personnel in charge of those activities will supervise them. However, younger or older siblings of students involved in activities are not allowed to stay after school waiting for their siblings to complete their activity unless they are supervised by a parent.

ARRIVAL TIME

Most children are provided with bus transportation to and from school. For safety reasons, **Pre K-4 students are not permitted to walk or ride bike to school.** 5-6 students can walk or ride a bike to school with a parent note.

Car Drop-Off and Pick-Up

K-4 Building:

For safety reasons, be sure to use the student drop off area in the east parking lot when students travel to or from school by car. The front of the building is BUSES ONLY from 7:45 - 8:00 a.m. and from 2:45 - 3:00 p.m. Cars entering the area during those times will be reported to the police and fines of up to \$700 may be imposed. **In order to keep our front entryway open for exiting students, parents that are picking their student(s) up after school should wait till the busses leave the front of the school.** They can then drive to the front and pick their child up. Please do not come into the school and wait for your child in the entryway.

5-12 Building:

Buses will drop off at the high school on the West side of the building on Elmhurst Avenue. There is to be NO vehicle traffic while buses are dropping off or picking up between the hours of 7:45 to 8:15 a.m. and 2:45 to 3:15 p.m. Parents dropping off or picking up students during those same times should do so **ONLY** in the **North/Activity** parking lot.

Students should arrive at school no earlier than 7:45 a.m. and must be picked up by 2:55 p.m. Students are released to the classrooms at 7:55 a.m. and classes begin at 8:10 a.m. Fifteen minutes is enough time for hanging up clothes and settling in. Although teachers arrive earlier, they are not supervising the playground or halls. Their time is spent in meetings, conferences and lesson preparation.

ASSIGNMENT BOOKS

Assignment books are provided by the district for each student in grades 4, 5, and 6. It is a requirement that the students fill out each subject and assignment daily. The books are to be brought home for parents to see and sign daily. The comment section is designed for communication between parents and teachers, feel free to use it.

ATTENDANCE (Please see District Policy 503 in the Appendix)

Students are required to attend school each and every day and each and every class period. If they miss a school day or part of the day, for legitimate reasons, a parent or guardian must notify the school. Parents, please follow the guidelines below concerning attendance:

1. On the day of student's absence, her/his parent/guardian should call the school prior to 8 a.m. to report the absence. If no phone call is received the student should bring in a written note from the parent indicating the reason for absence. If a call or note is not received the absences will be considered unexcused.
Attendance numbers are:
 - K-6: 320-396-3316 Ext. 5003
2. If it is known in advance the student will miss school, the office must be notified. Arrangements should be made with individual teachers to get as much work done as possible prior to the absence.
3. If unexpected illnesses or emergencies occur during the day, students will be excused by the principal's office.
4. Family trips require prior administrative approval in order to be considered excused absences.

5. Students must be in school ½ a day in order to participate in practice, games or school-sponsored activities

Reasons that may result in an Excused Absence.	Reasons that will result in an Unexcused Absence include
<ul style="list-style-type: none">* Sickness* Medical or Dental appointments* Religious holidays* Family emergency <p>This list is not all-inclusive.</p>	<ul style="list-style-type: none">* Missing the bus / oversleeping* Employment* Shopping* Babysitting* Hanging out in the school hallways <p>This list is not all-inclusive.</p>

- * **It is extremely important for parents to notify the school of the reason for absences. If the school receives no reason the absence will automatically be marked as Unexcused.**
- * **It is the school principal's responsibility to determine whether a student's absence is excused or unexcused.**
- * **The school principal may require a medical professional's written excuse to consider an absence excused.**

Truancy

Minnesota State Statute requires that children attend school. For students under the age of 12, it is presumed that it is a ***parental responsibility*** to ensure the child's attendance. Beginning at the age of 12 and through the 17th year, it is primarily the ***student's responsibility*** to get to school on a daily basis.

If a student is absent without lawful excuse on three or more days **or any part of the school day**, they are considered truant. **Truancy is a violation of Minnesota State law.**

The law also mandates that parents compel their children to attend school. There are potential criminal penalties if a parent fails to do so. This can include up to 90 days in jail and/or a \$1,000 fine.

Minnesota State Law requires the following procedures regarding attendance:

- * Following **three unexcused absences** the school will begin initial interventions. The school is legally required to notify the parent or guardian that the child is a **"continuing truant"** under the law at three unexcused absences.
- * The school will send a letter home on the **3rd** unexcused absence.
- * Following **seven unexcused absences** the child is considered **"habitually truant"**. The school is **required** to report that the student is in violation of compulsory attendance laws.
- * A letter will be sent to the county truancy officer upon the 7th unexcused absence. At this level, a formal intervention may be done with Court Services and the school through a meeting with the school, the student and the parent in attendance.

For the sake of your child's education, please schedule family trips and medical or dental appointments outside of school time.

Please call the office when your child is absent and please send a note with your child following an absence.

B

BICYCLES

Pre K-4 students are not allowed to ride bikes to school. Students in grades 5 and 6 may walk or ride a bike to school with a parent note. (racks are on the north side of the high school building).

BIRTHDAY TREATS

If you'd like to send treats to the class to celebrate your child's birthday, the treats **must be** commercially prepared.

BOMBER BOOST

1st through 6th grade students are eligible to participate in an after school enrichment program called Bomber Boost. The purpose of this program is to give extra help in Reading and Math to those students that need it. This program typically starts in the late fall and runs through April.

BULLYING – See Appendix C: School Board Policy JFC: Bullying Prohibition

BUS

Making the bus ride safe and pleasant is a responsibility we take very seriously. Our buses have an excellent safety record thanks to careful drivers, parents who emphasize safe conduct on buses and at bus stops, and students who learn and obey bus safety rules. Please remember, the school district's responsibility for our children begins once the students step onto the bus. **Student behavior while at the bus stop is a parental responsibility.**

Here are some safety tips for the bus stop:

1. Carry a book bag for your belongings.
2. Don't play on snow banks or icy roads and sidewalks.
3. Stay away from the sides and behind the bus at all times.
4. If you must cross in front of the bus, make eye contact with the driver.
5. Wait for the bus to stop completely before coming close.
6. Don't rush to get on or off the bus.

If a student plans to ride a different bus to or from school, he/she should have written permission from a parent in advance. Please bring note to the office. These notes must include the name, address, and bus number for student drop-off. Bus notes will not be accepted after 2:00 p.m. If you know your child will be having many students riding their bus after school (birthday party), please contact the school. Some buses are unable to accommodate many more "new" riders.

Conduct on School Bus:

Riding the school bus is a **privilege**, not a right. The school district's general student behavior rules are in effect for students on school buses.

Rules on the bus:

1. Immediately follow the bus driver's instructions.
2. Sit in the seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all body parts inside the bus.
5. Keep arms and legs to self.
6. No fighting, harassment, intimidation, or horseplay.
7. No eating, drinking, or gum chewing.
8. Do not throw objects of any kind.
9. Do not possess or use tobacco or drugs.
10. Do not bring weapons or dangerous objects onto the school bus.
11. Do not damage the school bus.

Bus drivers are in frequent contact with the principal about behavior on the bus. If the driver reports that a child has misbehaved on the bus, the following consequences will apply:

- 1st Offense: Warning
- 2nd Offense: up to a 3 day suspension from riding the bus.
- 3rd Offense: 3 to 5 day suspension from riding the bus.
- 4th Offense: 5 to 10-day suspension from riding the bus/meeting with parents.

* Further offenses will be individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

In the case of bus suspension, parents are responsible for student's transportation to and from school.

C

CALENDAR (See inside back cover)

CALLING IN

Please call the school office (K-4: 396-3316 or 5-6: 396-4444) if your child will be absent. If requested, homework may be sent with another student or parents can pick it up in the office. **Please remember that teachers need time to prepare homework so please call in the morning for after school pickup.**

CELL PHONES

Students are not allowed to have cell phones in their possession from the time classes start in the morning until after the dismissal bell at 3:00 pm. If a phone call needs to be made during the school day, the teachers may send students to the office to make the phone call. Parents can also call the office and leave a message. Students not following this policy will have the following consequences:

1st Offense: Cell phone confiscated and the student may pick it up from the office at the end of the school day (3:00 pm).

2nd and subsequent Offenses: Cell phone confiscated and the student's parents must pick up the phone from the office after 3:00 P.M. The phone will not be returned to the student.

Using a cell phone to take pictures in a locker room or bathroom could result in detention or suspension depending on the incident.

Refusal to give a cell phone to a teacher or administrator when directed will be considered insubordination and will result in In-School or Out of School Suspension. The district bullying and harassment policies in the student handbook include cell phones that are used for bullying or harassment during the school day.

Braham Area Schools are not responsible for cell phones or other electronic devices that are lost or stolen.

CHECKS

Please make all checks for lunches payable to BAES. All book club checks should be made to the individual book club and/or teacher. Your child's teacher will give you specific directions. Checks for book club orders should not be made out to the school.

CLASS LISTS

Class lists will be displayed on the website and on the front doors in early August.

COMMUNICATIONS

Conferences, Open Houses and Newsletters are some of the formal ways you learn about your child's school experiences. Equally important are the informal ways. Set aside time each day to hear about what your child is working on in school. Talk about the day's happenings, friendships and feelings. Please feel free to stop by to visit the school and also volunteer for school projects.

Whenever you feel the need, phone your child's teacher. If you have access to the internet and would like to email your teacher, their email address will be their **first initial** and last name followed by **@braham.k12.mn.us**. If you have questions, please ask. If you have concerns, pursue it. If you are happy with something, express that too. We enjoy hearing from you.

CONFERENCES

Twice a year, school will provide time for teachers to meet with each child's parents.

Teachers look forward to conferences for a number of reasons:

- We're eager to meet you.
- We want to share observations and information about your child.
- We want to work with you to help your child have a tremendous school year.

If you'd like to conference with your child's teacher at other times during the year, just call or send a note to schedule a time.

CURRICULUM

Students at BAES are taught a balanced curriculum developed and reviewed regularly by teams of educators.

D

DAILY SCHEDULE

Braham Area High School (grades 5th & 6th)		Braham Area Elementary School (grades K - 4th)	
7:30	Office Opens	7:30	Office Opens
7:45	Buses Arrive	7:40	Buses Arrive
7:55	Students Released to Classrooms	7:55	Students Released to Classrooms
8:05	Classes Begin	8:05	Classes Begin
12:10	Lunch	11:20	Lunch
2:55	Dismissal	2:50	Dismissal

DISCIPLINE

Good behavior, centering on self discipline and consideration for others is encouraged and rewarded at BAES. Maintaining an atmosphere conducive to learning for the individual child, and for all children, is a priority for everyone who works at BAES.

The basic rules of discipline involve being COURTEOUS, COOPERATIVE, CAREFUL AND CONSIDERATE, and RESPECTFUL with all people and property. Students are expected to display Bomber PRIDE when they are at school.

These rules are enforced firmly and consistently. With parents' support, we communicate to the children that these rules are important to our community of learners.

To help children learn and follow the rules, teachers, paraprofessionals and the principal will review rules and expectations for student behavior and personal conduct in classrooms, halls, lavatories, playground, lunchroom and gym.

All adults in the building--teachers, secretaries, paraprofessionals, custodians, cooks and the principal--support the children's efforts to follow rules.

Incentives will be used to reward good conduct. These may include special privileges, certificates, happy calls to parents, lunch with the principal and other rewards.

Rules of Conduct: see Appendix A

DISCIPLINARY ACTIONS

It is our policy to utilize **progressive discipline** to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. Disciplinary actions will depend on the severity of the infraction and the case history of the student. **The specific form of discipline chosen in a particular case is solely within the discretion of the school principal.** Disciplinary action may include, but is not limited to, one or more of the following. Action taken may not necessarily be in the order listed:

- a. Teacher/student conference
- b. Student/principal conference
- c. Parent contact/conference
- d. Detention – to include after school and/or Saturday mornings
- e. In-school suspension
- f. Suspension from bus riding (bus incident ONLY)
- g. School and lunchroom cleanup, specified seating
- h. Withholding of school privileges; such as, assemblies, field trips, and pep fests
- i. Fines
- j. Referral to police, fire and county authorities
- k. Removal from class
- l. Out of school suspension
- m. Expulsion

DRESS CODE

Students are expected to be dressed appropriately for school. Hats, boots and jackets are to be worn outside only and stored in lockers. **Braham Area is a DRUG FREE school zone. Apparel which advertises Tobacco or Alcohol or has Offensive Language or Graphics is NOT allowed.** Short shorts and exposed midriffs will not be permitted. Baggy, low hanging pants cannot be worn during the school day. Chains can be considered weapons and are not permitted. Attire or belongings interpreted as gang related are not permitted. High heels, slippers, skate shoes or “wheelies” with the wheels in are not allowed in school. Shirts or tops with spaghetti straps are inappropriate to wear at school.

A student wearing clothing that is perceived to be inappropriate will be asked to change. Discipline can range from receiving a warning to being sent home for the remainder of the day. If you have a question regarding the appropriateness of any image and/or article of clothing, please check with school administration prior to wearing it to school.

E

EMERGENCY SCHOOL CLOSING

Emergency school closing will be announced on School Messenger, WCCO (830 am); WCMP, Pine City (1350 am/92.1 fm); and KBEK, Braham (95.5 fm). Closings are also called in to WCCO Channel 4, KSTP Channel 5,

KMSP Channel 9, and KARE Channel 11. School closings will be posted on the school website

www.braham.k12.mn.us

SchoolReach will also be used to notify staff and parents of school closures, late starts, and early dismissals.

EMERGENCY NUMBERS

An emergency card will be sent home with your child in the fall. **Fill out both sides completely and return it to school as soon as possible.**

If you have a regular schedule of activities or volunteer work, please list the schedule and numbers where you can be reached.

It is essential that this record be kept current. Please let the office know if there are changes or additions during the year.

*** If there has been a change involving a court (custody) hearing or ruling, please make sure the office has all current paperwork.**

F

FIDGETS, STRESS BALLS, ETC.

Some students require the need for outside stimulus to help them maintain focus. Some students can benefit from stress balls and fidgets as a coping mechanism. Likewise, some students can benefit from keeping their hands busy and off other students and objects. However, these tools can be a distraction to the rest of the class as well. If you feel your child needs to have one of these items, please schedule a meeting with your child's teacher. The school reserves the right to request a Dr.'s note prescribing the need for one of these items.

FIELD TRIPS

Students must have parent/guardian permission in order to attend any school sponsored field trip. Parents attending field trips as chaperones are reminded that school rules must be adhered to during all school sponsored activities. This includes, but is not limited to, language, alcohol, and tobacco.

FOOD SERVICE

Breakfast and lunch are available daily. Applications for **free or reduced-price** meals are available in the office. Meal payments are best made in the form of a check or online. Please make sure student I.D. # or student name is on the check. The exact price of meals will be sent home by the food service director at the beginning of the year.

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington D.C. 20250-9410; or call toll free (202) 720-5964 (Voice & TDD). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer"

G

GOALS

One great way for students to see their accomplishments is to set goals. Parents can assist their children in choosing reasonable short and long-range goals.

GUM

Pre-K – 6 grade students are not allowed to chew gum in school or on the bus except when authorized by staff.

H

HARASSMENT - See Appendix B: School Board Policy ACG: Prohibiting Harassment and Violence

HEALTH SERVICES

A nurse is hired by the district to promote and maintain the optimal health of the students, to provide information on available health resources and to communicate and enlist help from parents, staff and the community to provide a safe, healthy learning environment. The nurse manages and/or participates in developing individual learning and educational plans where health concerns are a component.

Immunizations

The Minnesota Department of Health mandates that to start Early Childhood all students must have the following immunizations:

1. (4)DTaP/TD/Tdap
2. (3) Polio
3. (3) Hepatitis B
4. (1) MMR
5. (1) Varicella (chicken pox) This is not required if student has previously had chickenpox disease.
6. (2) Hepatitis A
7. (1) Hib
8. (4) Pneumococcal

The Minnesota Department of Health mandates that to start Kindergarten all students must have the following immunizations:

1. (5)DTaP/TD/Tdap
2. (4) Polio
3. (3) Hepatitis B
4. (2) MMR
5. (2) Varicella (chicken pox) This is not required if student has previously had chickenpox disease.

* Or appropriate documentation exempting the student.

* Failure to comply, or supply a notarized letter stating conscientious objection, will result in your child being sent home.

Screenings

1. Hearing and Vision: 1st, 3rd, 5th, 7th, and 10th grade (Fall)
2. Early Childhood: Children ages 3 ½ to 5 (Fall and Spring)

* Early childhood screening is a state requirement and effective September 1993 parents must bring a signed verification of their child's screening before he/she can be enrolled.

Guidelines for sending a student home:

1. Temperature of 100.0 F or greater.

2. Vomiting.
3. Headache unrelieved by rest, fluids, and/or medication administered with parent permission.
4. Uncontrolled diarrhea.
5. A rash that is increasing in size or spreading to other areas.
6. Have contracted evident contagious disease after assessment by the school nurse.
7. Uncontrolled coughing
8. Has had an injury that has been assessed by the school nurse and requires referral to a clinic or parent.

Medication

For the safety of students it is essential that the following be observed when medication is to be given during the school day. It is usually possible to manage medication at home. For example, if medication is to be administered three times a day the medication can be administered at home before school, after school, and at bedtime.

Non-Prescription Medication	Prescription Medication
<p>The school must have on file a complete a Non-Prescription Medication Form containing the following:</p> <ul style="list-style-type: none"> *student's full name *name of medication *Reason for medication *time and directions for administration *dosage and route of administration *possible side effects *signature of parent/guardian <p>All non-prescription and over-the-counter medication must be sent to school in the original container.</p>	<p>The school must have on file a complete a completed Prescription Medication Form containing the following:</p> <ul style="list-style-type: none"> *student's full name *name and dose of medication *time and directions for administration *physician's name *date**physician signature *signature of parent/guardian <p>All prescription medications must be sent in the original prescription bottle</p>

1. The school district is not responsible for medication if the student or guardian does not comply with this policy.
2. A **Medication Form** must be signed by physician and/or parent and kept on file in health office.
3. Consent forms are available at school offices, on our website www.braham.k12.mn.us, **go to Health Office link**, and by email jbendickson@braham.k12.mn.us.
4. School staff will make every effort to comply with the intent of the **Medication Form**.
5. Limited quantities of the medication are recommended, usually one month is sufficient.
6. Parents must notify the health office when there is any medication change from the original consent form.
7. All medication administered at school will be kept locked. In special situations medication may be carried and administered by the student depending on the situation.
8. Should reactions result from medications, the school district is not responsible for consequences.
9. The district health office should be contacted regarding any questions. **(320) 396-5210**

Medication that is brought to school in baggies, envelopes, etc. will not be given to students by school staff. Staff will try to contact the child's parent/guardian to come give the medication. If parents/guardians cannot be reached the medication will not be given and a written note or email will be sent asking for the medication to be picked up from school. If the medication is not picked up in a timely manner the medication will be destroyed.

All medication to be given at school for students in grades P-6 must be transported by a parent/guardian or responsible adult. Please do not send medications of any kind to school with elementary students.

All medications not picked up by a parent/guardian by the last day of school will be brought to the local sheriff medication drop off box.

Flu Symptom Screening Tool for Parents and Caregivers

www.health.state.mn.us/divs/idepc/diseases/flu/school/parentscreens.pdf

Use this questionnaire each day your child is sick with flu-like symptoms and follow the instructions for when to keep the child home and what to tell the child's school.

Does Your Child Have:

- Fever of 100° F or higher?
 - (Take the child's temperature before giving him/her fever-reducing medicine, like Tylenol.)
- AND**
- Sore throat?
- Cough?

Should I Keep My Child Home?

If your child has a fever AND one of the other symptoms, keep your child home for at least 24 hours after his or her fever is gone without fever-reducing medicine. For many children this will be 5 to 7 days. Your child should feel well enough to participate in school before returning. If you have questions about your child's health or symptoms, call your child's doctor or clinic.

If your child has been diagnosed by a doctor or clinic with a different disease, such as strep, follow your doctor or clinic's recommendation and school policy for when to return to school.

What Should I Tell My Child's School?

- If your child has a fever AND one of the other symptoms, tell the school that your child is home with influenza-like illness.
- If your child has been diagnosed by a doctor or clinic with a different disease, such as strep, tell your child's school.

Communicable diseases

*Following are some rules to guide you when your child becomes infected with any one of the following diseases:

<i>Chicken Pox</i>	Exclude from school until pox are healed (about 7 days)
<i>Impetigo</i>	Exclude from school 24 hours after treatment begins.
<i>Ringworm</i>	Get specific treatment. Exclude from school until treatment has started.
<i>Strep Throat</i>	Exclude from school 24 hours after treatment begins.
<i>Whooping Cough</i>	Exclude for 5 days after treatment has started.
<i>Pinkeye (Conjunctivitis)</i>	Exclusion if there is thick white or yellow drainage and eye pain. no exclusion if eye is clear and watery with no pain.
<i>Lice</i>	Parent/guardian will be notified by health office staff when lice is found. Students in grades P-2 will need to leave school. Students in grades 3-6 do not need to leave school. All students may return to school after they have been properly treated.

Scabies	Exclude from school 24 hours after treatment begins.
----------------	--

****Watch all the children in the home when there is contagion and exclude from school when first symptoms of illness appear.** Please contact our district school nurse when you have questions regarding your child's communicable disease.**

HOMEWORK

Homework is appropriate for elementary aged children. The research done on effective schools tells that homework should be assigned on a regular basis and homework should be reinforcement or practice items instead of new material and is never to be used as a punishment.

At BAES we follow these guidelines:

1. Homework can be assigned for completing unfinished work at the student's ability level.
2. Homework can be an enrichment activity that extends classroom activities; such as, researching a work or making a project for class.
3. Spelling practice lists are considered homework.
4. Teachers regularly assign drill and practice activities; such as, Math and/or Vocabulary flashcards.

In all cases, homework activities need to be supervised by a parent. Get involved, help proofread the work, make it fun, but let it be the child's project.

I

INSURANCE

Optional supplemental accident insurance information is sent home with students in the fall. This is not insurance through the school, but independent insurance you may purchase if desired.

K

KINDERGARTEN REGISTRATION

Prior to the school year starting, parents will receive a letter identifying a scheduled day to bring their child to the Kindergarten room. Parents accompany their child for the first few hours, meeting their child's teacher and becoming acquainted with what their child can expect during their Kindergarten experience. The orientation day begins in the morning with meeting the teachers and a collection of information. Students will then move to a scavenger hunt of the kindergarten rooms. Following the scavenger hunt, students and parents will meet the principal. Students and parents are then invited to take a short ride on a school bus. A bus driver will go over bus conduct and safety. Parents are then to have lunch with their child. After lunch, the parents are asked to leave so their child can begin to get to know their teacher and peers during the remainder of the school day. We will be using the afternoon do some academic benchmark assessments to better meet the needs of our students. We hope by spending the first few hours in school with your child it will be a more positive and less frightening experience.

KG orientation will be Sept. 5th, 6th, 7th, & 8th. The first day of KG for all students will be September 11th. If you have any questions, please call the BAES Office at (320) 396-5180.

This year (2017-2018) we will have 3 sections of Kindergarten. However, because of late registrations we will not have class lists finalized until the first week of school.

L

LIBRARY

If library books are damaged or lost, the student will be charged a replacement fee. If replacement fees are not paid or books are not returned, the student will not be allowed to check out additional books.

LOST AND FOUND

The lost and found clothing is located on the southwest side of the cafeteria. Jewelry, money, wallets and purses can be claimed in the office. You can help your child retrieve clothing more easily by labeling everything with his/her name. Lost and found items are displayed during conferences. Please check when you come. Unclaimed items are donated to charity several times during the year.

LUNCH

1. Get yourself ready to eat
2. Sit at your classroom table until you are excused
3. Talk in a classroom voice
4. Keep your hands on your own food; no trading or sharing of food.
5. Be responsible for keeping your area clean

M

MAKEUP WORK

If your child is absent, you may call the school to arrange to pick up work or have it sent home with another student. Please call in the morning to allow time for teachers to put assignments together before dismissal.

MUSIC

A music specialist provides instruction weekly in general music for students in grades K - 6. Instrumental music / band lessons are provided in grades 5th & 6th. Students may choose to purchase instruments, or in some cases, instrument rental is available through the school. If students rent from the school, a rental agreement must be in place and the rental fee paid in advance.

N

NEWS

News about BAES will appear in the following media:

1. District Website: <http://www.braham.k12.mn.us>
2. Twitter page @BrahamElem
3. Isanti County News
4. Isanti-Chisago County Star
5. Newsletters or flyers from teachers, principal or office staff

P

PARTIES/HOLIDAYS

Each classroom may have three room parties during the school year. Usually Halloween, Christmas and Valentine's Day are the chosen party themes. Teachers will contact you regarding party treats and plans.

PERMISSION SLIPS

A dated and signed note MUST be sent to school for the following circumstances:

1. Your child is going home a different way than usual
2. Your child is going home with someone else after school
3. Your child is riding a different bus
4. You want your child to stay indoors during recess or to miss physical education class.
**If the reason lasts longer than 1 day a note from your doctor is needed.
5. Your child will leave school early or leave and return to school during the day
6. Someone else will pick your child up at school
7. Your child will be staying for an after school activity

* Once children get to school, they cannot leave the grounds without written permission from a parent. Students must sign in and out of school at the office.

PETS

Check with your child's teacher in advance for special permission for parents to bring a pet to school for a brief time. Animals may not remain in school and are not allowed on buses.

PHONE

The telephones are for school business. Students are not allowed to make calls for forgotten items or to make arrangements for after-school play. The exception is GOOD NEWS FROM SCHOOL.

PHYSICAL EDUCATION

Physical Education in the primary grades emphasizes movement and developing basic skills. In the upper grades children learn additional skills and fundamentals of sports. An important aspect of physical education is the development of good sportsmanship.

1. A physical education specialist conducts lessons for each class.
2. If your child is too ill or injured to participate in gym activities, please send a note, which gives the reason the child should not participate.

*** If the problem lasts more than a day, a doctor's note is needed.**

PLAYGROUND RULES

1. Follow playground supervisor's directions
2. Use the equipment properly
3. Take turns
4. Be courteous to others

PRESCHOOL SCREENING

Children, who are 3 years old by September 1, are invited to Pre-School Screening. The purpose of the screening is to alert parents of any health or developmental concerns. Given early attention, many of those problems can be resolved before a child reaches kindergarten.

At the screening, each child is guided through play activities designed to determine physical, speech and learning development. The results are shared with parents at the conclusion of the screening. Pre-school screening is required for entrance into kindergarten.

R

REGISTRATION

Families looking to register their students are invited to visit the K-4 and/or 5-12 buildings so that we can give everyone a warm welcome and a tour of the school. School office hours are 7:30-3:30 p.m. Please urge new families in your area to register before the first day of school.

REPORTING STUDENT PROGRESS

Four times a year you will receive a report card detailing your child's progress. In addition to these reports, there are two parent/teacher conferences scheduled during the school year.

Students in grades 5 and 6 are graded according to these percentages.

95 - 100% = A

94 - 90% = A-

89 - 86 % = B+

85 - 83% = B

82 - 80% = B-

79 - 76% = C+

75 - 73% = C

72 - 70% = C-

69 - 66% = D+
65 - 63% = D
62 - 60% = D-
59% - = F

S

SAFETY

School – Three types of Safety Drills are held during the school year.

- * 5 Fire Drills
- * 5 Lock-Down Drills
- * 1 “Duck and Cover” tornado drill is held annually in late March.

Bus - Early in the school year a bus evacuation drill is held.

Remember

- * **Do NOT** allow your children to bring dangerous items to school such as knives, guns, bullets, firecrackers and matches. See DISCIPLINE.
- * **Do NOT** bring items to school in glass jars or anything made from glass; use coffee cans or plastic containers.

SCHOOL BOARD

The Braham Area School Board sets educational policies and budgets for the school district. The board meets the 3rd Monday of the month at 7:00 p.m. in the BAHS Community Room.

The public is welcome at board meetings. To speak at board meetings call the Superintendent’s Office at (320) 396-3313.

SNOW and MUD

Snow and mud, glorious snow and mud!

Boots, please send boots!

With over 500 children frolicking on school grounds, we must enforce these rules:

1. Children **MUST** wear boots, snow pants and other appropriate clothing for cold weather
2. ALL children must go outside on outdoor recess days. **We only stay indoors when it is raining, 0 degrees actual temperature or -10 degrees wind chill temperature**
3. NO snowballs can be thrown on the playground. The snow stays on the ground.
4. “King of the Hill” type games are NOT allowed
5. Students who intentionally fail to bring appropriate clothing to participate in outside recess may be subject to appropriate disciplinary procedures.

SPECIAL EDUCATION

Special education is instruction designed to meet the needs of children with disabilities.

Special education help is provided in a variety of ways. Each child has an Individual Education Plan (IEP), which describes how the child’s needs will be met. We design each plan to keep children in the regular classroom as much as possible.

Either a parent or school staff member can ask that a child be evaluated to see if he/she needs special education services. No testing or service can be given without the parent’s permission.

SUPPLIES

A supply list will be sent home at the end of the year with the report cards.

T

TARDY

Students that arrive at school after 8:00 and before 8:30 will be considered tardy. Students that arrive after 8:30 will be marked as having a ½ day unexcused absence .

* 3 tardies = 1 unexcused absence

* Please see Attendance Policy for clarification

TEACHER PREFERENCE

Generally it is not in the best interest of the students for parents to request a specific teacher for their child. If you have a sound **educational** reason for requesting that your child be considered for placement with a particular teacher, a written statement which includes reasons for the request must be given to the Principal by **May 1st**, for the following year. **However, we cannot guarantee placement requests.** Requests made to classroom teachers will **not be** honored.

Classroom teachers spend an enormous amount of time putting class lists together. Taking into account behaviors, personalities, and academics. Final decisions regarding student placement are made by the Elementary Principal.

TECHNOLOGY DEVICES

Access to personal devices in the classroom, will be determined by the classroom teacher. The student is responsible for the security of any technology device brought to school.

See Appendix D: Internet/Computer Acceptable Use and Safety Procedures and Guidelines

TESTING

As part of the state testing requirements, students are required to take the MCA test in grades 3-6. Please look for information coming home for specific testing dates. We appreciate your support in scheduling family events around these dates.

TITLE I

Title I is a federally funded program that provides help for students who are performing below grade level in reading and math. Students become eligible through teacher recommendation, statewide assessments, basic district-wide assessments, standardized test scores, or other appropriate measures.

Assistance to students is provided within the regular classroom. Some students may also receive small group or one-on-one help from time to time.

TRADING CARDS & TOYS - See Appendix A: Rules of Conduct (No trading or selling of cards)

TRANSFERS/WITHDRAWALS

Families moving from the district must notify the Braham Area Elementary office (Kindergarten-Grade 4) or the Braham High School office (Grades 5 & 6), before the student's last day of attendance.

This will allow the office and teachers to coordinate records for transfer to their new school.

V

VISITORS

A visit to school by brothers, sisters, friends or relatives may cause disruptions to the learning environment. **Please do NOT send children to school as visitors.**

As a safety precaution the school has a policy that visitors must report to the office. When you have occasion to come to school, please be sure to follow the policy. For the safety of all the students, ***the requirement is for all visitors to sign in at the office and get a visitor's pass.***

If you are picking your child up please go to the office. You may choose to have the office call the student down or if you prefer, a visitor's pass will be given to you and you may go down to the room.

If you pick your child up from school regularly please wait in the front hall near the lost and found box for the student to meet you. If you want to go down to the room, please follow the policy of signing in at the office and getting a visitor's pass.

Your cooperation is appreciated.

Appendixes

A: Rules of Conduct

B: School Board Policy ACG: Prohibiting Harassment and Violence

C: School Board Policy JFC: Bullying Prohibition

D: School Board Policy IFB: Internet/Computer Acceptable Use and Safety Procedures and Guidelines

2016-2017 School Calendar – Back Cover
FACULTY ROSTER

INSTRUCTIONAL STAFF

Auers, Lori	Kindergarten
Beidleman, Kim	Title 1 Reading/ESL
Blomdahl, Katie	1 st Grade
Carter, Audra	Early Childhood Teacher/Family Educator
DeRushia, Andrea	2nd Grade
Eklund, Jeff	Elementary Principal
Fix, Tracy	6th Grade
Grote, Chris	4th Grade
Halvorson, Kim	2 nd Grade
Hanson, Catie	K-4 Special Education
Harvey, Shandell	5th Grade
Heitkamp, Kalyn	2nd Grade
Hohn, Brooke	1 st Grade
Hohn, Nick	4 th Grade
Johnson, Bryan	Elementary Music
Kirby, Roxanne	Kindergarten
Klemz, Jonelle	K-6 School Counselor
Lee, Kristi	K-4 Speech/Language
Leniz, Aitor	5 th Grade
Leniz, Karen	3 rd Grade
Lundin, Jennifer	Title I Reading/Math, Gifted & Talented
McDonald, Dayla	6 th Grade
Olson, Dawn	Kindergarten
Olson, Mariah	Early Childhood Special Education (ECSE)
Pearson, Sue	Phy-Ed
Rasmussen, Lindsay	Early Childhood Teacher/Coordinator
Rud, Kelly	K-4 Special Education
Salus, Merideth	Early Childhood Special Educatio
Scheele, Ursella	School Counselor
Schminski, Brea	3rd Grade
Sundly, Alex,	5-6 Special Education
Sybrant, Korey	4th Grade
Tessmer, Amanda	School Counselor
Thies, Katie	Elementary Music
Tomczak, Cassie	Phy-Ed
Weisz, Paulette	Early Childhood & 5-12 Speech/Language

SUPPORT STAFF

Atchison, Lindsey
Becker, Michelle
Becker, Katie
Bendickson, Judy
Bryant, Donna
Campbell, Jeff
Carlson, Marlys
Dahlin, Danika
Durvenay, Peter
Grell, Julie
Hecht, Hydie
Hesselroth, Becky
Husnick, Melinda
Johnson, Julie
Johnson, Tammy
Jones, Eric
Klemz, Drew
Monson, Kelly
Olson, Andrew
Person, Teresa
Rude, Averyl
Rydlund, Joseph
Shaw, Danae
Shockman, Amie
Small, Crystal
Stull, Kris
Strohkirsch, Jan
Thielen, Chris
White, April
Williams, Lori
Yerke, Emily

ECSE Para
Media Secretary, Special Ed. Secretary
Special Ed Para
School Nurse
District Food Service Director
District Head Custodian
Groundskeeper
Reading Corps (Pre-K)
SPED Para
ECSE Para/Kdgn Para
Food Service
School Nurse
Food Service
Principal's Secretary 5-6
Food Service
Special Ed Para
District Technology Coordinator
Special Ed Para
Cleaner/Sweeper K-4
Counselor's Secretary
Special Ed Para
Math Corps
Reading Corps
Special Ed Para
Reading Corps
Special Ed Para
Principal's Secretary, K-4
Title I Coordinator/Para
Title I Para, BASK Coordinator
Special Ed Para
Math Corps

Many wonderful and needed Volunteers and Grandparents.

This document provides basic information to help parents/guardians make informed decisions that benefit their children, schools and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- Students who do not participate will receive a score of "not proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

Academic Standards and Assessments

What are academic standards?

The [*Minnesota K–12 Academic Standards*](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3–8 and in high school in reading and mathematics; given annually in grades 5, 8 and in high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

Are there limits on local testing?

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](#) (education.state.mn.us > Students and Families > Statewide Testing).

Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date _____ (This form is **only** applicable for the 20____ to 20____ school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides a *Parent/Guardian Guide to Statewide Testing* on the [MDE website](#) (Students and Families > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading

_____ MCA/MTAS Science

_____ MCA/MTAS Mathematics

_____ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will receive a score of "not proficient" and he/she waives the opportunity to receive a college-ready score that could save time and money by not having to take remedial, noncredit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____