

STONEBRIDGE World School



Parent Handbook 2017 - 2018



4530 Lyndale Ave S.
Minneapolis, MN 55419
Phone (612) 877-7400

Table of Contents

Important Information.....	3
School Address, Telephone numbers, hours, School Mission and History	
Introduction.....	4
Attendance.....	5
Behavior Philosophy and Policies.....	6
Bullying Prohibition Policy.....	8
Communication between Home and School.....	9
Emergency school closings, Report cards, weekly backpack mail, Classroom, and Monthly Newsletters, Talking with your child’s teacher	
Discipline Policies.....	11
Suspensions	
Drug-Free Zone.....	17
Educational Philosophy.....	18
Responsive Classroom	
Emergency Procedures.....	19
Expectations.....	20
Family Involvement.....	21
Conferences, Family Nights, Volunteering, Homework	
Family Support Services.....	25
Food at School.....	26
Health services and issues.....	27
Immunizations, Medications, Illness	
Items Which Are Not Allowed at School.....	28
Keeping the School Informed	30
Parent-Teacher-Student Conferences.....	31
Special Education.....	32
Transportation information.....	33
Bus tags, getting your stop set up, Changing your stop, Temporary changes, Bus concerns, Safety	
Uniform Guidelines	37
Appendix	
Commitment to Excellence Pledge.....	39

IMPORTANT INFORMATION

Stonebridge World School
4530 Lyndale Ave S
Minneapolis, MN 55419

Telephone (612) 877-7400
Fax (612) 877-7444
Attendance Line (612) 877-7498

School Hours: Monday- Friday 9:00AM-4:00PM
Office Hours: 7:45 AM – 5:30 PM

Our Vision...

To develop motivated and principled global citizens for lifelong learning and productive citizenship.

Our Mission...

To create an environment with a global perspective that prepares students to excel academically.

Our School

At Stonebridge, the teachers and staff are all experienced in elementary education, and have worked with a diverse student population for many years. Through that experience, we have developed a learning program for the school, which features research-based curriculum, experiential learning opportunities, small class sizes, comprehensive family support services, and many avenues for active parent participation. We know that *how* students learn is as important as what they learn, so we support families in helping your children learn and grow.

INTRODUCTION

Welcome to the 2017-2018 school year at Stonebridge World School! We know that parents/guardians are the key to a child's educational success, and this parent handbook is designed to keep you better informed about your child's experience. We encourage you to read this handbook with your child and keep it handy throughout the school year. All students and parents are expected to be familiar with and adhere to the policies in this handbook. Please do not hesitate to call the school, however, if you have further questions.

ATTENDANCE

Minnesota Law requires that every student age five (kindergarten) through age 16 attend school, and Stonebridge World School recognizes that daily attendance is CRITICAL to academic achievement.

**If your child will not be coming to school,
you must call our 24 Hour Attendance Line at (612) 877-7498 to report your child's
absence.**

Tardiness

Buses arrive at 8:50 and school starts promptly at 9:00 AM. Students who arrive after 9:00 will be considered tardy. Breakfast will not be served past 9:00 so that classes may begin their Morning Meetings at 9:15. The only exception is if a bus arrives late we will then make accommodations for breakfast. If a student does arrive late to school, he or she *must* be escorted to the office and signed in by a parent or guardian. Three tardies count as one unexcused absence.

It is not acceptable to drop students outside the building when arriving late – please escort them in to the office.

Excused Absences

Illness: Please call the school each day that your child is ill or send a note upon their return. After three missed days, the school will require a doctor's note as verification of illness.

Religious observance or recognized cultural observance when school has been notified in advance

Funeral or family emergency for three days, or as arranged.

Family Activity: A student may be gone up to 10 school days from school for a pre-approved family activity. To get pre-approval from the school, you must do the following:

- At least 10 days before leaving, parents need to send a note in regards to the activity or leave.
- Make sure that your student will not be gone for important tests like the MCA or MAP.

Doctor, Dentist, or other professional appointments when the Stonebridge office has been notified and verification provided.

Suspension: If a student is suspended from school, he or she will be excused, but will be required to make up any missing work. **Suspended student needs to return with a parent/or legal guardian.**

Unexcused Absences

Any other absence will be considered unexcused. This includes, but is not limited to, missing the bus, errands with parents, and not having a uniform ready for school.

If your child has had three unexcused absences, school staff will meet with you to develop a plan to improve attendance and/or identify any barriers to attending school.

The school is required by law to make a report to Hennepin County Child Protection for educational neglect for children who have eight unexcused absences or excessive tardies and/or excused absences in a school year.

BEHAVIOR PHILOSOPHY AND POLICIES

Our goal at Stonebridge World School is to create a safe, caring and positive learning environment for all students. We believe children learn best when they have mastered self-control. In order to help students reach this goal, we have instituted a set of procedures to be followed by all students, teachers and staff. We hope parents will consider using some of the same strategies at home with their children. If you have questions about implementing/using these strategies, please feel free to contact our Executive Director.

Steps to Self-Control:

Take a break – When children lose self-control, they are asked to go to a designated spot in the classroom to cool off. The break is short, and is not a punishment. It is important for students to be given the opportunity to control their own behavior. Children return to the group as soon as they have regained control. Children may also choose, voluntarily to “take a break” if they determine that a break may help them. Situations in which breaks may be given include, but are not limited to: blurting or forgetting to raise one’s hand, body out of control, talking back, inability to follow a classroom rule.

Buddy-teacher break – When children are able to take a break in the class and need an additional option, teachers may refer students to their buddy teacher for a short break in another classroom. After a short break classroom teachers come and pick up their student and have a short conference with them to talk about how they will be working on self-control when they return to class.

School Practice Room - When children become disruptive in the classroom, buddy teacher’s room, or continue to have a hard time upon return to the classroom, the student will be sent to the School Practice Room in the Admin area to complete a problem solving plan. The Student Support Coordinator will determine when children may return to the classroom. Parents will be notified when a student has been sent to the school practice room for over 45 minutes by phone, email or mail. Parents, the School or the classroom teacher may request a conference at this time.

Social Conference – Teachers may choose to have a one-to-one meeting with a student that addresses a specific social problem.

Student Jobs Contracts – We use student jobs contracts when students are having continuous difficulty. Parents will be asked to participate in a contract conference with the student and teacher.

Logical Consequences:

Any consequence we use at Stonebridge has the desired effect of keeping the student in the classroom as much as possible. We try to keep consequences from being “punishments” and try to ensure that any consequence we enforce will be meaningful and logical. To that end, we may also use the following strategies, depending on the situation:

Loss of privilege – When children misuse a material or act out during an activity, they will be told to stop using the material or doing the activity for a short period of time. The privilege will be restored when the child and teacher have talked about how to prevent a similar problem in the future.

“You break it- you fix it” – If children damage property or hurt another’s feelings, they will be asked to try to fix the damage. In the case of hurting another’s feelings, children might offer an apology of action – writing a card, helping with an activity, making an illustration, or taking some other action beyond verbally saying sorry.

Parent meetings – As the situation warrants, parents or guardians will be invited to meet to discuss ongoing behavior concerns or to establish a Student Jobs Contract to identify specific goals for the student to meet in school.

BULLYING PROHIBITION POLICY

STONEBRIDGE WORLD SCHOOL BULLYING PROHIBITION POLICY

PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The District cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the District and the rights and welfare of its students and is within the control of the District in its normal operations, the District intends to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of the policy is to assist the District in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

For a complete copy of the Stonebridge World School Bullying Prohibition Policy, please contact the front office at 612-877-7400 or visit stonebridgeworldschool.org

COMMUNICATION BETWEEN HOME AND SCHOOL

Emergency School Closings

Stonebridge closing school announcements will be made on the following television stations: WCCO-4 (wcco.com), KARE-11 (kare11.com), KMSP-9 (kmsp.com) and KSTP-5 (kstp.com) starting at 5:30 a.m.

Cold Day: Stonebridge will likely cancel school if the wind chill forecast for 6:30a.m. the following day is -35degrees or colder, with winds of at least 5 to 10 miles per hour

Snow Day: Stonebridge will cancel classes if road conditions are such that travel becomes too hazardous for buses and cars. Stonebridge will consider canceling school if travel delays become so great that staff cannot reach the buildings in order to teach students or students will be out at bus stops for an excessive amount of time.

This may happen if it snows 6 inches or more in 12 hours, or 8 inches or more in 24 hours. Every winter storm is different, so it is possible that school will still be held even if snowfall reaches these limits.

Weekly Backpack Mail

Every Friday, your child will bring home a folder of information to be shared with parents and guardians. Information may include announcements of upcoming events, your child's classroom newsletter, or other information that is distributed school-wide. Backpack mail is a very important source of information for parents – please ask your child for his or her folder every Friday, and let the teacher know if your child comes home empty-handed. Also, please return the folder to school each Monday! It is very important that your child bring a backpack to school each day to be able to transport homework and communication from the school. If your child does not have a backpack, Stonebridge will make one available (while supplies last).

Parent-Teacher-Student Conferences and Report Cards

Stonebridge issues report cards two times a year. Parent-Teacher-Student conferences are held two times a year, the fall and winter semesters. Watch for a schedule of upcoming dates in backpack mail. Conferences are very important to attend. These conferences, along with report cards, give parents quarterly update on student progress.

Classroom Newsletters

As part of Friday backpack mail, your child will also bring home a weekly classroom newsletter. The class newsletter is an excellent place to learn about what your child's class has been working on as well as information about upcoming events and activities.

Talking With Your Child's Teacher

If you would like to meet with your child's teacher, please arrange to meet before or after school hours. Also, teachers are unable to take phone calls during the school day. If you need to speak with your child's teacher, please call the office and you will be given the teacher's voicemail. Teachers can also be reached using email. The teacher will reach you at a time when they are available, within 24 hours.

School Security

Like all schools, Stonebridge is primarily interested in the safety and security of all of our students and families. Anyone who is not a student and enters the building needs to report directly to the main office. Please notify the office if a family member/friend other than those listed on the enrollment form will be transporting a student to or from school.

At Stonebridge we use the **RAPTOR IDENTIFICATION SYSTEM**, a visitor registration system that enhances school security. Raptor will provide a consistent system to track visitors, volunteers, and tardy students while protecting our children from people who present a danger to students and staff members.

When visiting or volunteering at Stonebridge you will need:

- **A valid state or government issued photo identification card.** If the visitor does not have acceptable photo identification available, the director will be called to assess the situation.

For security measures, all entrances are locked after 9 AM and visitors/parents will have ring the bell and be buzzed in the school, Please be prepared to show identification.

Messages for Students

If you need to reach your child during the school day, please call the main office and leave a message, which will be delivered to your child. Students will not be able to take phone calls during the school day.

Home Calls

Students will not be excused from their class to call parents/guardians during the day unless there is a notified emergency through the school office.

Social Media

Students are not allowed to access social media in school such as Facebook, Twitter or YouTube. According to Facebook students must be at least 13 years of age before being able to set up a Facebook account. Please be aware if your child has inappropriately set up any such social media accounts. Social Media bullying and/or harassment that becomes an issue at school between students will be regarded in the same way as any other school bullying and/or harassment issue.

DISCIPLINE POLICIES

ATTACHMENT TO 507 STUDENT DISCIPLINE POLICY (the entire Discipline Policy is available through the school office)

DISCIPLINE- STANDARDS OF STUDENT BEHAVIOR

When students are disruptive or act inappropriately, school staff and administrators are expected to respond to this behavior logically, appropriately and consistently. Events are assigned to one or more levels of interventions or disciplinary resolutions. The discipline guidelines divide inappropriate and disruptive behaviors into four levels of events.

Disciplinary policies shall be enforced within the general guidelines as set forth in the Events Levels 1-4 and the Events and Potential Interventions Matrix. These guidelines describe the various administrative actions that may be taken for infractions of the law and the school district's standards of behavior.

The format of this section begins with the MINIMUM disciplinary resolutions and potential interventions for each event. The MAXIMUM administrative actions are expulsion and exclusion.

There shall be a logical relationship between the severity and frequency of the offense and the age of the offender and the administrative action.

EVENTS – LEVELS 1-4

Behavior events are classified in four levels.

A Level 1 event is the least severe with intervention by the teacher in the classroom.

A Level 4 event is the most severe and requires the director to make a recommendation for expulsion. Each level provides recommendations for possible interventions based on the event and who is responsible for intervention. In addition schools have Student Assistance Team (SAT) to examine and determine appropriate interventions and resolutions. Interventions may involve support staff, both school-based and within the broader community. SAT aims to engage the student's support system to ensure successful learning and consistency of interventions and change the conditions to the student's inappropriate or disruptive behavior.

LEVEL 1

Level 1 events will generally be addressed by the classroom teacher using interventions or disciplinary resolutions that teach correct, alternative behavior so students can learn and demonstrate safe and respectful behaviors. Teachers are expected to use a variety of teaching and classroom management strategies.

Events

- Defiance
- Disruption
- Inappropriate Language
- Physical Contact
- Property Misuse
- Student Attire
- Tardiness
- Teasing/Name Calling
- Technology Misuse

Level 1 – Examples of Support Interventions and Resolutions

Support interventions aim to correct and teach alternative behavior so students can learn and demonstrate safe and respectful behavior.

Teachers are expected to use a variety of methods and classroom management strategies, which may include:

- Reminders and redirection
- Review classroom/school-wide expectations
- Verbal correction
- Written reflection/apology
- Check and connect/ social conference
- Seat change
- Daily progress sheet on behavior
- Take a break
- Restitution
- Buddy Break use with approval
- Loss of privileges
- Contract between teacher, student and Parents
- Logical consequences
- Other as approved by administration

Appropriate school interventions also often involve the parent/guardian and other members of the school community. They aim to identify extenuating factors contributing to inappropriate or disruptive behavior and to assist the student in working with these factors. School interventions may include other students and focus on the student's relationship with the overall school community and may include:

- Parent/guardian notification
- Parent/guardian conference
- Parent/guardian accompanying student to school or class
- Detention
- In-school community service

- Conflict resolution
- Contract between teacher, student and parents
- Peer mediation
- Reprimand by appropriate administrator

Note: A severe occurrence or repeated instances of any violation appearing in the box may be treated as a violation at a higher level. If a student is being referred at higher level, interventions must be documented.

Each time a student reaches five referrals a meeting with the teacher, School Director and other behavior personnel will be held to problem solve.

LEVEL 2

Level 2 events will generally result in interventions or disciplinary resolutions that involve the school administration. These actions aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school.

Events

- Abusive Language
- Cheating or Plagiarizing
- Disruptive Behavior to and from School
- Disruptive Physical Contact/Aggression
- Fighting – Elementary
- Forgery/Failure to Identify
- Gang Display/Activity
- Harassment Based on Protected Status
(i.e. race, creed, sex, marital status, national origin, age, religion, sexual orientation, familial status or disability)
- Harassment/Bullying/Cyber Bullying
- Interference/Obstruction
- Property Damage/Vandalism
- Skipping Class/Unauthorized Area
- Substantial Disruption
- Technology Violation
- Theft-Minor < \$500
- Threats to Another Person
- Use/Possession of Combustibles - Elementary
- Use/Possession of Tobacco

Note: A severe occurrence or repeated instances of any violation appearing in the box may be treated as a violation at a higher level.

Level 2 – Examples of Intensive Support Staff and Appropriate Administration Interventions and Resolutions

These interventions may involve the school administration and aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school:

- Parent/guardian notification
- Parent/guardian conference
- School community service
- Referral to student assistance team
- Monetary restitution
- Check and connect/ social conference
- In-school suspension
- Mediation
- Detention
- Possible police notification
- Other as approved by administrator

LEVEL 3

Level 3 events may result in the suspension of a student and notification of the police. A suspension is a removal from school for more than one school day.

Events

- Abusive Language toward Staff
- Fires/False Alarms & 911 Calls
- Gang Display/Activity with Intent
- Harmful Physical Contact
- Hazing
- Possession of Other Weapon or Object, not a firearm and not meeting Minnesota Statute dangerous weapon definition, with no intent
- Sexually Inappropriate Behavior
- Theft - Major > \$500
- Threats to Staff
- Trespassing, including during Periods of Dismissal or Suspension
- Use/Possession of Drugs, Alcohol, or Other Controlled Substances
- Use/Possession of Tobacco

Note: A severe occurrence or repeated instances of any violation appearing in the box may be treated as a violation at a higher level.

Level 3 – Examples of Dismissal, Suspension, and Referral Resolutions

These interventions may involve the temporary, short-term removal of a student from the school environment because of the severity of the behavior. The duration of the dismissal or suspension, if issued, is to be limited as much as practicable while adequately addressing the behavior:

- Parent/guardian notification
- Parent/guardian conference
- Alternative in-school educational programming
- Dismissal (up to one complete school day)
- Out of school suspension (up to ten days)
- Possible police notification
- Other as approved by administration
- Immediate removal from classroom

LEVEL 4

Level 4 violations require police notification and a mandatory referral for expulsion for secondary students. Consequences for elementary students may include

out of school suspension, and/or possible expulsion. See the glossary for definitions of expulsion and Minnesota Statutes that apply to the violations.

Events

- Arson
- Assault
- Criminal Act Against a Staff Member
- Multiple/Chronic
- Multiple/Chronic - Repeat
- Possession/Use of a Dangerous Weapon Other than a Firearm
- Possession/Use of a Firearm
- Possession/Use of Other Weapon or Object, not a firearm and not meeting Minnesota Statute dangerous weapon definition, **with use or intent to use**
- Robbery/Extortion
- Selling Drugs or Controlled Substances
- Sexual Misconduct, Non-Consensual
- Terroristic Threats, including Bomb Threats

Level 4 – Examples of Suspension and Referral Resolutions

These interventions involve the removal of the student from the school environment because of the severity of the behavior. They may involve the placement of the student in a safe environment that provides additional structure to address behavior.

These interventions focus on maintaining the safety of the school community and ending self-destructive and/or dangerous behavior:

- Parent/guardian notification
- Out of school suspension
- Interim alternative educational placement
- Expulsion referral
- Police referral
- Immediate removal from classroom

Portions were adopted in whole or in part from Robbinsdale and St Paul Public Schools Student Behavior Handbook

DRUG-FREE ZONE

In an effort to make Stonebridge World School a safer and healthier place for students, families, and teachers, the school and the property surrounding it are a DRUG-FREE ZONE. This includes all illegal drugs, as well as tobacco and alcohol products.

Smoking on school grounds is strictly prohibited.

EDUCATIONAL PHILOSOPHY

Stonebridge World School is a small supportive school community focused on meeting the individual educational and social needs of each child we serve. We do this by following a research-based approach called *Responsive Classroom*. This approach seeks to:

- Increase social skills and academic engagement
- Create more positive classroom climates
- Increase learner investment and independence
- Decrease disruptive behaviors

Guiding Principles	Teaching Practices
<p>The social curriculum is as important as the academic curriculum.</p> <p>How children learn is as important as what they learn.</p> <p>The greatest cognitive growth occurs through social interaction.</p> <p>There is a specific set of social skills that children need to learn and practice in order to be successful academically and socially: <u>co</u>operation, <u>a</u>ssertion, <u>r</u>esponsibility, <u>e</u>mpathy, and <u>s</u>elf-control (CARES).</p> <p>Knowing the children we teach – individually, culturally, and developmentally – is as important as knowing the content we teach.</p> <p>Knowing the families of the children we teach is as important as knowing the children we teach.</p> <p>How we, the adults at school, work together is as important as our individual competence: lasting change begins with the adult community.</p>	<p>Morning Meeting: a daily routine that builds community, creates a positive climate for learning, and reinforces academic and social skills</p> <p>Rules and Logical Consequences: A clear and consistent approach to discipline that fosters responsibility and self-control</p> <p>Classroom Organization: Strategies for arranging materials, furniture, and displays to encourage independence, promote caring, and maximize learning</p> <p>Guided Discovery: A format for introducing school materials that encourages inquiry, heightens interest, and teaches care of the school environment</p> <p>Academic Choice: Giving children choices in their learning helps them become invested, self-motivated learners</p> <p>Reaching Out to Parents/Guardians: Ideas for involving parents or guardians as true partners in their child’s education</p>

EMERGENCY PROCEDURES

In the event of a building or community emergency, Stonebridge World School has devised an Emergency Management Plan that is available to staff to respond to a range of emergency situations.

Community Emergency

If, for some reason such as terrorist attack, hostage situation, severe weather or other safety emergency, our Emergency Management Team will decide if we can safely remain on site or if we need to evacuate our building. If it is determined that we will remain on site, we will follow these steps:

1. Inform Community Emergency Response Services (911) of our situation.
2. Lock down building and classrooms.
3. Staff will remain with students until either our building is deemed safe and the “All Clear” signal has been given by Emergency Response Personnel, or it is determined that we must evacuate the school.

Evacuation

If, due to emergency, our building needs to be evacuated, Stonebridge World School will follow these steps:

1. Inform Community Emergency Response Services (911) of our evacuation plans and alternate location.
2. Evacuation plans for our staff and students will be listed with the 5th Precinct:

**Please call Minneapolis Police 5th Precinct
3101 Nicollet Ave South
MPLS, MN 55408
612-673-5705**

3. We will remain at the evacuation location until either our building has been deemed safe to return to, until all children have been picked up, or until the alternate site is considered unsafe.
4. Parents will be able to pick up their children at this location, or we will inform the 5th Precinct of our alternate location.

EXPECTATIONS

Stonebridge World School shares its expectations so that all can be aware of what they are asked to do to support our school community. The purpose of these expectations is to encourage all stakeholders to contribute to students' academic achievement and to support a school environment where students and staff are responsible and respectful. We believe that all students, family, staff and community members share the responsibility to ensure that all members of our school community are safe, able to learn, and treated with respect, dignity, and kindness.

Students at Stonebridge World School are expected to:

- *Come to school every day, on time and ready to learn.*
- *Wear a clean uniform to school.*
- *Take responsibility for their behavior.*
- *Work to achieve at high levels.*
- *Treat themselves and others with respect.*
- *Help others understand their culture and learn about the cultures of others.*
- *Follow directions and meet expectations of school staff.*
- *Do assigned homework.*
- *Talk to their families about what is happening in school.*

Parents at Stonebridge World School are expected to:

- *Get children to school every day, on time, rested and ready to learn.*
- *Ensure students are dressed in a clean and fresh uniform.*
- *Remind students of appropriate school behavior and their jobs at school.*
- *Treat themselves and others with respect.*
- *Assist students with homework.*
- *Communicate with their child's teacher.*
- *Talk to children about what is happening at school.*
- *Ensure that the school has current addresses and phone numbers.*
- *Attend scheduled meetings.*

Teachers and Staff at Stonebridge World School are expected to:

- *Be prepared each day to help students learn and achieve at high levels.*
- *Use appropriate discipline strategies and work to keep all students safe.*
- *Establish clear, reachable expectations for students in the classroom.*
- *Engage students in a fun, challenging, and active learning environment.*
- *Treat themselves and others with respect.*
- *Assign appropriate homework.*
- *Communicate with parents on a regular basis.*

All stakeholders also sign the Stonebridge World School Commitment to Excellence Pledge, which incorporates all of these ideas.

FAMILY INVOLVEMENT

There are many ways to be involved in your child's education at Stonebridge World School.

Family Events

Stonebridge hosts monthly family events at our school. Family events are a great opportunity to meet other parents and to talk informally with your child's teacher or other staff. Watch for flyers about upcoming family events in Backpack Mail.

Classroom Visits

Parents/Guardians are welcome and encouraged to contact Stonebridge World School teachers and staff with questions or to discuss concerns regarding their children.

- Parents/Guardians wishing a conference with an administrator, teacher, other staff members and/or visit a classroom should call the school in order to arrange an appointment in advance.
- Stonebridge requests a one day notice be given to the school office for a classroom visit unless special arrangements have been made with the teacher or administration. In order to limit interruptions to instruction, **same-day classroom visits in general, will not be granted.** Teachers do not answer their classroom phones during the student day. You may leave a voicemail on a teacher's phone, or contact the teacher by email.
- All classroom visits are limited to one hour unless there is special permission for volunteer service or other arrangements have been made with teacher or administration.
- Stonebridge does not allow school-age children to observe or visit classrooms unless they are with an organization/school and it relates to a documented community service project.
- Classroom visitor requests can include parents, legal guardians or other approved adult family members.
- Parents/Guardians wishing to join their child for lunch must provide a one day notice to the school office. Parents/Guardians will join their child during the assigned lunch time and sit in the designated Parent/Child lunch area.
- In the event of an emergency requiring that parent/guardians have immediate access to their child, parents/guardians should either call or go to the office to explain the circumstances of the emergency, and request that their student be called to the office to meet and/or talk with them (key problems, pick up arrangements etc. are not considered emergencies and a message can be left for the student).

Stonebridge World School is committed to providing a positive environment for its students, their parents, and school employees. The following types of conduct whether occurring in person or by e-mail, telephone, voice message or over social media, are unacceptable and will not be tolerated:

1. Inappropriately raised voices, shouting or yelling.
2. Inappropriately disciplining your child or other students in school or on the bus.
3. Obscene or foul language.
4. Insulting a staff member's judgement, or professionalism.
5. Threats, intimidations or suggestions of violence or other behavior which reasonably can be expected to intimidate.
6. Unpermitted and unwelcome touching of any nature, regardless of the degree of force used.
7. Harassment based on sex/gender, sexual orientation, race, color, creed, national origin, and/or religion.
8. Repeatedly failing to cooperate with the school regarding expectations outlined in the Commitment to Excellence Pledge.

In the event that any such conduct occurs, the following steps may be taken.

1. The concern will be brought to the attention of the School Director.
2. The Director will call the parent and will send a letter stating the issue or concern and requesting that the parent meet with the Director and possibly other staff members.
3. At the meeting, a plan will be developed to correct the situation. The plan will include what the parent will do to correct the problem, what the school will do to support the parent and a time line, and might include a follow up meeting.
4. If the problem continues after the follow meeting, the Stonebridge Board of Directors Chairperson will be notified by the Director.
5. In appropriate cases, the Director will advise the offending person(s) that he/she/they are prohibited from entering upon the school property for a period of time following notice and that violation of the directive will result in a report to the police.

In the event that the offender is prohibited from coming onto school property, arrangements will be made to conduct statutorily required meeting, such as IEP team meetings, at a public meeting place.

Volunteering

We encourage parents and guardians to volunteer. Some possible volunteer opportunities include:

- Volunteering in your child's classroom
- Going on field trips with your child's classroom
- Assisting at family nights or other school-wide events
- Participating in the Parent Advisory Group

If you would like to volunteer, please contact the Outreach and Engagement Coordinator to discuss your ideas and interests (612-877-7423). All volunteers must have a background check completed before they can volunteer.

Homework

Homework is a terrific way to be involved in your child's education. Each grade-level teacher will be sending home specific instructions about homework for their classroom. As a parent/guardian, you can be involved by:

- **Setting aside a place** where your child can do homework
- **Establishing a schedule** for doing homework
- **Encouraging your child to talk with you** about the work they've done

If you have questions or concerns about your child's homework, contact the classroom teacher.

Parent Involvement Plan

Stonebridge World School Parent Involvement Plan will be reviewed annually and available on-line. A copy of these documents will be given to any parent/guardian upon request.

Minnesota Parent Information and Resource Center (MN PIRC)

The Minnesota Parent Information and Resource Center is a statewide project that helps families and schools build stronger ties to benefit students. It provides free training, individual assistance, and information to families and schools.

Minnesota Parent Information and Resource Center
8161 Normandale Blvd., Minneapolis, MN 55437

Website: pacer.org/mpc

FAMILY SUPPORT SERVICES

Stonebridge World School offers a range of resources to families. This support may include:

- Backpacks and school supplies as available
- Uniform assistance
- Hearing and vision screenings
- Coats, hats, mittens as available
- Referrals for medical, mental health, housing, child care and other resources

Or call the Student Support Coordinator, who is very knowledgeable about an array of community supports and resources available for children and families. Please call 612.877.7400 if you are in need of assistance.

FOOD AT SCHOOL

Stonebridge provides breakfast and lunch every day for students. Lunches are prepared daily with fresh ingredients according to the Minnesota Department of Education's Food and Nutrition Services standards. If your student has any allergies or special food needs, please call the school and we will work with our food service to ensure we are able to meet a students' dietary needs. Due to Minnesota state food requirements snacks and drinks are not allowed to be brought from home and added to the school lunch.

Lunch will be provided free to all students at Stonebridge this year according to the new Community Eligibility Provision.

Students can also bring a balanced bag lunch from home. We request that all home lunches follow the same standards as school lunches and include: fruit, vegetable, bread grain and a protein/meat/meat alternative. Milk will be available for all students. **No fast food or soda is allowed.**

Parents need to fill out a form to opt out of school lunch. The form will indicate that your child will be bringing a home lunch. Once the school receives this form a school lunch will not be ordered for the student. If a parent wants to change the student designation and receive a school lunch, a form must be completed and turned into the office. A five-day notice is necessary to make a lunch change. If there is not a lunch opt out form on file it will be assumed the students is eating a school lunch. Limited changes will be allowed.

HEALTH AND MEDICAL ISSUES

Immunizations

To go to school in Minnesota, students must show they have had these immunizations or are exempt. Parents may get legal exemption from the school law for medical reasons or conscientiously held beliefs. Forms are available from school office.

	DTP	Polio	MMR	HIB	Hepatitis B
Preschool	√√√√	√√√	√	√	
Kindergarten	√√√√√ 5 th shot NOT needed if 4 th was after age 4	√√√√ 4 th dose NOT needed if 3 rd was after 4	√		√√√
Age 7 – 6th grade	At least √√√	At least √√√	√		
7th – 12th grade	At least √√√ AND one Td must be at age 11 or older*	At least √√√ Not required for students over 18	√√		√√√ (For 7 th graders only)

- Unless a Td was given after the 7th birthday; then it must be repeated 10 years after the last dose.
- School children also need a shot for Varicella (chicken pox), which is not required by the school law.
- If you need more information about shots, you can call the Minneapolis Schools Hotshot line at (612) 668-0870

Illness at School

If your child becomes ill during school hours, we will work hard to contact you immediately. We must have accurate, up-to-date information about how to reach you or someone you trust in an emergency. Students who are ill *must* be picked up from school. If we cannot reach either you or your emergency contact person and the situation is urgent, Stonebridge staff may contact emergency response personnel.

Contagious Illness

Please keep your child home if your child has a contagious illness (Strep throat, flu, pink eye, ring worm, head lice, etc.). Your child may return to school 24 hours after medical treatment has begun for the illness or, for flu, 24 hours after the **last** symptoms (please provide medical treatment documentation). Following this policy benefits your child and the school community.



Medications

In keeping with state law, Stonebridge staff must have on file a written directive from a doctor AND a parent note to be able to dispense any prescription medications (including asthma inhalers) to a student. Stonebridge staff cannot give out non-prescription medications such as aspirin and such items may not be brought to school. Any medication to be given to a student must have the child's name and instructions for use on the container. Please talk with someone in our school office about possible medication needs your child may have.

ITEMS WHICH ARE NOT ALLOWED AT SCHOOL

There are certain things, which, as a rule, students are asked not to bring to school with them. These items include, but are not limited to:

Cell Phones/Electronic Devices

While we understand that you may want your child to carry a cell phone so they can contact you outside of school, our policy is that students may not use or possess cell phones at school under any circumstance. If a student brings a cell phone to school, it must be turned into their classroom teacher at the beginning of the school day. It will be returned to the student at the end of the same school day. Other electronic devices, such as music players, stereos, and video games should not be brought to school for any reason. Any electric device that is being used during school, and is not authorized will be confiscated by Stonebridge staff and turned in to the School Director. Items will be returned to a parent or guardian by Stonebridge staff.

Stonebridge World School is not responsible for lost or stolen items.

Food/Candy/Gum

Food, candy and gum should be left home at all times. Candy and gum are never acceptable in school, as they inevitably lead to problems with classmates or gum on the floor or in the carpet.

Birthdays

Stonebridge is implementing a “non-food birthday treats” policy. **No food is to be distributed for a birthday celebration.**

If you would like an alternative to food treats for your child’s birthday celebration at school, below are some suggestions. Always check with your child’s teacher first to see what he/she finds acceptable for their classroom and be sure to provide advanced notice to make sure that they can fit the birthday plans into their schedule.

- Party favors (bouncy balls, matchbox cars, erasers, tops, magnifying glasses, notepads, balloons, whistles, bubbles, etc.). You can get these at a party supply store, dollar store, dollar shelves at stores like US Toy, Target, Dollar Store and catalogs like Oriental Trading Company.
- Come into the classroom and read a book to the class.
- Buy something for the classroom (books, games, music, plant, etc.).
- Decorate a box and send it into the classroom. Also send index cards or smaller pieces of paper. Have the teacher ask each child to use one sentence to write something nice about the birthday kid and put it into the box. The birthday kid gets to take the box home at the end of the day. You could also do the same thing using an autograph book.
- Send in supplies and directions for a craft for the kids to do instead of eating a snack.

Money/Toys/Games/Cards

Stonebridge asks that all of these items be left at home and not brought to school. Many of them inevitably lead to conflict between classmates, and are easily lost or stolen. **Any items brought to school may be confiscated by staff and returned only to a parent.** Toy guns and look-alike weapons brought to school may result in further disciplinary action.

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. It shall be a violation for students to carry contraband on their person or in their personal possessions.

Stonebridge World School is not responsible for items brought to school that are lost or stolen. Prohibited items that are brought to school or used in class will be confiscated by staff and may only be returned to a parent or guardian.

KEEPING THE SCHOOL INFORMED

Good communication between home and school is essential to keeping our students safe and our parents well informed. It is our policy that parents inform the school of any changes to their emergency contact information. We need to be able to reach parents and have accurate emergency contact information at the school.

Please consider the following:

Do you have a new home phone or cell phone number?

If your phone is disconnected or out of minutes, how can we reach you until it is turned back on?

Do you have a new work or other daytime telephone number?

Are there any new health issues about your child we should know about?

Has your housing status changed, or is it about to change?

Is someone new going to be picking up or dropping off your child?

Is there anything else we should know that would be helpful in educating your child?

PARENT-TEACHER-STUDENT CONFERENCES

School-wide conferences will be held twice during the school year, in the fall and in the winter. All parents are expected to schedule a conference with the teacher and attend the conference along with the student. The fall conference will be an opportunity for all parties to sign the Commitment to Excellence Pledge and complete the Student Continuous Learning Plan.

SPECIAL EDUCATION

Special Education services will be provided to students in accordance with Federal and State law. Special Education may be reached directly at 612-877-7414.

TRANSPORTATION INFORMATION

Stonebridge contracts with Monarch Bus Company to provide bus service to our students. We work closely with them to make sure bus services go smoothly. The following is necessary information about getting a bus set up and using it.

Getting Your Bus Stop Set Up

When you enroll at Stonebridge, you will enter the bus system. It may take up to five days to set up or change a stop.

Late Buses

Your student(s) must be at bus stop **5 minutes** before the designated time and up to **10 minutes** after. If your child's school bus has not arrived and it is more than ten minutes after the designated pick-up time, first call **Monarch Bus Company at 612-866-6628 or 612-851-8080**. Stonebridge **is not** able to provide transportation if your child misses the bus for issues unrelated to their normal bus route.

Bus Pickups

Students must be at their designated bus stops **5 minutes prior** to their stop times. Bus driver will not pick up (or drop off) students at their home unless special arrangements have been made with the bus company for students with special needs. Students may not wait inside their homes until the bus comes, as the driver will drive past if student is not waiting at the stop. **Parents/Guardians of Kindergarteners and first graders must have a parent at the bus stop, before and after school.** Older siblings may escort child home (this includes daycares).

Changing Your Bus Stop

If you are moving or have a new daycare address, please inform the Stonebridge office and request a change of address form. It may take up to a week for the new bus stop to be activated. The sooner you get your new address in, the sooner your child's new stop will be ready. **ALL BUS CHANGES MUST BE MADE IN WRITING THROUGH THE SCHOOL OFFICE.**

Temporary Changes In Your Child's Schedule

If you will be picking up your child from school or you need your child to be dropped off at a different bus stop please send a note with your child signed by a parent or guardian or call the office. Calls regarding bus changes must be received in the office by 2:30 PM on the day of the change in order for the change to be made. **For the safety of all students, Stonebridge is not able to make changes without communicating with a parent or guardian (students will not be allowed to get on a different bus or say, "my mom says I'm supposed to go somewhere else"). ALL BUS CHANGES MUST BE MADE THROUGH THE SCHOOL OFFICE. Do not leave a message on a teachers' voicemail.**

Offsite After School Care Transportation

Once parents/guardians have enrolled their child in an offsite after school program (for example: Boy's and Girl's club) the parent/ guardian must notify Stonebridge World School's front office that their child will be going to a program permanently after school. If your child is attending the program occasionally call the front office on the days you would like your child to go and request your child take the bus to the specified after school care program. Calls must be made by 2:30 PM. Stonebridge Main Line (612) 877-7400. If the program is closed students will be sent to their home stop. **It is the parent's/guardian's responsibility to know when the program is closed.** If the parent/guardian would like to make alternative plans they must call the school and make this arrangement by 2:30PM.

Picking Up Students

Any student who is being picked up from school must be signed out by a parent or guardian. Students will not be released directly from classrooms, nor will they be sent outside to meet the person who is picking them up.

Walker

Parents/ Guardians must set-up their student as a walker. There will be corners with no crossing guards. Students are to go straight to school or home, respect the rights of others, and walk at a comfortable pace.

Lost Students

If your child does not get off the bus at his or her scheduled stop at the end of the day, **first call Monarch at 612-866-6628 or 651-251-8080**, then notify the school at (612)877-7400.

Student Safety on the Bus

While teachers will discuss Bus Safety and appropriate Bus behavior with students, parents are reminded to talk with their children about bus safety rules when getting on and off the bus, as well as when riding on the bus. All Stonebridge students will receive bus safety training at the beginning of the year. If your child does show unsafe behavior while on under the supervision of the bus driver, the school will receive a Bus Conduct report on your child. The Student Support Coordinator will discuss the Conduct Report with your child and will help your child develop a plan to avoid future problems. If problems continue, however, your child may be suspended from the bus for a period of up to 10 days.

If the bus driver and/or Stonebridge staff determine that a student is unable to be loaded safely onto the bus, the student must be picked up by a parent or guardian by 4:30 PM.

Absences due to a bus suspension are not excused and will count against a student's attendance. Stonebridge staff will communicate with you about bus concerns, and we hope parents will inform us of bus concerns as well.

BUS POLICY

A safe school bus ride to and from school is the result of all students/parents/ guardians understanding and practicing a few simple school bus safety rules. It is important and helpful if parents work with the school and school district in teaching your children these rules.

If your child is suspended from transportation your child will be required to discuss school bus safety with school personnel to insure the he/she knows and understands 1) bus riding is a privilege, not a right and it can be taken away, 2) district policies for student conduct and school bus safety, 3) safe, appropriate conduct while on the school bus, 4) the danger zone surrounding the school bus, 5) procedures for safely boarding or leaving the school bus, 6) procedures for safe street or road crossing and 7) school bus evacuation and other emergency procedures.

While waiting for the school bus students are expected to follow these guidelines:

- Arrive at the stop FIVE minutes before the school bus is scheduled to arrive.
- The School bus driver is not allowed to wait for late students, nor will the bus be sent back for late students who miss the bus.
- Stay back from the curb.
- Do not play on neighbor's property, or hang from their trees.
- When you see the school bus coming down the street, line up in a single file line or wait for directions from the bus driver before crossing the street.
- Cross ten feet in front of the school bus.
- No pushing or shoving while boarding the school bus.

On the school bus, students are expected to follow these guidelines:

- Always hold the handrail as you board; the stairs may be slippery.
- Find a seat on the school bus and sit facing forward.
- Always keep your books and backpack on your lap or seat.
- Opening, closing, or adjusting the windows will only be done with the permission of the school bus driver.
- Never put your arms or hands, or extend any object out the window of the school bus.

Students are expected to always follow the bus driver's instructions:

- Keep the noise level down while riding the school bus.
- Remain seated while the school bus is in motion.
- Fighting, spitting, teasing, wrestling, throwing objects, or littering will not be tolerated.
- Respect others and their personal property.
- Students are responsible for vandalism and will be responsible for restitution to the school district.

TRANSPORTATION CONSEQUENCES

While riding school buses, all rules that apply to building and/or classroom behavior shall apply on school buses. Transportation consequences are mandated by state statute.

Any disruptive behavior, as defined under school policy, while riding a school bus is prohibited. This includes not remaining seated, throwing objects, disruptive behavior at a bus stop or to and from the bus stop, tampering with emergency or safety equipment, fighting/ play fighting, and lighting flammable devices.

For the seventh offense, students in grades K-6 are individually considered for disciplinary action. Students may be suspended from riding the bus for longer periods of time, including the remainder of the school year. In addition to the specific loss of bus privileges, a student may receive other consequences for violation of a school policy.

Grade Level	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense	Sixth Offense	Seventh Offense
Grades K-2	Warning	Parent contact/ Warning or consequences appropriate to and within school	Assigned seat/ Parent Notified	Parent meeting/ 1 Day bus removal	1-3 days off bus	4-5 days off bus	6-10 days off bus
Grades 3-6	Warning	Parent called	Assigned seat/ Parent notified	Parent meeting and 1-3 days off bus	3 days off bus	4-5 days off bus	6-10 days off bus

Note: A severe occurrence of any infraction may be treated as an infraction at a higher level

Portions were adopted in whole or in part from Robbinsdale and St Paul Public Schools Student Behavior Handbook

UNIFORM GUIDELINES

Stonebridge World School requires that all students wear a uniform every day. Stonebridge will distribute a free uniform starter kit before the beginning of the school year at the Family Open House. A Parent must pick up the uniform starter kit from the school prior to the student starting school. Any child who arrives out of uniform will be sent to the administrative area. Parents may be called to bring a uniform to school for the student. Uniforms may be purchased through the school at a very reasonable cost.

The only exception to the uniform policy is when Stonebridge staff designates a special non-uniform day. Information about special non-uniform days will be sent home with Backpack Mail in advance of the day.

	Acceptable	Not Acceptable
Pants	Navy Blue Khaki Twill Cotton Perm Press Navy blue leggings under jumper or skirts	Jeans Logos Leggings (unless solid navy blue or white and under skirt or jumper) Lycra, Spandex Sweatpants
Shorts	Navy Blue Khaki Twill Cotton Perm Press	Jeans Logos Short Shorts Form Fitting Lycra, Spandex
Belts	Belts are optional, but will be required if pants do not fit.	
Shirts	Navy blue polo shirts, long or short sleeved School T-shirt with Stonebridge logo Long sleeves under short sleeves (must be navy blue or white) <small>Students are required to tuck in uniform shirts.</small>	Zippers Non-School logos T-shirts or tank tops Long sleeves under shorts sleeves that are not blue or white
Sweatshirts/Sweaters	Navy blue	Hoodies worn in the classroom Non-School logos

	Acceptable	Not Acceptable
Shoes/Footwear	Sneakers Ankle socks Crew Socks Navy blue or white knee high socks/tights with jumpers or skirts	Sandals, clogs or heels Flip flops Hiking boots Boots (winter boots may be worn to school and left in lockers during the day) Non uniform color knee high socks
Jewelry & Accessories	Small, simple & non-distracting, solid color hijab	Hats, scarves or bandanas

Acceptable uniform items can be found at many department and discount stores, including Target, Kmart, Wal-Mart, Savers, JC Penny's, Kohl's, Sears, and Old Navy. **You can also purchase uniforms through the school at a great price.**

Consequences for Uniform Policy Violations

- **1st Violation:** Removed from the classroom.
Written notice of uniform non-compliance sent home.
Parent phone call with the following options

PARENT OPTIONS:
Bring a clothing change for student
Or
Utilize a loaner uniform if available
- **2nd Violation: After School Study Hall will be assigned.** Removed from the classroom.
Written notice of uniform non-compliance sent home
Parent phone call and parent must bring uniform to school.
After School Study Hall will be assigned and is run Monday-Thursday 4:00-4:45.
Parents are required to provide transportation home from after school study hall.

Commitment to Excellence Pledge

The Stonebridge World School Commitment to Excellence Pledge is an opportunity for the student, the family, and the school together to make a commitment to work to support student learning and achievement. The pledge will be completed with each family at the first Parent-Teacher-Student Conference.



Commitment to Excellence Pledge

Teachers' Commitment:

We fully commit to Stonebridge in the following ways:

- We will arrive at Stonebridge on time for meetings and give 100% during the school day.
- We will make ourselves available to our student's parent(s) and respond within 24 hours.
- We will always protect the safety, interests, and rights of all individuals in the classroom and in our school.
- We will be professional and respectful which will be reflected in our actions.
- We are committed to results and will plan and execute lessons based on student needs.
- We will continue to learn and grow through professional development.
- We will be culturally sensitive and respectful.

We will all be responsible for growth and development of our school community.

X _____ Date _____

Parents'/Guardians' Commitment:

We fully commit to Stonebridge in the following ways:

- We will make sure our child arrives at Stonebridge everyday by 9:00 or be on time for the bus.
- We will always help our child in the best way we know how and will do whatever it takes for him/her learn, including checking our child's homework daily.
- We will make our best effort to read with him/her every night.
- We will make ourselves available to the school, and address concerns they might have.
- We will notify the school if our child is going to be absent, late for school or if contact information changes.
- We will make sure our child follows the Stonebridge uniform dress code.
- We understand that our child must follow Stonebridge rules in order to protect the safety and rights of all individuals in the school.

We will all be responsible for growth and development of our school community.

X _____ Date _____

Student Commitment:

I fully commit to Stonebridge in the following ways:

- I will arrive at Stonebridge every day by 9:00 or be on time for the bus.
- I will work hard and do my best in school.
- I will complete all my homework every night and I will ask for help when I need it.
- I will be responsible for my actions. If I make a mistake I will tell the truth.
- I will listen to all my classmates and respect everyone.
- I will follow the Stonebridge uniform dress code.
- I am responsible for my own behavior, and I will follow the rules of the classroom and school.

We will all be responsible for growth and development of our school community.

X _____ Date _____