



## Student Handbook 2021 - 2022



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

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## 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 9:00 AM-4:00 PM  
Office Hours: 8:00 AM-5:00 PM

### **Our Vision...**

At Stonebridge World School we aspire to develop independent critical thinkers motivated to pursue their dreams with a sense of global social responsibility.

### **Our Mission...**

Stonebridge World School is a community with a global perspective that inspires lifelong learners with a passion for academic success.

### **Our School**

Stonebridge World School is a PreK-8 Minneapolis public charter school that provides a unique combination of a global curriculum, a variety of services and a central location designed to provide a first-class education to Minneapolis students.

Tuition-free and open to all PreK-8 students, Stonebridge is a safe, small school community that focuses on building global citizens through engaging academics combined with arts, technology, and physical education to educate the whole child.

## INTRODUCTION

Welcome to the 2021- 2022 school year at Stonebridge World School! We know that parents/guardians are the key to a child's educational success, and this student 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 and/or guardians 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.

## COVID- 19 MESSAGE

Stonebridge World School will begin the 2021-2022 school year with in-person learning and required masks in the building for all students and staff. Stonebridge will continue to re-evaluate the situation going forward working with the Minnesota Department of Education and Minnesota Department of Health to determine what is in the best interest and safety for students and staff. We have been working hard over the summer to ensure the building is clean and ready for students and staff to return. We have determine that all Covid health, cleaning and sanitizing protocols developed last school year will remain in place. This year we have added a outside organization that will come in weekly to provide Covid testing to anyone in the building who wants to be tested. This will include parents authorizing any PK-8 student to receive a free Covid test weekly. We know this has been a stressful time for everyone and I want to assure you we are monitoring the situation and will continue to keep you updated as we learn new information. Most importantly we look forward to serving you and your family this year bringing strong, rigorous instruction to all of our students as we strive to keep everyone safe and well.

In Partnership,

Barbara Novy  
Executive Director

## COVID-19 HEALTH PROCEDURES

Stonebridge World School will be working with MDH related to Positive COVID-19 cases within the school and how to maintain a safe learning environment. Regular screening for symptoms and ongoing self-monitoring throughout the school day can help to quickly identify signs of illness and help reduce exposure. Staff and students are encouraged to self-monitor symptoms throughout the day. Staff or students who develop symptoms during the school day must notify school health services immediately. Parents should be monitoring symptoms at home checking students before they leave for the day to make sure they are health and symptom free.

### *From MDH: Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs*

For people (e.g., children, care providers, or staff) who have symptoms consistent with COVID-19, send home or deny entry and reference the exclusion criteria in this document to determine when they may return.

Symptoms of COVID-19 include: new onset cough or shortness of breath by themselves OR at least 2 of the following: fever (100.4°F or higher), chills, muscle pain, sore throat, fatigue, congestion, loss of sense of smell or taste, or gastrointestinal symptoms of diarrhea, vomiting, or nausea.

If a person has a new symptom (for example, new loss of smell only) with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.

For people who received a laboratory test for COVID-19

What to do if you're waiting for COVID-19 test results (PDF) ([www.health.state.mn.us/diseases/coronavirus/waiting.pdf](http://www.health.state.mn.us/diseases/coronavirus/waiting.pdf)) Positive test result: Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms. Siblings and household members also stay home for 14 days. Negative test result but symptoms with no other diagnosis: Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms. Siblings and household members also stay home for 14 days.

For people with a COVID-19 diagnosis *without* a lab test OR people with symptoms consistent with COVID-19 *without* a medical

Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

## COVID- 19 SAFETY MEASURES IN SCHOOL

1. Hand sanitizer stations have been put in the entrance of every room.
2. Drinking fountains have contactless water bottle fill stations. Students will to bring to school a reusable water bottle.
3. Classrooms are set up for social distancing with plastic dividers available if needed.
4. Safe healthy habits and social distance signage have been placed throughout the building.
5. Building entrance safety procedures are in place with hand sanitation, required mask, and temperature check upon arrival.
6. Designated space for students with temperatures waiting to be picked-up.
7. Student school supplies will be available for in school and out of school use.
8. Building cleaning and disinfecting plan in place.
9. Food service planned that includes social distancing options.
10. Smart TV's in classrooms for rigorous teacher instruction daily.
11. Ipad devices available for all students (technology deposit required).
12. Services available through ESL, social work, City Connects Coordinator.

## COVID-19 INFORMATION AND CLEANING PROCEDURES

### **Mask Mandate and Temp Check**

All persons coming into the building are required to wear a mask and have their temperature taken. If their temperature is 100.4 F or higher they will not be allowed in the building or ask to leave. Students must be picked up within an hour.

### **Reporting of Positive COVID-19 Cases**

If your student has symptoms of COVID-19, a positive test for COVID-19, or had close exposure to someone with COVID-19 within 14 days please notify to school office 612-877-7400.

### **Increased Daily Disinfecting with contract cleaners after school.**

Custodial staff prioritize high-touch areas such as door handles, switches, hand railings, bathrooms, drinking fountains, kitchen, cafeteria.

### **Immediate Area Disinfection and Cleaning with a Positive COVID-19 Case**

The affected areas are closed off and a rapid response cleaning is completed to thoroughly disinfect the area.

### **Potential Full Building Closure with Multiple Positive COVID-19 Cases and Potential Building-Wide Exposure**

Custodial staff will thoroughly disinfect the entire building in accordance with cleaning and disinfecting standards and in consultation with the Minnesota Department of Health.



## 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 Meeting/Advisory 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* go to the office and get a pass. Three tardies count as one unexcused absence.

### **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 parent/guardian may arrange with the 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, parent/guardian needs to send a note to school describing the activity and the amount of time requested to be gone. This arrangement must be in place for the family activity days to be excused in the attendance system. The school has the right to limit the amount of time they will excuse a student from school for a family activity. (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.*

## BEFORE SCHOOL PROGRAM

Stonebridge World School's Before School Program opens at 7:45 AM

- Families must submit an application.
- Limited to 20 students, if space is full applicates will be put on a waiting list.
- If students misses 3 days in a row for unexcused reasons they will be dropped from the program.
- Parents must walk students to the entrance where the students' temps will be taken and signed in.
- If their temperature is (100.4 or higher) they cannot enter the building.

## END OF DAY PICK-UP

If you are planning on picking up your student(s) from school the **office must be notified by 2:30 PM.**

The person picking up the student(s) **must be authorized** and have a **pick-up pass** from the office.

If you do not have a pick-up pass allow time to set this up ahead of time.

At the end of the school day the authorized person with their pick-up pass will drive up to **Door 5** where a staff member will walkie for your student(s)

## **BULLYING PROHIBITION POLICY**

### **CONDENSED VERISON OF STONEBRIDGE WORLD SCHOOL BULLYING PROHIBITION POLICY**

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. Stonebridge World School strives to monitor the activities of students and eliminate all incidents of bullying between students. Stonebridge World School 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 school 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 520 Bully Prohibition Policy, please contact the front office at 612-877-7400 or visit [stonebridgeworldschool.org](http://stonebridgeworldschool.org)**

## CITY CONNECTS

### **Student Support Program**

To support learning at Stonebridge World School, we have developed a comprehensive student support system to ensure that each and every student receives the supports, services, and resources she needs to be academically successful and healthy.

Our school's student support program is facilitated by City Connects, a partnership among schools, Boston College, and community agencies.

Our student support process is coordinated by a full-time City Connects Coordinator (SSC). Hilary Kelly is a licensed Masters Level Social Worker and is housed in our school. She can be reached by phone at 612-877-7400 or email at [hkelly@sbwschool.org](mailto:hkelly@sbwschool.org).

The purpose of our student support process is to ensure that each student has the supports s/he needs to successfully engage in classroom instruction. To do this, we assess the strengths and needs of each child in the school and connect him/her to a tailored set of support services. Please note that the student support process and the special education referral process are distinct and different.

Each year, the City Connects Coordinator partners with classroom teachers to review every student in the classroom to discuss student strengths and needs. As a result of this process, tailored supports may be recommended for each child. The City Connects Coordinator and/or a school staff member will collaborate with the family to explain the recommended supports and secure services from within the school and/or from community partners.

Another aspect of the student support process for some students involves convening a larger Student Support Team that may include the school administrator, school nurse, teacher, school psychologist, after-school provider, and/or other support personnel. This meeting is facilitated by the City Connects Coordinator. The purpose of this team is to discuss students in greater depth and develop a detailed student support plan that will be monitored over the course of the year. You will be contacted by the City Connects Coordinator to discuss the plan and action steps to move forward.

The supports and resources of the student support process are available to you as the parent/caregiver. If you would like to initiate services for your child or have any questions, please contact Hilary Kelly, MSW LGSW .

## 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. Wait time at bus stops is taken into consideration.

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, PK-5 students 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 four times a year. Parent-Teacher-Student conferences are held two times a year, the fall and winter quarters. Watch for a schedule of upcoming dates. Conferences are very important to attend. These conferences, along with report cards, give parents quarterly update on student progress.

### **Classroom Newsletters**

Your child will receive 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

Parents are welcomed and encouraged to contact Stonebridge World School teachers, administrators or office staff with questions or to discuss concerns regarding their children. If you would like to meet with your child's teacher, please make arrangements with the classroom teacher. 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. 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 may present a danger.

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 at all times and visitors/parents will have ring the bell and be buzzed in the school. Please be prepared to show identification.

(For more information, refer to 803 Security Management Policy located on the website)

**During this Covid time visitors and parents will have limited availability to the building and student pick up at the end of the day will be drive up to door #5 (west side of parking lot).**

## 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.

In the event of an emergency requiring that parent/guardians have immediate contact with 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).

Students will not have access to their personal cell phones during the school day. If you get a call from your child during the day on their cell phone they are not following the school rule regarding turning cell phones into teachers upon arrival at school.

## **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, Snapchat, Tik Tok, or Instagram. According to Facebook and other social media sources 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

### **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

***510 Student Conduct and Discipline Policy is available through the school office or located on the school website.)***



## 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.**

## 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 5<sup>th</sup> 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 5<sup>th</sup> 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 class work and 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.*
- *Support 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 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.

***During COVID -19 event and visitor limitations may be in place.***

### 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.

### Classroom Visitors

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 encourages 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 be limited.**
- Teachers do not answer their classroom phones during the student day. You may leave a voicemail for the teacher, or contact the teacher by email. See website for teacher's voicemail number.
- 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.
- We ask Parents/Guardians wishing to join their child for lunch to 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. Parents/ Guardians are asked not to bring outside food for a lunch visit for the student.

## **Visitor Code of Conduct**

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.

Please refer to Policy 901 VISITOR GUIDELINES on the website

## **Volunteering**

### ***Limitations may be in place due to Covid***

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 School Climate and Enrollment Specialist to discuss your ideas and interests (612-877-7428). 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. 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

Students will have nightly homework that is relevant and reinforces what has already been taught in class.

Please have your child read at least 15 minutes each day.

### **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**

## 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
- Coat, hat, and mittens program.
- Referrals for medical, mental health, housing, child care and other resources
- Ready Set Smile Dental Program
- Counseling and Social Work services

Or call the Student Services & Outreach Coordinator who is knowledgeable about an array of community supports and resources available for children and families. Please call 612.877.7428 if you are in need of assistance.

### **Technology**

All students will be issued an iPad. All technology agreements, guidelines and paperwork must be completed to receive technology. A deposit will be required this year to receive technology devices.

## 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. 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 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.

This institution is an equal opportunity provider.



## 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
<b>Preschool</b>	√√√√	√√√	√	√	
<b>Kindergarten</b>	√√√√√ 5 <sup>th</sup> shot NOT needed if 4 <sup>th</sup> was after age 4	√√√√√ 4 <sup>th</sup> dose NOT needed if 3 <sup>rd</sup> was after 4	√		√√√
<b>Age 7 – 6<sup>th</sup> grade</b>	At least √√√	At least √√√	√		
<b>7<sup>th</sup> – 12<sup>th</sup> grade</b>	At least √√√ AND one Td must be at age 11 or older*	At least √√√ Not required for students over 18	√√		√√√ (For 7 <sup>th</sup> graders only)

- Unless a Td was given after the 7<sup>th</sup> 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. If your child has a temperature of 100.4 or above, they will be sent to the sick room and must be picked up within one hour.

### 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). If your child has a fever, your child must be kept home until at least 24 hours after they no longer have a fever or signs of a fever without the use of fever-reducing medicine. 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:

### **Elementary School 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. 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.

### **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 two times during the school year. 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.

## SCHOOL PLEDGE

I am somebody

I was somebody when I came.

I will be a better somebody when I leave.

I am powerful!

I am strong!

I am smart!

I am respectful!

I believe in me!

School pledge may be said in classrooms during morning meeting and at all school assemblies.

## 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.

# TECHNOLOGY

## USE OF TECHNOLOGY

The electronic devices issued and available to students are property of Stonebridge World School (SBWS). The investment in the technology is a large part of SBWS's operations costs and students are expected to use and handle equipment responsibly. Students and their families will be financially responsible to replace or repair equipment that is stolen, lost, or damaged while in their care.

## POLICY STATEMENT

1. Sharing of passwords, PINs, tokens or other authentication information is strictly prohibited. Each individual is responsible for their account(s), including the safeguarding of access to the account(s).
2. The use of SBWS resources to access, further or otherwise participate in activities that are inconsistent with the mission of the school is prohibited. This includes, but is not limited to the following: illegal activity, sexually explicit material, hate speech, violent behavior, bullying, spam, hacking, etc. An exemption is granted for individuals engaged in normal classroom-related activities or research, provided that it is consistent with SBWS's mission.
3. Students are fully responsible for their computer, including its hardware, software, and any network traffic transmitted by it, regardless if this traffic was authorized by you or not.
4. The use of personal routers (wireless or wired) and/or DHCP servers is strictly prohibited while at school.
5. Using SBWS network to provide any service that is visible off-campus is prohibited. This applies to services such as, but not limited to, HTTP (Web), FTP, IRC, peer-to-peer (p2p) multimedia sharing, game servers, and email.
6. Configuring your computer to provide Internet or SBWS network system access to anyone who is not an authorized SBWS faculty, staff member or student is prohibited.
7. Connecting standard mobile devices used for the pursuit of academic work to SBWS wireless network is permitted, within the discretion of a teacher. Connecting any other device or system to the school data networks without the prior review and approval of the IT Department or administration is prohibited.
8. Some examples of policy violations:
  - A. Accessing another user's personal private data
  - B. Attempting or coordinating a denial-of-service attack
  - C. Probing and/or exploiting security holes in other systems either on or off-campus
  - D. Using unauthorized IP addresses
  - E. Using a network protocol analyzer or similar mechanism without prior authorization
  - F. Degrading or restricting network access for others, either on or off-campus
  - G. Connecting to systems that one has not been expressly permitted to access
  - H. Downloading, sharing or using copyrighted material including music, movies, software or textbooks (unless permission is given by SBWS staff)
  - I. Participating in activities that are not consistent with the mission of SBWS. In addition, your network access may be disabled if SBWS receives complaints about or otherwise detects inappropriate behavior.

## **COMPUTER SYSTEMS IN GENERAL**

Computer resources are assets of the SBWS and are to be protected from unauthorized access, modification, destruction or disclosure. SBWS reserves the right to monitor computer systems and to read and copy all files or data contained on any device (including but not limited to e-mail messages) at any time and with or without prior notice.

Individual passwords for computers are confidential and may not be shared or posted. If a user's password is learned by someone else, it should be changed immediately. Each user will be responsible for activity performed using the user's password. No user should attempt to obtain access to another user's documents without prior authorization.

Most proprietary software licenses have legal restrictions prohibiting unauthorized use and copying. Each user is responsible for compliance with these legal restrictions. All software used on any SBWS computer (including software available on the Internet) must be approved in advance by authorized personnel. Only authorized person(s) may load software onto any SBWS equipment. Any violation of these guidelines can lead to disciplinary action up.

## **E-MAIL**

The principal purpose of electronic mail (e-mail) is business communications of SBWS and its families. The email system should not be used to solicit for outside business ventures or for any political or religious purpose (unless approved by SBWS). All e-mail is the property of SBWS (whether or not related to personal matters). Email should be treated like all other verbal or written business communications. Appropriate language and standards of decency must be used. Offensive, demeaning defamatory, harassing or disruptive messages are prohibited. E-mail which contains confidential or propriety information must be treated as confidential. No one shall provide e-mail access to an unauthorized person or access another user's e-mail without authorization. The existence of passwords and "message delete" functions do not restrict or eliminate SBWS authority to access electronic communications.

## **STUDENT EXPECTATIONS:**

- Keep the iPad safe and in good condition. Students should supply a carrying case for added protection.
- The iPad needs to remain free of personal markers, stickers, or decorations.
- Follow teacher instructions for iPad use in the classroom.
- Keep the identification stickers on the iPad.
- Report loss or theft of the iPad immediately to the office.
- Follow the acceptable use policy for school technology.

## **WHAT DO I DO IF THE IPAD IS NOT WORKING OR NEEDS SERVICE?**

- Return iPad to the school office.
- Tech will supply a loaner when available.
- For damage, the following charges will apply:
  - Screen Repair \$100.00
  - Replacement Cost for iPad \$300.00
  - Replacement Charger \$40.00
  - Lost or Damaged Protection Case \$50.00

## **CREATE A POITIVE DIGITAL CULTURE AT HOME**

- Review appropriate websites, apps, and games for students.
- Monitor online use at home.
- Discuss and use strong passwords.
- Develop and consistently enforce rules at home for online use.



## 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.

### **ALL STUDENTS MUST WEAR THEIR MASKS WHILE ON THE BUS.**

**Do not send students on the bus if they have a fever (100.4 or higher). They will be required to be picked up upon arrival at the school.**

### **BUS INFORMATION**

#### **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 612-251-8080 or 612-238-8080**. 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. **Do not send students on the bus if they have a fever (100.4 or higher). They will be required to be picked up upon arrival at the school. Students must keep their masks on during the bus ride.** 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.**

## **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 612-251-8080 or 612-238-8080**, then notify the school at (612)877-7400.

## **ALTERNATIVE TRANSPORTATION**

### **Picking Up Students**

#### **Student Pick-up is at Door 5.**

If you are planning on picking up your student(s) from school the **office must be notified by 2:30 PM.**

The person picking up the student(s) **must be authorized** and have a **pick-up pass** from the office.

If you do not have a pick-up pass allow time to set this up ahead of time.

At the end of the school day the authorized person with their pick-up pass will drive up to **Door 5** where a staff member will walkie for your student(s)

Students will not be released without pick-pass or being signed out in the office by a parent or guardian. Students will not be released directly from classrooms.

**Vans**

If your child is using the van service parents/ caregivers are not allowed to call or receive calls from van drivers. Call the school office if you have questions regarding where the location of the van is.

Vans will honk once upon arrival and wait 5 minutes before calling dispatch and moving to their next stop.

**Walkers**

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.

## **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 discuss the reason for the suspension and may be reminded of the following bus safety rules: 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.

Monarch Bus Company holds your child's safety in the forefront of their Bus Conduct guidelines. Students in grades Pre-K-8 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.

<b>CLASS I OFFENSES</b>		<b>CLASS II OFFENSES</b>		<b>CLASS III OFFENSES</b>	
<b>VERY SERIOUS BEHAVIOR</b>		<b>SERIOUS BEHAVIOR</b>		<b>UNSAFE BEHAVIOR</b>	
<input type="checkbox"/>	01. POSSESSION / DETONATION OF ANY GUN, AMMUNITION, KNIFE, OTHER WEAPON INCLUDING LOOK-A-LIKES / TOYS	<input type="checkbox"/>	01. BRINGING DANGEROUS OBJECTS ONTO THE SCHOOL BUS (OTHER THAN CLASS I OFFENSES) MUST DESCRIBE OBJECT: _____	<input type="checkbox"/>	01. STANDING WHILE SCHOOL BUS IS IN MOTION
<input type="checkbox"/>	02. POSSESSION / IGNITING MATCHES/LIGHTER, PYROTECHNIC DEVICE, FLAMMABLE LIQUID ON THE SCHOOL BUS	<input type="checkbox"/>	02. USE OF OBSCENE / PROFANE LANGUAGE OR GESTURES TOWARDS DRIVER OR ANOTHER STUDENT	<input type="checkbox"/>	02. BLOCKING THE SCHOOL BUS AISLE
<input type="checkbox"/>	03. SMOKING / VAPING OR USE OF TOBACCO PRODUCTS ON SCHOOL BUS	<input type="checkbox"/>	03. HARASSMENT IN ANY FORM - MUST DESCRIBE TYPE: _____	<input type="checkbox"/>	03. RIDING ON A SCHOOL BUS OTHER THAN THE ASSIGNED BUS ROUTE
<input type="checkbox"/>	04. SALE OR DISTRIBUTION OF DRUGS OR ALCOHOL	<input type="checkbox"/>	04. EATING OR DRINKING ON THE SCHOOL BUS	<input type="checkbox"/>	04. GETTING OFF THE SCHOOL BUS AT UNSIGNED STOP
<input type="checkbox"/>	05. PHYSICAL ASSAULT, SPITTING ON OR AT, SHOOTING / THROWING OBJECT AT THE SCHOOL BUS DRIVER	<input type="checkbox"/>	05. DISTRACTING, MISLEADING, CREATING A FALSE REPORT TO THE SCHOOL BUS DRIVER	<input type="checkbox"/>	05. WAITING IN HOUSE / APARTMENT CAUSING ROUTE DELAY
<input type="checkbox"/>	06. PHYSICAL ASSAULT, SPITTING ON OR AT, SHOOTING / THROWING OBJECTS AT ANOTHER STUDENT	<input type="checkbox"/>	06. THROWING OBJECTS ON THE SCHOOL BUS OR OUT THE WINDOW	<input type="checkbox"/>	06. SHOUTING, YELLING, SCREAMING OR EXCESSIVE NOISE
<input type="checkbox"/>	07. PUSHING A STUDENT AT OR NEAR A MOVING SCHOOL BUS OR RUNNING IN FRONT OF A MOVING SCHOOL BUS	<input type="checkbox"/>	07. THREATENED PHYSICAL ASSAULT AGAINST THE DRIVER OR ANOTHER STUDENT	<input type="checkbox"/>	
<input type="checkbox"/>	08. EXTENDING HEAD OR OTHER BODY PARTS OUT THE WINDOW OF A MOVING SCHOOL BUS	<input type="checkbox"/>	08. PHYSICAL AGGRESSION. PUSHING / SHOVING, TRIPPING, HITTING OR FIGHTING WITH ANOTHER STUDENT(S)	<div>STUDENT HAS ASSIGNED SEAT <u>    </u> YES <u>    </u> NO <u>    </u></div>	
<input type="checkbox"/>	09. ATTEMPTING TO LEAVE THE SCHOOL BUS THROUGH THE EMERGENCY EXITS	<input type="checkbox"/>	09. FAILURE TO FOLLOW THE DRIVES INSTRUCTIONS		
<input type="checkbox"/>	10. VANDALISM OF THE SCHOOL BUS REQUIRING REPAIR OR RESTITUTION	<input type="checkbox"/>	10. FAILURE TO FOLLOW SAFE XING PROCUDERS	<input type="checkbox"/>	
<input type="checkbox"/>	11. UNACCEPTABLE SEXUAL CONDUCT OR TOUCHING	<input type="checkbox"/>	11. PUSHING / SHOVING OF ANOTHER STUDENT IN THE DANGER ZONE	<input type="checkbox"/>	
<input type="checkbox"/>	12. PARENT / GUARDIAN NOT AT BUS STOP TO RECEIVE STUDENT	<input type="checkbox"/>	12. TAMPERING WITH THE EMERGENCY EQUIPMENT OR EMERGENCY EXITS	<input type="checkbox"/>	
<input type="checkbox"/>	13. NOT WEARING OR REFUSING TO WEAR FACE MASK	<input type="checkbox"/>	13. WILLFUL DAMAGE TO PROPERTY AT THE SCHOOL BUS STOP	<input type="checkbox"/>	
<input type="checkbox"/>	14. CLIMBING OVER OR UNDER SEAT IN THE SCHOOL BUS	<input type="checkbox"/>	14. WILLFUL DAMAGE TO THE PROPERTY OF ANOTHER STUDENT	<input type="checkbox"/>	
<input type="checkbox"/>	15. RUNNING / WALKING IN THE AISLE WHILE SCHOOL BUS IS IN MOTION	<input type="checkbox"/>	15. THEFT OR ROBBERY OF DRIVER / ANOTHER STUDENTS PERSONAL PROPERTY	<input type="checkbox"/>	
<input type="checkbox"/>	16. MOVING FROM SEAT TO SEAT	<input type="checkbox"/>	156. RIDING THE SCHOOL BUS WHILE ON SUSPENSION	<input type="checkbox"/>	
		<input type="checkbox"/>	17. GIVING FALSE NAME	<input type="checkbox"/>	

## **BUS CONDUCT ACTION BY SCHOOL**

### **I. ....CATEGORY BELOW...SUSPENSION .....**

- I. 01. SUSPENSION 1-DAY FROM SCHOOL BUS
- I. 02. SUSPENSION 3-DAYS FROM SCHOOL BUS
- I. 03. SUSPENSION \_\_\_\_ DAYS FROM BUS -15 DAYS PLUS
- I. 04. LOSS OF ALL SCHOOL BUS SERVICE/SCHOOL YEAR
- I. 05. WRITTEN WARNING/SUSPENSION W/REPEAT OFFENCE

### **II. ....CATEGORY BELOW...IN SCHOOL CONSEQUENCE...**

- II. ....REPEAT OFFENDER - USE CATEGORY I ACTIONS
- II. 01. CONFERENCE WITH SCHOOL ADMINISTRATOR
- II. 02. WRITTEN WARNING - NOTICE SENT TO PARENTS
- II. 03. LOSS OF IN SCHOOL PRIVILEGES
- II. 04. IN SCHOOL DETENTION \_\_\_\_ DAYS - 1 OR MORE
- II. 05. 2ND NOTICE TO PARENT & CONFERENCE REQUIRED

### **III. ....CATEGORY BELOW..STUDENT COUNSELING.....**

- III. ....REPEAT OFFENDER - USE CATEGORY II ACTIONS
- III. 01. COUNCIL STUDENT ON BUS BEHAVIOR
- III. 02. ASSIGN SEAT ON BUS TO AND FROM SCHOOL
- III. 03. SPOKE TO PARENT(S)/GUARDIAN(S)

*All offenses are subject to increased consequences determined by their severity.*

## Uniform Guidelines Pre-K -5

	Acceptable	Not Acceptable
<b>Pants</b>	Navy Blue Khaki Cotton Perm Press Shorts/ Skirts no shorter than mid-thigh	Jeans Logos Leggings (unless solid navy blue or white and under skirt or jumper) Lycra, Spandex Sweatpants Oversized pants
<b>Shirts</b>	Navy blue or white polo shirts, long or short sleeved School T-shirt with Stonebridge logo Long sleeves under short sleeves- (must be white or navy)	Non-School logo T-shirts T-shirts or tank tops
<b>Sweatshirts/Sweaters</b>	Navy blue crewneck (plain) or School issued sweatshirt	Hoodies worn in the classroom Non-School logos
<b>Shoes/Footwear</b>	Sneakers	Sandals, clogs, or heels, flip flops Hiking boots Boots (winter boots may be worn to school and left in lockers during the day)
<b>Jewelry &amp; Accessories</b>	Small, simple & non-distracting, solid color hijab or headbands	Hats, scarves or bandanas Headwraps

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

### **WE EXPECT STUDENTS TO ARRIVE TO SCHOOL IN A CLEAN UNIFORM EVERYDAY.**

**1<sup>st</sup> and 2<sup>nd</sup> Violation:** If a student comes without a uniform, you will be contacted by the school.

**3<sup>rd</sup> Violation:** The third time a student arrives without a uniform the school will contact the parent and ask them to bring a uniform to school or the school will provide a new uniform and invoice the parent for the cost.

Contact Ms. Betts to purchase uniforms at 612-877-7403.



# STONEBRIDGE World School



## Middle School Handbook 2021- 2022



**This section is supplemental to the Student Handbook. Information found in Student Handbook applies to Middle School unless specified.**

## **STUDENT EXPECTATIONS**

- **Attendance:** 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 at 9:15. The only exception is if a bus arrives late we will then make accommodations. If a student does arrive late to school, he or she *must* go to the office and get a pass. Three tardies count as one unexcused absence.
- **Classwork/ Homework:** Learning is priority. If a student chooses not to complete homework or classwork, they may be asked to come in for extended hours to complete missing assignments/ assessments. If additional support is needed, they need to let a staff member know. We want all students to be successful.
- **Fidgets:** Unless identified in an individual plan (IEP/504) will not be allowed. This means no spinners, no cubes, no putty/slime or anything of the sort.
- **Lockers:** We will provide a combination lock for all students. Students should not share their combination with any other student or share lockers. Students are responsible for their own belongings in their locker. If a student loses the school lock, it will be \$5.00 for a replacement. No personal locks will be allowed.
- **Backpacks:** Should be kept in a student's locker for the entire day. Students will not be allowed to have backpacks at lunch, in the hallway, or in class. This is a safety concern.
- **Coats/Jackets:** Coats and jackets must be kept in the student's locker for the entire day. School issued sweatshirts and crew neck gray sweatshirt can be used if cold. **No Hoodies in the classroom.**

- **Phones/ Headphones:** 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 off and given to the advisory teacher for the school day. Other electronic devices, such as ear pods, 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. The first time the phone will be returned to the student at the end of the day. Going forward phones will only be returned to a parent or guardian by Stonebridge Admin. Progressive discipline will be considered. **Stonebridge World School is not responsible for lost or stolen items.**
- **Tardies:** If a student is late, they should enter quietly, respectfully, and find their seat quickly. They will be marked “tardy- unexcused” if they do not have a pass from staff. After the second class tardy the Dean will be notified and will call parents. If a student continues to demonstrate frequent tardiness the following can occur: parent conference, loss of privileges (ability to participate in after school activities, field trips, detention etc.)
- **Classroom Engagement:** Our expectations are that students are in class on time and fully participate in what the teacher has planned for the day.
- **Passes/ Calendar:** Students in the hall during scheduled class time must have a hall pass with them. Students will be using their iPads and iPad calendars to track work assignments. Students will be given limited passes and must use transition times between classes to get a drink and use the restroom. The goal is to promote students being in class and not missing instruction.
- **Alcohol/ Drugs/ Tobacco/ Vaporizers/Weapons:** Possession and/or use of alcohol, drugs, tobacco, or weapons on the premises or at school activities is prohibited. Being under the influence of intoxicating beverages or drugs is prohibited at school or at any school activity. Any student found in violation will be suspended according to district policy and referred to other school support staff.

- **Selling Products in School:** Student to student selling of products or food for personal profit from lockers is prohibited.
- **Technology:** Students will follow all school and classroom policies, procedures and guidelines when using technology. They need to sign and understand Technology Agreement before receiving school technology.
- **Gender Inclusion Policy:** States that all students deserve respectful and inclusive learning environments that value students' gender identity and expression. The policy will be reviewed with students in advisory with discussion centering on dress, access to facilities, names and pronouns (see policy on website).
- **Lunch:** Students will have approximately 20 minutes for lunch. When a student is finished with lunch they will be allowed to go to the playground and spend the balance of lunch outside. Students who do not choose to go outside are expected to stay in the cafeteria for the duration of the lunch period. **No phones are allowed at lunch (or anywhere during the school day).** If a student wants to wear their coat to go outside during the lunch time, they must grab their coat on the way down to lunch. Students should plan on going outside unless it "feels like" zero or below.

## Middle School Uniform Guidelines 6-8

	Acceptable	Not Acceptable
<b>Pants/ Skirts</b>	Black pants, jeans, joggers, leggings  Blue jeans  Black or blue jean shorts/ skirts (mid-thigh or longer)	Visible logos  Rips, tears, shreds, destruction, or fading on jeans/pants  See-through style leggings  Sweatpants
<b>Sweatshirts/Sweaters</b>	Solid dark grey sweatshirts or sweaters  School Issued Sweatshirts	NO HOODED SWEATSHIRTS IN CLASS  Non- School logos
<b>Shoes/Footwear</b>	<b>SNEAKERS MUST BE WORN FOR PE</b>  Crocs, High tops Ugg style boots, ankle boots, dress shoes/ boots	Sandals, heels, flip flops hiking boots,  Boots (winter boots may be worn to school and left in lockers during the day)  Knee high boots
<b>Jewelry &amp; Accessories</b>	Small, simple & non-distracting, solid color hijab or headband	Hats, scarves or bandanas  Headwraps

## ACADEMICS

The Responsive Classroom program integrates what students need to learn with what we know about how they need to learn. There are seven principles critical to the success of The Responsive Classroom approach.

- Success in the classroom requires an equal amount of attention to both social as well as academic curriculum.
- How students learn is of equal importance to what they learn, indicating a need for a balance between teacher-directed learning and student-initiated learning.
- Students learn the most when they are interacting with each other socially.
- Students need to operate within a social context that includes practicing key skills summed up by acronym CARES; cooperation, assertion, responsibility, empathy, and self-control.
- In order to be successful in teaching, it's critical to know as much as possible about the students; individually, culturally, and developmentally.
- As it is critical to know the students, it is as important to know the students' families and involve them in all aspects of their children's education.
- Good relationships between teachers, and with other academic and administrative staff, can be as important as the quality of any one teacher, because the students are constantly watching how the adults that surround them behave.

**Homework:** Students should be writing homework and assignment due dates in their iPad calendar. Each night, students should check their calendar to make sure they have done all their homework, and families can check on work assigned each day.

**Conferences:** Twice a year teachers will formally meet with students and families. Conferences are student lead and focused on academic progress and goal setting. Goal setting increases motivation, self awareness, self-management, and decision-making skills. If a family feels that more conferences are needed, make arrangements with classroom teacher.

**Grades:** Student grades will be posted and updated on JMC. Final grades and report cards will be mailed home quarterly.

Grade Point Average			
A = 4	B = 3	C = 2	D = 1
A- = 3.667	B- = 2.667	C- = 1.667	D- = 0.667
B+ = 3.333	C+ = 2.333	D+ = 1.333	F = 0

**Academic Criteria Policy for Athletic Participation:**

Students receiving an F grade in any class at any time will go on “academic support”. Coaches and teachers will communicate sharing if a student athlete is failing. The coach will notify the primary contact, and the student will be on “academic support”. The student will not be able to play until considered in “good standing”. The student will have access to support services directed by the coach and instructor. A student will be considered in “good standing” when there are no F’s on their grade report. At this point the student will be off “academic support”.

## BEHAVIOR

All students have the right to an education and the right to learn. Disciplinary policies shall be enforced within the general guidelines as set forth in the Events Levels 1-4. These guidelines describe the various administrative actions that may be taken for infractions of the law and the school district's standards of behavior.

### **Student Responsibilities**

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

*The complete 510 Student Conduct and Discipline Policy is available on the Stonebridge World School Website.*



**Display of Affection**

We ask that students refrain from intimate behavior (kissing, embracing, hugging, etc.). Teachers and other staff members are instructed to correct students if their behavior is not acceptable.

**Anti- Harassment**

To maintain a learning and working environment that is safe and secure, and where students and employees are treated with respect and dignity. Stonebridge World School will strive to ensure that no student or employee will be subject to offensive or degrading remarks or conduct. Such behaviors include inappropriate remarks on conduct related to a student's or employee's race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability, age, or status with regard to public assistance. (see full policy on school website)

**Bullying**

Bullying is "unwanted, aggressive behavior among school-aged that involves a real or perceived power differential, is repeated over time, and is harmful." This can be for face to face, social media, or any other method. If a student feels they are a victim of bullying, they should report it to a staff member. (see full policy on school website)