STONEBRIDGE
World School

Student Handbook
2026 - 2027

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: 7:45 AM-4:30 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-6 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 students.

Tuition-free and open to all PreK-6 students, Stonebridge is a safe, small school community that focuses on building global citizens through engaging academics combined with arts, music, and physical education to educate the whole child.

INTRODUCTION

Welcome to the 2026-2027 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 handythroughout 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 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:

School begins promptly at 9:00AM. Students who arrive after this time are considered tardy and must report to the office for a pass.

Three tardies equal one unexcused absence and will be documented accordingly.

Note: Breakfast is not served after 9:15AM.

Illness:

If your child is ill, please notify the school by phone EACH day they are absent. After three (3) missed days, a doctor's note is required as verification of illness.

Please note: We cannot backdate or make changes to attendance records without proper documentation (e.g., a doctor's note, court document, etc.). Verbal explanations or late phone calls will not be accepted for retroactive attendance updates.

Excused absences:

- Religious or cultural observances, when the school is notified in advance
- Funeral or family emergency, for up to three days or as arranged
- Doctor, dentist, or other professional appointments, when verified and reported to the office
- Pre-approved family activities, with a written note submitted at least 10 days in advance. The note must include a description of the activity and duration. The school has the right to limit the number of family activity days that will be excused.

Unexcused absences:

Absences that are not properly reported or do not meet the excused criteria above will be marked unexcused. This includes, but is not limited to:

- Missing the bus
- Running errands with parents, getting hair done
- Not having a school uniform

Three (3) unexcused absences will result in a notification letter from the school.

Seven (7) or more unexcused absences will be reported to the state and may lead to a referral to a school social worker for support and intervention.

Suspension: If a student is suspended, they will be excused, but will be required to make up any missed work. **The student needs to return with a parent/or legal guardian.**

Your partnership is essential in building strong attendance habits for your child. Thank you for your continued support in ensuring that students attend school consistently and on time.

BEFORE SCHOOL PROGRAM

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

- Families, please submit an application.
- Limited space is available and when full, students will be put on a waiting list.
- Parents must walk students to the entrance.
- Students with behavior issues will get a warning. If behavior continues they will be removed from the program.

END OF DAY PICK-UP

If you are planning on picking up your student(s) from school the office must be notified by no later than **2:30 PM.** Please indicate if student will be a permanent parent pick-up.

All permanent pickups will be issued a **pick-up pass** from the office.

Anyone authorized to pick up a student, must be added to the students' file.

At the end of the school day, authorized persons and those with a permanent pick-up pass will drive up to **Door 5** where a staff member will walkie for your student(s). Parents may walk up to door 5 or come into the school office to pick up a student. A staff person from the parent pick-up area will bring the student to the office.

All students must be picked up by **4:15.** If a student is consistently picked up after the 4:15 cut-off time(over 2 times), a discussion will be had with the authorized pick-up person. If the student continues to bepicked up after the cut-off time, a $10 fee will be issued for each 15 minutes the student remains in the building.

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 isto 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.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. Stonebridge World School shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school, and foster student, parent, and community participation.

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

COMMUNICATION BETWEEN HOME AND SCHOOL

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.

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 -35 degrees 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.

Field Trips

The school director will determine on an as needed basis if it will be important for a parent to support their child on a school field trip to ensure the safety of themselves and other students.

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.

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 to teachers upon arrival at school.

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, giveparents quarterly update on student progress.

School Security

Stonebridge is focused on 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 provides a consistent system to track visitors, volunteers, and tardy students while protecting our students and staff.

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)

All visitors must check in at the school office to receive a visitors' badge. Students pick up at the end of the day will be drive up to door #5 (west side of parking lot), and a temporary pick-up pass will be required for student pickup, issued by the office on that day. Permanent parent pick up students will on a list provided to staff.

Social Media

Students are not allowed to access social media in school such as Facebook, Snapchat, Tik Tok, or Instagram. According to social media sources, students must be at least 13 years of age before being able to set up an account. Please be aware if your child has inappropriately set up any social media accounts. Social Media bullying and/or harassment that becomes an issue at school between students will be handled in the same way as any other school bullying and/or harassment issue along with detailed follow up with the parents regarding inappropriate social media use outside of school.

Speaking 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.

Weekly Backpack Mail

Every Friday, 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).

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 Levels1-4 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 school director to make a recommendation.

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 AND/OR VAPING 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 5th Precinct**
3101 Nicollet Ave South
MPLS, MN 55408
612-673-5705

Stonebridge currently has an evacuation agreement with Bethlehem Lutheran Church:

Bethlehem Lutheran Church
4100 Lyndale Ave
MPLS, MN 55409
612-312-3400

3. We will remain at the 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.*
- *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 to treat 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 everyone 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.

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 teachersand 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, please 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 formal 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 askednot 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 visitor guideline.

Please refer to Policy 901 VISITOR GUIDELINES on the website

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 school director to discussyour ideas and interests (612-877-7401). 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 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 Training and Information Center (PACER)

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 Training and Information Center
8161 Normandale Blvd., Minneapolis, MN 55437
952-838-9000 or 800-537-2237

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 program (If funding resources are available.)
- Referrals for medical, mental health, housing, childcare and other resources
- Ready Set Smile Dental Program
- Counseling and Social Work services
- Everymeal Program

Technology

All students will be issued an iPad or Chromebook to be used in the classroom.

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.

Lunch will be provided free to all students at Stonebridge according to the guidelines of the national food program for schools.

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**. **Do not bring lunches that require heating up.**

Opt-out of school lunch:
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 and will be provided with a school lunch.

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	√√√√√ **5th shot NOT needed if 4th was after age 4**	√√√√ **4th dose NOT needed if 3rd was after 4**	√		√√√
Age 7 – 6th grade	**At least** √√√	**At least** √√√	√		

- ***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.***
- ***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 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:

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 and state law 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 teacher at the beginning of the school day. The student may take it home at the end of the same school day. Other electronic devices, including, but not limited to, music players, stereos, iPads, EarPods, Apple Watch 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 into the school director. Items will be returned to a parent or guardian by Stonebridge staff.

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

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

Birthdays
Stonebridge has implemented a "non-food birthday treat" policy. **No food will be distributed for a birthday celebration.** If you would like an alternative to food treats for your child's birthday celebration, 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. Money can be brought in for our book fair week event only.

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 is a violation for students to have on their person or in their personal possessions anything that violates school rules or the law.

Stonebridge World School is not responsible for items brought to school that are lost, damaged 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 Growth Plan.

In person conferences are desired. If unavailable, teachers will schedule calls or zoom conference.

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. Steve Henderson, the Special Education Coordinator, 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 areexpected 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

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).

The use of SBWS resources to access, further or otherwise participate in activities that are inconsistentwith 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.

COMPUTER SYSTEMS IN GENERAL

Computer resources are property of SBWS and are to be protected from unauthorized access, modification, destruction or disclosure. SBWS reserves the right to monitor computer systems and to readand 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.

E-MAIL

The principal purpose of electronic mail (e-mail) is business and school communications of SBWS and its students. 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 property of SBWS (whether or not related to personal matters). Email shouldbe 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 toan unauthorized person or access another user's e-mail without authorization. The existence of passwords and "message delete" functions do no restrict or eliminate SBWS authority to access electronic communications.

STUDENT EXPECTATIONS:

- Keep the iPad/Chromebook in good condition.
- The iPad/Chromebook needs to remain free of personal markers, stickers, or decorations.
- Follow teacher instructions for iPad/Chromebook use in the classroom.
- Keep the identification stickers on the iPad/Chromebook.
- Report loss or theft of the iPad/Chromebook immediately to the teacher.
- Follow the acceptable use policy for school technology.

WHAT DO I DO IF THE IPAD and/or Chromebook has been damaged while in possession of student?

- Return iPad/Chromebook to the teacher.
- For damage, the following charges will apply:
    - Screen Repair $100.00
    - Replacement Cost for iPad/Chromebook $300.00
    - Replacement Charger $40.00
    - Lost or Damaged Protection Case $50.00

TRANSPORTATION INFORMATION

Stonebridge partners with 4MATIV Technologies to provide transportation to our students. They contract with bus, van, and cab companies to supply vehicle operators. The following is necessary information about getting a bus set up and using it.

BUS INFORMATION

Getting Your Bus Stop Set Up

When you enroll at Stonebridge, your bus form will be forwarded to 4MATIV. It may take up to 2 weeks 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 **Stonebridge's transportation hotline with 4MATIV # 763-373-5226.** You may request a GPS report to confirm when a bus arrived. Stonebridge **is not** able to provide transportation if your child misses the bus for issues unrelated to their normal bus route. **If your child is not dropped off at their scheduled stop call the hotline # above.**

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 PreK-2nd grade must have a parent at the bus stop, before and after school.** Older siblings may escort child home (this includes daycares).

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

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 2 weeks 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 CAN BE MADE THROUGH BUS HOTLINE # OR 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 call the office **by 2:30 PM** on the day of the change in order for the change to be made. Please discuss any permanent pick up arrangements with the office.

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 said I'm supposed to go somewhere else"). ALL DAY OF BUS CHANGES MUST BE MADE THROUGH THE SCHOOL OFFICE. Do not leave a message on a teachers' voicemail.

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.**

Permanent pickup **must be authorized** and student will be placed on a permanent pick up list.

At the end of the school day the authorized person will drive up to **Door 5** where a staff member will walkie for your student(s) to come out and be loaded in the vehicle

Vans
If your child has been authorized according to transportation guidelines for van service parents/ caregivers are not allowed to call or receive calls from van drivers. Call Stonebridge's transportation hotline with 4MATIV if you have questions regarding the van location.

Vans will honk once upon arrival and wait 2 minutes before moving to their next stop. Van drivers will not exit the vehicle, nor will they go to the door. Van drivers are also not allowed to contact parents by email, nor by phone.

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 applyon 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.

4MATIV holds your child's safety in the forefront of their Bus Conduct guidelines. Students in grades Pre-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.

Class III Offenses	
300	Getting off bus at unassigned stop
301	Pushing, shoving, or hitting another student
302	Spitting
303	Bullying or harassment in any form
304	Refusing to follow driving instructions
305	Riding on a bus other than the assigned bus
306	Running for bus / waiting in house / route delay
307	Blocking aisle or tripping
308	Climbing over or under seat
309	Eating or drinking on the bus
310	Moving from seat to seat
311	Horseplay
312	Standing while bus is in motion
313	Throwing objects on the bus or out the window
314	Use of obscene / profane language or gestures
315	Vandalism of the school bus
Class II Offenses (SERIOUS)	
200	Riding the school bus while on suspension
201	Extending arms / legs out window of moving bus
202	Failure to follow safe crossing procedures
203	Fighting with other students
204	Giving false name
205	Interfering with police or safety supervisor
206	Possession of a look-alike weapon
207	Tampering with emergency equipment or exits
208	Theft or robbery
209	Threaten assault against a driver or student
210	Throwing or shooting objects in a bus
211	Unacceptable sexual conduct or touching
212	Use of tobacco on the bus
Class I Offenses (MOST SERIOUS)	
100	Possession of a handgun, knife or other weapon
101	Assault against the school bus driver
102	Extending head out of window of moving school bus
103	Igniting or attempting to ignite any object
104	Opening emergency exit / attempt to leave bus
105	Pushing a student at / near a moving school bus
106	Running out in front of a moving school bus
107	Sale or distribution of alcohol or drugs
108	Violent assault on another student

CONSEQUENCES - CLASS III (SERIOUS)
1st Offense
Conference with Principal
Written notice to parent
2nd Offense
Written warning – potential 1-5 day suspension of bus privileges
Written notice to parent
3rd Offense
3-5 day minimum suspension of bus privileges
Parent/Principal meeting
4th Offense
10 day minimum suspension of bus privileges
Parent/Principal meeting
5th Offense
30 day minimum suspension of bus privileges
Parent/Principal meeting
6th Offense
Loss of transportation privileges longer or remainder of school year or 120 days
CONSEQUENCES - CLASS II (MOST SERIOUS)
1st Offense
1. Written warning
2. 1-5 day suspension
3. Written notice to parent
2nd Offense
1. 3-5 day suspension
2. Parent/Principal meeting
3rd Offense
1. 10 day minimum suspension of bus privileges
2. Parent/Principal meeting
4th Offense
1. 30 day minimum suspension of bus privileges
2. Parent/Principal meeting
5th Offense
Loss of transportation privileges longer or remainder of school year or 120 days
CONSEQUENCES - CLASS 1 (DANGEROUS)
1st Offense – Grades 4-12
Loss of transportation privileges longer or remainder of school year or 120 days
1st Offense – Grades K-3
10 day minimum suspension of bus privileges
Parent/Principal meeting
2nd Offense – Grades K-3
30 day minimum suspension of bus privileges
Parent/Principal meeting
3rd Offense – Grades K-3
Loss of transportation privileges longer or remainder of school year or 120 days

Uniform Guidelines Pre-K -6

	Uniform	Non-Uniform
Pants/ Shorts / Skirts/Jumpers	Blue Jeans Black (leggings acceptable) Khaki Shorts/skirts/jumpers (colors above/no shorter than mid-thigh) Pre-K Only– may wear elastic waist pants (colors above)	Oversized pants Logos Multicolor jeans **Sweatpants** **Joggers** PJ Pants No rips/tears Distressed look Biker shorts Short Shorts
Shirts	Gray/Maroon school t-shirts **Plain** gray/maroon t-shirt Long sleeves under short sleeves- **(white only)**	Non-School T-shirts, Tank tops Logo t-shirts
Sweatshirts/ Sweaters	School issued sweatshirt Gray/Maroon Plain gray/maroon crewneck sweatshirt (no hoodies)	Hoodies in the classroom (outerwear only) Non-School logos
Shoes/Footwear	Sneakers **REQUIRED** All students need to wear sneakers at school or have them in their locker. Students will be requested to change out of other shoes/boots they wear to school and put on school designated footwear. **Sneakers required for gym.**	Sandals, Crocs, heels, flip flops, Hiking/Ugg boots, **Clogs**, Slippers, Heelys Boots (boots worn to school left in locker during the day)
Jewelry & Accessories	Small, simple & non-distracting,solid color hijab or headbands	Hats, bonnets, scarfs do-rags

STUDENTS MUST COME TO SCHOOL IN A CLEAN UNIFORM EVERYDAY.
1st/2nd Violation: **If a student arrives without a uniform, parents will be notified by email.**
3rd Violation/Ongoing: If a student arrives without a uniform a call will be made to the parent to set up a meeting to determine how the student (s) can meet the school uniform policy.

Stonebridge provides a free uniform starter kit at the summer Open House or when a student starts school. The starter kit includes: 2 t-shirts and 1 sweatshirt. Uniforms shirts and sweatshirts may be purchased through the school at a very reasonable cost. (contact Ms. Betts at 612-877-7403). Uniform pants are found at a range of local discount and department stores (Walmart, Kohls, JC Penny etc.)

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