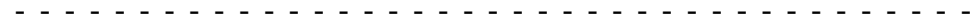




BRIMHALL
BENGALS

Brimhall Elementary School

1744 W. County Road B
Roseville, MN 55113
651-638-1958



Parent/Student Handbook

GENERAL INFORMATION

Brimhall is a part of the Roseville Area Public Schools, which provides the curriculum, bus transportation system, and many of the general policies utilized at the school. The Roseville Area Board of Education, consisting of six elected officials, is the policy making body of the District. The Superintendent of Schools, Dr. Aldo Sicoli, is appointed by the Board of Education and administers board policies.

<u>WHEN YOU HAVE QUESTIONS ABOUT:</u>	<u>CALL</u>	<u>NUMBER</u>
Transportation/ Bus stop	Jim Monroe	651-635-1638
Health related concerns	Mary Ann Mathews	651-724-6205
Breakfast/lunch program	Mary Jensen	651-724-6200
Classroom/curriculum questions..	Your child's teacher.....	651-638-1958
Enrollment changes	Pat Fleming.....	651-724-6201
Day care (Friendship Connection).....	Linda Weber	651-724-6210
General Information	Office	651-638-1958

ABSENCES/ATTENDANCE

It is important for each child to be at school every day. Please make every attempt to schedule doctor, dentist, and other appointments, outside of the school day. Students leaving early for outside school activities is an unexcused absence. **If your child will be absent, please call the school attendance office at 651-724-7204 or send an email to: bhattendance@isd623.org.** Please include your child's name, grade and teacher and the reason for the absence. If your child is ill please include symptoms such as, fever, vomiting, diarrhea or respiratory/flu-like symptoms.

If you wish to have your child dismissed early, please send a note to the teacher explaining the request. Students will not be released to anyone other than their parents/guardians unless we have written permission or they are listed as an emergency contact for that student. The person picking up the child must come to the school office to sign the child out.

When a student is arriving after 9:35 a.m. the student must be signed into the office by the person who is bringing the child to school.

For more information on the school district's policy on student attendance, please go to: <http://www.isd623.org/schoolboard/Policies.cfm#svvpolicies>.

ARRIVAL AND DEPARTURE

STUDENT HOURS ARE:

Grades K-6: 9:35 a.m.-4:00 p.m.

Students are not allowed to enter the building before 9:25 a.m., as there is no supervision. The only exception is if students participate in the breakfast program, in which case they may enter the building at 9:20 a.m. and go directly to the breakfast serving area. If you need childcare before these times, you may contact Friendship Connection, a provider of childcare in our building, at 651-724-6210. Your cooperation in adhering to this policy will be greatly appreciated.

Most students are transported to and from school by bus. Students must ride their assigned bus, board and exit the bus at their assigned stop, and follow bus safety guidelines. If a student will be dropped off or picked up at a different stop, or ride a different bus, they need to bring a note to school to obtain a bus pass.

Students being driven to and from school should use the main entrance. Cars should not drive in the bus drop off zone, but rather drop students off at the in the drop off/pick up turnaround.

When using the drop off/pick up turnaround, please remember:

- Pull forward as far as possible before you stop your vehicle

- Drop your child off on the sidewalk only.
- NO PARKING – If you need to leave your car, park in the lot and walk into school.
- NO LEFT TURNS should be made when leaving the turnaround area! Right turn only.

If you need to change your child's end of the day transportation, please send a note to your child's teacher in the morning. Please do not call the office in the afternoon with end of day changes, unless it is an emergency.

BEHAVIOR EXPECTATIONS/DISCIPLINE

We concentrate on teaching children to take responsibility for their learning and behavior in ways that are acceptable and supportive of other learners. We believe all children who attend Brimhall School are capable of meeting the school's expectations. **Teaching students how to solve problems and make wise behavioral choices are our major goals in promoting self-discipline.**

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

Our school began implementation of a research-based behavior support model in the year 2009-2010. The school behavioral expectations are stated for all settings within the school, playground and on the bus. Our Behavior Coach works with students, staff and families to help create a positive environment for learning and responding to behaviors. We encourage parents to review and discuss these behavioral expectations with their children. Your support in guiding positive behavior is appreciated.

CLASSROOM EXPECTATIONS

Respect

- Listen and follow adult directions
- Use self-control so others can learn
- Respect differences in learning
- Share materials when asked

Responsibility

- Be ready to learn
- Keep organized
- Ask for help when needed
- Work with your group as needed

Best Effort

- Start and finish work on time
- Cooperate
- Take care of yourself
- Turn in your best work

Safety

- Be where you are supposed to be
- Be a problem solver
- Use school tools appropriately

Care of Property

- Keep valuables at home
- Put things where they belong
- Clean up

PLAYGROUND EXPECTATIONS

Respect

- Listen and follow adult directions
- Include everyone
- Play fair – be a good sport
- Show cooperation and consideration
- Solve small problems

Safety

- Move and play without hurting yourself or others
- Stay in assigned area
- Show self-control when lining up: hands and feet to yourself

Responsibility

- Have fun and be safe
- Report safety concerns
- Line up quickly when the whistle blows
- Get permission from adults to leave the area

Best Effort

- Be a problem solver
- Share ideas for new games or fun
- Wait calmly when recess ends

Care of Property

- Share equipment
- Report to an adult any unsafe or missing equipment
- Safely return equipment

We will focus on:

- * building self-esteem
- * promoting self-discipline
- * developing internal motivation
- * eliminating fear and coercion, and
- * creating conditions for a needs-satisfying environment.

Most inappropriate behavior is corrected by re-teaching or through some low level intervention which occurs in the classroom. If the behavior is dangerous, against the law or continues to disrupt the learning of others, more significant measures such as dismissal, suspension or expulsion may occur. The following behaviors will result in significant measures: Sexual, racial & religious harassment, bringing a weapon or look alike weapon to school, verbal and/or physical assault/harassment. Brimhall has identified staff outside the classroom to support positive behaviors. Our Social Worker, Michael Stanefski, 651-724-6209 and our School Psychologist, Jenie Cirilli-Raether, 651-724-6236 are also available to support students needing social/emotional or behavioral support.

When behavioral expectations are not met, these infractions and their corresponding behaviors are identified in two categories: **MINOR behaviors and MAJOR behaviors.**

MINOR behaviors are defined as:

- Failure to listen and follow directions.
- Disruption of learning
- Inappropriate language
- Negative peer interactions

MAJOR behaviors are defined as:

- Continuous disruption of learning
- Overt defiance
- Physical aggression/fighting
- Sexual, racial harassment
- Verbal threats
- Theft
- Property damage
- Leaving assigned area

The PBIS system involves planned responses to MINOR and MAJOR behaviors:

RESPONSES from the staff that is present in the classroom, lunchroom, or playground may include one or more of the following interventions:

- Reminder of and review of expectations
- Moving the student to a different part of the room
- Using a "take a break" chair for 2-5 minutes
- Meeting with the Behavior Coach to problem-solve or create a proactive plan

CONSEQUENCES for MINOR behaviors also occur within the classroom structure.

These may include one or more of the following:

- Missing lunch time with friends
- Missing all or part of recess to solve the problem
- Teacher may contact the student's family to review the problem and solution
- Missing fun/reward activities that the class has earned

RESPONSES to MAJOR behaviors occur with the administrative staff or Behavior Coach, and include:

- Documentation of the event with an Office Referral Form
- Student sent out of the room to the office or Behavior Coach's room
- Parents informed by email, letter, phone or face to face.

CONSEQUENCES for MAJOR behaviors may include:

- Meeting with staff and family members
- Removal from lunchroom or playground for up to a week
- Loss of privileges such as moving in hall unescorted, participation in reward events/celebrations
- Community Service or Restitution

<u>CONFLICT RESOLUTION</u>	
<u>Rules</u>	<u>Steps</u>
<i>Agree to Solve the Problem</i>	<i>Agree to the Rules</i>
<i>Agree to Tell the Truth</i>	<i>Share Your Side of the Conflict</i>
<i>Agree Not to Use Put Downs</i>	<i>Share Your Feelings</i>
<i>Agree Not to Interrupt</i>	<i>Search for Solutions</i>
<i>Agree to Follow Through on the Solution</i>	<i>Agree to the Solution</i>

SERIOUS OFFENSES: District Policies

WEAPONS

Students who bring a weapon or look alike weapon to school face immediate suspension and possible expulsion. This includes pocket knives! Play weapons also are not allowed. Please make your child aware that under no circumstances should a weapon (toy or real) be carried to school or on the bus. For more information see School Board policy 3.7.6, "Weapons" at www.isd623.org.

FIGHTING

Fighting is a mutual conflict in which both parties contribute to the situation by verbal and/or physical action. This includes "play fighting," which frequently leads to real fighting. We teach all students that violence is not an acceptable way of dealing with anger and frustration.

All children need to know how to deal with anger. It is not OK to use physical violence when someone disagrees with us, teases us, takes something that belongs to us, or hits us first. If those things happen, students are encouraged to follow the conflict resolution steps. If this does not result in a solution, the student should know how to safely remove him/herself from the problem and report it immediately to the supervisor. If you hear about unsafe events at school, please inform us and remind your child that the most effective responses occur when the reporting is immediate. They should identify trusted adults at school and review appropriate ways of reporting others' behavior. Children need to know how to protect themselves when someone is trying to hurt them, not how to hurt that person in retaliation. In other words, "punching back" will not be an acceptable excuse for fighting with another student.

ASSAULT

One area of student behavior that we will be particularly strict about is assault. Assault is defined as an act which intentionally inflicts or attempts to inflict bodily harm upon another. A student who physically assaults another person may be suspended for up to ten days and in extreme cases may be expelled from school. A readmission conference must be conducted with the principal, parents and student before the student will be readmitted to school. The school may recommend, to the victim of the assault, that a report be filed with the Roseville Police.

STUDENT CHEMICAL USE

Students shall not possess, use, or distribute alcohol, tobacco, or other illegal drugs while on school grounds or in school sponsored programs and activities. Such behavior is illegal as well as harmful to the student. Violations will result in any of the following consequences, depending on their frequency and the severity of the offense:

- Parent Notification
- Parent Conference
- Suspension or Saturday School under Pupil Fair Dismissal Act
- Police notification or referral for prosecution
- Referral to Counselor, Social Worker, or other resource
- Expulsion under Pupil Fair Dismissal Act

Consequences for Serious Offenses (examples):

1. **First offense:** Student will have a conference with the principal. If conflict with another student was the cause of the fight, peaceful alternatives for conflict resolution will be discussed. Parents will be notified and the student will be sent to the office for the remainder of the day. All regular school privileges will be forfeited during this time. (The student may be suspended if he/she continued to fight after ordered to stop, or if someone was injured as a result of the fight).
2. **Second offense:** Student will have a conference with the principal. Parent will be called to pick up their child at school. The suspension may be up to 3 days. If we are unable to reach the parent, the student will remain in school and will be suspended from school for the following day. A conference between the parent, principal, and child will occur upon re-admittance.

HAZING

"Hazing" is committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. No student, teacher administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid, engage, permit, condone or tolerate hazing. This applies to behavior that occurs on or off school property during or after school hours.

We do have very high expectations for all of our students. We know that it is harder for some students to meet our expectations than others, but we cannot ignore behavior that is dangerous to others. In these cases, licensed support staff will be called upon to intervene.

Copies of the School Board Policy, Student Discipline, and the Pupil Fair Dismissal Act of 2001 are available online at www.isd623.org.

BICYCLES AND SKATEBOARDS

Because Brimhall is surrounded by so many busy streets, for safety reasons students are strongly discouraged from riding bicycles and skateboards to school. Please call the office if you have any questions.

BULLYING

NOTICE OF BULLYING PROHIBITION POLICY

1. Bullying is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. Bullying is prohibited on school district property or at school-related functions.
2. Bullying is any unprovoked, repeated or aggressive action or threat of action that is intended to cause or is perceived as causing fear, distress or harm to another person. Bullying includes but is not limited to:
 - a. name-calling,
 - b. taunting,
 - c. teasing and put-downs,
 - d. saying or writing inappropriate things about a person,
 - e. deliberately excluding a person from activities or conversations,
 - f. threatening a person with bodily harm,
 - g. hitting, kicking, tripping, shoving or otherwise inappropriately touching a person,
 - h. taking or damaging a person's belongings, or
 - i. making a person do things that he or she does not want to do.
3. Bullying can also occur through electronic means via Web postings, e-mails, chat rooms and text messaging.
4. The Bullying Prohibition policy applies to students who directly engage in bullying as well as to students who permit or tolerate another student's act of bullying.
5. No teacher, administrator, volunteer or other employee of the school district shall permit or tolerate bullying.
6. All complaints of bullying will be investigated and discipline or appropriate actions will be taken against anyone who violates the Bullying Prohibition policy.
7. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in the policy.
8. Retaliation against a victim, reporter or a witness of bullying is prohibited.
9. False accusations or reports of bullying against another student are prohibited.
10. Consequences for bullying may range from positive behavioral interventions to suspension and/or expulsion.

For more information on Bullying Prohibition go to: <http://www.isd623.org/our-district/school-board/district-623-policies>.

BUS

BUS STOP PROCEDURES

Students should arrive at their stop no more than five minutes before the scheduled arrival of the bus. They will need to wait for the bus in a safe, courteous manner. Safety means staying out of the street and not playing games near the traffic. Courtesy means being respectful of private property near the bus stop and not pushing and shoving in line. Parents are responsible for their child's behavior and safety; to and from the bus stop, prior to entering and immediately after exiting the bus at the end of the school day.

Bus transportation is a privilege extended by the Board of Education; it is not a right. All students are required to obey bus conduct rules which are in place to protect the safety and well-being of all students. Failure to observe these rules may result in the loss of bus privileges.

If your child will be riding a different bus home, please send a note to the office **in advance**, in order to obtain a bus pass.

BUS RULES

RESPONSIBILITY

Immediately follow directions of your driver or your patrol.

Obtain permission before riding on any bus to which you are not normally assigned.

RESPECT

Talk quietly and use appropriate language.

Show respect for all other riders: no fighting, harassment, intimidation or horseplay.

CARE OF PROPERTY

Treat the bus with respect (no writing or harming seats/windows).

SAFETY

Sit in your seat facing forward.

Behave safely: Do not put our arms or hands out of the windows, do not throw objects.

Keep your arms, legs and belongings to yourself (keep aisle clear).

Do not bring weapons or dangerous objects on the bus.

BEST EFFORT

No eating, drinking, or use of tobacco/drugs is allowed.

Referrals from patrol or bus driver may result in parent contact or bus suspension as determined by staff (in school consequences).

If you need to contact us about busing, please call Pat Fleming at 651-724-6201.

Brimhall School trains 6th graders to participate in a BUS PATROL program to support safety and reinforce appropriate bus behaviors. They are responsible for reporting to staff regarding the Bus Expectations. Your child should identify their bus patrol and report any concerns directly to that patrol or their classroom teacher. If you hear of bus problems, please contact the classroom teacher or the Brimhall Office at 651-638-1958, so we can respond effectively. We will use the MAJOR and MINOR behavior definitions to respond.

NOTE: Bus company policy states that parents are not allowed to enter and/or ride a school bus. (Parents are only allowed to be on the bus when chaperoning school field trips).

BUS SAFETY

Roseville Area Schools School Safety Home Training Lesson

Minnesota State law requires that school bus safety education be taught in schools during the first weeks of school. The law also suggests that young students receive school bus safety training before they come to school the first day. As a parent, you are your child's most influential teacher. We ask that you teach your child about school bus safety. The information below will help you explain to your child how to be safe on and around the bus. Spend some time with your child on these points. Explain the reasons why they are important, and go over them again three or four times on different days so that your child will have a safer bus ride when school starts. **Secondary drivers who will be driving when there are school buses on the road should read this as well, so that they are aware that small children might be on the roads when they are driving after school.**

Thank you,
Jim Monroe
District 623 Transportation

BUS SAFETY GUIDELINES

1. **Be ready for the bus at the scheduled time.** Bus times are set based on the streets that they run on and with a standard loading time. If a student is late to the stop, and the bus has to wait, the bus will be late to all the rest of the stops and to school. Bus riders who are late to stops often don't act safely, and are in more danger than if they were ready on time.

2. **Wait until bus is stopped before moving toward the bus and getting on.** Often students get anxious as the bus arrives, so they run forward while the bus is still moving. This is a dangerous practice because a student could slip or fall in front of the bus.
3. **After getting on the bus, go to a seat, sit down and stay seated.** Law requires that students be seated while a bus is moving. Students should sit down quickly so that the bus runs on time. If a student is standing when the bus is moving, he or she may get knocked down or around by the movement of the bus.
4. **Remain quiet on the bus, so you don't distract the driver.** While the bus is moving, kids often talk, and that is OK unless it gets too loud. When the bus is loud the driver can't hear important things like sirens or train whistles, or can be distracted by having to pay attention to the kids and miss something important like a stoplight, or a car coming from another direction.
5. **Do what the driver tells you to do.** The driver is in charge of the bus, and sometimes has to tell students to be quiet, or to sit down, or to wait to get on or off of the bus. The driver is trying to keep students safe, and so kids should do what he or she says.
6. **Make sure that you get on the right bus – know your bus numbers.** The bus which takes a student to school may be different than the one that bring her or him home. A student should always know the bus number which will bring her/him home because that is the one at school where there may be other buses to choose from.
7. **Always carry your bus card.** The bus card provided by the district office contains the student's name, what buses he/she rides, and where the bus stop is. If there is a question about what the bus or bus stop is, the student should get out the bus card and show it to the driver or teacher. This should be carried in the back pack all the time.
8. **Be ready to get off the bus when it gets near your stop, but don't get up until the bus stops at your stop.** Many times young students get so involved in a conversation or the ride that they forget to watch for their stop. When they arrive they aren't ready to pick up their back pack and get off of the bus. This delays the bus and makes everybody else late. If the student misses his or her stop the bus has to go back to the stop, making the bus late to all the other stops.
9. **After getting off of the bus, walk away from the bus. Don't stay near it. If you have to cross the street, go at least 5 big stops in front of the bus, and wait until the driver waves for you to cross the street. If there are older children crossing at your bus stop, younger students should cross the street with them as well. NEVER GO BACK TO THE BUS AFTER YOU GET OFF OF IT. IF YOU DROP SOMETHING, WAIT UNTIL THE BUS IS GONE, AND THEN GET YOUR MOM OR DAD TO GO WITH YOU TO GET IT.** This is the most important instruction on this page. According to statistics, this is the area where most students' fatalities occur. **The three key points are to go 5 big steps in front of the bus, wait until the driver tells you to cross, and never go back to the bus.** If your student doesn't have to cross (we try to avoid it) still take time on these points, because the route may change with new riders or for the next school year.
10. **If you have any questions** regarding bus routes or bus safety please contact the Roseville Area Schools Transportation Department at 651-635-1638.

CHANGE IN FAMILY STATUS/MOVING

Please inform the school of any changes in your family status. This may include a new address, new telephone number (home, work or cell), or change of marital status. This information is necessary for our records in case of an emergency and is kept confidential.

Families planning to move out of the district are asked to notify the office several days before their last school day. All accounts must be paid before leaving. All library books must be returned.

CLASSROOM TREATS/SNACKS

CLASSROOM TREATS/BIRTHDAYS

Healthy kids learn better. In order to align with federal mandates that aim to provide the best learning environment possible and support student achievement, the school district has changed its wellness policy.

In addition to updates to physical activity, school nutrition, and other district wellness, families will see a change to classroom birthday celebrations. As of the 2017-18 school year, birthday celebrations will not include food or drink. **Parents/families are asked to not send birthday treats with their student to school.** The new guidelines help students avoid unhealthy snacks while still providing plenty of room for tradition and fun.

If there is a non-birthday classroom event that calls for families to provide snacks, families are asked to only send nutritious snacks. Information about healthy snacks can be found on the district's Nutrition Services webpage at www.RosevilleNutrition.com.

MID-MORNING OR AFTERNOON SNACKS

Many teachers permit students to bring morning or afternoon snacks to school. These may be eaten during designated break periods, usually lasting about 10 minutes. Each classroom teacher will notify parents about their procedure. Please encourage your child to bring something nutritious for a snack. We ask that you not send pop to school. Please check with your child's teacher regarding allergies in the classroom.

CONFERENCES

Conferences are scheduled twice each school year (September/October and February/March) and may be scheduled online at: <http://schools.isd623.org/conferences/login/?school=bh>. We consider these conferences to be important and beneficial to both parents and teachers, so please make every attempt to attend. If you have concerns, please deal with them as soon as possible. You do not need to wait until conference time to address your concerns. Most teachers are available for calls before or after school and can also be reached via e-mail. **Calls made to teachers during the school day will be directed to voicemail and will be returned as soon as possible.**

DATA PRIVACY INFORMATION

Roseville Area Schools collects, maintains, and releases information about pupils and their families only for legitimate educational purposes including instruction, guidance and research as provided in federal law and state statutes. Please refer to the district website, www.isd623.org, for more important information regarding Data Privacy Rights of parents and students.

DRESS

Positive attitudes and behavior are directly related to appropriate dress and good grooming. Appearance and dress are to be in good taste at all times. For health and safety reasons, as well as community standards, proper school dress will be enforced.

Appropriate dress will include:

- No hats
- Must wear shoes at all times (for safety)
- Shorts must be at least mid-thigh
- Must wear tennis shoes to Physical Education
- Tops must cover midriff
- Shirts with derogatory or offensive language shall be considered improper
- No Heeley shoes

We at Brimhall are committed to maintaining a school atmosphere that is inclusive, respectful and conducive to student learning.

DRUG FREE ENVIRONMENT

Tobacco, alcohol and chemical use is strictly prohibited on school grounds. This includes all activities before, during and after school for all students, siblings, parents and staff.

ELECTRONIC DEVICES/CELL PHONES

All electronic devices, including MP3 players and handheld games are not allowed at school. The use of cell phones at Brimhall is STRONGLY discouraged. Arrangements should be made through the school office if your child needs to have a cell phone at school. Students should not bring valuable items to school.

EMERGENCY CLOSINGS

In the event of severe weather or mechanical breakdown, the starting time of Brimhall may be delayed or the entire school system may be closed. Official announcements will be made over radio station WCCO (830 AM) and most other local television and radio stations between 6:00 a.m. and 7:30 a.m. If no report is heard, school will be in session. If emergency conditions such as a fire, gas leak, etc. occur during the day at Brimhall School, plans have been made to take the students to St. Michael's Lutheran Church, 1660 W. County Road B, Roseville.

EMERGENCY DRILLS AND PREPAREDNESS

The Roseville Area School district is working to prepare students and staff for emergencies. As we all are aware, there are many different situations involving safety, health or security, which may occur in our schools. Our goal is to prepare our staff and students to properly react to the various types of problems which might occur. You may hear of our preparations during the year as our child brings home information or comments on some of the discussions held at school related to these issues.

Our emergency response effort has many topics, including bus accidents, illness or injuries, hazardous accidents, weather emergencies, utility emergencies, assault or intruders, bomb threats, evacuation plans, and missing children.

We ask that you provide medical emergency information for the student information file. This along with emergency numbers is very important in case of an emergency involving your child.

Each building has set up a planned evacuation site so that parents have an idea of where their children will be in case of a fire, utility emergency, or other evacuation causes. For Brimhall, our evacuation site is St. Michael's Lutheran Church. In case there is an evacuation, information will be posted at the District Office as well as available over the district Cable Access Channel and on the web page (www.isd623.org) when such evacuations occur.

Finally, it is a good idea to spend some time with your child going over the problems which you can see occurring and what you would like to see him/her do in those situations. It is always a good idea for your child to carry a card with name, home address, and phone numbers in their backpack or lunch box. This is helpful especially for very young students who happen to get on the wrong bus, or do not remember his/her name, address or telephone number when under stress.

623 Alert

Roseville Area Schools uses an emergency notification system, which is an efficient and effective method for communicating important news with our families. Within minutes, the district can send recorded voice messages to parents. Parents have the opportunity to designate their 623 Alert Emergency Notification phone number on their child's Health and Emergency Form at the beginning of the school year.

FRIENDSHIP CONNECTION

Friendship Connection provides year round school-age childcare to Brimhall's K-6 children. For more information, call Linda Weber at 651-724-6210 or refer to Brimhall's website: www.isd623.org/school/brimhall-elementary.

GIFTED AND TALENTED

Students in the Roseville Area Schools come from a variety of backgrounds and have a wide variety of academic needs. Curriculum for students who have exceptional academic needs is generally provided for by the classroom teacher. In addition, identified students in grades 4-6 may participate in specialized services provided by the Gifted & Talented Program. These services include a variety of enrichment opportunities, summer opportunities, and special offerings during the school year. Gifted & Talented students are selected in the spring to participate the following year by meeting district wide criteria. Student performance and talent areas are considered for participation in the program which attempts to stretch student's learning and to support affective needs.

HARRASSMENT

All students deserve to be treated with respect by others. Sometimes it is difficult for children to know the difference between teasing and harassment. When a child experiences teasing, we encourage them to ignore the teasing, to tell the person to stop teasing them or it will be reported, or avoid the person who is teasing. If these interventions do not work, we encourage the student to report the teasing to his/her teacher or another adult.

Students who continue to tease, following a conference with the teacher or principal, **will** face consequences for harassment.

If harassment occurs, the student should report it immediately to their teacher.

SEXUAL, RACIAL, AND RELIGIOUS HARASSMENT & VIOLENCE

It is the policy of Independent School District No. 623 to maintain a learning and working environment that is free from sexual, racial and religious harassment and violence. You may obtain a copy of the entire policy in the school office if you so desire.

We do have very high expectations for all of our students. We know that it is harder for some students to meet our expectations than others, but we cannot ignore behavior that is dangerous to others. In these cases, licensed support staff will be called upon to intervene.

Copies of the School Board Policy; Student Discipline, and the Pupil Fair Dismissal Act of 2001 are available online at www.isd623.org.

HEALTH SERVICES

HEALTH SERVICES AND MEDICATION

Mary Ann Mathews is the nurse assigned to Brimhall. Mrs. Mathews is in our building Monday, Tuesday, and Friday from 8:30 a.m. to 4:30 p.m. Her responsibilities include managing health records, consulting and guiding students, parents and staff members regarding health needs, providing support to families in crisis situations, assisting in the health education of students, providing screening for vision, hearing and other areas, and providing emergency health care. Kristin Brandt, our health assistant, is at Brimhall every day to provide care for our students.

We must follow the rules recommended by the State Department for the administration of medication. Please call or stop by the health office if you have any questions.

IMMUNIZATIONS

State law requires each student be completely immunized against seven diseases in order to be enrolled in a Minnesota school. The following are immunization requirements:

Students under seven years of age:

- a) Measles, Mumps, and Rubella vaccine given after age 12-months. 2nd MMR for kindergarten.
- b) 5 doses of DPT vaccine, unless the fourth dose was given after the child's fourth birthday; then 4 doses are minimum.
- c) 4 doses of polio vaccine, unless the third dose was given after the child's fourth birthday, then three doses are minimum.
- d) Hepatitis B series
- e) Chicken Pox vaccine

Students seven years and older:

- a) Measles, Mumps, and Rubella vaccine given after 12 months.
- b) 3 doses of both Td (DPT/DT) and polio vaccine.

LATEX-REDUCED ENVIRONMENTS

Roseville Area Schools is committed to providing learning and work environments that are healthy and safe for all students and staff. To this end, all district schools and instructional support facilities have been designated as 'latex-reduced environments.' The following guidelines are in place at all district schools and instructional support facilities:

- Latex balloons are restricted from Roseville Area Schools for the protection of students and staff who have latex allergies. They contain large amounts of latex residue and, therefore, carry the most danger for allergic reactions.
- Latex products of all kinds have been removed from health offices.
- The District will make every effort to order latex-free products (natural rubber products). In areas such as Science classrooms, latex equipment may still be in use because latex free alternatives are unavailable. If a student has a known latex allergy, latex will not be used in that classroom.

We continue to develop awareness of other latex products that are being used in our schools. We either replace them with latex free alternatives, or if replacements are not available, we focus on reducing the use of these products.

LOST AND FOUND

Lost and found articles are kept in the "Lost & Found" area, which is located in the main hallway, for a period of time after being found. Also, several times during the school year items are placed on "claiming tables" after which the remaining articles are donated to an area charity.

To guard against lost articles, please use ink to label items with your child's first and last name.

Students should not bring valuables to school. Collections, momentos, favorite toys, cell phones, MP3 players, etc., can be damaged, lost, or "disappear."

LOST OR DAMAGED SCHOOL PROPERTY

Students who lose or damage library materials, textbooks, or other school property will be assessed a fine to cover the cost of loss or repair. The fine will be refunded if the book or other lost item is found later and returned. Families unable to pay the cost of the item are asked to contact the principal to make arrangements.

LUNCH AND BREAKFAST PROGRAM

LUNCH PROGRAM

Student lunches are \$2.55/day including milk. The cost of milk only is 50¢.

The computerized lunch system is “pre-paid.” Students may not charge meals. Students may bring cash or a check to school or parents may drop off in the office. Most parents deposit enough to cover a week or two at a time. Lunch money may also be paid with a credit card on line at www.paypams.com.

When a child goes through the lunch line and takes a hot lunch, \$2.55 is deducted from his/her balance. When the balance reaches zero, each child is reminded to bring money to replenish his/her account. If you have questions regarding your child's lunch account, please contact Mary Jensen at 651-724-6200 or mary.jensen@isd623.org.

BREAKFAST PROGRAM

Brimhall's breakfast program is available to all students at a cost of \$1.70. Breakfast is available at 9:20 until 9:35 a.m. Students participating in the breakfast program may enter the cafeteria as soon as their bus arrives.

Breakfast and Lunch menus are available at www.RosevilleNutrition.com.

FREE AND REDUCED MEALS

Families are encouraged to submit an application for free or reduced priced meals. These not only provide meal benefits to students but can also help Brimhall get crucial funding. Applications are mailed to families in August and are also available online at www.RosevilleNutrition.com. Families who qualified for free or reduced benefits in the past, must complete an application each school year in order to receive benefits. For more information or to apply online go to: www.RosevilleNutrition.com.

MEDIA TECHNOLOGY PROGRAM

BRIMHALL LIBRARY MEDIA CENTER

MISSION

Ensure that students and staff are effective users of ideas and information

This mission is accomplished by...

- Facilitating access to ideas and information.
- Collaborating with teachers in the teaching of information literacy and technology skills.
- Encouraging reading and the use of information skills to promote literacy and lifelong learning.

MEDIA/TECHNOLOGY STAFF

Anna Zbacnik Library Media Specialist

Nancy McNulty Media Technology Assistant

MEDIA/TECHNOLOGY CURRICULUM

The media/technology curriculum is integrated into the classroom curriculums. For more information on the media/technology curriculum, visit <http://www.isd623.org/edc/ps/it/MTCurriculum.cfm>

BOOK CHECKOUT

Teachers have a weekly book exchange time, but students are encouraged to visit the media center throughout the week as needed at times determined appropriate by their teachers.

Students may check out a “reasonable” number of books.

Teachers may choose this number for their students.

KINDERGARTEN/FIRST GRADE

- Typically Kindergarten students check out 1 book. First Grade checks out 1-2 books.
- Students return books after one week.
- A reminder slip is filled out for those students who do not return their books that week.
- Overdue notices are printed at midterm and term.
- Problem overdues are dealt with on an individual basis.

SECOND – SIXTH GRADE

- Books are checked out for two weeks.
- Books may be renewed.
- Verbal reminders are given to students.
- Overdue notices are printed at midterm and term.
- Students will be asked to return overdue books before checking out others
- Problem overdues are dealt with on an individual bases.

Roseville Area Schools Student Technology Acceptable Use Procedures and Policy (AUP)

1. I understand many important educational resources are accessed using school technology.
2. I will use technology in schools *for educational purposes only*. The school has a right to monitor my use of school technology.
3. I will use respectful language and behavior while using school technology.
4. I will be mindful of school resources by printing only what is absolutely necessary.
5. I will not give out personal information about myself or anyone else while using school technology.
6. I will not look at, download, or communicate any material that is obscene, vulgar, sexually explicit or offensive in terms of race, ethnicity, sex, or religion. I will tell a teacher if I come across any information that is inappropriate or makes me feel uncomfortable.
7. I will never access, remove, change or harm another person's files.
8. I will not use another person's system or password.
9. I will follow all laws and school rules when I use school technology.
10. I will give credit when I use another's work, whether it is from a book, the Internet, or elsewhere.
11. I will use the Internet at school only with permission from a present, supervising adult.
12. I will be respectful of and responsible for all school technology I use, leaving it in good working order, organized and ready for the next person.

If you have any comments or questions, please contact your Media Specialist, school technology support staff member, or District Media/Technology Services at 651-604-1476. Check for updates to these guidelines on the Roseville web page AUP.

PTA

PTA MEETINGS

The PTA meets several times during the school year. Parents are welcome to attend meetings. We encourage parents to join the PTA and get involved at Brimhall.

PTA SPONSORED ACTIVITIES

Throughout the school year the PTA sponsors many activities: Back to School treats, Pumpkin Carving, Restaurant Fundraisers, Read-a-thon, PTA Bingo Nights, Silent Auction and an International Festival.

PARENT INVOLVEMENT/ADULT VOLUNTEER PROGRAM

Parent volunteer work at Brimhall is both encouraged and appreciated. Parents are utilized in a number of areas, both within individual classrooms and in various resource areas of the school. Please contact Mary Jensen, the Volunteer Coordinator at 651-724-6200 if you wish to volunteer in any capacity.

PHOTOGRAPHS AND YEARBOOKS

Life Touch Studios will take individual and class pictures for all students in the fall of each school year. Picture retakes are taken a month later. Picture packages are available for purchase. In addition, yearbooks are offered for purchase in the spring of each year. Notices are sent home with students in January regarding yearbook sales. The yearbook, which is offered as a service to students, is not a fundraiser.

PLEDGE OF ALLEGIANCE

According to state statute, all public school students shall recite the Pledge of Allegiance to the United States of America one of more times each week. Anyone who does not wish to participate may elect not to do so and students must respect another person's right to make that choice.

POSITIVE BEHAVIORAL INTERVENTION SYSTEM (PBIS)

BELIEFS AND ASSUMPTIONS

- Our community is strongest when all are included and we are working towards common goals.
- All students can be successful if they know how.
- Clearly defined expectations support student achievement.
- Students increase positive behaviors when they are given positive reinforcement.
- Some students will require re-teaching, practicing, or individual plans to meet our expectations.

AT BRIMHALL, PBIS INCLUDES:

Expectations Matrix:

Clearly defined, across settings, taught and reinforced regularly
Definition of MAJOR and MINOR behaviors agreed upon by staff

Bengal Pride Ticket System:

October through May this year:
Tickets are given for students showing Bengal Pride and weekly names are drawn for rewards.
Whole school celebrations related to behavioral successes

Office Referrals:

Definition of Major and Minor behaviors
Natural consequences determined by incident
Parents informed of Office Referrals for Major behaviors
Documentation of patterns so interventions can be created

PBIS School-wide Team

Representatives from different grade levels and different settings within the school
Monthly review of referrals and pro-active interventions
Annual planning for evaluation of program and setting goals
Planning school-wide supports and celebrations throughout the year

Major behavior examples

Addressed with referral to Behavior Coach:
Fighting, taking things that don't belong to you, leaving the group without permission, ongoing disruption that doesn't allow others to learn, bullying and harassment.

Minor Behavior examples

Addressed by the classroom teacher: (redirection, take a break, etc.)
Incomplete work, hands on others in line, talking during instruction, off task

HOW FAMILIES CAN PARTICIPATE

- Teach, review and reinforce the expectations for the different settings in school
- Cheer your child on when they earn "tickets" or they are a Bengal Pride ticket winner
- Respond if notes or messages come from the school staff related to office referrals
- Check in with Jeanne Connelly (651-638-1958, ext. 226) with questions or concerns at any time
- Participate in planning if interventions are created with the STAT (Student Teacher Assistance Team)

For more information on the school district's policy on Student Discipline, please go to:

<http://www.isd623.org/schoolboard/Policies.cfm#svvpolicies>.

PROGRESS REPORTING

Report cards are sent home twice during the school year; in December, following the first Trimester and in June, at the end of the school year. Mid-term checkpoints are sent home in January and April, only if there are concerns. Report cards inform parents and students of academic and social growth and are not designed to compare one student's achievement with that of other students in the class. It is only one tool in the ongoing process of reporting a pupil's progress.

SCHOOL COMMUNICATION

The Brimhall Buzz is our weekly school newsletter emailed to families every Wednesday during the school year. The Brimhall Buzz contains important dates, school information, announcements and flyers. If you do not receive our newsletter and would like to sign up, go to www.isd623.org/school/brimhall-elementary. Under "Quick Links," click on "Subscribe to School News."

School and community flyers are also available in the display rack outside our main office.

SCHOOL DAY

- Students may enter the building beginning at 9:25 a.m. They should report to their classroom, hang up coats, and prepare to begin classes at 9:35 a.m.
- All children need to wear gym shoes for Physical Education classes. Tennis shoes with either laces or Velcro straps are required to participate in gym class. No large platform soles or slip-on tennis shoes will be allowed. If your child has an injury, which requires limitations in physical activity, please send a note to the school nurse.
- All children are instructed in computer literacy and use their skills in the computer center to assist in learning other subjects.
- All children are taught media skills and are given the opportunity to use the Media Center on a regular basis. They have flexible book check out times.
- Classes are dismissed at 4:00 p.m. Supplemental classes may be available through our Community Education Program, Targeted Services, and/or Compensatory Education.
- After the children finish eating lunch, they have outdoor recess. **Your child should be dressed for the weather conditions.** We recommend boots, hats, mittens, etc. when the winter weather arrives. All children will be required to be outside for recess unless we have a written note stating a medical reason. If the temperature is above 0 degrees, all students will go outside. If the actual or wind chill temperature is below zero, the principal will decide if classes will go outside or remain inside.

SCHOOL SUPPLIES

Each teacher will inform parents of basic supplies students will need to keep on hand in their desk. Please check with your child occasionally to see if they need to replenish their supplies during the school year. A list is also available on Brimhall's web page <http://www.isd623.org/school/brimhall-elementary>.

SPECIAL EDUCATION

SPECIAL EDUCATION

Resource programs are available at Brimhall for students with special needs. These programs include special services for students with learning disabilities, emotional/behavioral disorders, physical handicaps, or speech/language disorders.

State law provides specific guidelines for the administration of these programs, as well as specific eligibility criteria which a student must meet prior to admission. Evaluation of a student for admission into any of these programs is a very complex process requiring professional study and testing. Students are usually referred for assessment by their classroom teacher. However, parents may also request this testing for their child. Please contact Mrs. Bidne for further information or if you would like to refer your child.

For more information about Section 504, Targeted Services, Title I, or ELL visit the district website: www.isd623.org.

STUDENT INVOLVEMENT

SCHOOL PATROL –Grade 6

Brimhall's School Patrol program is made up of approximately 50 sixth grade volunteers. The job of our volunteers is to help the bus driver safely transport students to and from school, to escort kindergarten students to and from the buses at school, and to help with loading and unloading of buses at school. Some patrols help our walking students cross the street safely. School patrol volunteers are trained in the fall by Mrs. Bidne, our principal. Information is sent home with fifth graders in the spring.

STUDENT LEADERS – Grades 4-6

In the fall, students in grades 4, 5, and 6 are encouraged to apply to become a part of Brimhall's Student Leader program. Student Leaders meet once a month during the school year and work on school-wide projects.

TESTING INFORMATION

Roseville Area Schools continually assesses student performance to provide parents and staff with the data needed to make informed instructional and educational decisions. For more information, please go to: <https://www.isd623.org/our-district/education-services/teaching-learning/assessment-evaluation>.

VISITORS

Parents are encouraged to visit Brimhall! At the same time, the staff needs to attend to students and complete related tasks. Keeping both needs in mind, we ask that you please comply with the following procedures when you visit a classroom:

- Schedule a visit or conference in advance.
- You can arrange a visit by contacting your classroom teacher directly, or by contacting Janet Maitrejean in our office.
- Check in at the office before proceeding to the classroom.
- Enter the room and sit in the designated area.
- Limit your visit to 30 minutes.
- Avoid engaging the teacher in a conversation during the visit.
- If you wish to talk to the teacher, let them know and they will arrange a time to do so.
- No more than two parents per room, per visit.
- For further information related to visitors, please see District Policy 804.

All visitors must sign in at the office, take and visibly wear a “Visitor” badge upon entering the building.

Parents are welcome to eat lunch with their children. If you would like to order a school lunch please call the office in advance (preferably by 10:00 a.m.) so our cooks can prepare an additional meal. The cost for a visitor lunch is \$4.00.

ANIMAL VISITORS

For the safety and health of all students, we strongly discourage family pets being brought to school for “show and tell.”