

# BRIGHT BEGINNINGS PRESCHOOL



## Student/Parent Handbook

**Albertville Primary School**  
5386 Main Avenue NE  
Albertville, MN 55301  
763-497-2688

**St. Michael-Albertville Schools #885**  
[www.stma.k12.mn.us](http://www.stma.k12.mn.us)

**2024-2025**  
**Excellence Is Our Tradition**

**At Bright Beginnings, our primary mission is to provide a positive learning experience for your child in an environment that inspires exploration, experimentation, and discovery. We believe a positive self-image is vital to your child's development, growth, and independence. Children are encouraged to acquire self-help skills, make choices, and interact with peers in a positive manner. Children will be supported to attain the necessary skills to be successful in kindergarten.**

*This handbook may be changed or amended during the school year. Changes will be located in the office of the principal. If you have questions, please contact the principal.*

This handbook and its contents were approved by the District #885 Board of Education in June 2024.



# DISTRICT STRATEGIC ROADMAP

| <b>DISTRICT MISSION</b><br><i>Our core purpose</i>  | <b>CORE VALUES</b><br><i>Drivers of our words and actions</i>   | <b>VISION</b><br><i>What we intend to create</i>   | <b>STRATEGIC DIRECTIONS</b><br><i>Focus of our improvement efforts</i>   |
|---|---|--|--|
| <p>The mission of STMA Schools is to provide a safe educational environment where students develop lifelong learning skills that nurture positive attitudes and self-worth.</p> <p>This will be accomplished when all graduates function as:</p> <ul style="list-style-type: none"> <li>• Self-directed individuals who set goals, think creatively and critically, use inquiry, and manage a process for achieving these goals.</li> <li>• Effective communicators who work well independently and in groups and who use available resources to access, process, and share information and ideas.</li> <li>• Active, responsible, and respectful community members.</li> </ul> | <p><b><u>Students first</u></b><br/>Committed to students first.</p> <p><b><u>Excellence</u></b><br/>Be our best in academics, arts, activities, and athletics.</p> <p><b><u>Relationships</u></b><br/>Foster strong relationships and collaborate with our students, staff, families, and community.</p> <p><b><u>Integrity</u></b><br/>Do what we say we are going to do.</p> <p><b><u>Transparent</u></b><br/>Provide accurate, timely, and accessible information and communication regarding key district decisions.</p> <p><b><u>Kindness</u></b><br/>Honor the uniqueness of individuals, treating others as we expect to be treated.</p> <p><b><u>Purposeful</u></b><br/>Be forward thinking, fiscally responsible, resourceful, and make educated decisions.</p> | <p>STMA Schools will be the pride of our community, educating the whole student, with excellence in academics, arts, activities, and athletics through the empowerment of a world-class staff.</p> | <p><b>A</b><br/>Engage in continuous improvement of teaching and learning</p> <p><b>B</b><br/>Engage in continuous improvement of student support systems and programs</p> <p><b>C</b><br/>Cultivate family and community connections and increase advocacy in support of the district mission</p> <p><b>D</b><br/>Align people and organizational resources to sustain district success</p> |

# GENERAL INFORMATION

## **Contacts**

### **Bright Beginnings Preschool Principal:**

John McDonald, [johnm@mystma.org](mailto:johnm@mystma.org). *General questions regarding day-to-day programming*

Office: Albertville Primary, phone 763-497-2688

### **Bright Beginnings Preschool/Early Childhood Coordinator:**

Shonna Hoeper, [shonnah@mystma.org](mailto:shonnah@mystma.org). *Enrollment, tuition help and payment, curriculum/assessment*

Office: Community Education Center, phone 763-497-6512

## **Locations**

Classes are held at Albertville Primary in the STMA School District.

## **Calendar**

Bright Beginnings follows the STMA district calendar.

If STMA Schools are not in session, neither is Bright Beginnings.

## **Attendance**

Please email your child's teacher when you know she/he will be absent from school. You can email your child's teacher in advance, if you are aware of the absence ahead of time. **DO NOT CALL THE ALBERTVILLE PRIMARY ABSENCE LINE OR OFFICE TO REPORT AN ABSENCE.**

## **Pick-up Authorizations/court orders**

Children will be released only to their parent(s) or authorized person(s). If a child is to be released to anyone other than the people listed, a written note, fax, or email authorizing pick up must be received prior to pick-up time or you must add an authorized person to your account. We will not accept telephone calls for authorization except in extreme emergencies. An authorized person must be at least 13 years of age or older and will be required to show identification. Parents, please realize that we have new staff and substitutes so you may be asked to show identification when picking up your child.

In cases of restraining/protection/court orders stating a parent or person is not allowed to pick up a child, Bright Beginnings will need a copy of the order. If no court order is on file with Bright Beginnings, we have no choice but to allow a parent to pick up their child. (A biological parent can only be designated as an unauthorized pick-up through a court order.) Proper ID will be required. Bright Beginnings will not be involved in custody or parenting time disputes between parents. We will not keep track of each parent's "parenting schedule" and/or who has physical custody on a given day. Staff cannot get involved in custody or time issues between parents. Your child's safety is important to us.

## **Payments/Tuition/Tuition Assistance**

Tuition is due the 5th of each month. An emailed invoice will be sent prior to the due date. Tuition can be paid via auto-payments (preferred method), online, cash, or check. If not paying online, a tuition box is located in the main office at Albertville Primary. Tuition is a flat rate regardless of the number of days/sessions class is held per month. Parents are responsible for the full payment of tuition, regardless of attendance, illness, school closures, weather-related closures/cancellations, holidays, vacation, etc. (\*) Lack of payment may result in the student being dismissed from the Bright Beginnings program.

If there are financial difficulties, please speak with the Bright Beginnings Preschool Coordinator/office to make payment arrangements. Applications for Educational Benefits are available at Open House, in the school office,

or the district website under Food & Nutrition Families. Qualification letters must be turned into the Bright Beginnings office. Bright Beginnings is a school readiness program, Pathways II program and also accepts Pathways I Scholarships.

*(\*Note: Please see the weather-related closures/cancellations information within the Inclement Weather section of this handbook.)*

### **Withdrawals**

A minimum of a 2-week notice before the last date of attendance is required for all withdrawals from the Bright Beginnings program. Please notify the coordinator via email. If notice is not given, parents are responsible for the entire month's tuition.

### **Late Pick Up**

If you are late picking up your child from preschool, you will need to park in the main parking lot and enter the office to pick up your child. You will be asked to provide your student pick-up sign and will need to sign your student out in the office. Parents will be charged for children who are not picked up on time. The late charge will be \$5.00 for the first 10 minutes and \$1.00 per minute after that until the child is picked up. Please notify your child's teacher if you know that you will be late in picking up your child. Our main concern is for the welfare of the children. It is a stressful situation for a child when all other children have been picked up.

### **Telephone and Email**

Families are encouraged to call or email staff with questions or concerns. Phone calls during student contact time will be routed to voicemail. It is the family's responsibility to keep their contact information current/updated within the Elyeo system.

### **Staffing**

Each classroom has a maximum of 20 students. At least 2 adults will be assigned to the classroom, possibly more if the student's needs are high. All lead classroom teachers are required to hold a MN teaching license and participate in continuing education.

### **Self-Help Skills**

All children attending Bright Beginnings preschool **must be fully toilet trained upon entrance**. As a staff, we understand that children may have accidents and are prepared to assist children during these times. Each child should have an extra set of clothing inside their backpack for such emergencies. If a child has an accident at school, parents will be notified. If a child has repeated accidents, parents and staff will communicate options for continuation in the program. With limited staff to attend to each child's self-help needs, withdrawal from the program may be required.

### **Behavior**

Preschool students' behavior can be unpredictable. Our staff will use the following strategies: verbal warnings, loss of privileges, removal from activity, taking a break, meeting with the principal or social worker and communication with parents. If the behaviors are unresolved, a conference with staff and parents will be held to determine a plan. Behaviors that threaten other children and staff, cause destruction of property, involve verbal, emotional, or physical bullying, or running from site/staff are not tolerated.

### **Electronic Devices**

Devices that are disruptive to the learning environment are restricted. Examples include, but are not limited to, cell phones, iPods, games, headsets, laser pens, and watches with communication capabilities. Such devices may be confiscated and returned to a parent/guardian. E-readers must be approved by the administration. Playing games or using other applications on e-readers is not allowed. Misuse will result in loss of privileges.

## **Transportation**

Transportation is the parent's responsibility. Carpooling needs may arise within the classroom; if able, please consider helping a family in need.

**Student Drop-off** will take place along the sidewalk on the North side of the building, between Doors B and C. Students should sit on the left (driver's) side of the vehicle and be prepared to exit the vehicle when it is their turn. Staff will assist your child as she/he exits the vehicle. If you arrive after approximately 8:00 a.m. (for morning/all day preschool) or 11:45 a.m. (for afternoon preschool) and no staff members are outside along the sidewalk, you will need to park in the main parking lot (in front of Door A) and walk your child into the office to sign her/him in.

**Half-day Student Pick-up** will take place along the sidewalk on the North side of the building, between Doors B and C. To ensure the safety of all students, families will need their student pick-up sign when they pick up their child at the end of the day. If you do not have your pick-up sign, you will be asked to present your government-issued picture ID in the main office.

**All-day Student Pick-up** you will need to park in the main parking lot and enter through Door G. To ensure the safety of all students, families will need their student pick-up sign when they pick up their child at the end of the day. If you do not have your pick-up sign, you will be asked to present your government-issued picture ID in the main office.

To ensure the safety of all students, parents/guardians will not be permitted past the last set of doors/main office

\*All families will receive a map of our Drop-off and Pick-up procedure during Open House.

Pick-up and Drop-off authorizations should be in place with your child's teacher. Your child will not be released to anyone without prior consent. Court documents are required for any restraining or legal orders.

## **Lost and Found**

Lost & Found items will be temporarily stored and then donated to charity. Please check with your classroom teacher or in the main entrance by Door A. Due to the large volume of lost items, it is important to clearly label coats, boots, lunch boxes, and backpacks.

## **Health/Wellness**

All children are required to have an up-to-date immunization form. If your child is unable to attend school, please email your child's teacher. If your child exhibits the following symptoms, please keep them at home. Fever, severe cold, green mucus, vomiting, diarrhea, and pink eye require that your child stay home a minimum of 24 hours after the symptoms have disappeared. *\*If your child becomes ill or has a health-related issue at school, school staff will contact families to have their child picked up from school. When this occurs, families must have a plan in place to have their child picked up from school within 60 minutes.*

Communicable diseases such as head lice, strep throat, pink eye, etc. should be reported to ensure the safety of all the children. Due to the number of students that utilize our facilities, a child may come back to school once nits and lice are gone. Children on medications should stay home during the first 24 hours of administration. Only a school nurse can administer medications at school.

If your child has special health needs, be sure to update their profile online and speak with your child's teacher.

In the event of an accident at school, staff will administer the proper treatments, document the injury, and call the parents if necessary. In an accident where immediate medical attention is needed, 911 will be called first.

More health and wellness information can be found on the STMA district website:

<https://www.stma.k12.mn.us/domain/66>

### **Medications (Policy 516)**

A Medication Authorization Form is on the District 885 website and is also available in the Health Office. See the policy for distribution of medications and parents' responsibilities. The policy does not cover medications taken before or after school, during summer school, and FYCC/Community Education classes. It is the parent's responsibility to contact the supervisor coach if their child has a medical concern and/or needs medication during these times.

### **Anaphylaxis Treatment**

Minnesota statute 121A.2207 permits school districts to possess epinephrine auto-injectors (EpiPens) for a student or other individual experiencing anaphylaxis regardless of whether the student or individual has a prescription for an EpiPen. Therefore, the school nurse or health paraprofessional will administer stock epinephrine to a student/individual if in good faith it is determined that person is experiencing a life-threatening reaction; and then 911 will be called for an ambulance and the student's parent will be contacted. The emergency epinephrine will be stored in the school health office and accessible during school hours. It will **not** be sent on school-based field trips or available before or after the instructional day. This anaphylaxis protocol is not intended to replace student specific orders or parent/guardian provided medications for students with known allergies; therefore parents of children with a prescription for an EpiPen must still provide an EpiPen (or preferably two) to the school. If you do not want your child to receive epinephrine if he/she is experiencing a life-threatening allergic reaction, please send a letter to the school health office.

### **Mandated Reporting**

Staff members and volunteers are required by state law to report instances of observed or suspected child abuse or neglect. Staff will report directly to the program coordinator and together will report to the proper authorities.

### **Emergency Drills**

Fire, tornado, and lockdown drills will be practiced throughout the school year in accordance with state law.

### **Tobacco Free/Chemical Free**

Smoking and use of tobacco products, alcohol, and chemicals are prohibited on school district property.

### **MN School Dangerous Weapon Law**

Bringing a dangerous weapon on school property is a violation of Minnesota law. This is any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death. Parents please remember this when attending classes and/or entering school property. Children are discouraged from bringing toy weapons to school; these toys will not be allowed in the classroom.

### **Snacks**

Occasionally parents will be asked to donate snack supplies via their child's classroom teacher. If your child has a food allergy or other nutritional requirements, children may need to bring their own safe snack. Please notify your child's teacher and update the online medical needs. Healthy snacks are encouraged.

### **Inclement Weather**

Bright Beginnings follows all STMA Schools weather policies. If the district is closed, so is Bright Beginnings. If the district is 2 hours late, there will be no morning sessions. If there is an early dismissal, Bright Beginnings will cancel the afternoon sessions.

All Bright Beginnings families will be added to the automated school system that calls, emails, or text messages announcements. Information regarding school closings and delays will also be announced on television channels 4, 5, 9, and 11. Parents are reminded to plan ahead for emergency school closings.

*\*Bright Beginnings does not reimburse tuition for weather-related closures, until 3 or more days of your child's session have been canceled within a month. If a third day in a month is canceled due to weather, a prorated amount will be subtracted from your child's account.*

**Recess**

Students have recess daily. **If the temperature or wind chill is zero degrees or lower, students will have indoor recess.** For safety reasons, students should dress properly for the weather. Parents are encouraged to check the weather and monitor students' dress. Cold weather attire includes snow pants, headwear, mittens/gloves, boots, and a winter coat. When snow is present, students who do not have headwear, mittens/gloves, snow pants, boots, and a coat will be restricted to the non-snow-covered areas. **If students are well enough to attend school, they are expected to go outside for recess.** There is no supervision for individuals to stay inside. It is important for students to feel safe and experience a pleasant recess. To encourage positive student interaction, parents are unable to attend recess.

**Wind Chill Chart**

|            |    | Temperature (°F) |    |    |    |     |     |     |     |     |     |     |     |     |     |     |     |     |     |  |  |  |
|------------|----|------------------|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|--|--|
|            |    | 40               | 35 | 30 | 25 | 20  | 15  | 10  | 5   | 0   | -5  | -10 | -15 | -20 | -25 | -30 | -35 | -40 | -45 |  |  |  |
| Wind (mph) | 5  | 36               | 31 | 25 | 19 | 13  | 7   | 1   | -5  | -11 | -16 | -22 | -28 | -34 | -40 | -46 | -52 | -57 | -63 |  |  |  |
|            | 10 | 34               | 27 | 21 | 15 | 9   | 3   | -4  | -10 | -16 | -22 | -28 | -35 | -41 | -47 | -53 | -59 | -66 | -72 |  |  |  |
|            | 15 | 32               | 25 | 19 | 13 | 6   | 0   | -7  | -13 | -19 | -26 | -32 | -39 | -45 | -51 | -58 | -64 | -71 | -77 |  |  |  |
|            | 20 | 30               | 24 | 17 | 11 | 4   | -2  | -9  | -15 | -22 | -29 | -35 | -42 | -48 | -55 | -61 | -68 | -74 | -81 |  |  |  |
|            | 25 | 29               | 23 | 16 | 9  | 3   | -4  | -11 | -17 | -24 | -31 | -37 | -44 | -51 | -58 | -64 | -71 | -78 | -84 |  |  |  |
|            | 30 | 28               | 22 | 15 | 8  | 1   | -5  | -12 | -19 | -26 | -33 | -39 | -46 | -53 | -60 | -67 | -73 | -80 | -87 |  |  |  |
|            | 35 | 28               | 21 | 14 | 7  | 0   | -7  | -14 | -21 | -27 | -34 | -41 | -48 | -55 | -62 | -69 | -76 | -82 | -89 |  |  |  |
|            | 40 | 27               | 20 | 13 | 6  | -1  | -8  | -15 | -22 | -29 | -36 | -43 | -50 | -57 | -64 | -71 | -78 | -84 | -91 |  |  |  |
|            | 45 | 26               | 19 | 12 | 5  | -2  | -9  | -16 | -23 | -30 | -37 | -44 | -51 | -58 | -65 | -72 | -79 | -86 | -93 |  |  |  |
|            | 50 | 26               | 19 | 12 | 4  | -3  | -10 | -17 | -24 | -31 | -38 | -45 | -52 | -60 | -67 | -74 | -81 | -88 | -95 |  |  |  |
|            | 55 | 25               | 18 | 11 | 4  | -3  | -11 | -18 | -25 | -32 | -39 | -46 | -54 | -61 | -68 | -75 | -82 | -89 | -97 |  |  |  |
| 60         | 25 | 17               | 10 | 3  | -4 | -11 | -19 | -26 | -33 | -40 | -48 | -55 | -62 | -69 | -76 | -84 | -91 | -98 |     |  |  |  |

Frostbite Times: 30 minutes, 10 minutes, 5 minutes

Wind Chill (°F) = 35.74 + 0.6215T - 35.75(V<sup>0.16</sup>) + 0.4275T(V<sup>0.16</sup>)  
 Where, T= Air Temperatur (°F) V= Wind Speed (mph) Effective 11/01/01

|   |  |
|---|--|
| <b>29° and Below</b><br>Jacket, headwear, mittens, boots & snow pants |  |
| <b>30° - 40°</b><br>Jacket, headwear, & mittens                       |  |
| <b>41° to 59°</b><br>Jacket only                                      |  |
| <b>60° and Above</b><br>No jackets                                    |  |

**Publication of Student Images**

Images of students taken in the public arena such as sporting events or fine arts public performances may be released on public media and may identify students by names, grade, or in any other personally identifiable manner. In addition, because of classroom or activity participation throughout the school year, pictures and videos of students may be used for displays, photo albums, community newspaper articles, school newsletters, calendars, news broadcasts, movies, the yearbook, and etc. Student names, grade, and other personally identifiable information may accompany the student images. These images may be posted on the Internet through the STMA website, online newspapers, and social media. Parents with concerns or questions about photographs and videos may contact the school office personnel and may request that their child not be included in media presentations.

**Visitors and Visitor Management System (VMS)**

**Student safety is our priority. Visiting Albertville Primary is a privilege. Guests are required to abide by district and school policies and expectations. Guest privileges may be revoked by administration.**

**Visitors must park in the front lot, not along the emergency lane.** Visitors will be asked to **state their names, their child's name, and the purpose of their visit** before being admitted to the building. Upon entrance, visitors who travel beyond the office are required to present a government-issued picture ID. At the Albertville Primary, office staff will scan the ID in the VMS. The VMS verifies identity, tracks check-in and check-out times, and

prints a visitor badge with photo ID. The VMS also provides custom alerts and screens visitor information with a national and local database.

For security purposes and to keep classroom disruptions to a minimum, visitors are not allowed to enter classrooms or hallways, go to recess, or remain in the building beyond 7:45 a.m. If parents drop off items, the office staff will deliver items or, if necessary, call students to the office. Parents who wish to observe classrooms must obtain prior approval from the principal. Students are not allowed to bring friends or relatives to school.

### **Volunteering/Chaperones**

Parent volunteers are welcome within each classroom. No classroom volunteers will be needed during the first few weeks of the school year, except in the lunchroom. This is a time for students and teachers to familiarize themselves with the class. Each teacher will make the determination as to when volunteering will begin. All volunteers and chaperones are required to have completed a background check with the district. No outside background checks are accepted. To obtain a background check, go to our district website and submit the application online with the \$15 fee.

### **Volunteer Expectations:**

- **Canceling or Late:** Please call the office at your earliest convenience so office staff may inform the teacher.
- **Register:** Please sign in upon entering the building and wear an ID badge.
- **Cell Phones:** Silence cell phones while in the building.
- **Treats:** Due to food allergies, please do not give students food, candy, gum, or pop.
- **Assignment:** If the assignment is not what you expected or you cannot complete it at a high level, inform the teacher.
- **Confidentiality:** Respect the privacy of anything you see and/or hear regarding students and staff. The only information you should share with acquaintances are the activities that you do.
- **Siblings:** Please do not bring non school-age children when you volunteer.
- **Bathrooming:** volunteers should not assist students with bathroom/toileting needs.

### **Tips for Volunteers:**

#### **Working with Students Dos:**

- Learn children's names.
- Accept each child.
- Respect children's privacy.
- Encourage children to do their own thinking by giving them time to answer.
- Use tact and positive comments.
- Be consistent with the teacher's expectations, schedule, and atmosphere.
- Adhere to your commitment.
- Enjoy yourself.

#### **Working with Students Don'ts:**

- Discipline students.
- Diagnose students' needs.
- Evaluate progress or achievement.
- Counsel students.
- Discuss progress or lack of with parents.
- Access students' permanent records.



### **Data Privacy**

Most data about students is private, including academic, personal, attendance, medical, disability, special education, and discipline. Remember that almost all information regarding a student is bound by data privacy laws.

To avoid data privacy violations, remember that educational data can only be shared with staff members who have a “professional need to know.” Best practice is refraining to discuss a student with anyone except the classroom teacher.

### **Conferences**

Parent/teacher conferences are offered twice a year – November and March. Your child’s teacher will communicate when these conferences will be held and what the process is for signing up.

### **Fundraising**

Bright Beginnings is a tuition based, state-funded program. However, we continue to make efforts to raise funds for program scholarships and supplies occasionally through various fundraisers. All fundraising is optional.

### **Parent Aware Program**

Bright Beginnings became a 4-Star Parent Aware rated program in 2013 and continues to renew this rating every two years. To earn a 4- Star rating, programs are excelling in the use of best practices in preparing kids for kindergarten. Bright Beginnings has modeled these practices through the following: partnering with parents, ongoing assessments, adapting lesson plans to meet individual needs, and disability and cultural training, along with further professional development. For more information on Parent Aware, check out <https://www.parentaware.org>

### **Curriculum**

Bright Beginnings uses a variety of early education curriculum. Creative Curriculum and Handwriting without Tears are combined with thematic units to cover a broad spectrum of developmental areas and promote active, creative learning. The main focus of Bright Beginnings is to create motivated learners who are excited and ready to attend the kindergarten setting. Children are assessed throughout the year to determine appropriate classroom experiences and to align learning to the MN Early Childhood Indicators of Progress.

### **Advisory Council**

We welcome any parents to join our advisory council meetings. Meetings are held 2-3 times throughout the school year. The state of MN requires that our program establish/maintain an Advisory Council. This council is to be made up of parents currently in the program, a few staff, and community members. What does the Advisory Council do?

1. Recommend program policies, goals, and objectives.
2. Develop/train volunteers
3. Promote program through outreach and community relations
4. Assist in program evaluations
5. Serve as an advocate in the community and Legislature
6. Expand resource development
7. Fundraising

*It is important to note that the council only makes recommendations and does not have authority to make final program decisions.*

### **Complaints: Students, Employees, Parents & Other Persons**

The school district takes all concerns or complaints by students, employees, parents, or other persons seriously. While written reports are encouraged, a complaint may be made orally. A person may file a complaint at any level

of the school district i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate. It is best to discuss concerns or complaints with the person most familiar with the incident and, if the concern or complaint is not satisfactorily addressed, to the principal or supervisor, superintendent, and school board.

Federal law requires that school districts designate specific individuals and procedures for disability discrimination, sex discrimination, equal education and employment opportunity, homeless and harassment. Contact information is as follows:

**Student Disability Discrimination:** ADA/504 Coordinator - Director of Special Services Dr. Amy Larkin, 763-497-3180, District Office in Middle School West, 11343-50<sup>th</sup> St. NE, Albertville, MN

**Homeless Compliance:** District Homeless Coordinator - Director of Special Services Dr. Amy Larkin, 763-497-3180, District Office in Middle School West, 11343-50<sup>th</sup> St. NE, Albertville, MN

**Student Sex Discrimination:** Human Rights Officer - Director of Administrative Services, Douglas Birk, 763-497-3180, District Office in Middle School West, 11343-50<sup>th</sup> St. NE, Albertville, Minnesota

**Student Sex Nondiscrimination Program Compliance:** Title IX Coordinator - Director of Administrative Services, Douglas Birk, 763-497-3180, District Office in Middle School West, 11343-50<sup>th</sup> St. NE, Albertville, Minnesota

**Student or Staff Harassment:** Human Rights Officer - Director of Administrative Services, Douglas Birk, 763-497-3180, District Office in Middle School West, 11343-50<sup>th</sup> St. NE, Albertville, Minnesota

**Equal Education Opportunity/Equal Employment Opportunity:** Human Rights Officer - Director of Administrative Services, Douglas Birk, 763-497-3180, District Office in Middle School West, 11343-50<sup>th</sup> St. NE, Albertville, Minnesota

### **Release of Directory Information**

The school district may disclose directory information from the educational records of a student and information regarding parents without the prior written consent of the parent or eligible student. Contact the building principal for the procedure for obtaining nondisclosure of directory information if you do not want directory information released.

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student’s name, photograph, date and place of birth, dates of attendance, grade level, enrollment status (i.e. full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees, honors and awards received.

## **POLICIES**

**District 885 School Board Policies are listed in entirety on the St. Michael-Albertville Schools website at [www.stma@k12.mn.us](http://www.stma@k12.mn.us). Policies are also available for review in Albertville Primary and all district offices.**

### **Alcohol and Drugs**

Possession, use, or sale of any chemical substances, which includes tobacco products, is prohibited and illegal.

### **Assault (Policy 413)**

Assault is defined as a threat of bodily harm or death to another person, without material physical contact.

Students who threaten bodily harm or death without material physical contact while in possession of a weapon shall be dealt with under the weapon policy(501).

Students who engage in fighting or assault may be suspended from school for up to ten days. Fighting is characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and is differentiated from poking, pushing, shoving, or scuffling.

### **Teasing, Bullying, & Harassment**

Teasing occurs in two major forms, playful and hurtful. Students may be teased based on appearance, weight, behavior, abilities, clothing, and etcetera.

- Playful-friendly, reciprocal teasing between peers
- Hurtful-upsetting, unkind, cruel, wounding, or insensitive from the victim's point of view, regardless of the intention of the teaser

An action is considered teasing when: ·it is unwelcomed from the victim's point of view ·it is verbal ·it is a single incident ·the motivation is not to exert power or control over the victim

Bullying means intimidating, threatening, abusive, or harming conduct that is objectively offensive and: (1) there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or (2) materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

Cyberbullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or another electronic device.

Bullying can be **circumstantial or chronic**. It might be the result of a situation such as being the new student at school, or it might be behavior that has been directed at the individual for a long period of time. Circumstantial bullying is a single incident. Chronic bullying is repeated or ongoing.

Bullying Prohibition Form 514F is used to report and document bullying.

Intimidating, threatening, abusive, or harming conduct may involve, but is not limited to, conduct that causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property; under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in state statute. However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or state statute.

The behaviors include: ·unwelcome conduct such as verbal abuse, name-calling, slurs ·graphic or written statements ·threats ·physical assault

Harassment: The Office for Civil Rights (OCR) and Department of Justice (DOJ) have made the **distinction between bullying and harassment** in that when the bullying behaviors listed above are **directed at a protected class** the behavior then becomes harassment. District 885 Policy 413 identifies a protected class as race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, and/or disability.

#### **Bullying Prohibition Policy (Policy 514)**

The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

#### **Harassment and Violence (Policy 413)**

The purpose of this policy is to maintain learning and working environment that is free from religious, racial, or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence. If harassment occurs, students must report the situation to an adult, and school personnel will make every effort to stop the harassment.

#### **Hazing (Policy 526)**

The purpose of this policy is to maintain a safe learning environment for students and staff that are free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

#### **Interaction Between School Staff and the Public (Policy 950)**

Every employee is the school system's point of contact with the public. The Board encourages every employee to assume responsibility for the public image of the school system. Similarly, each and every staff member should be treated with respect and dignity by parents and members of the public.

#### **Internet Use (Policy 524)**

The purpose of District-provided Internet access is to facilitate communication and information gathering which supports research and education. The Internet usage will be subject to all provisions of the District Selection of Instructional and Library Materials policy.

#### **Student Access**

In making decisions regarding student access to the Internet, the teachers of the St. Michael/Albertville School District will consider the District mission, goals, and curriculum outcomes. It is expected that the staff will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources will be structured in ways which point students to those sites which have been provided with guidelines and lists of resources particularly suitable to learning objectives.

#### **Student Computer/Internet Use Agreement (Policy 524)**

Access to the Internet must be for educational purposes. Inappropriate Internet or computer use may result in the loss of privileges and consequences. Inappropriate activities on school computers include, but are not limited to the following: sending or displaying offensive messages, pictures, or threats; damaging/altering computers, computer systems, or software; trespassing in others' work, folders, or files; using others' passwords; accessing sites not approved by an adult or "free" surfing on the Internet.

#### **Nondiscrimination (Policy 521)**

It is the policy of the St. Michael-Albertville School District 885 to provide a free and appropriate public education to each disabled student within its jurisdiction, regardless of the nature or severity of the disability.

It is the intent of the district to ensure that students who are handicapped within the definition of section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be handicapped under 504 even though they do not require services pursuant to the Individuals with

Disabilities Education Act (IDEA). Inquiries regarding compliance with 504 policies may be directed to the 504 Coordinator.

**Pledge of Allegiance (Policy 531)**

Students in District 885 will recite the Pledge of Allegiance one or more times each week. Students will be instructed in the proper etiquette for the recitation. Students or staff may decline to participate.

**Protection and Privacy of Pupil Records (Policy 515)**

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice. See the school calendar for details.

**Weapons (Policy 501)**

**Bringing a dangerous weapon to school is a violation of Minnesota Law.** It is a serious violation called a felony. Students may not possess a dangerous weapon at any time on school property.

Possession of a weapon may result in an initial suspension for up to ten school days; confiscation of the weapon; contact with the school district liaison officer; and a recommendation to the Superintendent that the student be expelled.

“Possession” refers to having a weapon on one’s person or in an area subject to one’s control on school property, at a school activity, school sponsored bus trip, or at/near a school bus stop during bus loading and departure.

“Weapon” means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon which is capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons include, but are not limited to: guns (including pellet guns, look-alike or toy guns, and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles, nun-chucks, throwing stars, explosives, stun guns, and ammunition.

**STMA School Board Policies**

A full list of district-wide policies is located online at [www.stma.k12.mn.us](http://www.stma.k12.mn.us) under School Board and Policies.



# 2024-2025 School Calendar

## SUMMARY OF CALENDAR

|                          |    |
|--------------------------|----|
| <b>Days in Classroom</b> |    |
| Trimester 1              | 58 |
| Trimester 2              | 58 |
| Trimester 3              | 57 |

|                         |            |
|-------------------------|------------|
| Total School Days       | 173        |
| Total Teacher Days      | 13         |
| <b>Grand Total Days</b> | <b>186</b> |

### Calendar Legend

|                          |  |
|--------------------------|--|
| Start Trimester          |  |
| End Trimester            |  |
| Teacher Workshop         |  |
| No School All            |  |
| Elementary Early Release |  |

### Make-Up Days

STMA built an extra 3 days into the calendar for emergency school closings.

If emergency weather cancellations exceed the extra 3 days built into the calendar, the School Board has designated 3 additional days as scheduled make-up days if emergency weather cancellations occur.

In order of use:

- June 6, 2025
- June 9, 2025
- June 10, 2025

The dates are indicated in gray on the calendar

|                               |                 |
|-------------------------------|-----------------|
| <b>Labor Day</b>              | Sept 2          |
| <b>Rosh Hashanah*</b>         | Oct 2-4         |
| <b>Yom Kippur</b>             | Oct 11-12       |
| <b>Election Day</b>           | Nov 5           |
| <b>Veterans' Day</b>          | Nov 11          |
| <b>Thanksgiving Day</b>       | Nov 28          |
| <b>Hanukkah Begins*</b>       | Dec 25 - Jan 2  |
| <b>Christmas Day</b>          | Dec 25          |
| <b>Kwanzaa</b>                | Dec 26 - Jan 1  |
| <b>New Year's Day</b>         | Jan 1           |
| <b>Martin Luther King Jr.</b> | Jan 20          |
| <b>President's Day</b>        | Feb 17          |
| <b>Ramadan</b>                | Feb 28 - Mar 30 |
| <b>Passover</b>               | Apr 12-20       |
| <b>Good Friday</b>            | Apr 18          |
| <b>Easter Sunday</b>          | Apr 20          |
| <b>Memorial Day</b>           | May 26          |
| <b>Juneteenth</b>             | Jun 19          |

\* Starts at sundown the previous day

| M                     | T  | W  | TH | F  | Date         | Detail                            |
|-----------------------|----|----|----|----|--------------|-----------------------------------|
| <b>AUGUST 2024</b>    |    |    |    |    |              |                                   |
|                       |    |    | 1  | 2  |              |                                   |
| 5                     | 6  | 7  | 8  | 9  |              |                                   |
| 12                    | 13 | 14 | 15 | 16 |              |                                   |
| 19                    | 20 | 21 | 22 | 23 |              |                                   |
| 26                    | 27 | 28 | 29 | 30 | Aug 26-29    | Teacher Workshop                  |
| <b>SEPTEMBER 2024</b> |    |    |    |    |              |                                   |
| 2                     | 3  | 4  | 5  | 6  | Sept 3       | Trimester 1 Starts [5-9]          |
| 9                     | 10 | 11 | 12 | 13 | Sept 4       | Trimester 1 Starts [10-12]        |
| 16                    | 17 | 18 | 19 | 20 | Sept 5       | Trimester 1 Starts [K-4]          |
| 23                    | 24 | 25 | 26 | 27 |              |                                   |
| 30                    |    |    |    |    |              |                                   |
| <b>OCTOBER 2024</b>   |    |    |    |    |              |                                   |
|                       | 1  | 2  | 3  | 4  |              |                                   |
| 7                     | 8  | 9  | 10 | 11 |              |                                   |
| 14                    | 15 | 16 | 17 | 18 | Oct 17-18    | No School All                     |
| 21                    | 22 | 23 | 24 | 25 | Oct 24       | Elementary Early Release          |
| 28                    | 29 | 30 | 31 |    |              |                                   |
| <b>NOVEMBER 2024</b>  |    |    |    |    |              |                                   |
|                       |    |    |    | 1  |              |                                   |
| 4                     | 5  | 6  | 7  | 8  | Nov 5        | No School - Teacher Workshop      |
| 11                    | 12 | 13 | 14 | 15 | Nov 26       | Trimester 1 Ends                  |
| 18                    | 19 | 20 | 21 | 22 | Nov 27       | No School - Teacher Workshop      |
| 25                    | 26 | 27 | 28 | 29 | Nov 28-29    | No School All                     |
| <b>DECEMBER 2024</b>  |    |    |    |    |              |                                   |
| 2                     | 3  | 4  | 5  | 6  | Dec 2        | Trimester 2 Starts                |
| 9                     | 10 | 11 | 12 | 13 |              |                                   |
| 16                    | 17 | 18 | 19 | 20 |              |                                   |
| 23                    | 24 | 25 | 26 | 27 | Dec 23-Jan 1 | No School All                     |
| 30                    | 31 |    |    |    |              |                                   |
| <b>JANUARY 2025</b>   |    |    |    |    |              |                                   |
|                       |    | 1  | 2  | 3  |              |                                   |
| 6                     | 7  | 8  | 9  | 10 |              |                                   |
| 13                    | 14 | 15 | 16 | 17 |              |                                   |
| 20                    | 21 | 22 | 23 | 24 | Jan 20       | No School - Teacher Workshop      |
| 27                    | 28 | 29 | 30 | 31 | Jan 30       | Elementary Early Release          |
| <b>FEBRUARY 2025</b>  |    |    |    |    |              |                                   |
| 3                     | 4  | 5  | 6  | 7  |              |                                   |
| 10                    | 11 | 12 | 13 | 14 | Feb 14       | No School - Teacher Workshop      |
| 17                    | 18 | 19 | 20 | 21 | Feb 17       | No School All                     |
| 24                    | 25 | 26 | 27 | 28 |              |                                   |
| <b>MARCH 2025</b>     |    |    |    |    |              |                                   |
| 3                     | 4  | 5  | 6  | 7  | Mar 6        | Trimester 2 Ends                  |
| 10                    | 11 | 12 | 13 | 14 | Mar 7        | No School - Teacher Workshop      |
| 17                    | 18 | 19 | 20 | 21 | Mar 10-14    | No School All                     |
| 24                    | 25 | 26 | 27 | 28 | Mar 17       | Trimester 3 Starts                |
| 31                    |    |    |    |    |              |                                   |
| <b>APRIL 2025</b>     |    |    |    |    |              |                                   |
|                       | 1  | 2  | 3  | 4  |              |                                   |
| 7                     | 8  | 9  | 10 | 11 |              |                                   |
| 14                    | 15 | 16 | 17 | 18 | Apr 18       | No School All                     |
| 21                    | 22 | 23 | 24 | 25 |              |                                   |
| 28                    | 29 | 30 |    |    |              |                                   |
| <b>MAY 2025</b>       |    |    |    |    |              |                                   |
|                       |    |    | 1  | 2  |              |                                   |
| 5                     | 6  | 7  | 8  | 9  |              |                                   |
| 12                    | 13 | 14 | 15 | 16 |              |                                   |
| 19                    | 20 | 21 | 22 | 23 |              |                                   |
| 26                    | 27 | 28 | 29 | 30 | May 26       | No School All                     |
| <b>JUNE 2025</b>      |    |    |    |    |              |                                   |
| 2                     | 3  | 4  | 5  | 6  | Jun 5        | Trimester 3 Ends-Last Student Day |
| 9                     | 10 | 11 | 12 | 13 | Jun 6        | No School - Teacher Workshop      |
| 16                    | 17 | 18 | 19 | 20 | Jun 6        | Graduation                        |
| 23                    | 24 | 25 | 26 | 27 |              |                                   |
| 30                    |    |    |    |    |              |                                   |

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