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**Battle Creek Elementary School**

60 Ruth Street S  
Saint Paul, MN 55119

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Main Office: | (651) 293-8850 | Fax: (651) 744-6681

## Welcome to the 2025-26 school year!

**Dear Battle Creek Elementary School Family!**

### **Welcome to the 2025-26 school year!**

All of us at Battle Creek Elementary look forward to seeing students in **grades 1-12 on Tuesday, September 2nd**, and **Pre-K and Kindergarten students on Thursday, September 4th**.

During these last few years, we have had some exciting changes happening at BCE. One of the changes is designing and building outdoor classroom spaces and materials for our students and staff. This last Spring, we partnered with Great River Greening on designing our eastside outdoor classroom space. We also had a large easel donated to BCE for our teaching staff to use. Great River Greening has worked hard over the summer designing our eastside classroom grounds and we are all excited to use this space with students! This Fall, students will be involved with planting native perennials and trees in our outdoor learning spaces. Also, we will continue to have outdoor learning specialists supporting our programming and all school assemblies.

At Saint Paul Public Schools, our mission is to inspire students to think critically, pursue their dreams and change the world. This means providing challenging and engaging instruction in welcoming classroom environments that represent and respect the diverse backgrounds of our students. This way, every student can feel seen, empowered and ready to find joy in learning.

Daily attendance is an important part of student success. If your student is ill, check SPSS's illness guidelines at [spps.org/studentwellness](https://spps.org/studentwellness). Please notify our school at **651-744-4130** to leave a message, as early as possible if your child will be absent. Communication between home and school is vital to a positive school experience. More information about consistent attendance can be found at [spps.org/attendance](https://spps.org/attendance).

### **Students arriving after 7:30am**

If your student is late, we ask families to walk their students into our school office to sign them in. In an effort to ensure the safety of our students, we ask families to park in our Ruth Street parking lot, or along the horseshoe if arriving after 7:30am with their student, and please walk their student into the school office to sign them in to receive a pass.

Breakfast is served when doors open at 7:15am and closes after morning meetings in classrooms by 8am so students can begin their learning day in their classrooms or at specialists.

### **Important items to complete to prepare for the new school year...**

The first day of school is exciting for students, families and staff alike. It can also be overwhelming. Here are a few things to know so you can help your students be ready for the first day.

## Complete Back-to-School Forms

Parents and guardians in primary households can now complete the 2025 Back-to-School Forms. Log into [Campus Parent](#) to update your phone number and email address, verify your home address, and complete required forms. **Please complete this process by August 15, 2025, to ensure your student receives school bus transportation (if eligible) on the first day of school.** Visit [spps.org/families](https://spps.org/families) for assistance with your Campus Parent username, password and language support.

## Open House

Please join us at our open house to welcome students and families to a new year on **Thursday, August 28th from 3:30pm-5:30pm.**

**Classroom teachers' assignments will be posted at Open House. Classroom Supply Lists are enclosed with this letter.**

Teachers enjoy spending this time getting to know you and your family. They are happy to answer any questions you may have about classroom curriculum and instruction, the classroom schedule and grade level specifics.

## Goal Setting with Students

This Fall, teachers will work with their students to identify academic goal areas to focus on based on each student's learning needs. These goals will be highlighted during Fall Conferences and revisited during Spring Conferences.

Classroom teachers will share more details on this in the Fall.

**School Hours: School does begin at 7:30am(buses and drop off beginning at 7:15am) and ends at 2:00pm.**

*Doors do open for Breakfast: 7:15am (doors open for breakfast)*

Teachers do begin classroom community building activities right after breakfast so please ensure your child is at school each day by 7:30am so they can be part of this important classroom community experience. Breakfast is served early to students and concludes right after Morning Meeting in our classrooms. This allows for students not to be delayed in their learning blocks of time.

## Transportation

Families will receive an email with transportation information at the end of August. The email will include where and when to get on and off the bus. The bus drop-off time is approximate and could be impacted by a variety of factors. Please arrive at the bus stop **five minutes before** the bus is scheduled to pick up your child. More information will be shared soon about our new bus tracking app, called MyStop.

If you believe your student is taking the bus but did not receive an email, please call Transportation at 651-696-9600 as soon as possible.

If you have moved over the Spring or Summer, please call our main school office beginning on August 18th. Our main school office line is: 651-744-4130

A change in address could result in a change of schools based on your new location. Our friendly office staff can assist you with this and questions you may have.

## School Drop-off and Pick-up - Battle Creek Rec Center Parking Lot

Students should not be dropped off at school before 7:15am as staff are not available for supervision prior to 7:15am or after 2:00pm.

- **Morning- Student drop off:** Please pull up along the sidewalk of the Battle Creek Rec Center parking lot at the back of the school to drop your student off. Staff are assigned to our school student drop off door, to welcome students and help students enter the building to head to breakfast or their classrooms. Families can also park in the Battle Creek Rec Center parking lot and walk their students to the student drop off door as well if they choose. The back door of the school near the Battle Creek Rec Center will remain open until 7:30am for students to be dropped off. The front of our school is only for bussing during drop off and pick-up times.
- **End of the day (2pm Dismissal)- Student pickup:** Please park in the Battle Creek Rec Center parking lot and come into the school close to the Rec Center and then proceed up to the lunchroom to pick-up your child. Doors for picking students up are open by 1:55 with the pick-up door closing by 2:05. Staff are not available after school to stay with students so we encourage families to set-up daycare needs with the Battle Creek Rec Center or SPPS Discovery Club.
- **Changes in end of the day routine/dismissal for your student:** It is important for students to have a consistent dismissal routine each day. Parents must designate their student as a walker, parent pickup or a busser. Any changes to a students' dismissal routine for the day **must be requested by calling the office by 1:15pm** to ensure that the information reaches the student in a timely manner.



## Walking to School

Elementary school students (PreK-5) who live less than a half-mile from school may have the option of walking to and from school with the school patrol. We do depend on 4th and 5th grade students who are walkers to lead students across the cross streets to the school. If you have a child who is in 4th or 5th grade and interested in supporting with this, please email Marcy Berenato at [marcy.berenato@spps.org](mailto:marcy.berenato@spps.org)

## Meal Information

In-person students may receive one breakfast and one lunch for free each school day under the Minnesota Free School Meals program. As students arrive at school, they can grab their breakfast and eat in class. Hot and cold breakfast options are available.

To qualify as a free school meal, students must take a complete meal, including a fruit or vegetable. If a student does not take a complete meal, their meal account will be charged for the items individually.

- Student Second Breakfast: \$3.25
- Student Second Lunch: \$5.50
- Milk Only: \$0.50
- For a complete list of prices, visit [spps.org/ns](https://spps.org/ns).

## Application for Educational Benefits

While all in-person students will receive free breakfast and lunch under Minnesota's Free School Meals program, **it remains critical that all families complete an Application for Educational Benefits each school year**. These applications determine how much funding your child's school receives for educational programs and supports. Additionally, eligible families can qualify for other benefits, including SUN Bucks (formerly known as Summer EBT Benefits) and 50% off Amazon Prime membership. The application can be completed online at [schoolcafe.com/spps](https://schoolcafe.com/spps). Paper applications are available at school.

## Immunizations

Please check in with your healthcare provider to ensure your child's immunizations are current before school starts in the fall. Visit [spps.org/studentwellness](https://spps.org/studentwellness) or call our school nurse for more information.

## Child Care Before and After School

Discovery Club is a fun and nurturing childcare program for students in grades PreK-5 that supports learning and development before\* and after school, on non-school days and during the summer. Early registration is encouraged as space is limited. For a list of fees, locations, and to register or join the waitlist, visit [spps.org/discoveryclub](https://spps.org/discoveryclub) or call 651-632-3793. \*Before school care is unavailable for schools with a 7:30 a.m. start time.

## Student Rights & Responsibilities

SPPS strives to create welcoming schools where each and every student is seen, known and valued. There are rights students are guaranteed when they are at school as well as responsibilities that accompany those rights. Families are strongly encouraged to review the [Rights & Responsibilities Handbook](#).

## New Cell Phone Policy

A new districtwide cell phone policy will start in September in response to state law. In general, cell phones and other personal electronic devices will not be allowed during school hours. [Click here for more information](#).

## Students with Disabilities

SPPS has a responsibility to identify and evaluate any student who may have a disability and need services and/or accommodations to access their education. If you believe your child may have a disability that is eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504, please contact your child's teacher, school counselor or school nurse.

## School Safety

Safety is a top priority at our schools. **Battle Creek Elementary** has an Emergency Operations Plan that is created specifically for our school and regularly reviewed. Families receive communication home when an incident directly impacts their students, such as a lockdown. Exterior doors are always locked and all visitors must sign in.

Families, students and staff can use the MySPPS app to [“Send a Tip”](#) and confidentially report unsafe behaviors to SPPS Security and Emergency Management. Every tip is taken seriously and investigated right away. Learn more at [spps.org/safety](https://spps.org/safety).

## Translations:

All school documents can be translated or interpreters made available upon request

Todos los documentos pueden ser traducidos o interpretados oralmente si usted lo solicite

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## Contact Information

Please check our school website regularly, <https://battlecreekel.spps.org> for information and updates. If you have questions the website doesn't answer, please call the front office at 651-744-4130.

Attached to this letter you'll find the following important documents:

- [School Supply List 2025-2026](#)
- [BCE Family Calendar 2025-2026](#)
- [SPPS Family Calendar 2025-26](#)

I'm looking forward to welcoming you and your child to a new school year. I'm so proud to be part of this wonderful school community!

Sincerely,

*Kristen Longway*

Kristen Longway, Principal  
Battle Creek Elementary