



**Welcome Families!**

**Battle Creek Family  
Handbook  
2025-26**

*Our Mission at Battle Creek Elementary is to prepare and empower students to contribute and thrive in an ever changing world.*

Dear Families,

Welcome to Battle Creek Elementary School!

We are very excited that you have selected Battle Creek Elementary as your child's school! At Battle Creek Elementary, we are focused on providing your child an amazing educational experience building a strong foundation in literacy, math and the necessary skills to work collaboratively with others. In addition, our students are fortunate to have the opportunity to experience our new Outdoor Classroom spaces around our building to support their learning as well as the beautiful Battle Creek Regional park trails and ponds.

With a highly dedicated staff, our school is focused on accomplishing our school goals focused on Literacy, Math and Social-Emotional Learning. At Battle Creek Elementary, our mission is to prepare and empower students to contribute and thrive in an ever changing world. Our vision is to prepare and motivate our students for a rapidly changing world by instilling students with critical thinking skills, global perspective, and respect for all, ensuring success for today and preparation for tomorrow.

We greatly value and welcome our families into our school community. At Battle Creek Elementary, we have a vibrant PTO that works alongside our home-school liaison and administration. We understand that families are their student's first teacher and we greatly look forward to partnering with you to ensure that your student is successful in school and in life.

Some of the ways we encourage families to get involved at Battle Creek Elementary are:

- With your child, read your teacher's newsletter which informs you of all of the important details happening at school. Please check-in with your child's teacher on when these are sent out to families.
- Attend PTO meetings
- Volunteer in the classroom
- Attend family events and conferences
- Going on field trips
- Monitor their schoolwork through Seesaw
- Have your child read to family members every night

Please spend some time as a family reading over this handbook so you are familiar with some important details about our school and our school expectations.

We are so excited to partner with you this year! Please feel free to reach out with any questions you may have about Battle Creek Elementary. Welcome to all of our students and families!

Sincerely,

*Kristen Longway*  
Kristen Longway, Principal  
Battle Creek Elementary

## General Information

### **School Hours: 7:30am-2pm (School doors open at 7:15 for breakfast)**

Students are able to enter the building for breakfast at 7:15am. Students should not be dropped off at school prior to this as staff are not available for supervision prior to 7:15am.

Teachers do begin classroom community building activities and core curriculum areas right after breakfast so please ensure your child is at school each day by 7:30am so they can be part of this experience.

### **Breakfast information:**

- Breakfast is served at 7:15am and concludes prior to classroom morning meetings

## **Attendance:**

### SPPS Attendance Policy

*Once enrolled in a public school, a child 5 years old to 18 years old (unless already graduated from High School), must attend school every day, every class, **on time**, unless lawfully excused.*

### **Lawfully Excused Absences:**

- **Sickness** – too sick to be in school (3 consecutive absences require a doctor's note)
- **Medical Appointments** – (excused half day only and clinic note required)
- **Religious Holidays**
- **Extreme Family Emergencies** – house fire, death, etc.

### **Examples of UNEXCUSED Absences**

- Overslept
- Missed school bus
- Suspended from school bus
- Weather too hot/cold unless the district excuses these absences
- Family vacation
- Staying home to babysit

**Important: When calling your student in, please call the main office each day your child is out sick. If your child goes home sick, the office will mark your child absent for that date. Any future days a student is out still need to be called into the office each day a student is out past that first absence date.**

**Parents/Guardians MUST communicate with the school office every time a child is absent. Please note that not all absences will be excused. Please see the above absences for what is considered excused per the school district. Families are also welcome to call the child's teacher but teachers are not able to edit whether an absence is excused or unexcused**

**All unknown absences are automatically marked as UNEXCUSED**

## **Tardy**

Students arriving after 7:30am are considered tardy. If your student is late to school, parents/family members please walk your student into the school and sign your student in.

## **Students leaving school early**

Parents/Guardians must come inside to sign the student out to be released early. Please note that students will not be called to come down to the office until the parent/guardian arrives to sign the student out. Please plan accordingly for time.

*For more information, please see Ramsey County School Attendance Matters (SAM) website [www.ramseycounty.us/sam](http://www.ramseycounty.us/sam)*

**Family Engagement School Compact:** If you would like to view our School Compact, please check-in with our office staff for help with this.

## **Important Arrival and Dismissal Procedures for Families**

Our school Busing Zone (horseshoe area in front of the school) will not be open for vehicle pickups or drop offs between the hours of 7:15-7:30am and 1:45-2:10pm. The horseshoe area in front of the building is reserved for buses only during these times. **Anyone trying to drop off or pick up students will be directed to the Rec Center parking lot.**

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

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

- **Student drop off:** Please park in the Battle Creek Rec Center parking lot at the back of the school. The back door of the school near the Battle Creek Rec Center will remain open until 7:30 am for students to be dropped off. The front of our school is only for bussing during drop off and pick-up times.
- **Student pickup:** Please park in the Battle Creek Rec Center parking lot and come into the school closer 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 2:10.



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 1:00pm** to ensure that the information reaches the student in a timely manner.

### **iUpdate Forms and Campus**

It is important to fill out the emergency forms each year. We rely on parents/guardians updated information in case we need to contact a parent/guardian. Please keep the office updated when you have a new address or phone number.

Additionally, only persons listed in Campus will be able to access your student's information. Only the people listed in Campus will be allowed to pick up students with a valid ID.

### **School Closing**

Saint Paul Public School District will announce school closings due to severe weather on major television and radio stations. The district will also communicate with families by call, text and email. School Closing information can also be found at [www.spps.org/weather](http://www.spps.org/weather).

### **School Photographs**

Students have individual and class photos taken in the Fall. Those photos are available online for purchase through Jostens. Information regarding photos will be sent home during the Fall.

### **Communication**

- Please check your students' backpack daily for homework, announcements of upcoming events and important papers.
- Please visit our school website for important information about our school: <https://battlecreekel.spps.org/>
- The Saint Paul Public School District website, [www.spps.org](http://www.spps.org) is another great source of information.
- Students are not allowed to use their cell phones to communicate during school hours. Teachers do collect any cell phones that students bring to school to keep them safe. Staff will keep them in a secure location during the school day and then return them to the child at the end of the school day. Teachers will be covering our cell phone policy and ipad policy with students and families during a Fall Parent Night.

## **Clothing Policy**

Students are expected to dress appropriately for school. A student may be required to change any item of clothing that is distracting to the student or those around him/her as determined by school staff. This includes clothing with inappropriate pictures or language.

## **Academic Expectations and Behavior Expectations:**

### **Student Conduct**

At Battle Creek Elementary, we are focused on ensuring all students are successful.

The values we teach students are:

- Kindness and Empathy
- Respect
- Responsibility
- Being Trustworthy
- Having Self-Control and making Positive Choices
- Having Courage and using our voices positively
- Having Perseverance
- Having Integrity
- Being independent learners

In addition, students are expected to:

- Be at school on time everyday
- Be ready to learn everyday
- Complete school and homework in a timely manner.
- Have a positive attitude about learning
- Work collaboratively with others
- Ask for help when needed
- Try their best

### **Homework**

All students are expected to read at home every day for 20 minutes. Classroom teachers will let parents know if there are expectations for students to complete additional assignments at home.

### **Positive Behavior Interventions and Support (PBIS)**

Battle Creek Elementary has been recognized at the Minnesota state-level for being an exemplary and sustaining model in PBIS. Battle Creek Elementary is focused on having strong systems in place to support our students in their social-emotional growth. This begins with teaching our students what is expected of them at school and creating a

community where students feel welcome and are an important part of the school and classroom community.

Students will be recognized as meeting behavior expectations through positive communication, classroom privileges and other means. When students struggle to meet behavior expectations, interventions may include:

- Staff redirecting student toward expected behavior
- Staff directing student to “take a break” in class
- Staff directing student to “take a break” in a buddy classroom
- Staff conferring with student about expected behavior
- Staff contacting student’s parent/guardian
- Staff requesting support from the PBIS Behavior Specialist to assist in problem-solving with the student in order to reset and get back to being a learner

Students who don’t respond positively to the behavior interventions listed above will receive a discipline referral to the office. They will meet with the administrator to determine appropriate consequences for the behavior. The focus in these meetings is on honesty and taking responsibilities for one’s own actions. The student must complete any schoolwork they miss while they are in the office. All school district policies and procedures apply to Battle Creek Elementary.

Severe disruption and behavior that endangers anyone will result in immediate referral to the principal and may result in dismissal, suspension, notification of police and/or expulsion from school. Please refer to the *Student Behavior Handbook: Rights and Responsibilities for students and Staff* for additional information.

### **Outdoor Recess**

Students must wear clothing appropriate for the weather daily, as they will be expected to go outside in all types of weather. *Outdoor recess will be canceled if the temperature/windchill is below -10 degrees or there is a high heat index level.*

### **Student’s Personal Electronics**

Electronics such as cell phones, hand-held video games, personal iPads, etc. should not be brought to school. **Battle Creek will not be responsible for replacement of these items in the event they become lost, stolen or damaged.** Investigations into the loss of these items will not occur.

If a student must have a cell phone at school for safety concerns on the way to or from school, students will be expected to turn in their cell phones to their teacher at the beginning of the day and the teacher will secure the phone in a locked space until dismissal. Students who do not follow this expectation will be required to turn their phone into an administrator, who will then contact the parent to pick up the phone. Students will learn about our cell phone policy from their classroom teacher during their

first few days of school.

### **Student's Personal Home Items**

Student's home personal items, toys, trading cards (Pokemon cards, baseball cards, etc.) and games should not be brought to school. **Investigations into the loss of these personal items will not occur.**

Confiscated items will be given to the Administration. Parents/Guardians are able to pick those items up in the office.

### **Other Prohibited Items**

Students should not bring prohibited items such as weapons, vaping items, lighters, tobacco products (cigarettes, nicotine gum), etc. to school. Additionally, students should not bring or self-carry any type of medication, over the counter or prescription. All medication must be stored and disturbed through the school nurse.

Students who bring prohibited items will be referred to the office and consequences per the Rights and Responsibility Handbook will be applied.

## **Transportation**

### **Busing**

Busing is provided for students whose addresses are within the school's transportation area decided on by the transportation department.

*Bus riding is a privilege* that can be suspended for inappropriate behavior as determined by the St. Paul Transportation Guidelines, which include:

- Students may only ride their assigned bus and get on and off at their assigned stop.
- Students may not ride another bus, under any circumstances.
- Parents/Guardians may not board the school bus for any reason.
- Inappropriate bus behavior

**We highly recommended that families look over the Rights and Responsibilities Book on bus guidelines/expectations and consequences.**

**This can be found on the district website:**

<https://www.spps.org/families/students-rights-responsibilities>

A notice of 3-4 days is required for a transportation change to be made. If an issue arises after the school office is closed for the day that needs immediate attention (i.e. student has not arrived home yet), please call transportation directly at

651-696-9600. Be prepared to tell them your student's name, school and route number.

<https://www.spps.org/transportation>

## **Nutrition Services**

Breakfast and lunch is prepared by the district's Nutrition Services.

Students choosing to bring their own lunch must bring healthy choices in their lunches. **Soda, large bags of chips, candy and gum will not be allowed at school.** We also ask families to have their students leave gum at home since this can become a distraction for students and can get on clothes and furniture. Students bringing lunch from home are not allowed to share food with other students. If students bring a home lunch, students are welcome to bring a small bag of chips to accompany their home meal.



Bag should be the size  
of your hand.



All families, regardless of income, are asked to fill out a Free & Reduced Lunch Form each year regardless of income. This information is used in part to determine school funding, not just free lunches, so it is essential that each family turn one in or complete it online.

Students wanting a second meal or additional a la carte items are allowed at the elementary schools. All students, regardless of eligibility status or site meal provisions, would be charged for second meals or items.

## **Medical/Nurse**

**Battle Creek Elementary has a full-time nurse on staff.**

### **Medication Administered at School**

All students needing to take medication during the school day must:

- Provide a signed consent from (available in the nurse's office) authorizing the school to administer medication.
- Provide medication and current medication order from a physician to the school.
- Provide a physician's order at the time there is any change in the medication, dosage or frequency.

***Students are not allowed to self-carry any medication of any kind at any time.  
Please note that cough drops are considered a medication.***

### **Illness: When to keep your child at home**

- Student is running a fever of 100 degrees Fahrenheit or higher. Student must be fever free for 24 hours before returning to school.
- Student has been vomiting or has diarrhea. Student must be vomit or diarrhea free for 24 hours before returning to school.

### **Emergency Contact**

If a student needs to go home during the school day due to illness or injury, parents need to be reached. It is critical that we have current and correct information in Campus, our student information system. In the case of an extreme emergency, an ambulance will be called first and families second.

## **Resources**

Battle Creek Elementary offers our students and families a variety of services and programs to ensure that our students are successful while in our care. One of our goals is also to connect our families to the resources available to them from Saint Paul Public Schools and the community.

### **School Resources**

- Home-School Liaison
- Bilingual Paraprofessionals
- English Language Learner Teachers
- Special Education Teachers
- Special Education Paraprofessionals
- Media Center
- Specialist Teachers in Phy.Ed, Art and Science
- Social Workers
- Counselors
- School Therapist
- Intervention Specialist
- Extended Day Learning (EDL)
- iPads for all students to use through the district

### **District Resources**

- Office of Family Engagement and Community Partnerships

<https://www.spps.org/engagement>

- Student Placement Center (651) 632-3760  
<https://apply.spps.org/>
- One-Stop (set up multiple accounts at the start of each year)  
<https://www.spps.org/onestop>
- Extended Day Learning - <https://www.spps.org/edl>
- Discovery Club Before and After Childcare  
<https://www.spps.org/discoveryclub>
- Early Childhood Screening  
<https://www.spps.org/domain/12951>  
<https://www.spps.org/Domain/10336>
- Ombudsman <https://www.spps.org/Page/3207>
- Rights and Responsibilities -  
<https://www.spps.org/families/students-rights-responsibilities>
- Schoology <https://www.spps.org/schoology>

### **Community Resources**

- African American Family Services (612) 871-7878
- American Indian Family Services (651) 223-8526
- Child Care Assistance Program (Ramsey County Human Services)  
(651) 266-4019
- Children's Dental Services (612) 746-1530
- CLUES (Chicano Latinos Unidos en Servicio) (651) 379-4200
- Discovery Club (SPPS School Age Child Care) (651)632-3793
- Duluth and Case Recreation Center (651) 298-5709
- Eastside Boys and Girls Club (651) 774-5654
- Hayden Heights Recreation Center (651) 298-5716
- Hazel Park Recreation Center (651) 501-6350
- Hmong American Partnership (651) 495-9160
- Joseph's Coat (651) 291-2472
- Karen Organization of MN (651) 788-7593 ext 301
- Medical Assistance (651) 266-4444
- Metro Transit (612) 373-3333
- Minnesota Care (651) 297-3862
- Oromo Community of MN (651) 757-3040
- Phalen Recreation Center (651) 793-6600
- Saint Paul Public Housing Rental Assistance  
(651)298-5158
- Saint Paul Public Libraries (651) 266-7000 [www.sppl.org](http://www.sppl.org)
- Salvation Army Social Services (651) 746-3400
- Somali Community of MN (612) 871-4268

- United Way 2-1-1 (651) 291-0211
- Vietnamese Social Services of MN (651)  
641-2310
- Wilder Foundation Family Services (651)  
280-2310