

# STONEBRIDGE World School



## Student Handbook 2023 - 2024



4530 Lyndale Ave S.  
Minneapolis, MN 55419  
Phone (612) 877-7400

# Table of Contents

Important Information.....	3
School Address, Telephone Numbers, Hours, School Mission and History	
Introduction.....	4
COVID-19 Message.....	5
Attendance.....	6
Before School Program/ End of Day Pick-Up.....	7
Bullying Prohibition Policy.....	8
Communication Between Home and School.....	9
Emergency School Closings, Report Cards, Weekly Backpack Mail, Classroom Newsletters, Talking With Your Child’s Teacher	
Discipline Policies.....	12
Drug-Free Zone.....	13
Emergency Procedures.....	14
Expectations.....	15
Family Involvement.....	16
Conferences, Family Nights, Volunteering, Homework	
Family Support Services.....	19
Food at School.....	20
Health Services and Issues.....	21
Immunizations, Medications, Illness	
Items Which Are Not Allowed at School.....	22
Keeping the School Informed .....	23
Parent-Teacher-Student Conferences.....	24
School Pledge.....	25
Special Education.....	26
Technology.....	27
Transportation Information.....	29
Getting your stop set up, Changing your stop, Temporary changes, Bus concerns, Safety	
Uniform Guidelines (Pre-K-5 <sup>th</sup> ) .....	34

## IMPORTANT INFORMATION

Stonebridge World School  
4530 Lyndale Ave S  
Minneapolis, MN 55419

Telephone (612) 877-7400  
Fax (612) 877-7444  
Attendance Line (612) 877-7498

School Hours: Monday- Friday 9:00 AM-4:00 PM  
Office Hours: 8:00 AM-5:00 PM

### **Our Vision...**

At Stonebridge World School we aspire to develop independent critical thinkers motivated to pursue their dreams with a sense of global social responsibility.

### **Our Mission...**

Stonebridge World School is a community with a global perspective that inspires lifelong learners with a passion for academic success.

### **Our School**

Stonebridge World School is a PreK-6 Minneapolis public charter school that provides a unique combination of a global curriculum, a variety of services and a central location designed to provide a first-class education to students.

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

## INTRODUCTION

Welcome to the 2023-2024 school year at Stonebridge World School! We know that parents/guardians are the key to a child's educational success, and this student handbook is designed to keep you better informed about your child's experience. We encourage you to read this handbook with your child and keep it handy throughout the school year. All students and parents and/or guardians are expected to be familiar with and adhere to the policies in this handbook. Please do not hesitate to call the school, however, if you have further questions.

## COVID-19 INFORMATION

### **Mask Policy**

Currently our policy reflects that of the CDC, which means that masking is optional for all students and staff in the building. Anyone recovering from Covid-19 will be required to follow current CDC guidelines until the appropriate time and/or symptoms have elapsed.

### **Reporting of Positive COVID-19 Cases**

If your student has a positive test for COVID-19, please notify to school office 612-877-7400. All students will be expected to follow the most current CDC guidelines for positive COVID cases. The school will be able to share with you the most current CDC information.

## ATTENDANCE

Minnesota Law requires that every student age five (kindergarten) through age 16 attend school, and Stonebridge World School recognizes that daily attendance is CRITICAL to academic achievement.

**If your child will not be coming to school,  
you must call our 24 Hour Attendance Line at (612) 877-7498 to report your child's  
absence.**

### **Tardiness**

Buses arrive at 8:50 and school starts promptly at 9:00 AM. Students who arrive after 9:00 will be considered tardy. Breakfast will not be served past 9:15, so that classes may begin their Morning Meeting on time. The only exception is if a bus arrives late we will then make accommodations for breakfast. If a student does arrive late to school, he or she *must* go to the office and get a pass. Three tardies count as one unexcused absence.

### **Excused Absences**

**Illness:** Please call the school each day that your child is ill or send a note upon their return. After three missed days, the school will require a doctor's note as verification of illness.

**Religious observance or recognized cultural observance** when school has been notified in advance

**Funeral or family emergency** for three days, or as arranged.

**Family Activity:** A parent/guardian may arrange with the school for a pre-approved family activity. To get pre-approval from the school, you must do the following:

- At least 10 days before leaving, parent/guardian needs to send a note to school describing the activity and the amount of time requested to be gone. This arrangement must be in place for the family activity days to be excused in the attendance system. The school has the right to limit the amount of time they will excuse a student from school for a family activity. (Make sure that your student will not be gone for important tests like the MCA or MAP)

**Doctor, Dentist, or other professional appointments** when the Stonebridge office has been notified and verification provided.

**Suspension:** If a student is suspended from school, he or she will be excused, but will be required to make up any missing work. **Suspended student needs to return with a parent/or legal guardian.**

### **Unexcused Absences**

**Any other absence will be considered unexcused. This includes, but is not limited to, missing the bus, errands with parents, and not having a uniform ready for school.**

*If your child has had three unexcused absences, school staff will meet with you to develop a plan to improve attendance and/or identify any barriers to attending school. The school is required by law to make a report to Hennepin County Child Protection for educational neglect for children who have eight unexcused absences or excessive tardies and/or excused absences in a school year.*

## BEFORE SCHOOL PROGRAM

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

- Families please submit an application.
- Limited space is available and when full applicates will be put on a waiting list.
- If students misses 3 days in a row for unexcused reasons they will be dropped from the program.
- Parents must walk students to the entrance.

## END OF DAY PICK-UP

If you are planning on picking up your student(s) from school the office must be notified by no later than **2:30 PM**.

The person picking up the student(s) **must be authorized** and have a **pick-up pass** from the office.

If you do not have a pick-up pass allow time to set this up ahead of time.

At the end of the school day the authorized person with their pick-up pass will drive up to **Door 5** where a staff member will walkie for your student(s)

All students must be picked up by **4:15**. For each family where no one picks up the student(s) by 4:15, the guardian will be charged a \$10 fee for each 15 minutes the family remains in the building.

## **BULLYING PROHIBITION POLICY**

### **CONDENSED VERISON OF STONEBRIDGE WORLD SCHOOL BULLYING PROHIBITION POLICY**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. Stonebridge World School strives to monitor the activities of students and eliminate all incidents of bullying between students. Stonebridge World School intends to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of the policy is to assist the school in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

**For a complete copy of the Stonebridge World School 520 Bully Prohibition Policy, please contact the front office at 612-877-7400 or visit [stonebridgeworldschool.org](http://stonebridgeworldschool.org)**



## COMMUNICATION BETWEEN HOME AND SCHOOL

### **Emergency School Closings**

Stonebridge closing school announcements will be made on the following television stations: WCCO-4 (wcco.com), KARE-11 (kare11.com), KMSP-9 (kmsp.com) and KSTP-5 (kstp.com) starting at 5:30 a.m.

**Cold Day:** Stonebridge will likely cancel school if the wind chill forecast for 6:30a.m. the following day is -35degrees or colder, with winds of at least 5 to 10 miles per hour

**Snow Day:** Stonebridge will cancel classes if road conditions are such that travel becomes too hazardous for buses and cars. Wait time at bus stops is taken into consideration.

This may happen if it snows 6 inches or more in 12 hours, or 8 inches or more in 24 hours. Every winter storm is different, so it is possible that school will still be held even if snowfall reaches these limits.

### **Weekly Backpack Mail**

Every Friday, students will bring home a folder of information to be shared with parents and guardians. Information may include announcements of upcoming events, your child's classroom newsletter, or other information that is distributed school-wide. Backpack mail is a very important source of information for parents – please ask your child for his or her folder every Friday, and let the teacher know if your child comes home empty-handed. Also, please return the folder to school each Monday! It is very important that your child bring a backpack to school each day to be able to transport homework and communication from the school. If your child does not have a backpack, Stonebridge will make one available (while supplies last).

### **Parent-Teacher-Student Conferences and Report Cards**

Stonebridge issues report cards four times a year. Parent-Teacher-Student conferences are held two times a year, the fall and winter quarters. Watch for a schedule of upcoming dates. Conferences are very important to attend. These conferences, along with report cards, give parents quarterly update on student progress.

### **Classroom Newsletters**

Your child will receive a weekly classroom newsletter. The class newsletter is an excellent place to learn about what your child's class has been working on as well as information about upcoming events and activities.

## Speaking With Your Child's Teacher

Parents are welcomed and encouraged to contact Stonebridge World School teachers, administrators or office staff with questions or to discuss concerns regarding their children. If you would like to meet with your child's teacher, please make arrangements with the classroom teacher. Also, teachers are unable to take phone calls during the school day. If you need to speak with your child's teacher, please call the office and you will be given the teacher's voicemail. The teacher will reach you at a time when they are available, within 24 hours.

## School Security

Like all schools, Stonebridge is primarily interested in the safety and security of all of our students and families. Anyone who is not a student and enters the building needs to report directly to the main office. Please notify the office if a family member/friend other than those listed on the enrollment form will be transporting a student to or from school.

At Stonebridge we use the **RAPTOR IDENTIFICATION SYSTEM**, a visitor registration system that enhances school security. Raptor will provide a consistent system to track visitors, volunteers, and tardy students while protecting our children from people who may present a danger.

When visiting or volunteering at Stonebridge you will need:

- **A valid state or government issued photo identification card.** If the visitor does not have acceptable photo identification available, the director will be called to assess the situation.

For security measures, all entrances are locked at all times and visitors/parents will have ring the bell and be buzzed in the school, Please be prepared to show identification.

(For more information, refer to 803 Security Management Policy located on the website)

**All visitors must check in at the school office to receive a visitors badge. Student pick up at the end of the day will be drive up to door #5 (west side of parking lot).**

## Messages for Students

If you need to reach your child during the school day, please call the main office and leave a message, which will be delivered to your child. Students will not be able to take phone calls during the school day.

In the event of an emergency requiring that parent/guardians have immediate contact with their child, parents/guardians should either call or go to the office to explain the circumstances of the emergency, and request that their student be called to the office to meet and/or talk with them (key problems, pick up arrangements etc. are not considered emergencies and a message can be left for the student).

Students will not have access to their personal cell phones during the school day. If you get a call from your child during the day on their cell phone they are not following the school rule regarding turning cell phones into teachers upon arrival at school.

## **Home Calls**

Students will not be excused from their class to call parents/guardians during the day unless there is a notified emergency through the school office.

## **Social Media**

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

## DISCIPLINE POLICIES

### **DISCIPLINE- STANDARDS OF STUDENT BEHAVIOR**

When students are disruptive or act inappropriately, school staff and administrators are expected to respond to this behavior logically, appropriately and consistently. Events are assigned to one or more levels of interventions or disciplinary resolutions. The discipline guidelines divide inappropriate and disruptive behaviors into four levels of events.

Disciplinary policies shall be enforced within the general guidelines as set forth in the Events Levels 1-4 and the Events and Potential Interventions Matrix. These guidelines describe the various administrative actions that may be taken for infractions of the law and the school district's standards of behavior.

The format of this section begins with the MINIMUM disciplinary resolutions and potential interventions for each event. The MAXIMUM administrative actions are expulsion and exclusion.

There shall be a logical relationship between the severity and frequency of the offense and the age of the offender and the administrative action.

### **EVENTS – LEVELS 1-4**

Behavior events are classified in four levels.

A Level 1 event is the least severe with intervention by the teacher in the classroom.

A Level 4 event is the most severe and requires the director to make a recommendation for expulsion.

Each level provides recommendations for possible interventions based on the event and who is responsible for intervention

*510 Student Conduct and Discipline Policy is available through the school office or located on the school website.)*

## DRUG-FREE ZONE

In an effort to make Stonebridge World School a safer and healthier place for students, families, and teachers, the school and the property surrounding it are a DRUG-FREE ZONE. This includes all illegal drugs, as well as tobacco and alcohol products.

**SMOKING ON SCHOOL GROUNDS IS STRICTLY PROHIBITED.**

## EMERGENCY PROCEDURES

In the event of a building or community emergency, Stonebridge World School has devised an Emergency Management Plan that is available to staff to respond to a range of emergency situations.

### Community Emergency

If, for some reason such as terrorist attack, hostage situation, severe weather or other safety emergency, our Emergency Management Team will decide if we can safely remain on site or if we need to evacuate our building. If it is determined that we will remain on site, we will follow these steps:

1. Inform Community Emergency Response Services (911) of our situation.
2. Lock down building and classrooms.
3. Staff will remain with students until either our building is deemed safe and the “All Clear” signal has been given by Emergency Response Personnel, or it is determined that we must evacuate the school.

### Evacuation

If, due to emergency, our building needs to be evacuated, Stonebridge World School will follow these steps:

1. Inform Community Emergency Response Services (911) of our evacuation plans and alternate location.
2. Evacuation plans for our staff and students will be listed with the 5th Precinct:

**Please call      Minneapolis Police 5<sup>th</sup> Precinct  
3101 Nicollet Ave South  
MPLS, MN 55408  
612-673-5705**

3. We will remain at the evacuation location until either our building has been deemed safe to return to, until all children have been picked up, or until the alternate site is considered unsafe.
4. Parents will be able to pick up their children at this location, or we will inform the 5<sup>th</sup> Precinct of our alternate location.

## EXPECTATIONS

Stonebridge World School shares its expectations so that all can be aware of what they are asked to do to support our school community. The purpose of these expectations is to encourage all stakeholders to contribute to students' academic achievement and to support a school environment where students and staff are responsible and respectful. We believe that all students, family, staff and community members share the responsibility to ensure that all members of our school community are safe, able to learn, and treated with respect, dignity, and kindness.

### **Students at Stonebridge World School are expected to:**

- *Come to school every day, on time and ready to learn.*
- *Wear a clean uniform to school.*
- *Take responsibility for their behavior.*
- *Treat themselves and others with respect.*
- *Help others understand their culture and learn about the cultures of others.*
- *Follow directions and meet expectations of school staff.*
- *Do assigned class work and homework.*
- *Talk to their families about what is happening in school.*

### **Parents at Stonebridge World School are expected to:**

- *Get children to school every day, on time, rested and ready to learn.*
- *Ensure students are dressed in a clean and fresh uniform.*
- *Remind students of appropriate school behavior and to treat others with respect.*
- *Support students with homework.*
- *Communicate with their child's teacher.*
- *Talk to children about what is happening at school.*
- *Ensure that the school has current addresses and phone numbers.*
- *Attend scheduled meetings.*

### **Teachers and Staff at Stonebridge World School are expected to:**

- *Be prepared each day to help students learn and achieve at high levels.*
- *Use appropriate discipline strategies and work to keep all students safe.*
- *Establish clear, reachable expectations for students in the classroom.*
- *Engage students in a fun, challenging, and active learning environment.*
- *Treat everyone with respect.*
- *Assign appropriate homework.*
- *Communicate with parents on a regular basis.*

All stakeholders sign the Stonebridge World School Commitment to Excellence Pledge, which incorporates all of these ideas.

## FAMILY INVOLVEMENT

There are many ways to be involved in your child's education at Stonebridge World School.

### Family Events

Stonebridge hosts monthly family events at our school. Family events are a great opportunity to meet other parents and to talk informally with your child's teacher or other staff.

### Classroom Visitors

Parents/Guardians are welcome and encouraged to contact Stonebridge World School teachers and staff with questions or to discuss concerns regarding their children.

- Parents/Guardians wishing a conference with an administrator, teacher, other staff members and/or visit a classroom, please call the school in order to arrange an appointment in advance.
- Stonebridge encourages a one day notice be given to the school office for a classroom visit unless special arrangements have been made with the teacher or administration. In order to limit interruptions to instruction, **same-day classroom visits in general, will be limited.**
- Teachers do not answer their classroom phones during the student day. You may leave a voicemail for the teacher, or contact the teacher by email. See website for teacher's voicemail number.
- All classroom visits are limited to one hour unless there is special permission for volunteer service or other arrangements have been made with teacher or administration.
- Stonebridge does not allow school-age children to observe or visit classrooms unless they are with an organization/school and it relates to a documented community service project.
- Classroom visitor requests can include parents, legal guardians or other approved adult family members.
- We ask Parents/Guardians wishing to join their child for lunch to provide a one day notice to the school office. Parents/Guardians will join their child during the assigned lunch time and sit in the designated Parent/Child lunch area. Parents/ Guardians are asked not to bring outside food for a lunch visit for the student.



## **Visitor Code of Conduct**

Stonebridge World School is committed to providing a positive environment for its students, their parents, and school employees. The following types of conduct whether occurring in person or by e-mail, telephone, voice message or over social media, are unacceptable and will not be tolerated:

1. Inappropriately raised voices, shouting or yelling.
2. Inappropriately disciplining your child or other students in school or on the bus.
3. Obscene or foul language.
4. Insulting a staff member's judgement, or professionalism.
5. Threats, intimidations or suggestions of violence or other behavior which reasonably can be expected to intimidate.
6. Unpermitted and unwelcome touching of any nature, regardless of the degree of force used.
7. Harassment based on sex/gender, sexual orientation, race, color, creed, national origin, and/or religion.
8. Repeatedly failing to cooperate with the school regarding expectations outlined in the Commitment to Excellence Pledge.

Please refer to Policy 901 VISITOR GUIDELINES on the website

## **Volunteering**

We encourage parents and guardians to volunteer. Some possible volunteer opportunities include:

- Volunteering in your child's classroom
- Going on field trips with your child's classroom
- Assisting at family nights or other school-wide events
- Participating in the Parent Advisory Group

If you would like to volunteer, please contact the Enrollment and Outreach Specialist to discuss your ideas and interests (612-877-7423). All volunteers must have a background check completed before they can volunteer.

## **Homework**

Homework is a terrific way to be involved in your child's education. As a parent/guardian, you can be involved by:

- **Setting aside a place** where your child can do homework
- **Establishing a schedule** for doing homework
- **Encouraging your child to talk with you** about the work they've done

Students will have nightly homework that is relevant and reinforces what has already been taught in class.

Please have your child read at least 15 minutes each day.

### **Minnesota Parent Training and Information Center (PACER)**

The Minnesota Parent Information and Resource Center is a statewide project that helps families and schools build stronger ties to benefit students. It provides free training, individual assistance, and information to families and schools.

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

## FAMILY SUPPORT SERVICES

Stonebridge World School offers a range of resources to families. This support may include:

- Backpacks and school supplies as available
- Uniform assistance
- Hearing and vision screenings
- Coat program.
- Referrals for medical, mental health, housing, child care and other resources
- Ready Set Smile Dental Program
- Counseling and Social Work services

### **Technology**

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

## FOOD AT SCHOOL

Stonebridge provides breakfast and lunch every day for students. Lunches are prepared daily with fresh ingredients according to the Minnesota Department of Education's Food and Nutrition Services standards. If your student has any allergies or special food needs, please call the school and we will work with our food service to ensure we are able to meet a students' dietary needs.

Lunch will be provided free to all students at Stonebridge this year according to the Community Eligibility Provision/

Students can also bring a balanced bag lunch from home. We request that all home lunches follow the same standards as school lunches and include: fruit, vegetable, bread grain and a protein/meat/meat alternative. Milk will be available for all students. **No fast food or soda is allowed.**

Parents need to fill out a form to opt out of school lunch. The form will indicate that your child will be bringing a home lunch. Once the school receives this form a school lunch will not be ordered for the student. If a parent wants to change the student designation and receive a school lunch, a form must be completed and turned into the office. A five-day notice is necessary to make a lunch change. If there is not a lunch opt out form on file it will be assumed the students is eating a school lunch.

This institution is an equal opportunity provider.

# HEALTH AND MEDICAL ISSUES

## Immunizations

To go to school in Minnesota, students must show they have had these immunizations or are exempt. Parents may get legal exemption from the school law for medical reasons or conscientiously held beliefs. Forms are available from school office.

	DTP	Polio	MMR	HIB	Hepatitis B
<b>Preschool</b>	√√√√	√√√	√	√	
<b>Kindergarten</b>	√√√√√ 5 <sup>th</sup> shot NOT needed if 4 <sup>th</sup> was after age 4	√√√√ 4 <sup>th</sup> dose NOT needed if 3 <sup>rd</sup> was after 4	√		√√√
<b>Age 7 – 6<sup>th</sup> grade</b>	At least √√√	At least √√√	√		
<b>7<sup>th</sup> – 12<sup>th</sup> grade</b>	At least √√√ AND one Td must be at age 11 or older*	At least √√√ Not required for students over 18	√√		√√√ (For 7 <sup>th</sup> graders only)

- Unless a Td was given after the 7<sup>th</sup> birthday; then it must be repeated 10 years after the last dose.
- School children also need a shot for Varicella (chicken pox), which is not required by the school law.
- If you need more information about shots, you can call the Minneapolis Schools Hotshot line at (612) 668-0870

## Illness at School

If your child becomes ill during school hours, we will contact you immediately. We must have accurate, up-to-date information about how to reach you or someone you trust in an emergency. Students who are ill *must* be picked up from school. If we cannot reach either you or your emergency contact person and the situation is urgent, Stonebridge staff may contact emergency response personnel. If your child has a temperature of 100.4 or above, they will be sent to the sick room and must be picked up within one hour.

## Contagious Illness

**Please keep your child home if your child has a contagious illness** (Strep throat, flu, pink eye, ring worm, head lice, etc.). Your child may return to school 24 hours after medical treatment has begun for the illness or, for flu, 24 hours after the **last** symptoms (please provide medical treatment documentation). If your child has a fever, your child must be kept home until at least 24 hours after they no longer have a fever or signs of a fever without the use of fever-reducing medicine. Following this policy benefits your child and the school community.

## Medications

In keeping with state law, Stonebridge staff must have on file a written directive from a doctor AND a parent note to be able to dispense any prescription medications (including asthma inhalers) to a student. Stonebridge staff cannot give out non-prescription medications such as aspirin and such items may not be brought to school. Any medication to be given to a student must have the child's name and instructions for use on the container. Please talk with someone in our school office about possible medication needs your child may have.

## ITEMS WHICH ARE NOT ALLOWED AT SCHOOL

There are certain things, which, as a rule, students are asked not to bring to school with them. These items include, but are not limited to:

### **Elementary School Cell Phones/Electronic Devices**

While we understand that you may want your child to carry a cell phone so they can contact you outside of school, our policy is that students may not use or possess cell phones at school under any circumstance. If a student brings a cell phone to school, it must be turned into their classroom teacher at the beginning of the school day. It will be returned to the student at the end of the same school day. Other electronic devices, such as music players, stereos, and video games should not be brought to school for any reason. Any electric device that is being used during school, and is not authorized will be confiscated by Stonebridge staff and turned in to the School Director. Items will be returned to a parent or guardian by Stonebridge staff.

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

### **Food/Candy/Gum**

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

### **Birthdays**

Stonebridge has implemented a “non-food birthday treats” policy. **No food will be distributed for a birthday celebration.** If you would like an alternative to food treats for your child’s birthday celebration at school. Always check with your child’s teacher first to see what he/she finds acceptable for their classroom and be sure to provide advanced notice to make sure that they can fit the birthday plans into their schedule.

### **Money/Toys/Games/Cards**

Stonebridge asks that all of these items be left at home and not brought to school. Many of them inevitably lead to conflict between classmates, and are easily lost or stolen. **Any items brought to school may be confiscated by staff and returned only to a parent.** Toy guns and look-alike weapons brought to school may result in further disciplinary action.

The personal possessions of students and/or a student’s person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. It is a violation for students to have on their person or in their personal possessions anything that violates school rules or the law.

**Stonebridge World School is not responsible for items brought to school that are lost, damaged or stolen. Prohibited items that are brought to school or used in class will be confiscated by staff and may only be returned to a parent or guardian.**

## KEEPING THE SCHOOL INFORMED

Good communication between home and school is essential to keeping our students safe and our parents well informed. It is our policy that parents inform the school of any changes to their emergency contact information. We need to be able to reach parents and have accurate emergency contact information at the school.

Please consider the following:

Do you have a new home phone or cell phone number?

If your phone is disconnected or out of minutes, how can we reach you until it is turned back on?

Do you have a new work or other daytime telephone number?

Are there any new health issues about your child we should know about?

Has your housing status changed, or is it about to change?

Is someone new going to be picking up or dropping off your child?

Is there anything else we should know that would be helpful in educating your child?

## PARENT-TEACHER-STUDENT CONFERENCES

School-wide conferences will be held two times during the school year. All parents are expected to schedule a conference with the teacher and attend the conference along with the student. The fall conference will be an opportunity for all parties to sign the Commitment to Excellence Pledge and complete the Student Continuous Learning Plan.



## SCHOOL PLEDGE

I am somebody

I was somebody when I came.

I will be a better somebody when I leave.

I am powerful!

I am strong!

I am smart!

I am respectful!

I believe in me!

School pledge may be said in classrooms during morning meeting and at all school assemblies.

## SPECIAL EDUCATION

Special Education services will be provided to students in accordance with Federal and State law. Special Education may be reached directly at 612-877-7414.

# TECHNOLOGY

## USE OF TECHNOLOGY

The electronic devices issued and available to students are property of Stonebridge World School (SBWS). The investment in the technology is a large part of SBWS's operations costs and students are expected to use and handle equipment responsibly. Students and their families will be financially responsible to replace or repair equipment that is stolen, lost, or damaged while in their care.

## POLICY STATEMENT

**E.** Sharing of passwords, PINs, tokens or other authentication information is strictly prohibited. Each individual is responsible for their account(s), including the safeguarding of access to the account(s).

2. The use of SBWS resources to access, further or otherwise participate in activities that are inconsistent with the mission of the school is prohibited. This includes, but is not limited to the following: illegal activity, sexually explicit material, hate speech, violent behavior, bullying, spam, hacking, etc. An exemption is granted for individuals engaged in normal classroom-related activities or research, provided that it is consistent with SBWS's mission.

**E.** Students are fully responsible for their computer, including its hardware, software, and any network traffic transmitted by it, regardless if this traffic was authorized by you or not.

**E.** The use of personal routers (wireless or wired) and/or DHCP servers is strictly prohibited while at school.

**E.** Using SBWS network to provide any service that is visible off-campus is prohibited. This applies to services such as, but not limited to, HTTP (Web), FTP, IRC, peer-to-peer (p2p) multimedia sharing, game servers, and email.

**E.** Configuring your computer to provide Internet or SBWS network system access to anyone who is not an authorized SBWS faculty, staff member or student is prohibited.

7. Connecting standard mobile devices used for the pursuit of academic work to SBWS wireless network is permitted, within the discretion of a teacher. Connecting any other device or system to the school data networks without the prior review and approval of the IT Department or administration is prohibited.

8. Some examples of policy violations:

- A. Accessing another user's personal private data
- B. Attempting or coordinating a denial-of-service attack
- C. Probing and/or exploiting security holes in other systems either on or off-campus
- D. Using unauthorized IP addresses
- E. Using a network protocol analyzer or similar mechanism without prior authorization
- F. Degrading or restricting network access for others, either on or off-campus
- G. Connecting to systems that one has not been expressly permitted to access
- H. Downloading, sharing or using copyrighted material including music, movies, software or textbooks (unless permission is given by SBWS staff)
- E.** Participating in activities that are not consistent with the mission of SBWS. In addition, your network access may be disabled if SBWS receives complaints about or otherwise detects inappropriate behavior.

## **COMPUTER SYSTEMS IN GENERAL**

Computer resources are assets of the SBWS and are to be protected from unauthorized access, modification, destruction or disclosure. SBWS reserves the right to monitor computer systems and to read and copy all files or data contained on any device (including but not limited to e-mail messages) at any time and with or without prior notice.

Individual passwords for computers are confidential and may not be shared or posted. If a user's password is learned by someone else, it should be changed immediately. Each user will be responsible for activity performed using the user's password. No user should attempt to obtain access to another user's documents without prior authorization.

Most proprietary software licenses have legal restrictions prohibiting unauthorized use and copying. Each user is responsible for compliance with these legal restrictions. All software used on any SBWS computer (including software available on the Internet) must be approved in advance by authorized personnel. Only authorized person(s) may load software onto any SBWS equipment. Any violation of these guidelines can lead to disciplinary action up.

### **E-MAIL**

The principal purpose of electronic mail (e-mail) is business communications of SBWS and its families. The email system should not be used to solicit for outside business ventures or for any political or religious purpose (unless approved by SBWS). All e-mail is the property of SBWS (whether or not related to personal matters). Email should be treated like all other verbal or written business communications. Appropriate language and standards of decency must be used. Offensive, demeaning defamatory, harassing or disruptive messages are prohibited. E-mail which contains confidential or propriety information must be treated as confidential. No one shall provide e-mail access to an unauthorized person or access another user's e-mail without authorization. The existence of passwords and "message delete" functions do no restrict or eliminate SBWS authority to access electronic communications.

### **STUDENT EXPECTATIONS:**

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

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

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

### **CREATE A POITIVE DIGITAL CULTURE AT HOME**

- Review appropriate websites, apps, and games for students.
- Monitor online use at home.
- Discuss and use strong passwords.
- Develop and consistently enforce rules at home for online use.

## TRANSPORTATION INFORMATION

Stonebridge contracts with Northstar Bus Company to provide bus service to our students. We work closely with them to make sure bus services go smoothly. The following is necessary information about getting a bus set up and using it.

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

### BUS INFORMATION

#### **Getting Your Bus Stop Set Up**

When you enroll at Stonebridge, you will enter the bus system. It may take up to seven days to set up or change a stop.

#### **Late Buses**

Your student(s) must be at bus stop **5 minutes** before the designated time and up to **10 minutes** after. If your child's school bus has not arrived and it is more than ten minutes after the designated pick-up time, first call **Northstar Bus Company at 763-425-2542**. Stonebridge **is not** able to provide transportation if your child misses the bus for issues unrelated to their normal bus route.

#### **Bus Pickups**

Students must be at their designated bus stops **5 minutes prior** to their stop times. **Do not send students on the bus if they have a fever (100.4 or higher). They will be required to be picked up upon arrival at the school.** Bus driver will not pick up (or drop off) students at their home unless special arrangements have been made with the bus company for students with special needs. Students may not wait inside their homes until the bus comes, as the driver will drive past if student is not waiting at the stop. **Parents/ Guardians of PreK, Kindergarten and first grade students must have a parent at the bus stop, before and after school.** Older siblings may escort child home (this includes daycares).

## **Changing Your Bus Stop**

If you are moving or have a new daycare address, please inform the Stonebridge office and request a change of address form. It may take up to a week for the new bus stop to be activated. The sooner you get your new address in, the sooner your child's new stop will be ready. **ALL BUS CHANGES MUST BE MADE IN WRITING THROUGH THE SCHOOL OFFICE.**

## **Temporary Changes In Your Child's Schedule**

If you will be picking up your child from school or you need your child to be dropped off at a different bus stop please send a note with your child signed by a parent or guardian or call the office. Calls regarding bus changes must be received in the office **by 2:30 PM** on the day of the change in order for the change to be made. **For the safety of all students, Stonebridge is not able to make changes without communicating with a parent or guardian (students will not be allowed to get on a different bus or say, "my mom says I'm supposed to go somewhere else"). ALL BUS CHANGES MUST BE MADE THROUGH THE SCHOOL OFFICE. Do not leave a message on a teachers' voicemail.**

## **Lost Students**

If your child does not get off the bus at his or her scheduled stop at the end of the day, **first call Northstar Bus Company at 763-425-2542.**

## **ALTERNATIVE TRANSPORTATION**

### **Picking Up Students**

#### **Student Pick-up is at Door 5.**

If you are planning on picking up your student(s) from school the **office must be notified by 2:30 PM.**

Permanent pickup **must be authorized** and have a **pick-up pass** from the office.

If you do not have a pick-up pass allow time to set this up ahead of time.

At the end of the school day the authorized person with their pick-up pass will drive up to **Door 5** where a staff member will walkie for your student(s)

Students will not be released without pick-pass or being signed out in the office by a parent or guardian. Students will not be released directly from classrooms.

## **Vans**

If your child has been authorized according to transportation guidelines for van service parents/ caregivers are not allowed to call or receive calls from van drivers. Call the school office if you have questions regarding where the location of the van is.

Vans will honk once upon arrival and wait 5 minutes before calling dispatch and moving to their next stop. Van drivers will not exit the vehicle nor will they go to the door. Van drivers are also not allowed to contact parents by email, nor by phone.

## **Walkers**

Parents/ Guardians must set-up their student as a walker. There will be corners with no crossing guards. Students are to go straight to school or home, respect the rights of others, and walk at a comfortable pace.

## **BUS POLICY**

A safe school bus ride to and from school is the result of all students/parents/ guardians understanding and practicing a few simple school bus safety rules. It is important and helpful if parents work with the school and school district in teaching your children these rules.

If your child is suspended from transportation your child will discuss the reason for the suspension and may be reminded of the following bus safety rules: 1) bus riding is a privilege, not a right and it can be taken away, 2) district policies for student conduct and school bus safety, 3) safe, appropriate conduct while on the school bus, 4) the danger zone surrounding the school bus, 5) procedures for safely boarding or leaving the school bus, 6) procedures for safe street or road crossing and 7) school bus evacuation and other emergency procedures.

While waiting for the school bus students are expected to follow these guidelines:

- Arrive at the stop FIVE minutes before the school bus is scheduled to arrive.
- The School bus driver is not allowed to wait for late students, nor will the bus be sent back for late students who miss the bus.
- Stay back from the curb.
- Do not play on neighbor's property or hang from their trees.
- When you see the school bus coming down the street, line up in a single file line or wait for directions from the bus driver before crossing the street.
- Cross ten feet in front of the school bus.
- No pushing or shoving while boarding the school bus.

On the school bus, students are expected to follow these guidelines:

- Always hold the handrail as you board; the stairs may be slippery.
- Find a seat on the school bus and sit facing forward.
- Always keep your books and backpack on your lap or seat.
- Opening, closing, or adjusting the windows will only be done with the permission of the school bus driver.
- Never put your arms or hands, or extend any object out the window of the school bus.

Students are expected to always follow the bus driver's instructions:

- Keep the noise level down while riding the school bus.
- Remain seated while the school bus is in motion.
- Fighting, spitting, teasing, wrestling, throwing objects, or littering will not be tolerated.
- Respect others and their personal property.
- Students are responsible for vandalism and will be responsible for restitution to the school district.



# TRANSPORTATION CONSEQUENCES

While riding school buses, all rules that apply to building and/or classroom behavior shall apply on school buses. Transportation consequences are mandated by state statute.

Any disruptive behavior, as defined under school policy, while riding a school bus is prohibited. This includes not remaining seated, throwing objects, disruptive behavior at a bus stop or to and from the bus stop, tampering with emergency or safety equipment, fighting/ play fighting, and lighting flammable devices.

Northstar Bus Company holds your child’s safety in the forefront of their Bus Conduct guidelines. Students in grades Pre-K-8 are individually considered for disciplinary action. Students may be suspended from riding the bus for longer periods of time, including the remainder of the school year. In addition to the specific loss of bus privileges, a student may receive other consequences for violation of a school policy.

## **CLASS I OFFENSES (MOST SERIOUS)**

- 100. Possession of a handgun, knife, or other weapon
- 101. Assault against the school bus driver
- 102. Extending head out window of moving school bus
- 103. Igniting or attempting to ignite any object
- 104. Opening emergency exit / attempt to leave bus
- 105. Pushing a student at / near a moving school bus
- 106. Running out in front of a moving school bus
- 107. Sale or distribution of alcohol or drugs
- 108. Violent assault on another student

## **CLASS II OFFENSES (SERIOUS)**

- 200. Riding the school bus while on suspension
- 201. Extending arms / legs out window of moving bus
- 202. Failure to follow safe crossing procedures
- 203. Fighting with other students
- 204. Giving false name
- 205. Interfering with police or safety supervisor
- 206. Possession of a look-alike weapon
- 207. Tampering with emergency equipment or exits
- 208. Theft or robbery
- 209. Threaten assault against a driver or student
- 210. Throwing or shooting objects in the bus
- 211. Unacceptable sexual conduct or touching
- 212. Use of tobacco on the bus

## **CLASS III OFFENSES**

- 300. Getting off bus at unassigned stop
- 301. Pushing, shoving, or hitting another student
- 302. Spitting
- 303. Bullying or harassment in any form
- 304. Refusing to follow drivers instructions
- 305. Riding on a bus other than the assigned bus
- 306. Running for bus / waiting in house / route delay
- 307. Blocking aisle or tripping
- 308. Climbing over or under seats
- 309. Eating or drinking on the bus
- 310. Moving from seat to seat
- 311. Horseplay
- 312. Standing while bus is in motion
- 313. Throwing objects on the bus or out the window
- 314. Use of obscene / profane language or gestures
- 315. Vandalism of the school bus

## **CONSEQUENCES**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>			
<b>CLASS I</b> DANGEROUS	Gr 4-12 Loss of transportation longer of remainder of school year or 120 days Gr K-3 1. 10 day min susp of bus privileges 2. Parent/Principal meeting	Gr K-3 1. 30 day min susp of bus privileges 2. Parent/Principal meeting	Gr K-3 Loss of transportation longer of remainder of school year or 120 days			
	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>	
<b>CLASS II</b> MOST SERIOUS	1. Written warning 2. 1-5 day susp of bus privileges 3. Written notice to parent	1. 3-5 day susp of bus privileges 2. Parent/Principal meeting	1. 10 day min susp of bus priv 2. Parent/Principal meeting	1. 30 day min susp of bus priv 2. Parent/Principal meeting	Loss of transportation privileges for the longer of remainder of school year or 120 days	
	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>	<b>6<sup>th</sup> Offense</b>
<b>CLASS III</b> SERIOUS	1. Conference with Principal 2. Written notice to parent	1. Written warning Opt 1-5 day susp of bus privileges 2. Written notice to parent	1. 3-5 day min susp of bus privileges 2. Parent/Principal meeting	1. 10 day min susp of bus privileges 2. Parent/Principal meeting	1. 30 day min susp of bus privileges 2. Parent/Principal meeting	Loss of transportation privileges for the longer of remainder of school year or 120 days

## Uniform Guidelines Pre-K -6

	<b>Acceptable</b>	<b>Not Acceptable</b>
<b>Pants</b>	Navy Blue Khaki Blue Jeans Black Jeans, Black Leggings Shorts/ Skirts no shorter than mid-thigh Jumpers: Navy or Khaki	Oversized pants Logos Leggings (unless solid navy blue or white and under skirt or jumper) Lycra, Spandex Sweatpants Joggers
<b>Shirts</b>	Navy blue or white polo shirts (long or short sleeved) School T-shirt with Stonebridge logo Long sleeves under short sleeves- (white or navy)	Non-School logo T-shirts T-shirts or tank tops
<b>Sweatshirts/Sweaters</b>	Navy blue crewneck (plain) or School issued sweatshirt	Hoodies worn in the classroom Non-School logos
<b>Shoes/Footwear</b>	Sneakers	Sandals, clogs, or heels, flip flops Hiking boots Boots (winter boots may be worn to school and left in lockers during the day) Crocs
<b>Jewelry &amp; Accessories</b>	Small, simple & non-distracting, solid color hijab or headbands	Hats, scarves or bandanas Headwraps

Stonebridge World School requires that all students wear a uniform every day. Stonebridge will distribute a free uniform starter kit before the beginning of the school year at the Family Open House. A Parent must pick up the uniform starter kit from the school prior to the student starting school. Any child who arrives out of uniform will be sent to the administrative area. Parents may be called to bring a uniform to school for the student. Uniforms shirts and sweatshirts may be purchased through the school at a very reasonable cost.

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

Acceptable uniform items can be found at many department and discount stores.

**WE EXPECT STUDENTS TO ARRIVE TO SCHOOL IN A CLEAN UNIFORM EVERYDAY.**

**1<sup>st</sup> and 2<sup>nd</sup> Violation:** If a student comes without a uniform, you will be contacted by the school.

**3<sup>rd</sup> Violation:** The third time a student arrives without a uniform the school will contact the parent and ask them to bring a uniform to school or the school will provide a new uniform and invoice the parent for the cost.

Contact Ms. Betts to purchase uniforms at 612-877-7403.

## STUDENT EXPECTATIONS

- **Attendance:** Buses arrive at 8:50 and school starts promptly at 9:00 AM. Students who arrive after 9:00 will be considered tardy. Breakfast will not be served past 9:00 so that classes may begin at 9:15. The only exception is if a bus arrives late we will then make accommodations. If a student does arrive late to school, he or she *must* go to the office and get a pass. Three tardies count as one unexcused absence.
- **Classwork/ Homework:** Learning is priority. If a student chooses not to complete homework or classwork, they may be asked to come in for extended hours to complete missing assignments/ assessments. If additional support is needed, they need to let a staff member know. We want all students to be successful.
- **Fidgets:** Unless identified in an individual plan (IEP/504) will not be allowed. This means no spinners, no cubes, no putty/slime or anything of the sort.
- **Lockers:** We will provide a combination lock for all students. Students should not share their combination with any other student or share lockers. Students are responsible for their own belongings in their locker. If a student loses the school lock, it will be \$5.00 for a replacement. No personal locks will be allowed.
- **Backpacks:** Should be kept in a student's locker for the entire day. Students will not be allowed to have backpacks at lunch, in the hallway, or in class. This is a safety concern.
- **Coats/Jackets:** Coats and jackets must be kept in the student's locker for the entire day. School issued sweatshirts and crew neck gray sweatshirt can be used if cold. **No Hoodies in the classroom.**
- **Phones/ Headphones:** While we understand that you may want your child to carry a cell phone so they can contact you outside of school, our policy is that students may not use or possess cell phones at school under any circumstance. If a student brings a cell phone to school, it must be turned off and put in their locker for the school day. Other electronic devices, such as ear pods, music players, stereos, and video games should not be

brought to school for any reason. Any electric device that is being used during school, and is not authorized will be confiscated by Stonebridge staff and turned in to the School Director. The first time the phone will be returned to the student at the end of the day. Going forward phones will only be returned to a parent or guardian by Stonebridge Admin. Progressive discipline will be considered. **Stonebridge World School is not responsible for lost or stolen items.**

- **Tardies:** If a student is late, they should enter quietly, respectfully, and find their seat quickly. They will be marked “tardy- unexcused” if they do not have a pass from staff. After the second class tardy the Scholar Success Coach will be notified and will call parents. If a student continues to demonstrate frequent tardiness the following can occur: parent conference, loss of privileges (ability to participate in after school activities, field trips, detention etc.)
- **Classroom Engagement:** Our expectations are that students are in class on time and fully participate in what the teacher has planned for the day.
- **Passes/ Calendar:** Students in the hall during scheduled class time must have a hall pass with them. The goal is to promote students being in class and not missing instruction. Students are issued a book of 10 personal passes each quarter. Students have adequate time during passing times to go the bathroom, drinking fountain and locker.
- **Alcohol/ Drugs/ Tobacco/ Vaporizers/Weapons:** Possession and/or use of alcohol, drugs, tobacco, or weapons on the premises or at school activities is prohibited. Being under the influence of intoxicating beverages or drugs is prohibited at school or at any school activity. Any student found in violation will be suspended according to district policy and referred to other school support staff.
- **Selling Products in School:** Student to student selling of products or food for personal profit from lockers is prohibited.
- **Technology:** Students will follow all school and classroom policies, procedures and guidelines when using technology. They need to sign and understand Technology Agreement before receiving school technology.

- **Gender Inclusion Policy:** States that all students deserve respectful and inclusive learning environments that value students' gender identity and expression. The policy will be reviewed with students in advisory with discussion centering on dress, access to facilities, names and pronouns (see policy on website).
- **Lunch:** Students will have approximately 20 minutes for lunch and be eating in the cafeteria with time to socialize with friends. **No phones are allowed at lunch (or anywhere during the school day).**
- **Communication:** School students will be bringing home monthly updates on the last Friday of the month. Please ask your student for these updates. Parents may leave messages for teachers on their voicemail number. If you are signed up in the school portal you may communicate with teachers through Infinite Campus (for assistance signing up please call the office).

**Display of Affection**

We ask that students refrain from intimate behavior (kissing, embracing, hugging, etc.). Teachers and other staff members are instructed to correct students if their behavior is not acceptable.

**Anti- Harassment**

To maintain a learning and working environment that is safe and secure, and where students and employees are treated with respect and dignity. Stonebridge World School will strive to ensure that no student or employee will be subject to offensive or degrading remarks or conduct. Such behaviors include inappropriate remarks on conduct related to a student's or employee's race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability, age, or status with regard to public assistance. (see full policy on school website)

**Bullying**

Bullying is “unwanted, aggressive behavior among school-aged that involves a real or perceived power differential, is repeated over time, and is harmful.” This can be for face to face, social media, or any other method. If a student feels they are a victim of bullying, they should report it to a staff member. (see full policy on school website)

Defacing breaking or destroying school property will be addressed through the school discipline policy.

