

# Family Handbook

Office Hours: 8:00 - 4:30

Phone: 651-702-8300

## Absent from School

We hope your child will be with us at school each day. In the event your child will be absent, please call the 24 Hour absence line at 651-702-8302 before 8:50 AM and leave a message on the voice mail (even if you have spoken to your child's teacher). If you do not inform us of your child's absence, you will be contacted so we know that you are aware your child is not at school.

Student attendance and academic success are closely related. Please make every attempt to have your child in school each day. The county does work with families having difficulty with attendance.

## Attendance Policy\* (Tardy & Early Release)

Students are considered tardy if they arrive after 8:55 AM. If a student is absent 3 or more unexcused days we may alert authorities. Students will be marked absent one-half day if they arrive at school later than 9:45 AM or leave prior to 2:15 PM. See District 622 Policy #E-015 for details.

## Behavior Expectations – WORK, RESPECT, BELONG

Eagle Point has a discipline plan. Each student is instructed as to student behavior expectations. While at school all students follow the safety rules. Parents, please help us by reinforcing these rules.

### Student Playground Expectations

- Use only Eagle Point Equipment
- Grade 1-5 students may use the dome
- Keep all objects and snow on the ground
- Stay in the playground boundaries – NOT in wooded areas or icy spots
- Slides are only used from top to bottom – on your bottom
- Body contact is not allowed
- RESPECT everyone – allow everyone to play

### Playground Consequences:

1. Verbal warning
2. Take a Break – by the wall for the rest of recess
3. Silent desk
4. Loss of recess for the following day
5. Sent to the office

### Lunch Line Rules

- Help only yourself to supplies and food
- Touch only one and take only one
- Wait your turn
- Be neat
- Be patient

### Lunch Line Consequences

1. Take a break
2. Move to the end of line
3. Silent table

### Cafeteria Rules

- Use inside voices – talk to your neighbors only
- Sit as a class – no saving spots
- Eat your own food
- Clean up your table

### Cafeteria Consequences

1. Take a break
2. Move to the end of line
3. Silent table

### Hallway Expectations

- Walk
- Quiet
- Hands and feet to yourself
- Stay together and stay on the right side of the hall

### Hallway Consequences

1. Take a break
2. Move to the end of line

## Bathroom Expectations

- Sign out from classroom
- Use the bathroom and leave quickly
- Wash hands and throw towels in the trash

## Bathroom Consequences

1. *Take a break*
2. *Move to the end of line*

## **Bicycles at School**

Students are NOT allowed to ride bikes to school. Your child's safety is of utmost importance to us. We have semi-trucks, buses, and many cars in our parking lot when students arrive and leave school. It is not a safe place for children on bikes. In addition, we have no way of monitoring the bikes during the school day.

## **Bus Stops**

Children should arrive at bus stops no more than 5-10 minutes before the scheduled time. Our biggest problems at bus stops occur when children arrive 15-30 minutes before the bus comes. Please respect neighbors' property and wait calmly.

To use a bus stop that is not at your home address, you must submit the appropriate form to the District Transportation Department. Visit their website at: <http://www.isd622.org/domain/41>. If you have Transportation questions, please call 651-621-1980.

## **Bus Discipline**

Riding the school bus is a privilege. To maintain a safe riding atmosphere, students must remain seated, keep their hands and feet to themselves, and treat their driver and other students with respect. If there is a problem, students need to notify the bus driver. Drivers will report serious problems to the principal and bus privileges will be removed when warranted. Following three bus reports a child may lose bus privileges for an extended period of time.

## **Cell Phones & Electronics**

We are not responsible for lost or stolen items. PLEASE do not send toys or electronic devices to school with your child. Students are not allowed to use cell phones during the school day. Electronic items will be confiscated and returned to the student at the end of the day.

## **Dress Code**

We ask that students dress for success. This includes appropriate writing on clothing, no sagging pants, shorts need to be below the longest fingertip when holding your arm straight down, and no bra straps showing. See District 622 Policy #E-016 for details. Please enforce this policy and notify the principal if you have a problem. In addition, we ask that students do not wear flip-flops to school. It is much safer to have your child wear shoes with some support while at school.

## **Driving & Picking Students up from School**

The safety of our children is of utmost importance. Please put safety first when transporting students to and from school by following the rules listed below:

**School buses will drop students off & pick them up by the cafeteria doors. Only buses are allowed in the west parking lot between 8:30 and 8:50!** Please always YIELD to the busses and NEVER walk between buses, it is extremely dangerous and we do not want our students thinking this is acceptable.

**Dropping Students off, 8:40–8:50 AM:**

The car drop-off area is in the front of the school. Enter the parking lot through the east entrance, **stay in one line** and pull up to the curb; drop children off from the passenger side of your car at the curb only. Breakfast students should arrive at 8:40, enter through the main canopy entrance and go directly to the cafeteria. All other students will wait outside of the main canopy entrance until 8:45. Classes begin at 8:50.

**Picking Students up at the End of the Day, 3:20–3:25 PM:**

**DO NOT USE THE SCHOOL PARKING LOT BETWEEN 2:45 - 3:30 PM**

Student pick-up is in the gym. Please park in the Hope Church parking lot and walk into the gym to pick up your child. This allows us to make sure students are leaving with the correct person and ensures safety walking to cars. *Safety is our utmost concern with over 140 cars picking up students at the end of the day.*

**If someone other than a parent is picking a child up, please send a permission note signed by a parent. Have your child bring the note to the office when they arrive at school in the morning.**

**Picking Students up During the School Day:**

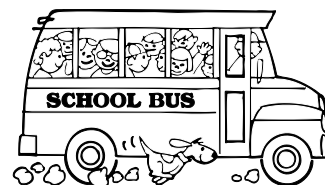
Send a note to school each day your child is going home in a different way than usual. When you arrive to pick them up, please have the receptionist call your child down while you sign them out. (Please do not call on your cell phone to have them waiting for you.) *For safety reasons, students are not allowed to go outside and wait for their parents to arrive.*

## Emergency Cards

Emergency Cards are kept on file in the health office for each student. **If any of your information changes during the year call the receptionist (651-702-8300) to update your card.** Remember to give us the area code for the home and work numbers. It is important that you provide us with a phone number where someone will be able to locate you in an emergency.

## Emergencies at School

If there is ever a situation at school, where it might be necessary to bus the children home earlier than normal, e.g. snow emergency, water problems, power outage, etc., make plans with a neighbor and explain to your children where they should go if your house is locked. Please listen to the radio for all school closings, they are announced on WCCO (AM 830) as North St. Paul - Maplewood - Oakdale District 622. The information is also available on the District Website: [www.isd622.org](http://www.isd622.org).



## Emergency Evacuation Plan

In the event of a building emergency, Eagle Point School would evacuate to the grassy area to the north of Skyview Community School, and you would be able to pick up your children there.

## Food Service Program

Menus are posted on the District Nutrition Services web page, at [family.titank12.com](http://family.titank12.com). Milk is served with each hot lunch (choice of chocolate, 2%, or skim). Those wanting a second milk, or milk for their cold lunch, can buy it daily (40¢). Due to the absence of nutritional value, please do not send pop in school lunches.

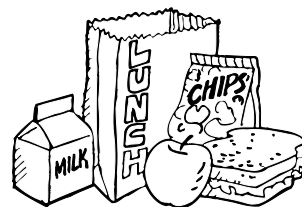
**Free and Reduced Lunch School Meals:**

Elementary lunch	\$2.75
Elementary breakfast	\$1.80
Reduced breakfast & lunch	No Charge
Adult lunch	\$4.10

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If your family income is less than the amount listed below, please submit a Free and Reduced meals application. You can help your family if you qualify and help our school receive added funding for learning support. This benefit is also available for those temporarily out of work. Apply online at [www.isd622.org](http://www.isd622.org)

Household Size	\$ Per Year	\$ Per Month	\$ Per Week
1	23,829	1,987	460
2	32,228	2,687	621
3	40,627	3,387	783
4	49,026	4,087	944
5	57,425	4,787	1,106
6	65,824	5,487	1,267



## Harassment and Violence\*

A school environment free from religious, racial or sexual harassment and violence will be maintained. Any person who believes he or she has been the victim of harassment should report it to the principal. See District 622 Policy #EM-020.7 for details.

## Health Information

Often, students and/or parents are concerned about when students should stay home from school. The following information is intended to help you with that decision.

- If your child has a fever of 100 degrees or more, they need to stay home for 24 hours after their temperature returns to normal without medications.
- If your child has vomited or had diarrhea, they need to stay home 24 hours after the last episode.
- Please notify the school health office if your child develops a communicable disease such as strep throat, chicken pox, head lice, impetigo, scarlet fever/scarletina, pink eye, etc.
- With strep throat, remember to keep your child home until they have been on medication for 24 hours.

Be sure to call the school attendance line at 651-702-8302 when your child will be absent from school. You can leave a message 24 hours per day.

## Lost & Found

Please write your child's name in their jackets, boots, etc. Lost articles of clothing are displayed on a table in the hallway near the cafeteria. Small valuables are kept in the office.

## Medications at School\*

- **The School District does not provide any medication for students.** Whenever possible, the parent, or guardian should administer medications at home. However, when a student needs to take medications at school, the following will provide for a safe administration of any **prescription or non-prescription medication**.
- Written authorization from both parent/guardian AND physician or authorized prescriber must be received before any medication can be administered. This includes over-the-counter medication, including cough drops and sunscreen. The form needs to be renewed annually or whenever medication changes.
- Controlled substances such as Ritalin, Dexedrine, Cylert, Adderall, must be counted as each supply arrives. We ask parents to deliver a one-month supply at a time, and pick all medications up from the health office.
- Call our health office (651-702-8315) if you have questions.
- Thank you for your cooperation. Our intent is to insure safety and good health for your child.

\*See District 622 Policy #EM-020.18 for details.

## News Media Reporting at School

Occasionally during the school year, local newspaper or television reporters will be at school interviewing students and staff, or taking pictures or video. **If you do not want your child to be included in these activities, please let the Principal know in writing.** In addition, please discuss your decision with your children so they are less likely to volunteer to be interviewed or photographed.

## Newsletter

Weekly Wings, our parent newsletter is sent electronically every other week. Please sign up on our website [isd622.org](http://isd622.org) to receive an email each time it is posted. If you do not have Internet access, please let the office know and we will send a hard copy home with your child.

## Parent Group Meeting

Eagle Point Parent Group meets monthly. Watch the Weekly Wings for the dates and more information. The Parent Group supports our school by organizing a variety of special activities: Halloween dance, Bingo nights, and staff appreciation events. They fund school assemblies, field trips, artists in residence, etc. In addition the past couple of years, they have purchased laptop computers for use by all classrooms. Please join the next meeting to learn more about Eagle Point Parent Group.

## Parents and Teachers in Partnership

Always work to build a strong home/school bond. Please model support for your child's teacher. Get to know him/her early on. If you have a question or a concern, do not hesitate to contact your child's teacher. Please communicate with the teacher first before going up the chain of command to the principal. Your involvement and support will insure your child's school success.

## Pets

Since we have many children and staff with allergies, we do not allow cats, dogs or other pets to visit school. If your child has a special week, please include a photo of your family pet.

## Picking Students up from School – *Listed under Driving & Picking up from School*

## Recess

Be sure your children dress for the weather. Remember, the weather can change quickly throughout the day. We do go outside for recess daily unless the temperature is below zero or the wind chill is -10° or colder. During the winter they will need to bundle up and wear boots.

## School Spirit Days

Each Friday, we invite everyone to wear Eagle Point colors, royal blue and gray. Students who have Eagle Point clothing are encouraged to wear it. The spirit wear will be available for purchase after the school year begins. Watch the "Weekly Wings" for other special Spirit Days though out the year.

## Successful Students have Involved Parents

Research shows parent involvement is critical for children's success in school. Parents, consider being involved in these ways:

- Attend parent-teacher conferences twice per year. At Eagle Point we brag about our excellent attendance at conferences. Please help us continue this tradition.
- Know your child's friends and their parents.
- Make homework time a part of your child's daily routine.
- Volunteer at school. If you cannot come during the day, take part in our Parent Group evening meetings.
- Let your child's teacher know of your support and concerns as they arise.
- Visit the District 622 web site for more information about our schools: [www.isd622.org](http://www.isd622.org)

## Telephone Calls

All classrooms have telephones. You can obtain the phone number for your student's teacher on our website. During teaching time, you will be asked to leave a message on the teacher's voice mail. Teachers will check their messages when they have a break. **If you have a message for your child, be sure to call the office on the general school number, 651-702-8300. The message will be delivered before dismissal time.**

## Toys, Electronics and Telephones

We are not responsible for lost or stolen items. PLEASE do not send toys or electronic devices to school with your child. Students are not allowed to use cell phones during the school day. Electronic items will be confiscated and returned to the student at the end of the day.

## Treats at School

When bringing treats to school, they must be commercially prepared. Please inform teachers of known food allergies.

## Visitors

When visiting during school hours, always sign-in at the reception area and wear a badge. During the day please use the main entrance. All other entrances are locked during the school day. When you are with us, help us remind others to follow this procedure. If you see anyone without a badge, contact the office.

## Volunteering

Eagle Point is proud of the number of volunteers we have! ISD 622 uses a volunteer management system called Volgistics. **If you are interested in volunteering to chaperone a field trip or help in a classroom you must complete the following steps:**

Step 1:

Complete an online volunteer application. Go to [www.isd622.org](http://www.isd622.org)

- Select "I want to .... Volunteer"
- Select "Volunteer applications"
- Select "Individual application"
- Select "apply online"

Step 2:

Complete for field trip chaperones and some in-school volunteer opportunities.

1. Check the field trip box and indicate you wish to consent to a background check.
2. Complete the background check form sent via email from a company called "Trusted Employees" within 3 days of completing your application.

If you have any questions please reach out to our Volunteer Coordinator Dana Paul at [dpaul@isd622.org](mailto:dpaul@isd622.org).

## Weapons Policy\*

District 622 has adopted a Zero Tolerance School Weapons Policy. A "weapon" means any object capable of threatening or producing bodily harm. It includes firearms, all knives, arrows, etc. Toy guns and other objects that look like weapons are not allowed. Knives, even in the lunchroom are not allowed. The purpose of this policy is to assure a safe and orderly school environment.

Consequences for weapon possession or use range from an immediate short-term suspension from school, to dismissal for up to one year. See District 622 Policy #EM-020.13\* for details.

## Website

Be sure to visit our Eagle Point website for more information about our school:  
<http://www.isd622.org/Domain/368>.

*\*The complete policies are printed in the District, "Student Responsibility Policy Handbook" which is available in the school office; please let us know if you would like a copy.*