



# STAFF HANDBOOK 2024-2025

BULTUM ACADEMY  
1555 40th Ave NE COLUMBIA HEIGHTS, MN 55421  
Phone: 763-450-3522 Fax: 763-592-8009 web: [www. bultumacademy.org](http://www.bultumacademy.org)

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# Organizational Overview

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## **Bultum Mission & Vision Statements**

### **Mission**

To meet the academic and socio-emotional needs of our students by providing an enriching and focused learning environment in science, technology, engineering and math, and a positive school culture supported by family partnerships.

### **Vision**

Bultum Academy is recognized as a unique and innovative school that engages, empowers, and meets the specific educational needs of a high risk and underserved population of students.

## **School Administration**

### **Arif Bakar**

*Executive Director*

763-568-4659

[Arifbakar@bultumacademy.org](mailto:Arifbakar@bultumacademy.org)

### **Abas Regassa**

*Assistant Director / Operations*

612-978-7045

[Abasregassa@bultumacademy.org](mailto:Abasregassa@bultumacademy.org)

### **Alexandra Rhoten**

*Instructional Coach*

763-450-3522

[Alexandrarhoten@bultumacademy.org](mailto:Alexandrarhoten@bultumacademy.org)

### **Aisha Yusuf**

*Office Manager*

763-450-3522

[Aishayusuf@bultumacademy.org](mailto:Aishayusuf@bultumacademy.org)

# 2024 – 2025 BULTUM ACADEMY CALENDAR



**Address:** 1555 40<sup>th</sup> Ave NE  
Columbia Heights, MN 55421  
**Phone:** 763-450-3522  
**Email:** Bultumacademy@gmail.com

<p><b>AUGUST 2024</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p><b>Jan. 1</b> No School <b>Jan. 20</b> No School MLK Day <b>Jan. 30</b> Evening Conferences <b>Jan. 31</b> Full day Conference &amp; End of Term 2</p> <p>20 Teachers Days 20 Instructional Days</p>	<p style="text-align: center;"><b>JANUARY 2025</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																																																									
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# Academic Program

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## **Assemblies**

When students gather for assemblies in the gym or other designated areas, all staff are to attend and supervise students. During assemblies, each classroom has an assigned seating area. Proper etiquette and behavior by students will be taught and emphasized by teachers prior to an assembly or program.

## **Attendance**

It is our belief that regular attendance at school is essential for an educational program to be successful. Make-up work does not duplicate the dynamics of a classroom. It does not afford the opportunities for interaction and discussion that many times define the “learning moment.” Parents and school staff must work cooperatively to ensure that students attend school. Parents are encouraged to use sound judgment when excusing their child from attendance at school.

## **Absences**

Parents must notify the Office Manager by 9:00 a.m. if their child will be absent that day. Parents should state the child’s name, grade and reason for the absence. When the school is made aware of an absence, the Office Manager will communicate this with the teacher via email, a note in their mailbox, or a phone call to the classroom.

If a parent does not call by 9:00 a.m., a staff member from the school may contact the parent to verify the absence. If the school office is unable to reach the parent to verify the absence, a written note signed by the parent must be presented to the office upon return to school. The notice must be dated and include the reason for the absence. If written verification is not received within three school days of return to school, the student’s absence will be unexcused.

Make-up work is required for all work missed due to absences. The make-up work is the responsibility of the student, not the teacher. It is the student’s responsibility to contact teachers to determine the work to be made up. Work missed due to absence will be issued at parent’s request through the office for students who are absent two or more days. Parents are asked to call the office by 9:00 a.m. to request work.

## **Attendance Review**

Parents/guardians will be contacted in writing should excessive absences occur. Parents/guardians will receive their first notification following three (3) unexcused absences during the school year.

## **Excused Absences**

The following are examples of excused absences:

1. Illness (A doctor’s note may be required.)
2. Death or serious illness in the immediate family.
3. Medical or dental appointments. Whenever possible, these appointments should be made outside of school hours. If this is impossible, excuses for such appointments, along with an out of building pass must be secured from the office.

*Notes: No excuses will be given for hair appointments, babysitting, shopping, etc. A written excuse from parents **does not necessarily** constitute an excused absence.*

## Family Vacations

It is recommended that family vacations be taken outside the parameters of the school calendar. Should parents find it necessary to remove students from school for vacation purposes, a written request should be submitted to the office five days in advance.

Work may be requested in advance, however, it is a joint decision with administration and the classroom teacher to determine if work will be issued before the departure. Work missed due to absence must be made up within the same number of calendar days missed plus one from the date of return to school.

## Tardiness

**Late to School** – When a student arrives at school after 9:00 a.m., he/she must sign in and present a written note to the office. A pass is required to enter the classroom. Parents/guardians will be contacted in writing should excessive tardies occur.

**Late to Class** – Students are expected to be in the classroom on time. An unexcused tardy will be issued to students who fail to comply. Unexcused tardies could result in: loss of Success Points, loss of privilege, missed assignments (lowered grades), and communication with parents.

## Leaving School during the Day

Students are required to remain in school the entire day unless excused by the office. Students who need to leave during the school day must present a note to the office.

## Bathroom & Hallway Passes

Passes will be issued from the classrooms by the teacher in charge. Only one student per class is permitted to use a bathroom pass at a time.

## Daily Schedule (Sample)

The image displays two screenshots of a Google Sheet titled "24-25 MASTER SCHEDULE".

The top screenshot shows the morning schedule (rows 5-12) for grades 4th through 7th. The columns represent time slots from 8:00 to 12:35. Key activities include:
 

- 8:00-9:00: Breakfast
- 9:00-9:15: Morning Meeting
- 9:15-10:00: ELA/SS BLOCK
- 10:00-10:15: ELA stations & interventions
- 10:15-11:45: SCIENCE
- 11:45-12:30: SPECIALS
- 12:35-1:10: Math lesson

The bottom screenshot shows the afternoon schedule (rows 5-12) for the same grades. Key activities include:
 

- 12:35-1:20: SPECIALS
- 1:20-1:50: LUNCH
- 1:50-2:05: MATH BLOCK
- 2:05-2:20: MATH stations & intervention
- 2:20-3:00: SCIENCE
- 3:00-3:05: RECESS
- 3:05-3:10: closing circle
- 3:10-3:15: DISMISSAL
- 3:15-3:20: TEACHER PREP

## **Homework & Grading**

### **Homework**

Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. It is the intention of the Bultum Academy staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence.

### **Homework assignments include:**

- **Practice** exercises to follow classroom instruction
- **Extension** assignments to transfer new skills or concepts to new situations
- **Creative** activities to integrate many skills toward the production of a response or product

### **Time**

Actual time required to complete assignments will vary with each student's study habits, and academic skills. Students should expect to have thirty minutes to an hour of homework to be completed each night. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers.

Students in grades K-5 should have daily homework in math and reading, with science, social studies, and writing as determined by the teacher. Students in grades 5-8 should have daily homework in all subjects. Students are encouraged to pursue non-assigned, independent, leisure reading.

### **Responsibilities of Staff:**

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose
- Give feedback and/or correct homework
- Involve parents and contact them if a pattern of late or incomplete homework develops

### **Responsibilities of Parents:**

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments
- Help student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student's learning process

### **Responsibilities of Students:**

- Be sure all assignments are clear; don't be afraid to ask questions if necessary.
- Set aside a regular time for studying.
- Find a quiet, well-lit study area.
- Work on homework independently whenever possible, so that it reflects student ability. Produce quality work.
- Make sure assignments are done on time and according to the given instructions.

## Late Work Policies

Students are expected to turn work in on time. Students who turn in late assignments on a consistent basis will receive any of the following:

- partial credit
- no credit
- missed reward activity
- communication with parents
- Study Hall for grades 6-8

Students who miss homework because of an absence will receive the opportunity to make up for missed work. Students are given one calendar day for each day absent plus one extra day to turn in their work. It's the students' responsibility to get work missed due to illness or absence from the teacher.

## Major Projects

Major Projects include research reports, book reports, major essays, and other assignments teachers designate as major projects. Work on these projects may exceed the maximum minutes per night.

## Grading

The following grading scale will be used in all grades:

4	=	85 – 100%
3	=	75 – 84%
2	=	74 – 65%
1	=	64 – 50%
0	=	<50%

Teachers are required to adhere to the following guidelines for entering assignments into the gradebook:

### PK-5 Teachers

- At least 1 Morning Work score per week for ELA and Math carrying a 10% weight
- At least 1 Independent Work score per week for ELA and Math carrying a 10% weight
- 2 Exit Slip scores per week for ELA and Math carrying a 30% weight
- At least an overall weekly homework score for ELA and Math carrying a 10% weight
- All quiz and COMP scores carrying a 40% weight

### 6<sup>th</sup>-8<sup>th</sup> Grade Teachers (per subject)

- At least 1 Independent Work score per week carrying a 15% weight
- At least 1 Homework score per week carrying a 15% weight
- 2 Exit Slip scores per week carrying a 35% weight
- All quiz and COMP scores carrying a 35% weight

## Report Cards

Grades become a part of the permanent records of the school. They reflect the student's performance on a daily basis. Classwork, homework, quizzes, and comprehensive assessments are reflected in the final grade. Conferences are offered according to the school calendar. Parents/guardians are welcome



to arrange a time to come in and discuss student progress with teachers and/or the directors at any time during the school year.

### **Retention Process**

It is our expectation that our scholars maintain an average of 70% or better in all subject areas: math, reading, science, social studies and/or writing. In order to be eligible for promotion, students in grades K-4<sup>th</sup> must demonstrate at least 70% in both reading and math for four consecutive terms.. Should they fail reading or math and pass writing, science, or social studies it will be at the discretion of the school to promote the scholar to the next grade level. Students in grades 5-8<sup>th</sup> must demonstrate at least 70% in **all** subjects for four consecutive terms. Students with Individualized Education Plans (IEP) will be promoted to the next grade level based on the successful completion of the goals and objectives outlined in the IEP.

### **Special Education/Child Find Process**

If students demonstrate significant challenges in the areas of behavior or academics, a parent/guardian or teacher/staff member may refer the student to the Child Find Team for additional interventions. This is a team composed of the Education Director, intervention teacher, ESL teacher, and SPED teacher at minimum. Prior to referring a student to this team, at least 4 weeks of documented intervention must occur and the parents will be notified of the concern. The purpose of the Child Find team is to identify the student's deficits and suggest and perform interventions to strengthen the student's skills in those areas. Student progress towards meeting the goals will be tracked, and the student may be exited from the intervention process if enough improvement is demonstrated.

In some cases, referrals for Special Education evaluations may be the appropriate course of action. In collaboration with the parent/guardian, members of the Child Find Team may proceed with an evaluation after at least 6 weeks of intensive interventions through the Child Find Process that show limited to no improvement.

Parents/guardians are encouraged to be actively involved in both the Child Find and Special Education processes, and have the right to opt their child out of any additional intervention services or testing at any time by providing the request to the Education Director in writing.

### **Staff Workload/Accountability to Deadlines**

At Bultum, we have high expectations for both students and staff. For staff, this may mean completing work outside of regular school hours (grading, writing assessments, etc.). The Education Director will provide a calendar with required due dates for instructional materials. It is our expectation that this calendar will be adhered to by all staff members. If an extension is needed, a written request must be made to the Executive Director at least 3 days in advance of the deadline. Failure to submit materials or complete the required work may result in: a verbal warning, written warning, or suspension with or without pay. Multiple incidents may result in termination. You can also be terminated with or without any reason at any time as the contract employees sign are at-will contracts.

### **Student Published Information**

Student published information includes, but is not limited to, student executive directories, photos, and names of students who have received awards and participated in classroom and extracurricular activities. These may be published in local newspapers, school district publications, and appear internally within the school on bulletin boards and other recognition showcases. If you do not want your child's name or photo to be used for these purposes, please contact the Office Manager.

## **Student Records**

### **Cumulative Folders**

Cumulative folders are kept for each student enrolled in the school. They are available to teachers by request through the Office Manager. Staff members should have a definite purpose in mind when examining student files. Cumulative files should never be taken outside of the school building.

### **JMC**

Teachers are required to take daily attendance (absences and tardies) using JMC. Teachers must also keep JMC updated with regular grades for each student according to the calendar on page 10.

## **Uniform Policy**

### **Appearance & Hygiene**

Every student will be responsible for arriving at school neat and clean. Every student should maintain the scholarly appearance and freshness of his/her uniform on a regular basis. Students should not attend to their appearance in class. The expectation is for the student to prepare at home and arrive at school ready to learn. Outerwear or items that may be removed during the day must be labeled with the student's name.

### **Uniforms**

We have a required school uniform for several important reasons:

- *Uniforms unite us as a community.* When you look at a group of students in uniform, it is a powerful visual statement of our community. Scholars make a commitment that when they put on the school's uniform, they are agreeing to live up to the school's high expectations.
- *Uniforms reduce distractions and clothing competition.* They eliminate worry about purchasing and planning outfits. Often students spend more time discussing and evaluating what others are wearing or not wearing than they spend focusing on learning. Wearing uniforms eliminates this distraction.
- *Uniforms make us all equal.* We all have the same mission. We all come to school looking the same way.
- *Uniforms look professional.* Students look neat when they arrive at school with shirts tucked in and uniform items clean. The students come mentally prepared for school and "dressed for work".
- *Uniforms provide security.* Most importantly, as a security measure, uniforms provide us the ability to identify all of our students inside or outside the building.

All students must come to school in full uniform every day. It is our expectation that all uniforms worn to school will be clean and neat. If a student arrives at school out of uniform s/he will lose Success Points and may receive a verbal or written warning. Parents/guardians will be notified over the phone or in writing about the missing uniform item. After three warnings, students will not be allowed to join the regular classroom until they are in full uniform. Students will be assigned In School Suspension (ISS) if they are not able to enter the classroom due to non-compliance to the uniform policy. While assigned to ISS, the student will be required to follow classroom protocol and complete academic work. If the student is not able to follow the procedures outlined in the ISS room and becomes disruptive, the student will be assigned out-of-school suspension (OSS) and the parent/guardian will be contacted.

Scholars may not change out of their uniform at any point during the school day or on any school field trips. There will be times when they may be in their Bultum T-Shirt or Test Prep Olympics shirts (grades 3-8 only). Parents/guardians will be notified when this occurs.

The Executive Director will determine all final decisions regarding uniform requirements, compliance, or non-compliance.

### **Withdrawal**

Students planning to withdraw from school for any reason must bring a written statement from their parents/guardians to the Executive Director's office before the last day of attendance. An official transcript will be mailed upon request to the school to which the student is transferring.

## School Operations

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### **Accidents (Guidelines for Handling)**

#### WHAT TO DO

1. Obtain names, addresses, telephone numbers and other identifying information from the parties involved and any witnesses, police or other officials.
2. **Immediately** report all information to your agent for prompt transmittal to the insurance company. The agent should include all pertinent information when reporting to the insurance company.
3. Accidents involving **serious** bodily injury or unusual circumstances or when conditions may rapidly change that would affect the opportunity for early documentation of facts, call the insurance company directly and then follow with the usual reporting through the agent.
4. Cooperate with the insurance company to conduct a complete and thorough investigation. Make records available to the investigator and assist in arranging for witnesses, teachers, school officials, etc., to be available for interviews
5. If an accident involves the use of products, equipment or machinery, preserve the "evidence" for the insurance company investigator. It may be necessary to put certain products, equipment or machinery in storage for use at a later date. The investigator will be able to help with this. **DO NOT** change or alter the condition of any products, equipment or machinery involved in an accident.
6. If an accident involves a continually or rapidly changing condition that may have a bearing on how the accident happened, do your best to document the conditions that existed at the time of the accident. This may involve the weather, construction projects or similar situations. The "evidence" can be preserved by prompt inspection and documentation. Often a photograph is helpful before conditions change and before an investigator is able to get to the scene.

*Note: There may be instances when an accident occurs, but you feel no claim will be presented because of the circumstances or the injury or damage is of a minor nature, although you wish to have the accident reported. These accidents are usually referred to as Incidents and an Incident Report should be completed. These Incident Reports can be accumulated on a weekly or monthly basis and then referred to the agent for transmission to the insurance company for determination if any further investigation is necessary. Examples might include students having minor mishaps in physical education class, in the classroom, on the playground at recess, etc.*

## WHAT NOT TO DO:

1. Make no commitments or volunteer to make any payments, assume any obligations or incur any expenses. (This could result in problems with your coverage.)
2. Make no admissions of liability, fault or responsibility. (Let the insurance company investigate and determine if there is any legal responsibility.)
3. Do not discuss the accident with anyone or give any information, records or reports to anyone (other than as required by law, such as a police officer) without first consulting the insurance company representative.
4. Do not permit "outsiders" to have access to the premises for purposes of reviewing records or documents or inspecting the premises or equipment or machinery thereon. Defer such requests to the insurance company. (This generally applies to other parties who are conducting an investigation on behalf of a party making a claim against you.)
5. Do not allow students to be interviewed by "outsiders" during school hours. If you have any questions, call the insurance company or your agent. They are ready and willing to help.



**Bultum Academy Incident Report**

**Staff completing report:** \_\_\_\_\_

**Date and Time of incident:** \_\_\_\_\_

**Location of the incident:** \_\_\_\_\_

**Person(s) involved in the incident:**

**Staff**

**Student**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Description of incident:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Immediate action in responding to the emergency:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action taken (required) to prevent such incidents in the future:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Witness to the incident:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date/time of report:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

## **Building Hours & Use**

The school building will be open at 8:00 p.m. and will be closed at 4:30 p.m.

### **Staff Hours**

Teachers are to be in school by 8:00 a.m. and remain in school until 4:30 p.m. Monday through Friday on working days. Teaching staff will be allowed access to the building during non-teaching days.

### **Student Hours**

Students should not arrive in the building before 8:30 a.m. Students shall clear the building by 4:00 p.m. Students remaining after 4:00 p.m. must be in areas under the direct supervision of an adult, with special permission only.

### **Care of Facilities**

Teachers are asked to pay careful attention to the condition of their rooms, desks and other facilities. Anything that needs repair or replacement should be reported immediately to the Executive Director's office along with completed a maintenance form.

When teachers leave an area, they should be sure all doors are locked and lights are turned off. When teachers are supervising students, the teacher should always be the last to leave. All teachers should double check to see that outside doors are locked if they are the last ones to leave the building.

### **Keys**

Staff members will be issued keys for their rooms and the school building. Teachers who need keys other than those issued are to make an application in the Executive Director's office. If teachers receive new desks or filing cabinets, the duplicate key is to be turned in to the Executive Director's office.

### **Liability**

It is important that teachers understand that they are legally responsible during the entire time that students are assigned to them. This applies to homerooms, classes, extra-curricular activities, etc. In emergency situations when teachers must leave this responsibility, it is important that someone be asked to come into the room or area of supervision. These emergency situations should be extremely limited, i.e. emergency phone calls, student injury, etc.

## **Cell Phone Usage**

### **Students**

Students are not permitted to use or make visible any cell phones at school or on school-provided transportation. If their phone is powered on, visible, or making noise it will be confiscated. Staff is not responsible for the upkeep of the cell phone while in their possession. It is the responsibility of the parent/guardian to retrieve the cell phone as quickly as possible and hold their student accountable to the policy for cell phone use.

### **Staff**

It is important that all staff are actively engaged with students at all times during the day (with the exception of duty-free times). For this reason, cell phone usage is not permitted for staff who are directly teaching or supervising students. This includes instructional time in the classroom, transitions, recess, dismissal, etc. Cell phones may be used to communicate with the Executive Director, Education Director, or Office Manager in case of emergency or when immediate assistance is needed.

## **Copy Machines**

The copy machines in the office are for office staff and teachers' use only. Staff are required to have all copies printed for the following week before leaving the building on Friday. Copies and materials will be placed on the teacher's desk for the next day before leaving each day. If it becomes necessary a student may bring the original copy to the front desk for additional copies. *Students should not be allowed to use the copy machine.*

## **Emergency Drills**

Fire, severe weather, and lockdown drills will be held at intervals throughout the year. It is important that students take these drills seriously and know the procedure to follow in case of an actual emergency. Students should know the exit route to use from their classroom. Teachers will cover evacuation procedures with students at the beginning of the school year.

The following codes are used for **lockdown** drills:

- Code Red: This code is used when the threat is inside the school. Teachers should move all students into the safe zone of the classroom (away from windows and doors), shut and lock doors, cover windows, and ensure there is no noise coming from the classroom until Code Green is announced.
- Code Yellow: This code is used when the threat is in the area surrounding the school. Teaching may continue, but doors should be shut and locked, and shades should be drawn to cover the windows.
- Code Green: This code is used to signal All Clear.

## **Bomb Threats**

Anyone making a bomb threat will be reported to the proper authorities. Disciplinary action will follow according to school policy.

## **Field Trips**

Teachers are encouraged to plan field trips to enrich the classroom experience. All students and staff must adhere to the school's rules while on the field trip. The following steps must be taken to plan a field trip:

- The teacher will obtain information on the date, location, and cost of the potential field trip.
  - The teacher will then present the information and request permission from the Executive and Education Directors.
- The teacher will prepare a permission slip and obtain approval from the Education Director.
  - Once approved, the teacher will send the permission slip home, request chaperones, collect permission slips and money, and return all information to the Executive Director.
  - The teacher will then follow up with the Executive Director to ensure transportation and food have been ordered.

During any school field trip, the following guidelines must be adhered to:

- It will be the responsibility of the bus driver and parent chaperones to point out to the teaching supervisors any observable problems. The teaching supervisors will have the responsibility of addressing each problem.

- Teachers and parent chaperones will be dispersed evenly on the bus for supervision purposes.
- A reasonable noise level shall be maintained on the bus.
- Arms, hands, etc., should not be outside of the bus windows.
- Windows may be opened only at the discretion of the bus driver or teacher.
- All students shall remain seated while on the bus.
- No electronic equipment or noise makers of any type will be allowed on the bus.

## **Food Guidelines**

### **Lunch Procedures**

All lunches, whether hot or bag lunch, must be eaten in the cafeteria unless otherwise specified by the teacher. No food is to be eaten elsewhere in the building, outside, or on the buses.

Certain types of behavior are unacceptable. These include: throwing or spitting out food, yelling, running, tripping or pushing others, showing disrespect to lunchroom staff, refusal to follow directions, or leaving a mess on the table or floor. Students who violate the lunchroom rules are subject to disciplinary action and restriction from the cafeteria.

After students are finished eating, they must remain in the cafeteria until a teacher has excused them. Students are not allowed to leave the school grounds during the lunch period.

### **Food Allergies**

If your child has an allergy to any foods, please provide this information to the Office Manager in writing.

### **Food Restrictions**

Bultum does not allow food containing peanut butter or any nut products to be eaten or distributed in common spaces.

Food or treats brought from home to share with the class for birthdays or other occasions must be store-bought. No homemade treats may be distributed to students.

Pop, candy, gum, and other snacks are not allowed during the school day, including buses and recess. If students bring these items to school, the items will be confiscated and the student will lose Success Points.

### **Medication**

All medications, including over-the-counter non-prescription drugs, taken by students during the school day must be dispensed under the direction of the school office, and in accordance with Minnesota State Law and School Board Policy. All prescription drugs must come in current pharmacy-labeled medication bottles.

Over-the-counter medications must come in their original containers.

Under no circumstances are students to be carrying medication of any kind. Cough drops and lip balm may be allowed at the discretion of the teacher, as long as they do not interfere with the learning environment.



## **School Closings**

If it is decided that school will be delayed or closed due to severe weather, the school will make a decision by 6:00 a.m. Parents/guardians should check KARE 11 for the announcement and the school will also send out an automated call to all families using the automated phone system.

## **Staff Responsibilities**

The Executive Director will determine staff responsibilities on a day that there is no school for students due to severe weather. Staff will likely report to school when a closure is due to low temperatures. Staff will likely not report if the closure is due to a high accumulation of snow. Staff will be contacted before 6:00 a.m. with reporting instructions.

## **Transportation**

### **Bus Stop Procedures**

- Arrive at the stop five minutes before the bus is scheduled to arrive
- Make safe choices, such as staying off the road and out of others' property while waiting
- Form a single-file line to enter the bus
- Wait for the bus to come to a complete stop and for the door to fully open before trying to enter
- Use the handrail and take one step at a time
- Keep your hands, feet, and personal belongings to yourself

### **Bus Seating Procedures**

Assigned seats will be provided to all students on all buses. Boys and girls sit on opposite sides of the bus. To the best of our ability, all younger students are seated toward the front of the bus and middle school students are seated at the back.

- Enter the bus calmly and quietly
- Quickly find your assigned seat
- Stay seated at all times and wait for the bus to come to a complete stop before trying to exit the bus

### **Bus Riding Expectations**

- Respect the driver and other bus riders at all times
- Stay seated while the bus is in motion
- Electronic devices, weapons, and food are not allowed on the bus
- Windows may only be opened at the direction of the bus driver
- Throwing objects in or outside of the bus is not allowed
- Keep your hands, feet, and personal belongings to yourself
- Keep the bus clean

### **Dismissal from School**

All students will be dismissed by 4 p.m. Monday through Thursday. On Fridays, early release days, all students will be dismissed by 12:00 p.m.

Parents/guardians are required to contact the school by 10 a.m. to inform of any changes in mode of transportation for their child. In the event the call does not occur before 10 a.m., the student will be dismissed utilizing the mode of transportation previously established by the parent. Transportation change requests must be approved by the Executive Director.

Students in grades K-5 will be escorted to the buses by teachers, and 6-8<sup>th</sup> grade students will be dismissed according to their bus number. For the safety of your child we ask that parents/guardians please not pick up their child while s/he is boarding the bus. If you need your child to get off the bus, please go to the main office to speak with a director or the Office Manager, and your child will be escorted back into the building for pick up. Our current transportation provider is American Transportation.

### **Poor Bus Behavior**

Bus drivers must focus on the road to make sure all students arrive at school and home safely. On the bus, scholars must remain in their seats, talk quietly, and follow all directions given by the bus driver. Scholars who behave poorly on the bus compromise the safety of themselves and others. We treat the bus as an extension of the school. As such, we expect our students to behave on the bus the same way they behave at school. Poor bus behavior may result in loss of Success Points, suspension, or termination of transportation services. If your child is suspended from the bus it will be the parent's/guardian's responsibility to arrange for alternative transportation. Students serving bus suspension are still required to attend school, and an absence on those instances will be counted as unexcused.

### **Visitors**

Parents/guardians of Bultum students are invited to visit the school at any time. It is requested that parents/guardians notify the school office at least one day in advance of their visit and register in the front office upon arriving at school. All visitors will be required to register in the office and wear a visitor's badge. Bultum students are not permitted to bring other students with them to school as visitors.

Staff who wish to have visitors to the school or classroom must obtain approval from the Executive Director two weeks prior to the desired date.

## **Policies & Procedures**

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**Visit our school website for all of the policies at [Bultumacademy.org](http://Bultumacademy.org)**