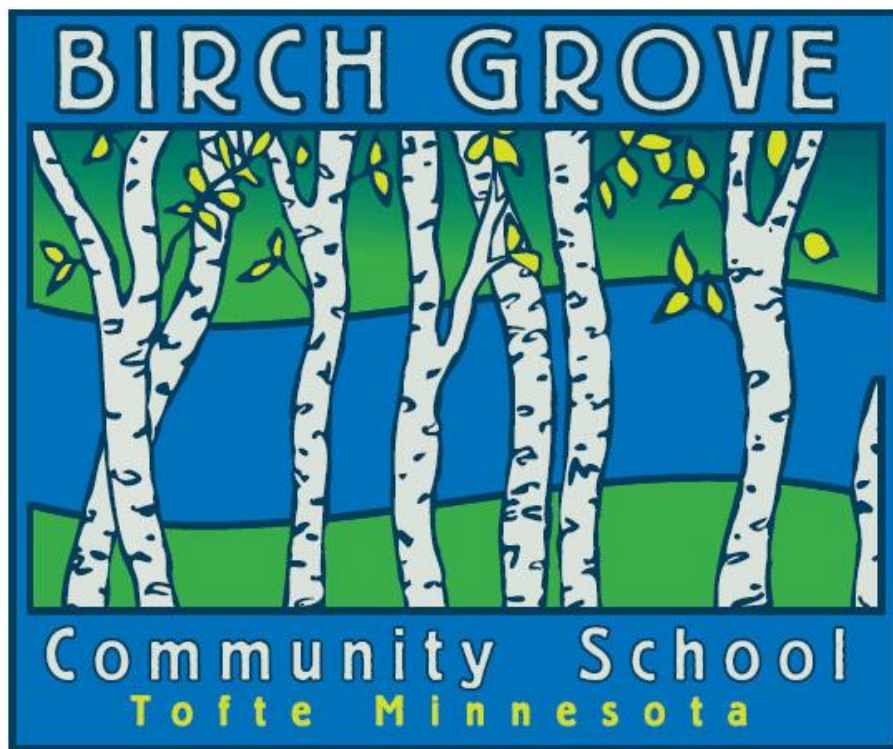


# **Birch Grove Community School**

**"Where Roots Grow Deep and Branches Reach High!"**



## **K-5 Student and Family Handbook**

## **Birch Grove Community School Staff Directory**

School Website: [www.birchgroveschool.com](http://www.birchgroveschool.com)

9 Goodneighbor Hill Road Tofte, MN 55615

[birchgrove@boreal.org](mailto:birchgrove@boreal.org)

Phone: 218-663-0170

Fax: 218-663-7904

<https://www.facebook.com/birchgrovecommunityschool>

School Director – Diane Blanchette

School 663-0170 ext. 1

Email: [birchgrove@boreal.org](mailto:birchgrove@boreal.org)

K/1 Elementary Teacher – Sara Knottski

School 663-0170 ext. 2

Email: [sara.knottskibgcs@gmail.com](mailto:sara.knottskibgcs@gmail.com)

2/3 Elementary Teacher – Samantha Forster

School 663-0170 ext. 3

Email: [samantha.forsterbgcs@gmail.com](mailto:samantha.forsterbgcs@gmail.com)

4/5 Elementary Teacher – Stacy Coronis

School 663-0170 ext. 4

Email: [stacy.coronisbgcs@gmail.com](mailto:stacy.coronisbgcs@gmail.com)

Special Education Teacher – Sara Silence

School 663-0170 ext. 5

Email: [sara.silencebgcs@gmail.com](mailto:sara.silencebgcs@gmail.com)

Gen Ed/Special Ed Paraprofessionals

Jessica Klemmer

Jenny Buckman

School Board Members

Judy Motschenbacher, Founder and Community Member 218-663-0017

Skip Lamb, Community Member 218-663-7922

Sarena Crowley, BGCS Parent 218-370-0726

Sara Knottski, Teacher Member, 651-214-9762

Mary VanDoren, Community Member, Grandparent 218-370-1015, 218-663-7386

Diane Blanchette, Ex-Officio Member, Founder 218-663-0170

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# **Birch Grove Community School Handbook**

## **1. School Philosophy**

**A. Mission Statement:** *Birch Grove Community School will promote academic excellence utilizing our unique natural setting to prepare students to become socially and environmentally responsible, self-directed, life-long learners.*

This mission will drive decision-making at the school. In evaluating merits of any key decision, we will ask ourselves: Will this support the mission of Birch Grove Community School? This will apply to the hiring, textbook selections, documenting policy, selecting community partnerships, and all aspects of the Birch Grove Community School. Our mission will be read at the beginning of each school board meeting and communicated clearly and often to staff, parents and community members and posted in each classroom.

## **AWARDS & ACHIEVEMENTS**

Birch Grove Community School continues to be an award-winning school. Over the past 20 years, BGCS has been the recipient of the Minnesota Department of Education's Finance Award most every year. Birch Grove has received each of the three possible annual awards from VOA, the school authorizer, in the area of Finance, Governance and Academics. Please see below for the most recent awards:



**2023-2024**

**High Quality Charter School from the Minnesota Department of Education ~**  
*Only 17 of Minnesota's 181 public charter schools met or exceeded the High-Quality Charter School criteria.*

**"Award of Excellence in School Academics" ~ VOA**

**"Award of Excellence in School Board Governance" ~ VOA**

## B. Program

### *School Culture*

Birch Grove Community School works hard to ensure a productive academic environment where students feel safe, comfortable, respected, and challenged. The start of each year requires much attention directed to new students who aren't accustomed to Birch Grove. Birch Grove integrates respect and responsibility into everyday life of the school. Each classroom recites the Pledge of Allegiance every morning.

At Birch Grove, we come to know our students very well. Our low student to teacher ratio, multi-grade classrooms (students have the same teacher for at least two consecutive years) and the staff concern and care for our students contributes to a family atmosphere that we are proud of. Because we know our students well, we are better able to gauge what their specific abilities and needs are, allowing us to serve our students better.

### *Curriculum –*

Math Curriculum: *Math Expressions* – Houghton Mifflin Harcourt

<https://www.hmhco.com/programs/math-expressions>

Reading Curriculum: *Journeys* – Houghton Mifflin Harcourt

<https://www.hmhco.com/programs/journeys>

Science Curriculum: *Science Dimensions* – Houghton Mifflin Harcourt

<https://www.hmhco.com/programs/hmh-science-dimensions>

### *Multi-grade Classrooms*

Some of the benefits of multi-grade classes are:

- a. Instructional Flexibility – In a multi-grade classroom the teacher has the possibility of allowing a child to read with students in higher grades while, for example, the same child does math with the lower grades. One can more easily gear the work to individual needs.
- b. Social Skills – A classroom with children of several ages enables students to gain a perspective on what is happening in the lives and education of children both younger and older. It helps them gain a more accurate sense of the past and future in terms of experiences and interest and stimulates the entire learning environment.

- c. Peer Tutoring – In multi-age classrooms, the children generally have more opportunity to help one another than in a single grade classroom. Such peer teaching aids the slower and younger children in ways often beyond the communicative ability of adults, since adults have generally forgotten the problems they had in learning a particular concept or skills in the remote past.

#### *Special Education*

Special education services are offered on site at Birch Grove Community School. If your child qualifies for these services, he/she will receive services from qualified special education staff. BGCS has a special education teacher on site and contracts with Indigo Education for a Special Education Director. Speech therapy, physical therapy, occupational therapy services all happen on site though typically with an on-line service provider.

#### *Additional Offerings:*

##### *School Supplies*

BGCS will provide everything your child will need in the classrooms – markers, paper, notebooks, folders, glue, pencils, paints, laptops, iPads, headphones, scissors, etc. No need for you to go school shopping for any of these items as they will all be provided.

##### *Bell Ringing Ceremony*

At the beginning of each school year the Bell Ringing Ceremony is held with each new student or staff having the opportunity to ring the bell signifying their start at Birch Grove Community School. On the last day of school all 5<sup>th</sup> graders get to ring the bell during the graduation celebration.

##### *The Great Outdoors*

BGCS is located in one of the most beautiful natural environments in the state, and we are taking advantage of it! Included in our program is the opportunity to go cross-country skiing, snowshoeing, hiking, sledding, snow block building, ice skating, fort building, and baking in the on-site wood-fired oven.

##### *The Campsite*

The Campsite is located in the woods behind the building. It includes two stone paved areas with one surrounding a bonfire pit, several picnic tables, a large grill, a hammock circle, a storage building, multiple nature

trails, and many “forts” that have been built by children. It is a magical area! K-5 spend time at the campsite for a multitude of purposes throughout the school year.

#### *Annual Winter Musical*

An annual winter musical is held each December. Both a day and an evening performance are held at Birch Grove with families and the general public invited.

#### *Annual Holiday Scholastic Book Fair*

BGCS holds an annual Scholastic Book Fair each December that is open for two weeks and is open the night of the annual winter musical. All students will get to pick out one free book while shopping with their classmates and a second book is gifted to students from BGCS.

#### *Annual Wolf Ridge Environmental Learning Center Trip*

2<sup>nd</sup>-5<sup>th</sup> graders take an annual trip with school staff to Wolf Ridge Environmental Center at the end of each school year for a 3-day, 2-night trip. For more information on Wolf Ridge, please go to Wolf Ridge’s website at [www.wolf-ridge.org](http://www.wolf-ridge.org)

## **2. What is a Charter School?**

- A public school funded with public money – **No tuition**
- Non-sectarian, non-religious, and may not discriminate in student admissions
- Operated by parents, educators, and/or community leaders
- Free to be a unique school designed to meet the needs of the students it intends to serve
- Provides special education services to students who meet the state’s eligibility requirements
- Operates under a contract with a sponsor
- Accountable for academic and non-academic outcomes
- The same transportation as local district schools can be provided
- The same graduation standards as other schools
- Commits to improving achievement as a condition of its charter

For more information on charter schools, please go to [www.mncharterschools.org](http://www.mncharterschools.org) or [www.birchgroveschool.com](http://www.birchgroveschool.com)

### 3. School Life

*All of the following policies and procedures will be periodically reviewed to ensure that they are meeting the needs of our students and families.*

#### A. Calendar

Birch Grove Community School will review its calendar yearly. You will receive a copy of the school calendar the first week of school, but you can always find it on the school website at [www.birchgroveschool.com](http://www.birchgroveschool.com)

#### B. Transportation

Birch Grove Community School will provide transportation for students that live in Cook and Lake Counties. Bus routes are sent each August to the student's home. Any questions about the bus schedules should be directed to the school at 663-0170. The drivers will make an effort to abide by the schedule, but events beyond their control occasionally cause deviations. If you have any problems or questions regarding transportation, please feel free to contact the office at 663-0170.

#### Behavior/Safety

The care and discipline of the children riding the bus is the responsibility of the driver, parents, school personnel and the students themselves. Repeated misbehavior may result in being suspended from riding the bus or dropped from the bus route entirely. In order to maintain an excellent safety record, students must follow these guidelines:

- Be on time
- Obey the driver's instructions
- Keep all body parts inside the bus
- Buckle up and STAY buckled
- Remain seated until the bus stops
- Be polite; profane language is not allowed
- Work together to keep the bus clean and safe
- Hazardous objects are not allowed on the bus
- Keep the noise level low

#### Consequences for Poor Behavior on the Bus

Consequences for poor bus behavior may include at least the following:

First Offense: Warning, verbal communication/ note home.

Second Offense: Written communication with parents

Third Offense: Student conference, note home, potential 1 day suspension from the bus.

Fourth Offense: Potential 2-day suspension from the bus and parent conference. Any further offenses may lead to suspension for bus riding



privileges for a longer length of time. Should a student's behavior warrant consequences either greater or lesser than those listed above, Birch Grove Community School has the authority to make such decisions based upon the facts of the individual case.

#### Bus Passes

A signed note to the school director/classroom teacher, or a phone call from parents/guardians to the school director/classroom teacher, is required for a student to get a bus pass. Unless a student has a bus pass, they must exit the bus at their regular stop in the afternoon. A member of the Birch Grove staff will give all bus passes to the driver before leaving the school grounds.

#### **C. Dress**

Students are expected to dress in a clean and appropriate manner, which will not create a distraction within the learning environment. Clothing advertising alcohol or tobacco products shall not be worn in school. Earrings or other jewelry that may pose a hazard to the student or others will not be allowed. It would be a good idea to place the student's name or initials on all clothing items, especially outer wear. Containers of lipstick, hair spray, perfumes, etc. are not allowed at Birch Grove Community School. These items, if used, must be applied at home.

Please help your child to be dressed according to the weather conditions!

Outdoor time is part of the daily routine and will take place unless it is dangerously stormy or the temperature is extreme. All outdoor wear should be labeled on the inside of the item. Your child will also need to have *both* indoor and outdoor shoes at school.

#### **D. Lost and Found**

If your child has lost clothing, please make sure to check the lost and found box. The items in this container may periodically be sent to the recycling center, so make sure to check this box if your child is missing something.

#### **E. School cancellations**

Snow days or other emergency school closings will be posted on Boreal and you will be notified by our automatic voice dialing system (home phone, work phone, cell phones as you desire). Birch Grove Community School will also use the automatic voice dialer that will call your home and inform you of any early school closings.

#### **F. Storm/Fire Drills**

Birch Grove will follow the state guidelines regarding both storm and fire drills. This will apply to the Saplings program as well.

#### **G. Field Trips**

Field trips are recognized as having educational value. Trips are encouraged when they fit into the budget and curriculum. Walking trips may happen spontaneously, and will always have staff supervision. Parents will sign a blank permission form for walking trips. For all other trips, parent/guardian permission slips must be signed and on file prior to a student departing on any trip away from the grounds.

#### **H. Attendance**

Parents need to call the school office when children are to be absent or tardy. Please call the school office at 218-663-0170 as soon as you are able. Emailing is also acceptable – please email the classroom teacher and copy the school director. Email addresses are at the beginning of this handbook.

The Birch Grove Community School staff and Board of Directors believe that regular and punctual attendance is very important for many reasons:

- Regular attendance is necessary to allow the educator to best meet the needs of each student. It also allows each student and family to maximize the daily opportunities that Birch Grove Community offers.
- Consistent school attendance is important for the community life of the classroom, since each member's contribution is significantly valued.
- Frequent absences may put the child at a learning disadvantage because it is often difficult to extract a classroom conversation or experience and fulfill that opportunity on a separate or individual basis.
- Some expectations of routine and structure are important in a child's life. If there is a problem or concern regarding school, the child's presence is crucial to pursuing a satisfactory resolution. Families can rely on their partnership with the educator and the school to handle any difficult situation that may arise.

Excused Absences:

1. Student illness– when this exceeds three days the Birch Grove Community School requires a doctor's note to accompany the student when returning back to school.
2. Sickness/Death in the immediate family of student – Family medical emergency.

3. Medical or dental treatment
4. Temporary absence from the city upon personal request from the parent or guardian provided that the request is made in advance and class assignments are completed upon request of the teacher.
5. Other reasons verified by the parent/guardian and mutually acceptable to both the parent/guardian and the Birch Grove Community School Director

**Unexcused Absences:**

All absences which are not school authorized or which are not excused absences are considered, UNEXCUSED. All absences for which timely and proper notification is not proved are considered trancies.

Birch Grove Community School believes highly in regular and punctual attendance. Birch Grove Community School will follow the following procedures:

1. When a student has missed school 8 (eight) days of school, whether it is excused or unexcused school administration will send home a letter to the parents/guardians relaying the importance of attendance at school.
2. When a student has missed school 12 (twelve) days of school, whether it is excused or unexcused, school administration will set up a meeting with the parents/guardians, the educator and the school administration to discuss attendance.
3. When a student has missed 16 (sixteen) days of school, whether it is excused or unexcused, school administration will set up a team meeting with the parents/guardian, the educator, and the school administration to design a plan of action to increase attendance at school.
4. When a student has missed 18 (eighteen) days of school, whether excused or unexcused, school administration, at its discretion, will make a report to the appropriate agencies.
5. Parents are welcome to appeal this process before the Birch Grove Community School Board of Directors. Please arrange this with the Birch Grove Community School administration.

**I. Illness/Medication**

Students who take medication in school *must*:

- Bring the medication in an original, properly labeled container

- Bring a signed and dated permission slip explaining the purpose of the medication, times to be given, length of time to be given and any other pertinent information
- Bring a doctor's written order for administration (the local clinic has these forms).

Medication will be kept in a locked cabinet. A designated staff person will be responsible for administering the medication. Children requiring the use of inhalers in school may carry them if they have a signed doctor and parent/guardian form. These forms will be available in the school office.

### Illness

#### **Keep your child at home for the following conditions/reasons:**

- Contagious diseases, such as chickenpox, measles or mumps.
- Skin eruptions or suspicious rashes.
- Vomiting/diarrhea, two or more episodes within 24 hours.
- Fever – 100 degrees or higher, especially if accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache, stiff neck or undiagnosed rash.
- Sore throat – especially when fever or swollen glands are present. A throat culture is recommended to check for strep throat. Students with strep throat must wait 24 hours after medication has been administered before returning to school. If you choose not to medicate, the child must have a negative strep test prior to returning to school.
- Itching – persistent itching/scratching of body or scalp.
- Pink eye (conjunctivitis) – keep home if thick, crusty discharge is present and the child is uncomfortable with itchy, watery eyes.
- Appearance/behavior – child looks and acts differently; unusually pale, lacking appetite, confused or extra irritable.

**For the safety of your child and others,  
Do not send your child to school when they are ill.**

#### **J. Lunch/Snack**

Hot lunch will be served 4 days a week on Mondays, Tuesdays, Thursdays and Fridays (at a regular cost of \$3.00 per meal including milk – some families may qualify for \$2 or \$1 per lunch). Wednesdays will be a cold lunch day sent from home. On Wednesdays the kitchen is used to prepare Senior Lunch, and this program has been a staple of the community for many years. We would like to see this continue, so we ask

that you send a cold lunch from home on Wednesdays for your child(ren). As such, we will be eating outside every Wednesday (weather permitting) in September, October, and maybe into November. Also starting in the month of November, the first Wednesday of every month until the end of the school year, we will be eating lunch by lantern. "Lantern Lunch" was created quite by accident, when we experienced a power outage in April – lucky us! We enjoyed the experience so much that we are adding this fun twist to our lunch program!

Please send a nutritional lunch with your child to school on Wednesdays. Proper nutrition is an important component of the learning process. When packing a cold lunch, please do not include candy, gum, soda pop, or any other high sugar or caffeine content drinks. Only milk or water are allowed at lunch time. Microwaves will be available for your child's use to heat food. **Please do not send food that needs to be cooked.** Milk will also be available on cold lunch Wednesdays for .50 per milk.

Please send a "back-up" lunch to keep in your child's locker in the event that a cold lunch is forgotten at home or on the bus. The back-up lunch should be made of foods that are non-perishable. Canned soup is a good suggestion for the main part of the meal!

FREE breakfast bars are available to all students in each classroom. They don't need to ask if they can have one, they may just take one if they want one!

#### Snack

Students will have a daily snack time incorporated in the classroom schedule. Please be sure to pack healthy snacks. The classroom teacher will give more details on how snack time works in your child's classroom.

#### **K. Enrollment/Transfer/Withdrawal**

Registration materials for the school year are available in the school office. You may also print an application form from our website at [www.birchgroveschool.com](http://www.birchgroveschool.com) or call the school administration at 663-0170 and you will be sent a form.

An enrollment cap will be set for each year for each class. In the event that there are more applicants than spaces available, a lottery will take place to select the students.

An exit interview with school director is requested in the event of a transfer/withdrawal. We believe that it is in the best interest of the child

and school community that the child be given the opportunity to say goodbye to fellow students and staff.

#### **L. Arrival/Dismissal**

Buses arrive at 8:00 am and leave at 3:15.

#### **M. Library and Technology**

Birch Grove students will have regular access to the school library and to school technology.

##### Library

Please assist your child with caring for library books and materials. Provide your student with a backpack to transport books and materials and a safe place at home to store these items. Fines for lost and damaged materials must be paid before any more library materials can be issued (in most cases).

##### Technology

Students will have access to technology (iPads, Chromebooks, laptops). Each student who uses the internet must have a usage agreement signed by parents/guardians and on file. Students will have access ONLY to approved sites on the internet for curriculum-based projects with educator supervision.

#### **N. Items from Home**

Please do not let your child bring valuables from home. Any money that is brought to school for a school purpose should be in a sealed envelope with your child's name on it and put in Take Home Folders. Please do not let your child bring radios, compact disc players, walkmans, pagers, cell phones, etc. **Birch Grove Community School is not responsible for any lost personal items.**

#### **O. Parties**

Unless ALL children in the class are invited to the party, please send invitations through the mail. It would be best not to bring gifts to school for parties after school, but if it can't be avoided, please use discretion. Children notice these things, and can have hurt feelings as a result. Also, please advise your children to do their best to avoid talking in school about a party that *everyone* is not invited to. Educators will advise parents of in-school birthday celebration protocol.

## **P. Pledge of Allegiance**

All Birch Grove students and staff will recite the Pledge of Allegiance each morning. *Anyone that does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do. Staff and students must respect another person's right to make that choice.*

## **4. Community Life**

### **A. Communications**

#### Conferences

Formal conferences will be held in the fall and the spring - academic goals will be set in the fall. Conferences may be scheduled at anytime during the school year, by contacting the appropriate teacher. If at any time you as a parent/guardian have a classroom concern or question, please contact the educator directly involved. If the educator does not satisfactorily address your question or concern, please contact the school administration at 663-0170.

#### Take Home Folders

Take Home Folders are in place to help to provide regular communication between the home and the classroom. A folder containing classroom /school information and homework will be sent home with students every day. The folder must be returned every day as well. The same folder will be used the entire school year and it can be used to send messages to or from school. Take Home Folders should also be used to send Bus Passes. *Take Home Folders are checked daily, back packs are not.*

#### Teacher Phone Contact

All teachers have a phone in the classroom. It is the school policy to have the ringers turned off during student contact time. Teachers will check their phones for messages before and after school, during lunch and prep times. If it is a priority to get in touch with a classroom teacher while they are engaged with students, the school administrator will ensure that the staff member is contacted immediately.

#### Weekly Newsletter

Weekly newsletters will be sent to your primary email address. The newsletter will contain important dates to remember, upcoming events, special notices, and an update from classroom teachers as to what is happening in your child's class! Newsletters are also posted on the school website.

### Website

Please access our school website often. You will find the school calendar, lunch calendar, newsletters, photos, events and the latest news. We keep our website up to date, so visit often! [www.birchgroveschool.com](http://www.birchgroveschool.com)

### Face Book

Please “like” us on Facebook. Share with family, friends and neighbors!  
<https://www.facebook.com/birchgrovecommunityschool/>

### Annual Report

Birch Grove Community School compiles an Annual Report that is sent to our school authorizer, Volunteers of America, the Minnesota Department of Education, and is sent home to all of our K-5 families. You can also find the report on the school website at [www.birchgroveschool.com](http://www.birchgroveschool.com)

## **B. Visiting Birch Grove Community School**

Parents/guardians are welcome at the school. Since students and educators will be busy during the school day, please make an appointment if you need to have a private conversation with an educator. All visitors (other than parents) need to check in at the office upon arrival. Building codes are issued to school and building staff. All others need to ring the bell for admittance.

## **C. Adult Roles and Responsibilities**

### Parental Involvement

- Make sure your child has a wholesome breakfast (FREE Breakfast bars are available in each classroom)
- Pack a nutritious lunch on Wednesdays
- Assure your child’s prompt and regular attendance
- Call the school if your child will be absent or tardy
- Communicate with the educators and students about homework
- Set a schedule at home to allow your child to complete homework
- Read aloud to your child for at least 20 minutes a day, and/or provide an opportunity for your child to read on his/her own
- Attend conferences with the teacher



### Educator Responsibilities

- Partner with parents in discussions on the academic progress and conduct of children on a regular basis
- Teach and enforce the rules in a courteous, consistent, and fair manner, and deal with misconduct quickly, fairly and impartially.
- Plan and conduct a program of instruction that captures the interest and meets the needs of each student
- Demonstrate by attitude and actions genuine concern and respect for each student, family and other staff

## **5. Policies**

All policies are on file in the school office and can be found on the school website at [www.birchgroveschool.com](http://www.birchgroveschool.com).

## **6. Behavior**

### **A. Birch Grove Behavior Expectations**

*A. We have high expectations for student behavior. We intend to encourage a culture of respect among students, staff, families and volunteers, to be carried out into the community.*

#### Safety

Students, staff, parents and volunteers will promote, create and maintain an environment free from physical and emotional harm. Birch Grove Community School will not tolerate physical violence against another person, or the use of threatening or abusive language.

#### Respect

Students, staff, parents, and volunteers will respect the unique attributes and qualities of every individual. Varied beliefs and backgrounds strengthen a public education system. Students, staff, parents and volunteers will be thoughtful caretakers of the school building and property, as well as the property of others.

#### Dress

Students, staff, parents, and volunteers will dress appropriately for the school environment.

### School Climate

Students, staff, parents and volunteers will behave in a manner that fosters a positive school environment. Our actions are distinguished by the highest standards of personal behavior, including trust, honesty, fairness, integrity and mutual respect.

#### **B. Discipline Procedure**

Birch Grove Community School is committed to promoting learning within an environment of care and concern for one another. We celebrate and appreciate our individual differences and expect the following behaviors:

- Treat yourself, others, and property with respect
- Work to the best of your ability

In an effort to sustain an environment that promotes courtesy and respect for individuals, Birch Grove Community School students will be recognized for exemplary behavior. Staff is always looking to “catch” students being good and make examples of them. You will know that your child has been caught when they come home wearing an “I Got Caught Being Good at Birch Grove Community School!”

At Birch Grove Community School student expectations are clearly outlined. We expect much from our students – we do not however, expect them to be perfect and know misbehavior may/will occur. Teachers and staff have open communication with parents using phone calls/take home folders/personal meetings regarding any and all misbehavior.

Continual and/or severe acts of physical violence will be referred to the office. Administration/staff will discuss the incident with the student(s) involved. *Most* acts of physical violence will be dealt with in the following way:

- First physical violence offence may result in the student(s)/administration calling the parents from school to discuss the incident
- The second physical violence offence may result in the student(s) being sent home for the day
- The third physical violence offence may result in the student(s) being sent home for the day
- The fourth physical violence offence may result in a student/staff/administration conference to determine a behavior plan for the student

All serious incidents will be dealt with on a case-by-case basis. The school, staff, and administration may use its discretion concerning the severity of discipline procedures. School staff/ director will work with students/ parents to resolve any and all issues. It is our intention that students have the best learning environment available.

## **7. Governance**

Birch Grove Community School, #4145, is a non-profit organization run by a Board of Directors. Board members are educators, parents of currently enrolled students, and community members who subscribe to the mission of Birch Grove Community School. Board members meet at least monthly. To find out the dates, times, and place of the meeting (usually the second Tuesday of the month), please call the school administration at 218-663-0170 or see the school board calendar on the school website at [www.birchgroveschool.com](http://www.birchgroveschool.com)

All are welcome! Parents and community members are invited to attend meetings and express any questions, concerns or comments that they may have during the Community Comment section of every board meeting. Board members agree to set aside personal agendas and act in good faith according to the mission of the school in making decisions.

### Student/Family Handbook Receipt Form

Please sign and date below confirming that you have received the Student/Family Handbook. Please send this form to school in Take Home Folders or turn into the school office. Thank you for choosing Birch Grove Community School!

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Parent/Guardian Signature

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Date