Welcome to the 2022-23 school year!

Greetings Battle Creek Elementary School Family!
We are so excited to welcome you and your child back to a new school year! I hope you have had a fabulous summer and your student is excited for a new school year!

At Saint Paul Public Schools, our mission is to inspire students to think critically, pursue their dreams and change the world. This means providing challenging and engaging instruction in welcoming classroom environments that represent and respect the diverse backgrounds of our students. This way, every student can feel seen, empowered and ready to find joy in learning.

The first day of school is exciting for students, families and staff alike. It can also be overwhelming. Here are a few things to know so you can help your students be ready for the first day.

School Begins for:

- 1st-5th grade on Tuesday, September 6th
- ECSE, PreK and Kindergarten on Thursday, September 8th

On Tuesday, September 6th and Wednesday, September 7th, PreK and Kindergarten students and families will be invited to attend an individual Welcome Meeting. Teachers will be reaching out to families to set these up during the last week of August. PreK and Kindergarten students will not have a typical school day on these days.

I would like to provide you with some important information as we prepare to begin the new school year.

iUpdate Forms and Campus
It is important to fill out the emergency forms each year. Please use the following link to complete this as soon as possible: [https://www.spps.org/Page/31224](https://www.spps.org/Page/31224) We rely on parents/guardians to call or send a note to school immediately if your phone numbers or address changes. In case of emergencies, the school uses the Emergency information on the forms and campus to contact families.
Open House

Battle Creek Elementary will be hosting an in-person Open House on Thursday, September 1st from 3:30-5:30pm. Please join us at our open house to welcome students and families to a new school year!

Classroom teachers assignments will be posted at Open House. Classroom Supply Lists are enclosed with this letter.

Teachers enjoy spending this time getting to know you and your family. They are happy to answer any questions you may have about classroom curriculum and instruction, the classroom schedule and grade level specifics.

School Hours

Arrival: 7:15 (doors open for breakfast)
Dismissal: 2:00pm

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

School hours are from 7:30AM to 2:00PM. Teachers do begin classroom community building activities right after breakfast so please ensure your child is at school each day by 7:30am so they can be part of this experience.

Breakfast information

- Breakfast is served at 7:15am

Transportation

Families will receive a postcard in the mail with transportation information at the end of August directly from our Transportation department. The postcard lists details about where and when to get on and off the bus. We encourage families to have their students at the bus stop five minutes before the bus arrives each school day to ensure your child does not miss the school bus. Buses have a number of stops and move along their routes fairly quickly so that students arrive to school on time for school. You can surely track the status of your child’s bus on our school’s website or the Bus Status app.

If you believe your student is taking the bus but did not receive a postcard, please call Transportation at 651-696-9600 as soon as possible.

If you have moved over the Spring or Summer, please call our main school office beginning on August 29th. Our main school office line is: 651-744-4130
A change in address could result in a change of schools based on your new location. Our friendly office staff can assist you with this and questions you may have.
School Calendar
Our school calendar can be found on our Battle Creek Elementary website: BCE Family Calendar
Please note that dates may change as the year progresses, and updates may be posted from time to time.
For the full district calendar, visit spps.org/calendar

Important Arrival and Dismissal Procedures for Families

Our school Busing Zone (horseshoe area in front of the school) will not be open for vehicle pickups or drop offs between the hours of 7:15-7:30am and 1:45-2:10pm. The horseshoe area in front of the building is reserved for buses only during these times. Staff assigned to the front of the building for student safety supervision will direct families to the student drop off and pick-up area on the east side of the school building off of Winthrop Street.

Arrival drop offs and Pick ups:
We are requesting that ALL parents use the Battle Creek Recreation Center parking lot area off of Winthrop Street for parent pick up and drop off during the hours of 7:15am-7:30am and 1:45-2:10pm as the front of the school is reserved for buses only during these times. Staff are assigned to assist students during these times for arrival and dismissal.

For Arrival, families can pull along the BC Rec Center sidewalk to drop their student off. A staff member will be greeting students at our eastside school door. We do ask families to not block the sidewalk area since this is an unloading zone only. Families who wish to walk their student to the school door, we ask you to please park in the BC Rec Center parking lot and walk your student over to the school door.

For Dismissal, the Battle Creek Rec. Center and our school ask that you please park your car in the BC Rec Center parking lot and come into the school to meet your child in the lunchroom for parent pick-up. Students are grouped by grade level so parents can easily find their student for dismissal.
The Battle Creek Rec Center parking lot and small playground can easily be found along the east, back side of our school on Winthrop Street. Please see the map below.

Thank you for your cooperation ensuring all children are safe!

Changes in a Dismissal Routines for a Student
It is important for students to have a consistent dismissal routine each day. Parents must designate their student as a walker, parent pickup or a busser. Any changes to a students’ dismissal routine for the day must be requested by calling the office by 1:30pm to ensure that the information reaches the student in a timely manner. If a guardian calls after 1:30pm, the front of our building along Ruth Street will be lined up with buses making it challenging to bring a student safely to a parent.

Childcare options for families
If you are in need of after school care for your child, please visit the following spps website: https://www.spps.org/domain/13196

In addition, we encourage families to reach out to the Battle Creek Recreation Center for child care options as well.

Meals
Nutrition Services will continue to provide healthy breakfast and lunches to students at school. All students receive a free breakfast at school. As students arrive at school, they can grab their breakfast and eat in class. Hot and cold breakfast options are available.
Students at Battle Creek Elementary will receive lunch at no cost, regardless of eligibility status, because our school is a **Community Eligibility Provision (CEP)** school.

Every SPPS family should complete an application for **Education Benefits/Free or Reduced Price Meals -- regardless of family income**. This is very important for our school since it also provides funding dollars for building staffing who can directly support working with students who need extra academic or social-emotional support. Applications are available online on [SchoolCafe](http://www.schoolcafe.com/spps), and paper applications are available at the school. You can also complete the application on [iupdate](#). We do have staff that can help support your family in filling this out as well.

**Health And Wellness**

**Immunizations**

It is important to make sure your child’s immunizations are current and provide records to your child’s school. Learn more at [spps.org/studentwellness](http://spps.org/studentwellness).

If you have immunization questions or need to talk with our Nurse about your child’s doctor prescribed medication, please contact the school office or Nurse Bridget.

**COVID-19 Student and Family Guidelines**

Saint Paul Public Schools is committed to providing a safe and healthy environment for our students, staff and their families. To ensure this commitment is met, we have developed and will continue to revise the [COVID-19 Guidance for Students and Families](#) in response to the everchanging Coronavirus Disease (COVID-19) pandemic.

**Attendance** is an important part of student success. We realize there are many reasons that a student may be absent from school. If your child will be absent from school, please notify the school at your earliest convenience. Communication between home and school is a vital component to a positive school experience.

**Student Rights & Responsibilities and School Safety**

SPPS strives to create welcoming schools where each and every student is seen, known and valued. There are rights students are guaranteed when they are at school as well as responsibilities that accompany those rights. [Read the Rights & Responsibilities Handbook](#).

Safety is of the utmost importance at our school and district. Families, students and staff can use the MySPPS app to **“Send a Tip”** and confidentially report unsafe behaviors in school to SPPS Security and Emergency Management.

**School Contact Information:**

- Please contact the main office at 651-744-4130 if you have any questions. We are here to serve our students and families. If you have a question after school hours, please
leave a message and your call will be returned as soon as possible during the next school day.

- Please keep the school office informed of any address, phone number or email changes through the year. This is very important in case we need to reach you concerning your student during the school day. Main office number: 651-744-4130

- Please check our school website regularly, spps.org/battlecreekel, for information and updates.

- SPPS uses Blackboard Connect to alert families about important school news and information, events, weather cancellations, emergencies and more through email, phone and text. Please update your phone number, email and other contact information with our office staff.

- We also have a Battle Creek Family Calendar found on our website that provides you with important school information: Family Calendar

- For more details, and to update your information, visit spps.org/onestop.

- You may also download the MySPPS app from Google Play Store or the Apple App Store. Once you “Follow” Battle Creek Elementary you'll have instant access to school news and updates. Just search “MySPPS” in the app stores. Learn more at spps.org/MySPPS.

I am looking forward to welcoming you and your child to a new school year here at Battle Creek Elementary. Please don’t hesitate to reach out if you have any questions or concerns.

In Partnership,

Kristen Longway
Principal,
Battle Creek Elementary School