

# **Wildwood Elementary School**

**2011-12**

## ***Parent/ Guardian Handbook***



**535 North Warner Avenue  
Mahtomedi, MN 55115**

[www.mahtomedi.k12.mn.us/wildwood](http://www.mahtomedi.k12.mn.us/wildwood)

## ***Mission Statement of Wildwood Elementary***

*The Mission of Wildwood Elementary School is to provide a program of instruction that maximizes each student's potential, that develops skills and problem-solving techniques that are necessary in a changing and diverse world, and that emphasizes the value of the learning process.*

*This program will be provided within a caring environment, which encourages integrity, responsibility, and self-worth.*

*The cooperation of students, parents, other community members, and staff is fundamental to the success of this mission.*

### ***Dear Wildwood Families,***

*Welcome to the 2011-12 school year. We are excited to begin another school year and another chapter in your child's book of academic, emotional and social development. We also are excited for the opportunity to work with you as together we can provide the necessary nutrients to foster a wonderful experience for your child at Wildwood.*

*This handbook has been assembled as an attempt to provide you a guide to many of the practices and procedures that take place at Wildwood Elementary. Please read the handbook and become familiar with its content as it will guide you and inform you about our practices. Hopefully, all your questions can be answered by reading the handbook; but if not, please give us a call at 407-2400.*

*Your involvement and encouragement in the school life of your child is probably the single most important factor in helping your child have a successful school year. Their academic success relies on three groups working very closely together – the child, the parents and the school. We encourage you to consult with their child's teacher, attend school events and activities, join the elementary PTO, and become active in your child's school life. Your enthusiasm and interest in school can be contagious for your child and foster a positive attitude about school.*

*Our educational program is designed to help each child reach their academic potential while at the same time help them develop the skills to become outstanding citizens of our community. We have a safe and caring school where each and every student is valued for the person they are and the contributions they bring to Wildwood. We sincerely hope they have a great experience.*

*Thank you for your interest in your child's future and remember that the welcome mat is always out for a Wildwood parent or guardian.*

***Mark Hamre,  
Principal***

## **Important Phone Numbers**

Main Office	407-2400
Attendance (24 hours)	407-2408
Health Office, Ms Fong	407-2403
Secretary, Nanette Chow	407-2404
Principal, Mr. Hamre	407-2401
Psychologist, Joe Pendleton	407-2422
First Student Busing	407-9080
Busing Route Coordinator	407-7684
MAC (Child Care)	407-2029

**School Hours: 9:05-3:25**

### **ARRIVAL AT SCHOOL**

For safety reasons, students should not arrive before 8:45 am unless special arrangements have been made with the teacher. Early arriving students will be asked to wait in the entrance foyer until the bell rings at 8:55.

### **ASSESSMENTS**

First and second grade students will participate in the district mandated assessment, Measures of Academic Progress (MAP). At Wildwood students will be assessed in reading and math in the fall, winter and again in the spring. We also administer a Curriculum-based Measure known as Aims-web three times per year to measure students' progress in reading, math and writing. These assessments are used to measure student's growth as well as providing teachers valuable information regarding their instructional goals.

### **ATTENDANCE "You Miss School, You Miss Out"**

Daily school attendance and punctuality is very important to school success. Parents are urged to make every effort to avoid family vacations or appointments of a non-emergency nature during school hours.

### ***Absences - Appointments***

If a child needs to be excused from school during the day, the parent is to send a note with the child informing the teacher of the date and time of the day the child is to be picked up. The note should include information regarding when the child will return to school.

Parents arranging to pick up their child at school should report to the office rather than going directly to the child's classroom. Parents must sign students out in the office before leaving the building. If the child returns to school later in the day, the parent is to escort the child to the office and inform the school receptionist.

### ***Absences - Parent Reporting***

Parents are required to contact the school office when a student is absent. Please call: Gloria Fong—Health/attendance Paraprofessional at Wildwood—651-407-2408. Telephone messages can be left at any time (24 hours). If a child is reported by the teacher as absent with no explanation, the office will make every attempt to call parents to determine the cause of the absence. If unable to contact a parent, the absence will be documented as unexcused.

### ***Excessive Absences***

The school reserves the right to require a doctor's note explaining a medical reason for a child's excessive absences from school. Excessive absences from school for any reason will negatively impact a child's academic development.

### ***Unexcused Absences***

By law parents have the responsibility to make sure their child attends school and arrives on time. Students arriving after 30 minutes (9:35 am) or not arriving at all without an acceptable explanation will be considered an unexcused absence and subject to the MN Compulsory Attendance Law. This may result in truancy and if determined problematic, a truancy referral made to Washington County Truancy Intervention. Examples of Unexcused absences include: running late, over-slept, missed the bus, etc...

### ***Tardy***

A tardy is defined as being 1-30 minutes late to school. Students arriving after 30 minutes without an acceptable explanation will be considered an unexcused absence and subject to the MN Compulsory Attendance Law.

### **BEHAVIOR EXPECTATIONS "Be Respectful, Be Responsible, Be Safe"**

A positive school environment is a priority for us. We accomplish this through a research based building-wide approach called Responsive Classroom® where social/emotional growth is an important part of supporting children's academic success.

At the elementary level, we believe that children attain the greatest cognitive and social growth when they learn to consistently and responsibly care for themselves, for each other, and for the school environment. Academic and social learning is integrated throughout the school day. We believe that how children learn is as important as what they learn.

Tom Cappelen, Positive Behavior Specialist, supports the proactive approach to discipline. His roles consists of:

- Positive Behavior Intervention and Support Resource
- Providing Special Education Direct Services/Service Coordination
- Assist in facilitating small groups based upon student needs (social skills, self-esteem, self-control, reviewing school responsibilities, problem-solving, etc.)
- Teaching mini lessons in classrooms, attending morning meetings, classroom observations, academic interventions, etc.

Wildwood staff will use the "*I Care Plan*" as a problem solving tool for students. This helps a child to take responsibility of his/her behavior and figure out a way to "fix" the problem. The children will participate in a mini-lesson on completing an "*I Care Plan*."

### **Harassment and Bullying**

The Mahtomedi School Board has adopted Policy 413 prohibiting sexual, racial, and religious harassment and Policy 514 prohibiting bullying. The school district expects all students, parents, volunteers and employees to comply with these policies and the school district will respond to allegations of harassment or bullying with an investigation and any appropriate consequences.

### **Mandatory Reporting**

Consistent with MS 626.556.Subd.22a and Subd 5a, District 832 employees have been instructed to report to law enforcement, child protection, or the Minnesota Department of

Education all children who show indications that they might be victims of physical, sexual or emotional abuse. The appropriate agency will investigate the report.

### **BIRTHDAY PARTIES/TREATS**

Birthdays are special events for elementary aged children. Please let the teacher know ahead of time if you would like to send treats to celebrate your child's birthday. District policy states that all treats must be commercially made. Sufficient treats should be sent so that all children in the classroom may partake. Staff members would like to encourage healthy choices of food.

### **CHEMICAL FREE SCHOOLS**

The buildings and grounds of the Mahtomedi School District are chemical and tobacco free. Any adult or student shall not use, be in the possession of, sell, give away or be under the influence of alcohol, cigarettes, tobacco products or other harmful chemicals while on school property or at school-sponsored activities.

### **CHILD CARE—Mahtomedi Adventure Club (MAC)**

The Mahtomedi Adventure Club is a school-age child care program (**before and after school**) for Mahtomedi School District children in kindergarten through fifth grades. It is a non-profit organization staffed by professionally trained individuals who meet the state's requirements for licensure.

The MAC program, which is located at both Wildwood and O. H. Anderson, is open all school days, vacation days and some holidays—**opening at 6:30 a.m. and closing at 6:00 p.m.**

Children may be enrolled on a regular basis of two-five days per week. Enrollment information may be obtained by calling the Program Director at 651-407-2029. You and your child are welcome to come in and visit the program at any time.

### **CLOTHING**

Clothing should be comfortable and appropriate for the classroom. Clothing should not become a distraction to others or to the wearer. Layering often is a good choice because of fluctuations in weather conditions and classroom temperature. Cleanliness and good hygiene are important. We ask for parent/guardian support with the following requests:

- Some pictures, symbols, language or slogans (especially those advertising tobacco and/or alcohol) are inappropriate. If we feel a child wears an unacceptable item of clothing, we will ask the child to turn the offending shirt inside out, wear another shirt over the offending clothing, change clothes, see the nurse for a substitute article or call home for a change of clothing.
- Hats are not worn in classrooms or the building except for special occasions and/or with special permission.
- Proper shoes must be worn at ALL times. Boots and snow pants are recommended for the playground in the winter. At all other times, tennis shoes or regular shoes should be worn on the playground. Due to safety concerns, flip flops/sandals are not to be worn during recess.
- Special dress, costumes, or make-up may be worn on special occasions.
- Students are to dress appropriately for outdoor recess each day. Students will continue to go outside for recess if the temperature and wind chill is 0° or higher.
- **Please, please, please label all clothing.**

## **CONFERENCES**

Parents are invited to Parent/Teacher conferences in November and again in February (Kindergarten) or March/April (first and second grades) to discuss their child's progress and to become familiar with grade level goals. Additional conferences may be scheduled as needed. Report cards will be issued at the end of second and fourth quarters. Please contact your child's teacher if you have any questions or concerns that arise throughout the year.

## **COMMUNITY EDUCATION**

The Community Education Department offers District 832 residents programs for preschoolers through senior citizens. During the school year, students have the opportunity to participate in a variety of activities. In the past, we have offered activities such as youth football, field hockey, soccer, basketball, cross-country skiing, pottery classes, foreign languages, computers and biology. Community youth activities are publicized by sending information to the elementary schools and informational flyers are sent home with students.

Transportation at the conclusion of the activity is the family's responsibility. For more information about early childhood programs, after-school activities or community organizations or associations, call Community Education at 651-407-2037.

## **COUNSELING ASSISTANCE**

A school psychologist provides consultation services for school personnel, parents, and counseling for students, administers and interprets current assessment tools and facilitates student groups including social skill development and enhancement of self-esteem, grief, loss, etc. Please contact:

Wildwood Psychologist, Joe Pendleton—651-407-2422

## **CURRICULUM**

### ***Language Arts***

Our Language Arts program utilizes the Read Well program. Students read in flexible groups throughout the school year to ensure continued success, interest and rigor. Guided reading instruction ensures individualized attention.

"Being a Writer" is the new writing curriculum. Students are taught to evaluate their ideas and content, organization, write with expression, word choice, sentence fluency and conventions in a variety of topics and styles.

### ***Languages***

Spanish is taught to students two times per week throughout the school year. Goals for the Spanish program include both cultural and language acquisition, and coincides with students' grade level math and reading curriculum. This elementary program is progressive through the grades and continues in the Middle School.

### ***Mathematics***

The math curriculum is built around the University of Chicago School Mathematics Project (UCSMP) and is called Everyday Math. This math curriculum, coordinated with the secondary schools, is a rigorous program emphasizing understanding through problem solving and project learning. Students will use manipulatives to make connections to their world and all the other curriculum areas. Students learn to use multiple strategies to solve problems. Teachers were recently trained in Cognitively Guided Instruction (CGI) and will incorporate its strategies to address number sense, computation and problem-solving.

### ***Health***

The Great Body Shop, our health curriculum in grades 1-5, provides students with a comprehensive health education and substance abuse program. Each unit is structured so that knowledge, values, life skills and critical thinking skills are introduced through concepts that are age appropriate and familiar. Areas of the health curriculum include safety, nutrition, drug abuse, body parts, exercise and body systems. Students learn about their bodies and the importance of healthy lifestyle in the classroom and in their physical education classes.

### ***Science***

Our newly revised science curriculum is aligned with the Minnesota State Standards at each grade level. The Macmillan, McGraw-Hill Science (Foss) series emphasizes hands on science experiences leading to real world connections for science. We are also incorporating engineering experiences tied in to the new Minnesota engineering standards.

### ***Social Studies***

Elementary students shall demonstrate knowledge of the interaction of people, places and locations and know how to locate regions of the world and identify geographical and cultural features. A global connection is explored through interdisciplinary units in art, music and language arts.

### ***Physical Education***

When students participate in physical education classes, they are learning more than team sports and exercise. Physical Education teachers and elementary health teachers work together to provide a well balanced coordinated program that includes identification of bones and muscles, the importance of good sportsmanship, and the value of lifelong habits for good health.

### ***Music***

Students learn an appreciation for music, develop creativity, understand multicultural and international perspectives while integrating music with other arts disciplines and the general curriculum. All students perform in annual productions.

### ***Visual Arts***

The art program in the elementary schools is a sequentially planned and managed art program. The smART series is composed of four units of detailed instruction per grade level, supported by slides and Shorewood prints. Each unit includes four major areas; history and culture, aesthetics, criticism, and production which is considered a discipline-based art curriculum. Students in grades K-5 receive their primary art instruction from an art specialist. This program is then supplemented through the work of the classroom teachers and the efforts of our Art Adventure ("Picture Person") volunteers.

### ***Media Technology***

The media center provides students with excellent materials for supplementing the curriculum. Children are offered a wide range of recreational reading as well as materials for research. The media centers also contain computer laboratories in which students are introduced to introductory computer skills. Students enhance their learning through a variety of multi-media experiences in the computer laboratories including access to Internet and other computer-based research tools.

### **ELECTRONIC ANNOUNCEMENTS (Daily)**

To help keep parents better informed of Wildwood activities anyone can subscribe to our daily electronic announcements. Each afternoon we send out information via e-mail to subscribing families of the main activities occurring at school for the week. If you are interested in subscribing, just go the Wildwood website at [www.mahtomedi.k12.mn.us/wildwood](http://www.mahtomedi.k12.mn.us/wildwood) and click on the tab at the bottom that is entitled, Electronic Announcements.

### **EMERGENCY CARD**

Every student at Wildwood has an emergency information card. It is important that the information on this card be current because it is our first reference in case we need to contact you about your child. Please inform us if there is a change in phone number, resident or emergency contact person.

### **ENGLISH LANGUAGE LEARNERS (ELL)**

Our ELL staff works with learners whose primary or native language is not English. They will assess, consult with teachers, work with families, modify curriculum and work directly with ELL learners. Please contact the school office for more information.

### **EMERGENCY SCHOOL CLOSING**

Periodically, it is necessary to cancel school for a day. Poor weather conditions are the usual reasons for such action. This information is broadcast over WCCO radio -- AM (830), KSTP-TV and KARE-TV. Please listen to the radio. Please ensure that your children are instructed as to what to do if the above mentioned situation occurs. The district will send out an automatic message (phone call and/or e-mail) out to all families if we have an emergency closing.

### **FIELD TRIPS**

Throughout the school year, individual classes or grade level groups travel to places of interest. These trips offer students enriched learning opportunities not available at school. You may be asked to help defray the cost of such field trips and/or transportation through donations. Any requested donation is truly voluntary and shall not impact your child's participation in the field trip activity. All attempts will be made to keep the cost as minimal as possible. Please contact your child's teacher if financial hardship makes it difficult for you to pay the fee.

### **GIFTED AND TALENTED**

The formalized process of identifying Gifted and Talented students begins in the spring of second grade with assessments, review of student's work and teacher recommendation. Once a GT student enrolls as a third grader a variety of opportunities exist which are designed to address the needs of gifted students. These include opportunities both within the classrooms and through enrichment opportunities.

Teachers are provided with resources which allow them to meet the needs of these children. Resources can include: more accelerated materials, computer programs offering special challenges, opportunities for grouping students of like ability, in service opportunities stressing instructional techniques designed to enhance higher level thinking skills and problem solving skills, and the necessary evaluations to plan appropriately. Identification of students who are eligible for participation is done through teacher observation, student performance on daily work, and student performance on ability and achievement assessments. A more detailed brochure describing the gifted program is available in school offices.

## **GOING HOME WITH A FRIEND**

If your child plans to go home with a friend, **BOTH** children must bring permission slips from parents/guardians. If the visit requires a change in bus transportation, the notes should be given to our receptionist early in the day. She will write a bus pass that must be given to the bus driver. ***Students will not be allowed to ride home with a friend without notes being presented by both parents.***

## **HEALTH OFFICE**

**Good health is a basic to sound education.** The purpose of the school health program is to maintain, improve and promote the health of the child. School personnel, the parents and the community must work together to accomplish this goal. Parents have the primary responsibility for their children's health. School personnel assist parents in carrying out this responsibility and in helping them utilize community resources.

**When a child becomes ill at school,** we request that parents take the child home.

When the parent cannot be reached by telephone, we contact the person indicated on the child's emergency card. Parents are asked to contact the school when the child is absent due to illness. The health assistant is available to take calls each morning between 9:05 and 12:00. Your help in remembering to call is appreciated. We do worry that there is some other reason for the child not being here. Your child is required to bring a note from you explaining any absence.

**Students should not return to school until 24 hours after the symptoms of illness have disappeared.** Consistent with the procedures outlined in the District 832, Policy 526, school officials who suspect that a student has a communicable disease may request that a parent provide medical certification that a communicable disease is not present or does not present a significant threat to the health and safety of others. The student will be asked to remain home until this certificate is obtained. In the event of an outbreak of a significant number of cases of a communicable disease, school officials will notify parents as per the recommendations of Washington County Public Health.

### Should I Send My Child to School?

Many students and parents are concerned about when students should stay home or attend school. The following information is intended to help with this decision. Please keep the child at home if he/she:

- Has a fever of 100 degrees or more

The student should stay home for 24 hours after the temperature returns to normal.

- Has vomited or had diarrhea

The student should stay home until 24 hours after the last episode.

-Has any rash for which you do not know the cause Check with your family physician/clinic before sending the student to school.

-Has an illness

**Responsibilities of the school health personnel include:**

- Establishing sound health practices through the school curriculum
- Insuring that the school environment meets health standards
- Emergency care of students in the event of accidents or illness
- Maintenance of selected health records for each child

**Medications** will be administered by school personnel upon completion of a PHYSICIAN'S REQUEST FOR MEDICATION by the prescribing doctor. Parents may obtain these forms from the school office. The medications must be brought to school in their original container. When possible, please make alternative arrangements so that it is not necessary for your child to receive medications during the school day.

**If illness requires a lengthy absence**, homebound instruction may be available. A doctor's statement verifying the anticipated length of absence is requested. Final approval will be made by the Director of Educational Services.

**Immunizations:** The health card is updated each year. All students are required to have a record of immunizations which includes measles (rubeola and rubella), mumps, 4 DPT, and 3 polio vaccinations. Incoming kindergartners must have updated vaccinations prior to the start of the first day of school unless the parents have filed a conscientious objection to immunizations. Hearing and vision screening is conducted periodically by the school health personnel with the assistance of community volunteers. Results can alert parents to the need for a more thorough evaluation by the doctor of their choice.

**HOMEWORK**

Homework is meant to reinforce and practice the student's schoolwork. Homework allows the student to take responsibility for organization, practice and task completion. Parents can help immensely by assigning a space and setting aside a time for learning. It is difficult for teachers to provide homework ahead of time for family vacations so missing homework will be provided once student returns. Should homework become a burden for a particular child, please contact that child's teacher quickly.

**INTERNET USE POLICY**

**Purpose:** The purpose of this policy is to provide direction for school district personnel and to set guidelines for acceptable use of the Internet.

**Internet:** It is the policy of the School Board to provide Internet access to staff and students of the school district. In making decisions regarding student access to the Internet, the school district considers its own stated educational mission, goals and objectives. Electronic information research skills are fundamental to preparation of citizens and future employees. Access to the Internet enables exploration of thousands of libraries, databases, bulletin boards and other resources and to exchange messages with people around the world. The school district expects that staff will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use.

**School District Responsibility:** Because the School Board believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school district, directives regarding Internet access and use are given on the following topics:

1. Training and Orientation;
2. Security;
3. Vandalism;
4. Etiquette;
5. Enforcement Procedures;
6. Limitations

**Web Page:** Mahtomedi School District and schools have active web pages. You can access them on the Internet under: **[www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us)**

## **KINDERGARTEN SCHEDULE**

The Mahtomedi School District offers a half-day kindergarten experience with the option for parents to purchase full day. Location of the child's home or day care determines whether a child will attend the morning or afternoon session if they are on a half-day schedule. Morning schedule: 9:05-12:45. Afternoon Schedule: 11:40-3:25.

## **LITERACY/MATH BLOCKS**

To better meet the academic needs of students teachers at Wildwood flexibly group their students in the areas of math and reading to provide instruction best suited for child's instructional level. Kindergarten only uses reading blocks. Math and reading groups are determined by pre-assessment, student's performance, and teacher recommendation. As student performance changes during the course of the year, they may move to a different level taught by a different teacher. The focus of the blocks is to provide appropriate instruction at the student's instructional level.

## **LOST AND FOUND**

The Lost and Found area is located in the main hallway just outside of the media center. Please check it periodically if your child is missing a clothing item. ***Remember to label all articles of clothing and equipment.***

## **LUNCH PROGRAM**

School lunches are available to all students beginning with the first day of school. Mahtomedi Schools provide for free and reduced priced meals and milk under the National School Lunch and Special Milk Programs. Applications to determine eligibility for free or reduced lunch can be obtained from the school office secretaries. Parents must re-apply each year for the Free-Reduced Lunch Program. Students' lunchroom purchases are recorded on computer (no tickets are used). This is a debit system, meaning that money must be deposited into the students lunch account in advance—much the same as buying lunch tickets. Students without money in their account must pay cash or bring lunch from home. Cost for 2011-12: Lunches: \$2.30 Milk: 45¢.

### ***Lunch and Nutrition***

We work closely with our food service providers to provide nutritionally balanced lunches for our students. We do not allow soda in the lunchroom as part of our school lunch or as part of cold lunch. Please do not send soda or cola drinks when you pack a lunch. We also ask that you make an effort to send healthy choices for snack and lunch.

## **PARENT TEACHER ORGANIZATION (PTO)**

The Parent Teacher Organization provides volunteers to assist with a variety of school projects and enrichment programs. Please go to the Wildwood website and click on Community Resources — PTO to see a full range of activities and meeting dates. All parents are encouraged to attend the PTO meetings during the year. Information can be found on the Wildwood Home page under the Community Resource tab.

### **On-Going PTO Fundraising Projects:**

#### ***General Mills "Big G Box Tops for Education"***

Through the Big G Box Tops for Education program, General Mills will pay us up to 15¢ for each "GM Box Top for Education" symbol we collect. Box tops can be dropped off in the designated box located in the school hall or sent to class with your child.

#### ***Milk Caps***

Milk caps from Kemps and Land O'Lakes milk jugs are collected. Their value is 5¢ each.

### ***Cartridges for Kids***

Both Wildwood and O. H. Anderson collect used ink cartridges and cell phones. Please drop off your used items in the designated container in the hall across from the office.

### **Target Stores "Take Charge of Education"**

Target will donate 1% of the total purchases made with your Target Guest Card to Wildwood and O. H. Anderson. To participate, cardholders must call 1-800-316-6142 to designate Wildwood and/or O. H. Anderson to benefit from their purchases. If you don't have a Target Guest card, call 1-800-316-6142 to request one.

### **PHONES**

All teachers have direct dial phones in the classroom. Numbers are listed in the directory each year.

- Teachers are normally available before and after school to answer phone calls. During the day teachers are not able to be reached directly in their rooms but their voice mail will be activated.
- "Time-Sensitive" messages during the school day will be relayed to the classroom. Please call: Wildwood Office 651-407-2400
- If you are calling about after-school pickup or appointments, please try to call as early in the day as possible. It is very difficult to deliver messages received after 2:45 pm.
- If you are calling to report that your child is absent from school, please call: Wildwood attendance line 651-407-2408
- Wildwood school office is open from 7:30 a.m. until 4:00 p.m. If you call when the office is closed, you will be able to leave a voice mail message.

Students will be given permission to use the phone for emergencies, but not for reasons such as arranging to play with a friend after school. Please make arrangements with your child regarding transportation and social activities before the school day begins.

### **RECESS**

We monitor the temperature each day at 10:30 a.m. Students will be outdoors for recess unless it is raining, or the temperature or wind-chill is below 0°. Please keep these guidelines in mind when helping your children select clothing in the morning. Temperatures change and children should be prepared to be outdoors.

### **REQUESTS FOR TEACHERS/PLACEMENT PROCEDURES**

The goal of the student placement process is to balance students across classrooms in each grade level. Our staff use their best professional judgment in placing children in the next grade level. Each classroom is balanced considering the factors: gender, ability levels, leadership skills, learning styles, behavior, class size, diversity, special interests, family consideration, and others. Final placements are communicated to parents in August. Student placement follows these steps:

#### ***Teacher and Parent Information***

The Principal places children into the next grade level classrooms after accumulating information about each of his/her students. The information will come from the following sources:

- Teacher Information: Each teacher will complete a confidential Student Information survey in the spring for each child that notes: special needs/programs, peer relationships, reading and math levels, learning style, overall ability, work habits and behavior.

- Parent Information: In April, parents complete an online student information form that note academic, physical, social/emotional needs, family considerations, learning style, special needs, interests, abilities and peer relationships. Specific teacher requests are not accepted.

## **SAFETY PROCEDURES**

The safety of all children and adults is a major concern in the schools. Please follow these rules:

- Outside doors will be locked after the students arrive in the morning. Visitors must enter through the front door or back Kissing Lane door.
- Visitors must sign in at the office and receive a badge indicating their purpose.
- All staff members are asked to send anyone without a badge to the office immediately and students are asked to remind their parents to go to the office first before going to a classroom.

**Fire Drills:** We are required to conduct periodic fire drills throughout the school year. We will attempt to schedule these so that children learn the necessary safety procedures quickly and efficiently with minimal disruption to the school day.

**Severe Weather:** We conduct one severe weather drill each spring in conjunction with the statewide drill.

**Emergency Lockdown and Evacuation Drills:** We are required to conduct periodic lock-down and evacuation drills in case of a school emergency such as a gas leak or intruder.

**Emergency Alert:** Within minutes of an emergency, school officials can use an alert system to deliver a single, clear message to students' parents or guardians by telephone, cell phone, email, pager or PDA in any combination. The system can be used to notify you of a school closing due to inclement weather. Visit our district website for more detailed information [www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us). All Mahtomedi parents are automatically registered for the alerts with any messages. Phone numbers and e-mail addresses will be taken from student's emergency cards.

**SCHEDULE (digital days):** We use a rotating five day schedule. Our days will be listed as Day 1, Day 2, Day 3, Day 4, and Day 5. This will ensure that students and staff will have equal numbers of classes, such as art, media, music, physical education and Spanish. Note that Day 1 does not always fall on a Monday due to vacation days. You can refer to the attached schedule to determine the numbering of our days for the school year.

## **SCHOOL PICTURES**

We contract annually with Lifetouch to have pictures taken early in the year. You will receive information in September about pictures a few weeks before picture day.

## **SPECIAL DAYS**

During the year, the schools plan some special days for students. These are "just for fun" days. Students and staff alike enjoy the opportunity to build school spirit and interest. Watch for announcement of special days in teacher newsletters and the school newsletter.

## **SPECIAL EDUCATION SERVICES**

The Education for All Handicapped Children Act of 1975 (Public Law 94-142) and the Education of the Handicapped Act Amendments of 1983 (Public Law 98-199) require that every child, regardless of handicapping condition, be guaranteed a free appropriate public education. These laws specify that "appropriate" means that the student receives an education which is individually designed to meet his/her special needs and, whenever possible, the student is placed with students who are not handicapped. Educational services for handicapped children begin at birth and continue until the child reaches age 21 or receives a high school diploma.

Special education services within the Mahtomedi School District include:

- Mild/Moderate
- Mentally Handicapped
- Learning Disabled
- Speech/Language Delayed
- Emotional/Behavioral Disorders
- Developmental/Adaptive Physical Education
- Early Education/Special Education (Birth to six years)

Special education related services personnel include:

- Occupational Therapists
- Physical Therapists
- Psychologists
- Social Worker/Counselor

Related services personnel assist with assessments, provide direct therapy as indicated to achieve the goals identified for the handicapping conditions listed above, and as liaisons with other agencies. Please contact Wildwood's School Psychologist, Joe Pendleton at 407-2422 if you have questions.

## **Student Records**

Educational records relating to a particular student are classified as private data and cannot be disclosed except under certain circumstances. **State law classifies all educational data on students other than directory information maintained by a school district as private data.** School officials and staff may share educational records of a student among themselves as long as it is for legitimate educational purposes.

### Parent Access to Records

Parents/guardians have the right to inspect and review the education records of their children in the presence of school officials according to federal family educational and privacy rights. ***The school district will presume that either parent of the student has the authority to inspect and review the education records of the student unless the school district has been provided in writing with evidence that there is a legally binding instrument, state law or court which provides to the contrary.***

### Transfer of Educational Records

No prior written consent is necessary when educational records from one educational agency are sent to another educational agency where the student seeks to enroll. These records can include grades, discipline history and attendance records but do not include psychological records which require parental consent for release to another educational agency.

## **SUPPLY LIST**

Supply lists or fees are sent home with teacher letters in August (and posted on the school website). Please review the supply list for your child's classroom. Check with your child frequently during the year as supplies often need to be replenished. Students need to have tennis shoes for physical education classes and recess.

## **TRANSPORTATION**

### ***Busing***

Mahtomedi Schools provide bus service for all elementary students. Bus information is sent to parents in August prior to the start of school. We strive to provide a safe, pleasant bus ride for all students. Quiet visiting with friends sitting nearby is permitted. Any behavior which causes unnecessary distractions for the driver or makes the ride to or from school unpleasant to others cannot be tolerated.

Misbehavior on the bus may result in the driver issuing a "Bus Incident Report".

Our procedure is as follows:

- 1st Offense: Warning to student
- 2nd Offense: Warning to parent and student
- 3rd Offense: Possible suspension of bus privileges

*(May include suspension of bus service for a period of time.)*

*Serious misconduct may result in more serious consequences even if it is the first or second offense.*

For general bus concerns, contact First Student at 407-9080. Bus drivers have the capability of communicating through bus radios with the bus dispatcher. The bus dispatcher may be reached at the same number as above in case of late arrivals, departures and emergencies.

**WE SUGGEST THAT YOU VIEW THE BUS SAFETY GUIDELINES THAT ARE DISTRIBUTED DURING BUS SAFETY WEEK IN SEPTEMBER. PLEASE DISCUSS THEM WITH YOUR CHILD. THESE RULES ARE MADE FOR THE CHILDREN'S SAFETY AND COMFORT. PLEASE ENCOURAGE YOUR CHILD TO KNOW AND FOLLOW THE BUS RULES.**

For more information, go to:

**[www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us)**

*Go to Menu Bar and select: Student Services*

*From the drop-down menu select: Transportation Services*

***Changing Bus Assignments***—All requests for changes in bus transportation due to a change in daycare must be directed to Judy Burshten (407-2400), Wildwood Receptionist.

A three-day advance notice for such requests is required if the school is to avoid mistakes that result from lost or incomplete notes, misleading information and the confusion coming from substitute teachers and substitute bus drivers who cannot be expected to master complicated daycare schedules.

Parent requests should include the necessary telephone numbers so the office staff can confirm the request.

### ***Student Pickup/Drop-off Zones (Kissing Lanes)***

At Wildwood we have two locations, affectionately called "kissing lanes" for parents to drop off or pick up students. To ease the traffic flow, we ask that all students with last names beginning with the letters A-H use the front kissing lane and students with last names

beginning with I-Z use the back kissing lane. **All vehicles departing Wildwood before and after school must turn right onto Warner Avenue to help ease traffic congestion.**

Front Kissing Lane (A-H): All traffic in front of the building is one-way. Cars should enter from the south and move to the north. Children arriving or leaving by car must be dropped at the front of the building. The right lane is designated as the pickup or drop-off lane. Cars should pull up as far north as possible to drop off students or to pick them up in the afternoon. For safety reasons, students are not to be dropped off in the north lot near the kindergarten wing. We will have supervision in the morning and afternoon to make sure children get directed safely.

Back Kissing Lane (I-Z): The back kissing lane is on the south end of Wildwood for drop off and pick up. Cars should follow in the circle until the child can be safely let out on the sidewalk only. Your cooperation with this arrangement is critical so that we can keep traffic moving smoothly. Short-term parking is permissible between hours of 9:30 a.m. and 2:30 p.m. in the right lane.

Please observe our need to keep the handicap pickup site open at all times, but particularly at arrival and dismissal times. Children should be picked up in the afternoon by 3:25 p.m. Students not picked up by 3:30 p.m. wait in the office until 3:50 p.m.

## **VACATIONS**

***We strongly encourage parents/guardians to schedule vacations that coincide with school vacations.*** When this is not possible, absences due to family vacations should be communicated in advance with the classroom teacher. It may not be appropriate for a teacher to send work for a child to do in advance, but arrangements can be made for children to make up work upon returning.

## **VISITORS (CHILDREN) AT SCHOOL**

We do not allow children to visit friends during the school day. Our primary focus is to maintain a positive learning environment and often times friends or relatives visiting the classroom become a distraction and interfere with the educational process.

## **VISITORS/VOLUNTEERS**

We value our volunteers, not only for the services they perform throughout the year, but also for the model they provide for our students. When children see parents or guardians in our building, they are inspired with a sense of safety, security and belonging. Many volunteer opportunities are available through your child's teacher, the office and the PTO. We welcome and encourage parent/guardian participation on field trips to assist teachers with student supervision.

### Visitor Protocols

- Out of courtesy for our teachers, please pre-arrange any visits to the classroom ahead of time.
- If you are there to observe a classroom, we ask that you limit your visit to one hour.
- Due to data privacy issues, we ask that you observe the confidentiality of other students in the classroom

Please check-in at the office when you are at school for any reason. Simply sign in on the computer and wear a name tag for the duration of your stay.

## **WEAPON POSSESSION**

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

## Mahtomedi Public Schools

### Our Mission

***The Mission of Mahtomedi School District #832, as a multi-community public school system, is to provide individually challenging, lifelong learning experiences for all people, leading to productive and self-fulfilling roles in a global society, accomplished through partnerships and students, families, staff and communities all committed to excellence***