

## COMMUNICATIONS - WHO TO CALL

### SCHOOL HOURS

SCHOOL DAY	9:30-4:00 PM
AM KINDERGARTEN	9:30-12:00 AM
PM KINDERGARTEN	1:30-4:00 PM
ALL DAY KINDERGARTEN:	9:30-4:00 PM

Since staff members are involved in meetings and/or preparation activities before school, they **cannot** supervise students in classrooms, halls, on the playground, or at the doors prior to 9:15 AM. Students should arrive at school no sooner than 9:15 AM prior to the beginning of the school day. If a student is picked at the end of the school day, they must be picked up by 4:10 PM. For the safety of your child, and to monitor persons in the building, parents/guardians must stop in the office to check children in or out (if they need to leave early or arrive late.)

### OFFICE HOURS

Woodland Elementary's office hours are 8:00 AM to 4:30 PM. The office staff will be happy to assist you with any questions or concerns.

Secretary	Gale Theroux
Resource Manager	Nancy Goettl
Office ESP	Barbara Miller
Health Specialist	Diane Hasty

Woodland Office	763-315-6400
Health Office	763-315-6408



Frequently, parents find it beneficial/necessary to communicate with school personnel concerning their child. As a general rule, parents are encouraged to start with their child's teacher. He/she can best respond to questions concerning teaching strategies, student progress, work to be completed, peer relations, etc. If you wish to meet with a teacher, please call to set up an appointment.

Questions and/or concerns more general in nature might best be answered by our Secretary, Gale Theroux, or any member of the office staff. Linda Perdaems, Woodland Elementary's Principal, invites any questions which might be more appropriately directed to her. Our school phone number is 763-315-6400.

### ARRIVAL AND DISMISSAL PROCEDURES

Busers will enter the building from the parking lot using an entrance on the west side of the building.

All students will be allowed in the building at 9:20 AM. and need to be in their classroom and ready for instruction by 9:30 AM (unless eating breakfast at school or work on the WD-TV morning crew.)

### LATE ARRIVALS

If your child is not in the classroom by 9:30 AM, he/she will need to stop in the office for a student late slip. However, if a bus is late, students will not be considered tardy.

In order to reduce an extraordinarily high number of late arrivals, Woodland has implemented a "Late Arrival Procedure." All students arriving late, with an unexcused reason (based on district attendance procedures), will have their late arrivals tracked. After 5 late arrivals in a trimester a "Late Arrival Detention" slip will be issued and detention will be required.

## STUDENT DRESS CODE

### SCHOOL-WIDE DRESS CODE

The following dress code will be enforced during the 2009-2010 school year. Please talk to your children about it and plan accordingly.

- **Shirts** must:
  - Cover entire midsection and back.
  - Have no language or illustrations that are offensive.
  - Not represent gang affiliation.
  - Have straps that are at least 1.5 inches wide—no “spaghetti” straps.
  - Halter tops are not allowed unless they are worn under another garment.
- **Shorts** must: be fingertip length to hem.
- **Jackets** and **coats** must be kept in lockers, not worn during the school day.
- **Hats** or **head-wear** of any kind are not allowed during school day (contact principal if head-wear must be worn for religious reasons.) Baseball type hats will be allowed at recess for protection from the sun. Visors must be facing forward.
- **Pants** must be belted, not sagged, not be baggy, not long (dragging on floor), and not frayed along hemline.

Consequences for not following the dress code will be based on level of non-compliance and may include:

- Turning shirt inside out
- Wearing shirt or sweatpants provided by the school
- Being sent home to change clothing
- Other consequences outlined in school-wide behavior policy

## STUDENT ATTENDANCE

A copy of the student attendance policy is in your **District 279 Elementary Parent Handbook**, which will be distributed to families the first week of school.

Regular attendance is vital for learning. To provide a quality education, the Woodland Elementary staff supports the attendance policy, and encourages you to schedule appointments, etc., outside of school hours/days whenever possible.

Let’s work together to see that children get to school regularly and on time. Please let us know if we can help with concerns in this area.



## CLASSROOM VISITS

Parents are welcome to visit their child’s classroom. We ask that you contact the teacher in advance to determine a convenient time and appropriate length of visit. (The district recommends no more than 20-30 minutes.)

Occasionally, we get a request that student visitors spend the day at school. District policy does not allow for non-enrolled students to spend time in the classroom.

## RELEASING STUDENTS

Regular attendance is vital for learning. Parents are encouraged to schedule medical appointments outside of school hours/days whenever possible. If a student needs to leave school during the day, he/she will be released from school through the office only. Please do not send a note expecting your child to be ready in the office. Allow enough time in your schedule to come in the office, sign your child out and have the office call your child down. Thus, if you are late your child is still receiving instruction rather than missing classroom time. Teachers have been directed not to release a child to anyone without office authorization. Even if you're picking up your child just five minutes before dismissal, please stop at the office.

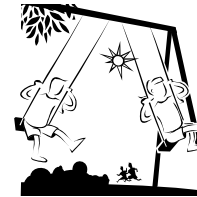
There are times when you may **not** want your child to ride the bus home after school. In those situations, **please send a note to your child's teacher or be sure to call the office by 3:45**. This will minimize confusion and anxiety for your child, the teacher and you. If a child does not bring a note from home, he/she will be required to ride the bus home.

If someone other than you, the parent/guardian is picking up your child, a note or phone call must be received in advance. Unfortunately, we don't know all our Woodland Elementary parents; therefore, please understand if we ask for identification. We are concerned about the safety of your children.

**DUE TO SAFETY CONCERNS;** when picking up your students at the end of the day please pick them up in front of the building. This is a much safer place to meet your child(ren).

## REQUESTS FOR INDOOR RECESS

Occasionally, parents will request that their child stay indoors for recess, due to recent illness. When your child returns to school, it is expected that they are able to participate in all activities. If you feel it is necessary for your child to stay in for recess, a physician's statement is required.



## VISITORS BUILDING AND PLAYGROUND

We encourage and invite you to visit your child's school. In order to monitor the presence of unauthorized people in the building, we ask that you stop in the office and get a visitor sticker to wear. If a person is seen without a sticker, he/she will be asked to return to the office. Please keep in mind that this is intended to better provide a safe environment, and not to inconvenience you. Also, we ask that when you bring materials, supplies, lunches, etc., to school for your child that you bring them directly to the office, and office personnel will see that the item is delivered to your child.

## IMPORTANT REMINDERS

Please remember to label all items brought to school with your child's name and grade. Parents of kindergarten, first, and second graders please put the following information inside the school bag: name, address, and student telephone number.

If you are bringing your child to school the first day, please know the **take home** bus number and bus stop they are to go to after school.

**Kindergarten parents:** Please be sure that your child wears the name tag listing his/her name, address, telephone number and **take home** bus number for the first week of school.

## REPORTING ABSENCES

**763-315-6408**

Students who are absent from school for any reason **MUST** be reported. If you do not call us, we will call you to verify the absence. If no contact is made, the absence will be recorded as unexcused.

When calling to report your child's absence - PLEASE call the Health Services Specialist's direct dial number at 763-315-6408.



## FALL CONFERENCES

A strong home-school partnership contributes to a child's success in school. In keeping with the commitment to early and on-going communication with parents, parent-teacher-student conferences for 4 Star Express and grades K-6 will be held in October. The purpose of these conferences is to discuss each child's interests, strengths, areas of need, and set goals to meet these needs.

Fall conference dates are:

October 20th, 26th, and 28th

Progress reports, which provide specific information regarding the student's academic achievement, work habits, and social skills will be completed in December, March, and June.

Watch for more information in the Wednesday packet.

## ELEMENTARY MARKING PERIODS

FALL	September 8—December 3
WINTER	December 7—March 11
SPRING	March 15—June 11

The **Lost and Found** box will be cleaned out after the last night of conferences.

All remaining items will be donated to a local charity.

## **HOMEWORK POLICY**

When a student is ill, we know that both parent and child worry about “missed work.” However, our staff feels that the student’s energies should be spent on getting well. Therefore, please be aware of our makeup policy.

If a child is out for one day, homework will be assigned when the child returns to school.

When the child is absent two or more days, the parent may contact the school office to request homework assignments. Since it takes time for the teacher to collect the appropriate materials, this request **must be made before 10:00 AM**. Keep in mind that homework will only be given for concepts already taught.

## **WEDNESDAY PACKET (Y & O)**

As a means of improving home-school communication, Woodland Elementary uses a Wednesday packet system. Each Wednesday a stapled packet of information will be sent home with the youngest or only child in each family, hence our “Y & O” Wednesday packet. Please take time to read this information as it is an important communication link between home and school.

Most communication from school is sent home with the youngest or only child in the family. This is done to reduce paper usage. The Woodland monthly newsletter is put on-line as an effort to save additional printing costs. Hard copies will be distributed on a limited basis. The newsletter will be available on-line the first Wednesday of every month.

**Remember to look for the Wednesday packet.** We want you to be aware of events at Woodland and in the community. Your cooperation in making this home-school communication system work is appreciated.

## **STUDENT RECORDS AND YOUR RIGHTS**

Please refer to your Elementary Parent Handbook for information regarding **Student Records and your rights**. If you, as legal parent/guardian, object to the designation of any or all directory information as public, please contact the school office to complete the **“Denial of Release of Directory Information”** form by September 30, 2009.

Public information includes student’s name, address, date of birth, school of attendance, dates of attendance, grades completed, participation in officially recognized activities and height and weight of sport participants.

## **TREATS**

Please do not send treats to school. Woodland no longer allows birthday treats or treats for special events, with the exception of the Halloween, winter, and Valentine’s Day classroom parties.

## **BICYCLES**

If your child rides a bike to school, please require him/her to wear a bike helmet and provide a lock so that the bike can be secured. Bike racks are located on the north side of the school, by the Kidstop entrance.

Woodland is not responsible for damage or loss when bikes are brought to school.

## BREAKFAST/LUNCH ACCOUNT PROCEDURES

Food Service uses a computerized system for payment of school meals. This system eliminates the need for tickets and the problems associated with lost or misplaced lunch tickets. It will also enable parents to prepay an amount that fits into the family budget.

Each student will have a meal account. Parents can deposit ANY dollar amount in the child's account. After picking up his/her breakfast/lunch, the child will approach the cashier who will deduct the cost of the meal from the child's account. Extra milk and entrees will be deducted at the same time.

Students eligible for free or reduced price meals will follow the same procedure as everyone else. Students eligible for reduced price meals will be charged 40 cents for each lunch; consequently they must make prepayments into their account. Students eligible for free meals do not need to make deposits into their account to receive lunch each day.

Students who only purchase milk should prepay their account as well, thus eliminating the need for exact change each day. Parent/guardians are able to deposit money in their child(ren)'s lunch account on-line through the SchoolView program.

**Checks or cash will be accepted any day. Checks must have the child's name and classroom number written on them. If sending cash, please put it in an envelope labeled lunch money and record the child's name and classroom number.**

The child will be notified by the cashier when the balance falls below \$5.10. Parents can receive a statement regarding their child's account at any time. The child will be allowed to charge up to 3 meals. However, Food Service will NOT permit a negative balance to exceed \$-5.10. All negative account balances must be paid in full by the last Friday of the school year.

As the meal account balance gets low, efforts will be made to contact and inform parents/guardians. It is the responsibility of the parent/guardian to provide either money for lunch or a bag lunch prepared at home. Should a child not have money in his/her meal account a sandwich and milk will be provided. However, should parents/guardians choose not to supply either money or a bag lunch a report of child neglect may be filed with Hennepin County Child Protection.

Checks for your student's account can be made out to Woodland Elementary or ISD #279. We highly discourage the purchase of meals or milk on a cash basis each day because it slows the speed of service to all students. No cash is kept by the cashier. Money brought to school for breakfast/lunch will be deposited into the child's account.

**Free and Reduced Price Meal Application Forms** are available in the school office if you did not receive one by mail. You must reapply each year for your child/ren to receive free or reduced price meals.

Our school qualifies for certain education funds or discounts based on the number of students who qualify for free or reduced price meals.

Parents are welcome to join their children for lunch at any time. As our Food Service Department would like to be fully prepared each day, please call our office before 9:30 AM to let us know that you are coming.

### **School Lunch Beverage Update**

The school lunch program is required to serve fluid milk as one of the components of the basic food groups. Lowfat, skim and flavored skim milks will be offered. For those students who are lactose intolerant, a lactose-reduced milk will be supplied upon the written request of a parent or guardian. Lactose intolerance is not to be confused with food allergies. Students who have an allergic reaction to milk will be required to provide a signed medical statement if they would like a juice drink substitute. Elementary schools will offer a 50% orange juice drink with calcium added as an a'la carte selection for \$.40.

### **BUS BEHAVIOR**

At the beginning of the school year, and throughout the year, students are given instruction on bus safety. Even with that instruction, some students find it difficult to follow the rules. When students choose not to follow the rules, bus tickets will be issued, and removal from the bus will occur if misconduct continues. When students are removed from the bus, the responsibility to transport them to school falls on parent shoulders. It is difficult for bus drivers to safely transport students if unsafe behaviors (yelling, moving about, throwing objects, etc), are occurring. You, as parents, can help make the bus ride safe for everyone by reinforcing with your child/children the importance of behaving in a safe and respectful manner.

**Just a reminder...**Our district has guidelines regarding students changing buses. The bus routes are developed according to the number of students in the area, and most buses are filled to capacity on each route. Due to that fact, the issue of liability, and the driver's accountability for the students normally on a given route, students **WILL NOT** be allowed to change buses. If you have any extraordinary circumstances, please contact either the school office, or the transportation department at the ESC (763-391-7043).

**Special Requests:** The transportation system is not designed to permit children to go on different buses or to other stops because of birthday parties, clubs, etc. Parents need to find other systems for meeting these needs. Requests for students to ride a different bus will be denied.

### **SCHOOLVIEW**

Osseo Area Schools is offering parents/guardians an on-line service which will enhance school/parent communication. As parents of elementary students, you can use SchoolView to access your child's attendance records and transportation information. In addition, you will also have the ability to update your phone numbers and e-mail address. A third feature will allow you to subscribe to an alert system which will automatically send an email when your child is absent.



## **CUSTODY CONCERNS**

Parents of students who have legal custody issues or a legal restraining order in force should contact the school office and must provide copies of the legal documents in order for the outline procedures to be implemented. All issues are held strictly confidential. It is the parent's responsibility to make school personnel aware of any concerns of this type. The safety of our students is our top priority.

## **NO PET POLICY**

Due to health and air quality concerns: no dogs, cats, rodents, rabbits, reptiles, fish, bird or exotic animals are allowed at school. Exceptions are certified therapy dogs, which will be permitted not more than three (3) days per week. Science curriculum approved by the district and organized educational groups that are pre-approved by the principal may bring in any of the above listed animals. Organizations that may be approved for these presentations may include but not be limited to the Raptor Center, Critters & Company and the Humane Society.