

**O.H. ANDERSON**  
**FAMILY HANDBOOK**  
**2017-2018**



**MAHTOMEDI PUBLIC SCHOOLS**  
**INDEPENDENT SCHOOL DISTRICT NO.832**  
**MAHTOMEDI, MN 55115**

**O.H. Anderson Mission Statement:**

At O.H. Anderson, we educate the whole child in a positive and safe learning environment where we value academic and social growth.

**O. H. Anderson Growth Mindset Statement:**

With effort, persistence and motivation people can learn and become smarter.

**Mahtomedi District Vision Statement:**

Engage, Challenge, and Inspire all students to create opportunities for themselves and others.

Mahtomedi Public Schools are committed to being an inclusive community that honors each unique individual, embraces diverse backgrounds, and values all students, families, and staff members. We will offer an equitable and respectful learning community in which all students can learn, thrive and succeed in a multicultural society.

**O.H. Anderson  
Family Handbook  
2017-18**

**ACADEMIC STANDARDS**

Minnesota standards have been written for mathematics, language arts, science and social studies. Each year we review the curriculum to ensure that it is in alignment with the Minnesota Standards.

**ARRIVAL AT SCHOOL**

**O. H. Anderson School Day—9:05 a.m. - 3:25 p.m.**

For safety reasons, students should not arrive prior to 8:55 a.m., unless special arrangements have been made with the teacher. Students will need to wait outside the school building until 8:55 a.m.

**ASSESSMENT**

Assessments are used for a variety of purposes—a tool for learning as well as of learning. Students will participate in ongoing classroom assessments as well as several building, district and state assessments. Please see below for a general overview of assessments for O. H. Anderson.

<u><b>MONTH</b></u>	<u><b>ASSESSMENT</b></u>
September	MAP Reading and Math Basic Fact Fluency Benchmarks Oral Fluency-CBM's aFAST Reading and Math
January-February	Oral Fluency CBM's aFAST Reading and Math- as determined by teachers
March-May	MCA-III Reading MCA-III Math MCA Science (5th grade only) Oral Fluency CBM's Basic Fact Fluency Benchmarks aFAST Reading and Math-as determined by teachers

**ATTENDANCE - POLICY #503**

***"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. When scheduling afternoon appointments or activities, please remember that the school day ends at 3:25 p.m., and if students leave early, they are missing out on instruction and learning time.

***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 must come 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 contact Marcia Senkler, Health Paraprofessional at O. H. Anderson—651-407-2308 or [marcia.senkler@isd832.net](mailto:marcia.senkler@isd832.net)

Telephone messages can be left at any time. If a child is reported by the teacher as absent without an explanation, the office will make every attempt 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 excessive absences from school.

### ***Unexcused Absences/Tardies***

Parents have the responsibility to make sure their child attends school and arrives on time. Failure to do so, without an acceptable explanation, may result in a referral made to Washington County Truancy Intervention and subject to the MN Compulsory Attendance Law.

## **BEHAVIOR EXPECTATIONS**

O.H. Anderson's school-wide behavior expectations are "Respect, Responsibility and Right to Learn." Our proactive strategies include: teachers building relationships with their students, consistent school-wide behavior expectations posted in all areas of the school, established routines that have been taught, modeled and practiced, engaging instruction at the student's instructional level and time for staff across disciplines to collaborate and problem solve individual student's needs.

When a student has a behavior issue, a continuum of responses will occur depending on the situation. O.H. Anderson staff uses the "Fix-It Plan" as a problem solving tool for students. This helps a child to take responsibility of his/her behavior, understand how his/her behavior impacted or hurt others, and figure out a way to "fix" the problem, or "put things right." This practice builds the foundation for and aligns with the practices of Restorative Justice at the secondary level. If a student receives an Office Discipline Referral a phone call will be made home by school staff, and a logical consequence will be practiced at school. The consequence will be related, realistic and respectful.

At O.H. Anderson, 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 should be integrated throughout the school day. We believe that how children learn is as important as what they learn.  
(*Responsive Classroom*)

## **BIRTHDAY TREATS**

We encourage non-food items, such as a book or game for the classroom, or healthy choice food options as birthday treats for your child's special day. Please check with your child's teacher if birthday treats are welcome in the classroom and if so if there are any allergy concerns within the classroom. Please be sure to bring the treats to the homeroom and not to the cafeteria area.

## **CLOTHING / DRESS CODE**

- Clothing which displays inappropriate language or graphics (directly or implied), such as: ethnic, racist, sexist putdowns, drug, alcohol or tobacco advertising, is unacceptable at school.
- Other inappropriate clothing includes: bare stomachs or backs, halter tops, oversized tank tops, short shorts, extremely short skirts and spaghetti straps less than one inch across.
- If a child wears an unacceptable item of clothing, the child will be asked to either turn the shirt inside out, wear another shirt over the clothing, change clothes, see the nurse for a substitute article or call home for a change of clothing.
- Hats are not worn in within the building except for special occasions and/or with special permission or for religious reasons.
- Proper shoes must be worn at ALL times. Boots are recommended for the playground in the winter. At all other times, tennis shoes are recommended for the playground and are required for Phy.- Ed class.
- There may be special school-wide "dress-up" days such as career day or spirit day. Parents will be notified of these days.
- Students are to dress appropriately for outdoor recess each day. Students will go outside for recess if the temperature is 0 degrees or higher.

## **COMMUNITY EDUCATION**

The Community Education Department offers District 832 residents programs for pre-school 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, world 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 home at the conclusion of the activity is the student's responsibility. For more information about early childhood programs, after-school activities or community organizations or associations, call Community Education at 651-407-2037.

## **CONFERENCES AND REPORTING**

Parent-Teacher conferences are held after quarter 1 and quarter 3 to discuss a child's progress and to become familiar with grade level objectives and expectations. Additional conferences may be scheduled as needed. Report cards can be viewed and printed online from the ParentVUE account and will be available after the end of semester 1 and semester 2.

Parents are a crucial part of the educational team. We try to provide many ways which allow your child to share his/her progress with you. It is important that you use this information to recognize your child's effort and success, to assist him/her in setting future goals, and to identify possible areas of concern which your child, the school and you will need to address.

## **COUNSELING**

A school counselor provides consultation services for school personnel and parents, as well as support services for students. Along with assessment coordination the counselor may work with individual students as well as facilitating student groups including social skill development and enhancement of self-esteem, grief, loss, etc. For more details, please contact O.H. Anderson Counselor, Pam McCabe, at [pamela.mccabe@isd832.net](mailto:pamela.mccabe@isd832.net) or #651-407-2430.

## **CURRICULUM**

### ***Language Arts***

A Balanced Literacy Framework focuses on the five key components of reading instruction (Phonemic Awareness, Phonics, Vocabulary, Fluency, and Comprehension) through Interactive Read-Alouds, Shared Readings, Word Study, Strategy Groups, Guided Reading Groups, and Independent Reading. Independent reading allows teachers the opportunity to tailor instruction for each reader in the class by matching the appropriate text to each reader. Research supports that the amount of independent reading time children experience in school is related to gains in reading achievement. The MN Academic Standards in reading are always central to the work in a Balanced Literacy Framework. Writing and language arts are also based on the MN Academic standards. Teachers use a variety of curriculum resources such as *Being a Writer* to support student writing.

### ***Languages***

Students participate in Spanish once a week. Goals for the Spanish program include both cultural and language acquisition, and coincide with students' grade level math and reading curriculum. This elementary program is progressive through the grades and continues in the Middle School.

### ***Mathematics***

Drawing on ten years of classroom research, *Math Expressions* is designed to strike a balance between promoting children's natural solution methods and introducing effective procedures. The Math Expressions curriculum is aligned with the Minnesota math standards and will prepare your child for the Minnesota Comprehensive Assessment (MCA-III) that he/she will take in the spring.

### ***Health***

Students participate in a variety of activities which support the National Health Education Standards. Students learn about their bodies and the importance of a healthy lifestyle in the classroom and in their physical education classes.

### ***Science/Engineering***

Our science curriculum is aligned with the Minnesota State Standards at each grade level and emphasizes hands on science experiences leading to real world connections for science. All OHA students participate in the Engineering is Elementary (EIE) curriculum.

### ***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 teacher and classroom 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, development, creativity, and understand multicultural and international perspectives while integrating music with other arts disciplines and the general curriculum. All students perform in annual productions. O. H. Anderson students learn to play the recorder, guitar and other instruments and have the opportunity to sing in the choir and perform in music concerts.

### ***Visual Arts***

All students will learn the creative process by imagining, planning, exploring, making, refining, presenting, and finally reflecting on their own artwork. All students will create a wide variety of both 2-D and 3-D projects while using the Elements of Art and Principles of Design. All students will practice new techniques and explore materials. Artworks from diverse cultures will be analyzed and discussed. All student work will be displayed in the hallways of OH Anderson Elementary.

### ***Media Technology***

Technology permeates many areas of our students' lives. Our media center provides not only a strong foundation in digital citizenship and technology skills but also provides a place where reading materials are readily available to foster a curiosity for learning new things and a life-long love of reading. Our students experience a variety of media-rich learning experiences where they take ownership of their learning through various projects. All grades experience age-appropriate lessons in typing, programming, digital citizenship, and research.

### **ELECTRONIC DEVICES**

Students are discouraged to bring cell phones or any other electronic devices (iPods, etc.) to school as the school is not responsible if they are lost or stolen. Students may use devices for reading if approved by teachers. If a cell phone/electronic device is out during class time, staff will hold the item until the end of the day. If there continues to be a problem, the item will be held at school until a parent can pick it up in the office.

### **EMERGENCY CARD**

Every student at O. H. Anderson has an emergency information card. It is important that the information on this card be current. This card is our first reference in case we need to contact you about your child. Please inform the office of any changes.

### **EMERGENCY SCHOOL CLOSING**

School closing information will be communicated through School Messenger. Closure information will also be sent to various media outlets as well as posted on the district webpage.

### **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 Holly Packard, ELL Teacher 651-407-2352 for more information.

### **EQUAL EDUCATIONAL OPPORTUNITY - POLICY #102**

It is the policy of Mahtomedi Public Schools to provide equal educational opportunity for all

students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, disability, sexual orientation, age, gender identity and expression, or socio-economic status. The school district also makes reasonable accommodations for disabled students. The school district prohibits the harassment of any individual for any of the categories listed above.

### **FIELD TRIPS**

Throughout the school year, individual classes or grade groups travel to places of interest. These trips offer students enriched learning opportunities not available within the building. You may choose to help defray the cost of such field trips and/or transportation through voluntary donations. If you are unable to donate, your child's participation in the field trips shall not be impacted. Parents will complete a permission slip at the start of the school year which will be in effect for the entire school year.

### **FRIENDS AT SCHOOL**

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

### **GIFTED AND TALENTED**

#### **The IDEA Program**

Many years ago, our district adopted the following belief:

"Mahtomedi Public Schools recognize that some students have outstanding abilities that differ from others of their age, experience, or environment. Mahtomedi seeks to identify these advanced learners in order to provide services to meet their unique needs."

This belief along with our district vision of "Learning without Limits" guides our work in the IDEA program. IDEA is an acronym that stands for **I**dentifying for **D**ifferentiation, **E**nrichment, and **A**cceleration.

Identification: Identification processes for services will depend on the type of service provided. See each service format.

Differentiation: Students will be provided customized learning when appropriate and can occur in all subject matters using Responsive Classroom's Academic Choice model, menus, or other methods. Teachers will determine differentiation needs based on classroom assessments and observations

Enrichment: Teachers can work with parents to learn about a student's interests and then offer information on enrichment opportunities through PTO, Community Education, or other resources. Also, teachers can include student interests in daily instruction and/ or provide opportunities for learning throughout the day. Teachers can also contact the district coordinator for ideas about specific students.

Acceleration: Students will be identified for subject acceleration or accelerated pacing in reading and math with teacher observations, readiness tests, standardized tests, and classroom performance. Students will be called advanced learners in the area that they are identified.

Grade acceleration will be determined through a group recommendation including parents, teachers, administrators, and the gifted coordinator and by following the Iowa Scale of



Acceleration.

Always feel free to contact the district coordinator for any questions or to share ideas. Contact Jennifer Israel at 651-407-2319 or [jennifer.israel@isd832.net](mailto:jennifer.israel@isd832.net).

### **HARASSMENT AND BULLYING - POLICY #413, #514, AND #526**

The Mahtomedi School Board has adopted Policy 413 prohibiting sexual, racial and religious harassment, Policy 514 prohibiting bullying, and Policy 526 prohibiting hazing. 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. Policies can be found on the district website ([www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us)) or are available at the school or district office.

### **HEALTHY ENVIRONMENT**

**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 building Registered Nurse is available to take calls each morning between 9:00 and 12:00. Your help in remembering to call is appreciated.

**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.

### **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 or on the school website. 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 Learning and Accountability.

**Homework (Practice) Guidelines:**

Homework (practice) can have a variety of purposes. Some of the purposes for homework (practice) at O.H. Anderson are to reinforce skills that have been learned and assessed, to provide an avenue for connectedness between home learning and school learning, as well as to explore areas of interest. Our goal is that whatever the homework (practice) is, it provides value and meaning to the learning. The guideline of 10 minutes per grade level is a widely held guideline in elementary schools, but we also know that this amount may be different for each child. If a student is spending more than the amount of time indicated by the teacher or the homework (practice) is becoming a significant stress on the child, parents are encouraged to communicate with teachers.

**INTERNET USE POLICY**

The purpose of this policy is to provide direction for school district personnel and to set guidelines for acceptable use of the internet. Policy 524 addresses the district's technology acceptable use and safety policy.

***School District Responsibility:*** Because the School Board believes that the valuable information and interaction available on the internet far outweighs the possibility that users may access 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, and (6) Limitations.

***Web Page:*** The school district and each school has an active website to access various information. Simply navigate to [www.mahtomedi.mn.us](http://www.mahtomedi.mn.us)

**LOST AND FOUND:** Parents/Guardians are asked to check the area frequently. Remember to label all articles of clothing and equipment. The Lost and Found area is located in the north hallway entrance.

**LUNCH/BREAKFAST PROGRAM**

Food service is required by law to follow and enforce a variety of mandates. For a meal to be sold, students MUST have at least 1/2 cup of fruit or vegetables on their tray. We will encourage all students to take a full lunch, however, if the required amounts of fruits or vegetables is not chosen, students will be charged ala carte prices for that meal.

Please encourage your child to take a nutritious, well-balanced meal that includes fruits and vegetables. It's still the best deal around!

All students have the option of eating a hot lunch or bringing a bag lunch from home. There is a computerized meal system, which is handled through the Food Service Department. All students will receive a card with their Personal Identification Number (PIN). The number will remain the same from year to year. We encourage students to prepay for a week or more.

School lunches and breakfasts are available to all students beginning 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.

Breakfast: \$1.30 (second breakfast \$1.90)  
Lunch: \$2.40 (second lunch is \$3.50)  
Milk: \$.50 if purchased separately from a meal

### ***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 energy drinks when you pack a lunch. We also ask that you make an effort to send healthy choices for snack and lunch.

### ***Lunch and Recess***

Our students have a combined 40 minute lunch and recess break each day. Playground supervisors facilitate the transition between lunchroom and the playground. Students will sit by classroom in the lunchroom.

Playground rules can be reviewed in the Student Handbook for Behavioral Expectations.

### ***Weather and Recess***

We monitor the temperature each day at 11:00 a.m. Students will be outdoors for recess unless it is raining, or the temperature is below 0 degrees or if the wind chill is -10 degrees. Please keep these guidelines in mind when helping your children select clothing in the morning.

### **MAKE-UP WORK**

If your child is absent for more than a day, contact the classroom teacher for make-up work. It is not the classroom teacher's responsibility to provide work before a child leaves on vacation.

### **PARENTS AT SCHOOL**

Parents are always welcome at school. We appreciate your adherence to our policy of checking in at the office when you arrive. Safety is important for our staff and students.

We value our volunteers, not only for the services they perform throughout the year, but also for the model they provide for our students. All volunteers are required to pass a criminal background check. To register online go to the district home page ([www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us)) go to the About tab and select Human Resources. From there you can click on the Background Check for Volunteers link. The cost is \$10.00.

### **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 school website and click on the PTO tab to see a full range of activities and meeting dates. All parents are encouraged to attend the PTO meetings during the year.

### **On-Going 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 10¢ for each "GM Box Top for Education" symbol we collect. Box tops can be dropped off in the office or sent to class with your child.

## **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, their voice mail will often be activated.

"Time-Sensitive" messages during the school day will be relayed to the classroom. Please call the O. H. Anderson Office at 651-407-2300

If you are calling about after-school pickup or appointments, please try to call as early in the day as possible. We are unable to deliver messages received after 2:45 pm.

If you are calling to report that your child is absent from school, please call the O. H. Anderson attendance line at 651-407-2308

O. H. Anderson 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 voicemail 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.

## **PLEDGE OF ALLEGIANCE**

From District Policy 531, the school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week which can be done by each individual classroom teacher or the teacher's surrogate or over a school intercom system.

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

## **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 such factors as gender, instructional levels, leadership skills, learning styles, behavior, class size, diversity, special interests, family consideration, and others. Student placement follows these steps:

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

Staff place children into the next grade level classrooms after accumulating information about each of the students. The information will come from the following sources:

- **Teacher Information:** Each teacher will complete a confidential Student Information Card 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 the spring, parents may choose to complete an online student information form that note academic, physical, social/emotional needs, family considerations, learning style, special needs, interests, abilities and peer relationships.

## **SAFETY**

The safety of all children and adults is of major importance 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.
- Visitors will sign in at the office and receive a name badge.
- All staff members are asked to send anyone without a badge to the office immediately.

**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.

**School Messenger:** School Messenger is a tool for notification and communication. Within minutes of an emergency, school officials can use School Messenger to deliver a single, clear message to students' parents or guardians by telephone, cell phone, or email. The system can be used to notify you of a school closing due to inclement weather. For more information visit [www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us).

## **SCHOOL PICTURES**

We contract annually with Lifetouch to have pictures taken early in the year. You will receive information about pictures from Lifetouch prior to picture day.

## **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:
  - Developmental/Cognitively Delayed
  - Autism Spectrum Disorders (Educational)
  - Learning Disabled
  - Speech/Language Delayed
  - Emotional/Behavioral Disorders
  - Developmental/Adaptive Physical Education
- Early Education/Special Education (Birth to six years)
  - Other Health Disabilities
  - 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.

### **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 Educational Records***

Parents/guardians have the right to inspect and review the education records of their children in the presence of the 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.

### **Title I**

O. H. Anderson students who need additional assistance with reading or mathematics have the opportunity to work with Title I teachers. Title I teachers are funded through special federal and state allocations. The Title I program provides basic skills instruction for the child apart from the child's regular reading/math class.

If a child is eligible for these services, the parent will be notified and asked to grant permission prior to services beginning. Parents can also make referrals to the program. If you have special concerns regarding your child's progress, contact your child's teacher or building principal for more information.

## **TRANSPORTATION**

We encourage all students to ride the bus to and from school. **Parents are asked to use parking in the front of the building or the south end.**

### ***Busing***

Mahtomedi Schools provide bus service for all elementary students who reside in the district. Bus information is sent to parents prior to the beginning of the school year. We strive to provide a safe and 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 can result in suspension from the use of the bus. Drivers may issue "Bus Incident Reports." Our procedure is as follows:

- 1st Offense: Warning to student
- 2nd Offense: Warning to student and parent notification in addition, the student will be assigned a seat on the bus
- 3rd Offense: Suspension of bus service for 3 days and parent contact
- 4<sup>th</sup> Offense: Suspension of bus service for 5 days and parent contact
- 5<sup>th</sup> Offense: Suspension of bus service for 10 days and parent contact

Serious misconduct may result in more serious consequences such as immediate suspension, even if it is a first or second offense.

Students are to ride their assigned bus. Changes in bus assignments are permitted for daycare reasons only. Parents who move within the district or change their regular day care provider are asked to notify the school at least two days in advance of the change also.

For general bus concerns, contact **Mahtomedi Transportation Office at 651-407-7684**. 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*

### ***Student Pickup/Drop-off Zone***

**O. H. Anderson:** 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. Cars should pull up as far north as possible to drop off students or to pick them up in the afternoon. We will have supervision to make sure children are directed properly. Your cooperation with this arrangement is

critical so that we can keep traffic moving smoothly. Short-term parking is permissible between the hours of 9:30 a.m. and 3:00 p.m. in the "pickup/drop-off" 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 at 3:25 pm. Because we are not staffed to supervise students after 3:25 p.m., students not picked up by 3:45 p.m. may have to go to MAC, where parents may incur a charge. When waiting for your child in the afternoon, please keep other children in the car. Having young children "playing" in a busy traffic area is a significant safety concern.

### **STUDENT COUNCIL**

The O. H. Anderson student council is elected from the student body each fall. Students campaign and deliver speeches prior to election. Each classroom selects two representatives, one being the alternate.

**SUPPLY LIST** Supply lists 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. If you are unable to provide the requested supplies, please contact your child's teacher or the office.

### **VACATIONS**

We strongly encourage parents/guardians to schedule vacations that coincide with school vacations. When this is not possible, absences due to family vacations need to be arranged, in advance with the classroom teacher. It may not be appropriate for a teacher to send work for a child to do after missing the class instruction. We encourage children to keep a written journal and math journal of their trip. Information in the journals can be shared with their classmates upon their return.

### **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. All volunteers are required to pass a criminal background check. To register online go to the district home page ([www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us)) go to the About tab and select Human Resources. From there you can click on the Background Check for Volunteers link. The cost is \$10.00.

When you arrive in the building please check in with office staff.



**WEAPON POSSESSION**

District Policy 501 School Weapons: "Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon capable of producing death or bodily harm, or any other device or instrument which, in the manner it is used or intended to be used, is calculated or likely to produce death or bodily harm. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

***Firearm Possession***—Consistent with the Gun-Free School Act, any student bringing a firearm to school shall be expelled for a period of not less than one year, except as otherwise determined by the Superintendent.

See Appendix for referenced District Policies:

Policy 102: Equal Educational Opportunity  
Policy 413: Harassment and Violence  
Policy 501: School Weapons  
Policy 514: Bullying Prohibition  
Policy 524: Technology Acceptable Use and Safety  
Policy 526: Hazing Prohibition  
Policy 531: Pledge of Allegiance