

# Wildwood Elementary School

2018-19

## *Family Handbook*



**8698 75th Street North  
Stillwater, MN 55082**

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

## ***District Vision***

***“Engage, challenge and inspire all students to create opportunities for themselves and others”***

*-September 2015*

## ***District Mission***

***Mahtomedi Public Schools will provide  
a learning community  
in which all students can learn,  
thrive, and succeed in a global society.***

## ***Equity Statement***

***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.***

## **Important Phone Numbers**

|                          |          |
|--------------------------|----------|
| Main Office              | 407-2100 |
| Attendance (24 hours)    | 407-2108 |
| Health Office            | 407-2104 |
| Secretary, Nanette Chow  | 407-2102 |
| Principal, Lynne Viker   | 407-2101 |
| Psychologist,            | 407-2128 |
| MN Central School Busing | 770-0487 |
| Busing Route Coordinator | 407-7684 |
| MAC (AM/PM Child Care)   | 407-2150 |

## **School Hours: 9:15-3:35**

### **ARRIVAL AT SCHOOL**

For safety reasons, students should not arrive before 8:55 am unless special arrangements have been made with the teacher. Early arriving students will be asked to wait in the entrance foyer until 9:05.

### **ADVANCED LEARNERS**

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. For more information call Jen Israel, Gifted and Talented Coordinator at 651 407-2319

### **ASSESSMENTS**

Second grade students will participate in the Measures of Academic Progress (MAP) three times per year in the areas of reading and math. First Graders will take the CogAT (Cognitive Abilities Test) in the fall and MAP math assessment in the spring. We also administer a Curriculum-Based Measure known as FASTBridge three times per year (K-2) to measure students' progress in reading and math. These assessments are used to measure students' growth as well as providing teachers valuable information regarding their instructional goals.

Parents have the right to have their child opt out of state assessments. A form called **Parent Refusal of State Assessments** must be filled out annually and on file prior to the administration of the assessments. This form can be found on our *district website* ([www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us)) — *Academics—World's Best Workforce—Assessment Calendar— Parent Guardian Guide to Statewide Testing*. Turn in the completed form to the principal.

### **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 the expected time the child will return.

Parents arranging to pick up their child at school should report to the office rather than going directly to the child's classroom. Office staff will call the student to the office. 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 the Wildwood attendance line at (651) 2108. Telephone messages can be left at any time (24 hours). Unexplained absences 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.

**Unexcused Absences**

By law parents have the responsibility to make sure their child attends school and arrives on time. Students arriving after 30 minutes (9:46 am or later) 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 referral may be 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 © and Second Step 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.

Joe Pendleton, Behavior Intervention 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 "*Fix It Plan*" as a restorative justice practice 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, Bullying and Hazing**

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, bullying and hazing 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 or county child protection 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 celebrate your child's birthday with treats. Note: each grade level has its own practice as it relates to birthday celebrations. 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 or non-food items such as pencils, books, an activity, etc.***

### **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 grade. It is a non-profit organization staffed by professionally trained individuals who meet the state's requirements for licensure. Contact person is Chelsea Carlson at (651) 407-2150

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 651-407-2150. You and your child are welcome to come in and visit the program at any time.

### **CLOTHING Please, please, please label all clothing with your child's name.**

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 is wearing 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 or PE classes.
- 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 is 0° and wind chill is -5° or warmer.

### **CONFERENCES**

Parents are invited to Parent/Teacher conferences in November and again in February (Kindergarten) or March/April (first and second grade) 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 quarter. ***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.

## **CURRICULUM**

### ***Language Arts***

Our Language Arts program will use the Balanced Literacy approach utilizing Benchmarks curriculum materials. Teachers will differentiate their instruction to best meet the academic needs of students. Flexible grouping within the classroom or between a few classrooms may be utilized on an individual basis by the classroom teacher. 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.

### ***Mathematics***

The district elementary math curriculum is called Math Expressions. 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 have been trained in Cognitively Guided Instruction (CGI) and will incorporate its strategies to address number sense, computation and problem-solving.

### ***Health***

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/Engineering***

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 is Elementary (EIE) engineering curriculum for all students..

### ***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. The physical education 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 (weekly)**

On Thursday afternoons 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.wildwood.mahtomedi.k12.mn.us](http://www.wildwood.mahtomedi.k12.mn.us)

### **ELECTRONIC DEVICES**

As our district continues to move forward with technology and the use of personal devices within the school setting, the elementary schools will be exploring opportunities for students to bring and use their own devices within the classroom for learning purposes. Please note that with the district's wireless network, any personal device with wireless network capability will be able to access the Internet throughout the building. The guest wireless network is subject to the same filtering regulations as the district-owned computers.

#### **• Cell Phones**

Students are discouraged to bring cell phones to school. The school is not responsible if the devices are lost or stolen. If a cell phone is displayed during the school day without permission, staff will ask the student to put it into their backpack or hold the item until the end of the day.

### **EQUAL EDUCATIONAL OPPORTUNITIES 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.

## **EMERGENCY FAMILY INFORMATION**

Every student at Wildwood has emergency information on file. It is important that this information is 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, residence or emergency contact information.

## **ENGLISH LEARNERS (EL)**

Our EL 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 EL learners. For more information please contact Lindsey Scanlon at 651 407-2296.

## **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.

## **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. 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**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.**f illness requires a lengthy absence,** home 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 information 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 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 concepts the student has learned in school. Homework is not intended for students to work on new material that has not been presented in class. 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.

### **INTERNET USE POLICY #524**

**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)**

### **LOST AND FOUND**

The Lost and Found area is located in the foyer of the bus entrance. Please check it periodically if your child is missing a clothing item. *Remember to label all articles of clothing and equipment with your child's name.*

### **LUNCH/BREAKFAST PROGRAMS**

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.

**Breakfast:** As a result of legislative funding all kindergarten students and students who qualify for free/reduced are eligible to receive a free breakfast.

All students' food 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.

### **Delinquent Lunch Payments**

Families will be notified of outstanding negative balances. Negative balances of more than

\$50 may be turned over to the superintendent's office for collection. In addition, the District may prohibit participation by the student, and siblings, other fee based programs such as, but not limited to, field trips, sports, and other activities until the balance is paid in full.

### ***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.

**For a meal to be sold students MUST have at least 1/2 cup of fruit or vegetable on their tray. We will encourage all students to take a full lunch, however, if the required amount 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.

### **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"***

Our school participates in the General Mills Box Tops for Education Fundraising Program to earn cash for our school. Please clip the Box Top logo from General Mills products and send them to school with your child.

**PLAY DATES FOR STUDENTS**

We encourage all play dates to be arranged after your child gets home via their regular means of transportation (bus or pick-up). Due to data privacy laws and legal counsel staff members are not label to send parents class lists and student contact information for purposes of arranging play dates, birthday parties, or other personal activities.

**PLEDGE OF ALLEGIANCE Policy #531**

Students in the school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more each times each week. The pledge may be delivered by the individual classroom teacher or via the building intercom system to the entire staff and student body. Anyone who wishes not to participate in the pledge may elect not to do so.

**RECESS**

We monitor the temperature each day at 10:40 a.m. Students will be outdoors for recess unless it is raining, or the temperature is below 0° or wind-chill is below -5°. 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 their 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/DRILLS**

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 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 severe weather 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.

#### **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.

**SCHOOL CLOSING**

Periodically, it is necessary to cancel school for a day due to poor weather conditions or other unforeseen circumstances.. The district will send out an automatic message (phone call and/or e-mail) out to all families if we have an emergency closing.

This information will also be broadcasted over WCCO radio -- AM (830), KSTP-TV and KA-RE-TV. Please listen to the radio. Please ensure that your children are instructed as to what to do if the above mentioned situation occurs.

**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.

**STUDENT SUPPORT 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, Dawn Walker at 407-2128 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.

## TEACHER PHONES

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

- 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 651-407-2100
- 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 651-407-2108
- Wildwood school office is open from 7:45 a.m. until 4:15 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.

## 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".

Response to misbehavior may result in any of the following actions: Warning, assigned seat

***\*\*\*Need common district language on the fact that we no longer allow bus passes.***

For general bus concerns, contact MN Central School Bus Company at (651) 770-0487. 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

seat , suspension of bus privilege 1-5 days, permanent suspension of bus privilege. For Safety reasons, students are expected to ride their assigned bus to and from home or day care. We no longer issue bus passes for non-assigned bus students to ride home with a friend.

For general bus concerns, contact MN Central School Bus Company at (651) 770-0487. 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.

For more information, go to:

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

*Go to Menu Bar and select: ABOUT-*

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

### **VOLUNTEERS (Background Check)**

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 homepage ([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 the [Background Check for Volunteers](#) link. Cost is \$10.

### **VISITORS**

- Out of courtesy for our teachers, please pre-arrange any visits to the classroom .
- 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 POLICY #501**

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.

## **Mahtomedi School District Policies:**

[www.mahtomedi.k12.mn.us/](http://www.mahtomedi.k12.mn.us/) - ABOUT - District Policies