



**WOODLAND ELEMENTARY SCHOOL**

**2016-2017**

**PARENT/STUDENT HANDBOOK**

## **INTRODUCTION**

Dear Parent/Guardian:

This handbook was created for your use. It is meant to complement the District Parent Handbook and familiarize you with policies and programs at Woodland Elementary. It is important that you read through both handbooks with your child(ren) and refer back to them throughout the school year.

Our staff is committed to providing a positive learning environment for students. We work hard to develop programs to better meet student needs and to effectively implement the district mission statement. Parent/guardian involvement is also an important component of our school environment. Our goal is for parents/guardians to become our partners in maximizing student learning.

This handbook will provide students and parents/guardians with information that will identify and clarify school-wide programs and policies. As always, if you have questions about this or other information, please call our school office (763-315-6400).

Sincerely,

The Woodland Elementary Staff



### **MISSION**

**Our mission is to inspire  
and prepare all students  
with the confidence,  
courage and competence  
to achieve their dreams;  
contribute to community;  
and engage in a lifetime  
of learning.**

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## ATTENDANCE

School attendance is critical to school success. It is our belief that if the school, home and community work together to emphasize the value and importance of education, students will attend school on a consistent basis. Our definitions, policies and procedures for absences are outlined to inform you of our process and to encourage regular school attendance.

**Absence from School:** When a student is not present in school or at any school approved activity, in or out of the building, where school supervision is in effect and the activity is held during the normal school day.

**Tardy (Partial Day Absence):** A Tardy (partial day absence) will be recorded when a child in Grades K-5 misses 1 hour or less of instructional time during the school day. Six tardies (partial day absences) are equal to one day of absence.

**Half Day Absence:** A half day of absence will be recorded when a child in Grades K-5 misses more than 1 hour of instructional time during the day. Two half day absences will be equivalent to one full day absence.

**Full Day Absence:** A full day of absence will be recorded when a child in Grades K-5 is not in attendance for the day.

**Non-Instructional Time:** Non-instructional time is defined as lunch and/or recess.

**Late Arrival Procedures:** All students arriving after 9:30 will receive a "Late Arrival Slip". These will be coded as a tardy (partial day absence). For a tardy to be excused, a parent/guardian will need to bring the student into the building or call our office.

<u>WOODLAND ELEMENTARY LATE ARRIVAL SLIP</u>	
DATE_____	TIME_____
STUDENT NAME_____	
TEACHER NAME_____	
REASON FOR LATE ARRIVAL_____	
_____	
_____ SIGNATURE	_____ RELATIONSHIP TO STUDENT
Excused	Unexcused
<input type="checkbox"/>	<input type="checkbox"/>

**Excused and Unexcused Absences:** Absence from school WILL BE EXCUSED due to appointments for dentist/doctor/mental health professionals/orthodontist or legal matters, funerals, illness, suspension, late bus, religious reasons, or severe weather.

Absences from school MAY BE EXCUSED at the principal's discretion for situations such as: adoption of a sibling, birth of a sibling, family/student/personal concern, family illness, or prearranged vacations.

Absences from school WILL NOT BE EXCUSED for, but not limited to, the following reasons: child care of siblings, no stated reason, missed the bus, non-school extracurricular activities such as dance lessons, music lessons, sports lessons, and competitions in these activities.

All absences from school will be recorded as either excused or unexcused based on these guidelines:

**Absences/Truancy Policy:** If a child is absent from school, the parent/guardian is expected to call the school office by 9:00 A.M., with the reason for the absence. If the school is not notified of the absence, by phone or in writing, it will be considered unexcused.

**Unexcused Absences:**

3 unexcused absences =	Letter to parent/guardian
5 unexcused absences =	Phone call, home visit, or meeting with parents/guardian
6 unexcused absences=	Parent Group Meeting referral through Hennepin County
9 unexcused absences=	School Team Attendance Review, report of Educational Neglect with Hennepin County Child Protection Services

**Combination of Excused and Unexcused Absences:**

8 excused absences =	Administrative review that may include a letter or call to parent/guardian
10 excused absences =	Parent/guardian meeting with school personnel
15 excused absences =	Truancy petition may be filed

**Returning to School After an Illness:** Please see the District 279 Parent Handbook for guidelines and procedures.

# WOODLAND BEHAVIOR POLICY

**Philosophy:** Woodland Elementary School is committed to maintaining a safe, supportive, and inclusive community.

We believe:

- In a whole-child approach that encompasses social and emotional learning alongside mental and physical development.
- In the importance of relationships in development and learning.
- In a whole-school approach focused on the importance of building a positive school climate, a sense of belonging, and a connectedness among students and adults.
- In a structured process for addressing harm that meets the needs of those harmed while promoting accountability and responsibility for those who caused the harm.

## **Vision:**

Our vision is a caring community of members whose words and actions consistently reflect SOARing: being **S**afe, **O**wning our actions, **A**cting with leadership, and being **R**esourceful. Our behavior plan is based on prevention, teaching, re-teaching, and holding each other accountable to fix harm that may arise. At Woodland all students will learn about our SOAR expectations and Efficacious Learner Framework, participate in Responsive Classroom activities, receive rewards and recognitions, engage in social emotional learning, and restore any damage that has been done through a Restorative Practices approach.

## **Social Emotional Learning:**

We want Woodland Eagles to be as successful as possible at school. Success in school is not just about reading and math. It is about knowing how to learn and how to get along with others. We will be using the Second Step program in each classroom to teach these critical skills.

## **The Second Step program teaches skills in the following four areas:**

1. **Skills for Learning:** Students gain skills to help themselves learn, including how to focus their attention, listen carefully, use self-talk to stay on task, and be assertive when asking for help with schoolwork.
2. **Empathy:** Students learn to identify and understand their own and others' feelings. Students also learn how to take another's perspective and how to show compassion.
3. **Emotion Management:** Students learn specific skills for calming down when experiencing strong feelings such as anxiety or anger.
4. **Problem Solving:** Students learn a process for solving problems with others in a positive way.

## **What are Restorative Practices?**

Restorative Practices involves the building of positive relationships and establishing a supportive environment that is fair, consistent, and democratic. It involves interventions when harm has happened, as well as practices that help to prevent harm and conflict by creating a sense of belonging, safety, and social responsibility within the school community. At the core, Restorative Practices are about building and restoring relationships.

The underlying principle is that relationships are important, and when an incident occurs, the focus is on the harm caused to the relationship and the subsequent repairing of that harm; rather than; what rule has been broken and therefore what consequences will be imposed.

### **A restorative approach to conflict and wrongdoing consists in asking key questions :**

1. What happened, and what were you thinking at the time?
2. What have you thought about since?
3. Who has been affected by what happened and how?
4. What about this has been the hardest for you?
5. What needs to be done to make it right?

### **A Restorative Approach...**

- Encourages students to understand the impact of and appreciate the consequences of their actions.
- Provides an opportunity for those harmed by another's actions to share their personal experience.
- Requires students to be accountable for their actions.
- Encourages respect for all concerned and develops empathy for others.
- Views conflict as opportunities to learn through problem solving.

### **Benefits of Restorative Approaches in the School Setting**

- Reduction in discipline referrals
- Reduction in classroom disruptions and fighting
- Narrowed racial discipline gap
- Improved school climate
- Strengthened students' conflict resolution skills
- Increased academic achievement, attendance, and graduation rates
- Improvement in relationships

## **All Students Will Receive Instruction On:**

### **SOAR MARTIX OF EXPECTATIONS**

The acronym SOAR has and will be used to develop building-wide and classroom expectations. These expectations will be explicitly taught to students so they know and understand what is expected of them.

Students will be:

**S**afe

**O**wn their actions

**A**ct with leadership

**R**esourceful

### **EFFICACIOUS LEARNER FRAMEWORK**

Efficacious Learners are...

- self-confident (“I can”)
- willing and able to make a difference
- aware of what is unknown
- seek continuous learning

Woodland will help students develop five traits that all efficacious learners possess.

#### **1. Problem Solvers**

- identify problems
- evaluate multiple solutions
- decide and act
- reflect and revise
- persistent

#### **2. Resourceful**

- inquisitive
- innovative
- collaborative
- critical thinkers
- users of multiple networks  
(human, technological)

#### **3. Responsible**

- honest
- reflective
- resistant to negative influences
- accountable to self/others
- willing to lead & give back to others

#### **4. Self-Directed**

- flexible
- goal directed
- optimistic
- persistent
- reflective

#### **5. Skilled Communicators**

- effective listeners
- able to clearly articulate ideas
- culturally responsive
- able to value multiple perspectives

## All Students Will Participate In:

**Responsive Classroom:** Woodland Elementary School is committed to building a community that demonstrates respect for all members, using the *Responsive Classroom* model.

*Responsive Classroom* is an approach to teaching and learning that fosters safe, challenging, and joyful elementary classrooms. The teaching practices bring together social and academic learning throughout the day. There are three strategies from the program that the Woodland staff will implement:

1. **Morning meetings** to build personal and community relationships.
2. **Name tags:** All students will wear a name tag that will include the following information: school name, student first name, and classroom teacher name. The name tag will be worn near the top of the student's shirt. It will be taken off during PE class and recess, and stored in the classroom overnight and on weekends. In the event of a lost name tag, a new one will be issued.
3. **Universal hand-signal:** an uplifted hand by staff asks students to stop talking and attend to the speaker, showing that they are ready to listen by raising their own hand in response.

**Student Rewards and Recognition:** Research states that in order for rewards to be most effective, they need to be varied. Our goal is to move students from needing abundant tangible rewards to feeling good inside because they choose to behave appropriately. Therefore, we feel our students are ready for the following reward process. We will continue to seek parental support as we reward and guide our children.

**Eagle Celebration:** Eagle Celebration is a once a trimester, full school assembly to help build community. During the assembly, we celebrate the great things happening throughout the school. After the assembly students are rewarded for their hard work with some free choice time.

**"Eagle" Phone:** Teachers may invite students to call home using the "Eagle" phone when they have demonstrated outstanding achievement, growth, or choices in the classroom.

**SOARing Slips:** Students will be given a "We Caught You" slip (see below) when they are observed doing something great. The left part of the slip will be placed in our SOARing Box and the student will bring the other half home. Please talk at home about what your student did and help us celebrate their accomplishment. We will also hold drawings so students can eat lunch with the principal or win small prizes.

Name:  Teacher:  Given by:	 <b>We Caught Your Student SOARing</b> Congratulations! Your student was observed doing something great. They are a true example of a Woodland student SOARing. Ask them what happened.
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**SOAR Scholar of the Week:** This recognition is given to scholars who consistently demonstrate efficacious learner and SOAR traits. It is awarded by our SOAR Squad.

**Reading Medal:** This medal is given to any student who completes monthly reading calendars. Medals will be different colors each year so we hope to graduate our 5<sup>th</sup> graders with a rainbow of medals.

**Read to The Principal:** Each week five-seven students' names will be drawn, and those students will have the opportunity to read to the principal.

**Continental Math League (CML):** Continental Math League is a problem-solving program for math students in grades two through five. This experience is designed to increase student opportunities for participation in problem solving situations and to enrich the development of mathematical problem solving strategies. Certificates are awarded to the students in each grade level at Woodland who achieve high scores. CML is coordinated by the GE staff and takes place in classrooms.

**Wordmaster Challenge (WM):** The Wordmaster Challenge is a national language arts competition for students in grades 2 through 5 that use analogies to promote critical thinking and vocabulary development. There are three twenty-point meets per school year. Medals and/or certificates are awarded to the top scoring students. WM is coordinated by the GE staff and takes place in classrooms.

**Soaring to New Heights:** Bronze Awards will be presented to the students with the top MAP scores in Math and Reading. Silver Awards will be given to all students who make their target growth in MAP Reading and/or Math. The students who make the greatest percent of improvement above their target will be recognized at the awards ceremony with the Gold Award.

**Student Service:** Students who volunteer their time during the school day to better Woodland will be recognized at the awards assembly and in our yearbook.

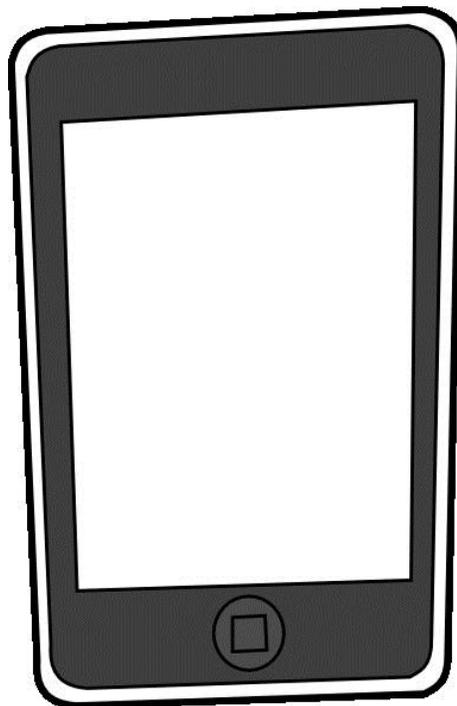
**SUBstantial Award:** Classrooms will be given this reward for repeatedly SOARing when their class has a substitute teacher. A certificate will be given for each day a class earns a SUBstantial Award and one class will be drawn each month to enjoy a SUB lunch.





**Social Media:** Social Media plays an important role in all of our lives. Students are especially tuned into social media as a vehicle for instant communication. Schools experience a downside to social media communication when it is misused. Messages sent from student to student or to groups of students are not private and the content of these messages can be harmful. Students need to be very aware of the power of social media and the consequences of negative posts, texts, photos, etc. Schools often have to settle student disputes over social media because it affects the student's ability to learn.

Parents will be called on to help Woodland teach students about the proper use of social media. If students are in conflict over social media postings, parents will be called to help monitor and control its use. If students post to social media sites during school hours, this will be considered an Internet use violation and appropriate actions will be taken including communication with home.



## **TRANSPORTATION**

### **Student Bus Ridership Rules:**

1. Be at the bus stop on time, but no more than five minutes ahead of pickup time. (Bus stop behavior is the responsibility of parents/guardians)
2. While waiting for the bus, stay on the curb well away from the traveled part of the road. No games, pets, or non school-age children, should be permitted at the bus stop.
3. Board the bus without shoving or pushing, and find your assigned seat quickly. Students are to remain seated while the bus is in motion.
4. Keep the noise level down. Use a "talking" voice. The safety of all passengers is dependent upon the driver being able to hear well.
5. Show respect for the bus driver, and follow his or her directions.
6. **Ride only the bus to which you are assigned.**
7. The bus may not be used to transport students who do not qualify for bus ridership.
8. Bus tickets will be issued for inappropriate behavior and will be handled by the Principal, Assistant Principal, or Behavior Intervention Teacher.

Inappropriate behavior on the bus could result in the loss of the opportunity to ride the bus.

For further details see the 2016-2017 District Elementary Parent Handbook.

**Students Riding Bicycles to School:** Bicycles may be ridden to school and parked in the bike racks. They may not be chained to trees or other items. Bicycles must be walked on the school sidewalk areas and walked across streets.

**If your child has your permission to ride his/her bike to school, please send a note to the teacher stating this. Otherwise, by district procedure, we will need to send children home by bus at the end of the day.**

**Students Being Dropped Off at School:** Students being dropped off at school should not arrive until 9:15 AM. There is no adult supervision available for students earlier than 9:15 AM; students may not enter the building until 9:20 AM. If your child eats breakfast at school, they will be allowed in at 9:15.

For the safety of all students, parents **will not** be able to escort their student to the classroom in the mornings. Children need to say goodbye to their parent/guardian at the entry door and proceed to their classroom on their own.

**Students Being Picked Up from School:** If your child will be picked up from school regularly a note from home stating that arrangement is required at the beginning of the school year. Calls only need to be made to the school if that is not happening on a specific day.

PARENT PICK-UP TIME is @ 4:00PM Monday through Friday, from the main front entrance.

If your student is a bus rider and needs to ride home with a parent, a note or phone call is required. The office must receive this call **before 3:30**. These requests will be documented and delivered to the classrooms at 3:40 everyday.

**Students Picked Up Early From School:** Students must be signed out in the office. Students will be called to the office for pickup only after the parent arrives at school. Parents should plan ahead to allow time for this.

Woodland staff will ask for identification from the person picking up the student if we do not know them. This adult must be listed on the student's emergency form in order for them to take the child. If they are not listed we will need written/verbal permission from the parent/guardian to release the student.



## CALENDAR DATES /DRESS CODE/ADDITIONAL INFORMATION

**Parent/Teacher Conferences:** November 9<sup>th</sup>, 15<sup>th</sup> & 17<sup>th</sup>, February 7<sup>th</sup>, 9<sup>th</sup> and 15<sup>th</sup>.

**Progress Reports:** Progress reports go home with students in December, March and are mailed to your home address in June

**Mail Day is Wednesday:** School and community information will be emailed home on Wednesday. This information can be sent home in paper form with youngest or only children by request.

**School Pictures:** School pictures will be taken on November 10<sup>th</sup> with retake day on December 7<sup>th</sup>.

**Student Dress Code:** The following student dress code will be enforced:

- **Shirts** must:
  - Cover entire midsection and back (no halter tops)
  - Have no language or illustrations that are offensive
  - Not represent gang affiliation
  - Straps should be at least 1.5 inches wide – no “spaghetti” straps.
- **Shorts and Skirts** must:
  - Be fingertip length to hem
- **Jackets** and **coats** must be kept in lockers, not worn during school day
- **Hats** or **head-wear** of any kind are not allowed during school day unless worn for religious reasons. Baseball type hats will be allowed at recess for protection from the sun. Visors must be facing forward.
- **Pants:**
  - Should not sag, or be dragging on floor.
- **Shoes**
  - Must be worn at all times.
  - For PE must be appropriate tennis shoes and laces must be tied securely.
  - Flip flops can be a safety issue and cannot be worn in the pea gravel or while participating in physical activities.
- **Outside**
  - Around or below 40 degrees, students in K-3 must wear coats outside.
  - Around or below 40 degrees, students in 4-5 must have their skin covered. This can be coat, sweatshirt, or long sleeves.

Consequences for not following the dress code will be based on the 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

**Safe School Zone:** Minnesota Statute 152.021-152.023 and 609.66 has declared the area surrounding schools as a drug free and weapon free zone. This zone begins at the boundaries of the school property and extends 300 feet from that point, or one city block, whichever is greater. Much tougher penalties will be administered by the court toward adults and juveniles caught possessing or selling illegal drugs, or possessing a dangerous weapon.

**Harassment/Bullying Policy:** We will not tolerate bullying and harassment, nor will we excuse anyone who observes the behavior and chooses to ignore it. We believe in responding to all acts of bullying or harassment and equipping our students with a plan to support them in our effort to eliminate these kinds of behaviors.

**Severe Behaviors:** Behavior that is severely inappropriate or dangerous to the student or others will result in the student's removal. Restraint may be utilized to remove the child from an area. Parents will be contacted if their child needs to be removed from the school. The police will be called if necessary.

**Lockers:**

- No locks on lockers
- Magnetic clips allowed – no stickers or tape

**Allergy Concerns:**

- If your student has allergy concerns, notify the nurses office and your classroom teacher to develop a safety plan.

**Birthdays:**

- Out of respect for instructional time and the many students with food allergies, birthday treats are not permitted in classrooms. We will note birthdays on WD-TV morning broadcasts and recognize them in classrooms.
- Invitations to student birthday parties should not be distributed in classrooms.

**Water in the Classroom**

Students are welcome to bring water bottles to the classroom in order to stay hydrated. Non-water beverages are only allowed with teacher permission.

**Eating Lunch with Students**

Adults/siblings are welcome to come eat lunch with Woodland students. Food can be brought in from outside of the building for your student only. Visitors are allowed in the cafeteria only. Lunch visitors cannot visit classrooms or go outside for recess. If you wish to spend that extended time with your student, you may check them out of Woodland for the lunch/recess hour without affecting the student's attendance.

**Students Bringing Food into the Lunchroom:** Food items should not be brought into the lunchroom to supplement school lunches. If additional food is needed at lunchtime, arrangements can be made with the food service staff. Passing out items like candy, cookies and treats is also prohibited.

**Requests for Indoor Recess:** Occasionally, parents will request that their child stay indoors for recess due to recent illness or injury. 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.

**Required Study Hall and Work Completion:** "Power Study Hall" is a supervised study hall held daily for students, grades K-5. Students, who are unable to complete class work or homework, or to complete their work in a quality manner, will be asked to attend Power Study Hall as an intervention. Missing assignments will no longer be acceptable as all work will be completed in school, using Power Study Hall when necessary.

**Roller Shoes/Roller Blades/Skateboards:** Roller shoes, Heely's, roller blades, and skateboards are not allowed in school or on the playground. If the wheels can be removed, the shoes may be worn in school. Due to safety concerns, the wheels may not be worn during recess. Due to a lack of locker and classroom storage, roller shoes, roller blades, and skateboards cannot be stored in school. These are best left at home and used outside of the school day.

**Items Brought to School:** Students may bring soft type balls to school to use at recess; hard balls are prohibited. Electronic games, cell phones, smart watches, headsets, etc. may not be seen, heard or used during the school day. The school is not responsible for items your child chooses to bring to school. Trading cards of any kind are not to be brought to school.

**Cell Phones/Smart Watches:** We suggest that cell phones/smart watches not be brought to Woodland Elementary. If brought to school, cell phones/smart watches should not be seen or heard in the school building or at a school sponsored activity during school hours, 9:30AM – 4:00PM, or while waiting for the buses after school. If a staff member sees or hears a phone, it will be taken from the student. The first time a phone is taken, parents will be notified and the phone will be returned to the student at the end of the day. For all occurrences after that, the parent will need to come pick the phone up from school. Cell phones brought to school will be the responsibility of the student. Woodland staff will not be involved if a cell phone is lost or stolen.

**Deliveries to Classroom:** To increase the instructional time in our classrooms for all students, we will be delivering items brought to school by parents twice during the day. Our first delivery will be at 11:00 AM. Forgotten lunches, homework, etc. will be delivered to the students at that time. Our last delivery will happen at 3:40 PM so that items will get to the students before the end of the day. If your child has forgotten an item please get it to our office before 11:00 AM or 3:30 PM so it may be delivered. We will no longer be calling into classrooms for students to leave the classroom to pick up forgotten items in the office.

**Balloons:** No latex balloons are allowed, except when used for curriculum purposes with prior approval from the principal. Mylar balloons, flowers or other deliveries for students will be held in the office and cannot be sent home on the bus. We discourage them at school; they can be disruptions during the learning day.

**Parent/Guardian Communications with Staff:** We welcome and encourage parents to communicate with school staff through phone, email, or meetings. In order to ensure that staff is available for a meeting, we ask that you call school to set up a time that is convenient for both you and the staff member. We want to work together for the benefit of each child.

**Volunteers:** It is the hope of the school staff that parents and community members will take an active role in our school programs. Volunteers are welcome to share an interest or career, assemble or cut materials at home, provide information regarding various topics of study - including countries and cultures, help with various school programs, and/or a wide variety of other activities. In September, a volunteer application will be sent to each home upon request. In order to volunteer at Woodland a complete application must be on file. Together, we can make a difference in each child's life.

**Field Trip Volunteers:** If you want to volunteer for a field trip, please remember that the volunteer form needs to be returned to the volunteer coordinator two to three weeks PRIOR to the date of the field trip. If you don't turn it in until a few days before, there is no guarantee that you will be able to go on the field trip. This is a district requirement. All parents will ride on the bus to and from a field trip. A student can be picked up early from a field trip for certain situations BUT permission must be received from an administrator prior to the field trip. An early release slip will also need to be completed at the field trip location and given to the classroom teacher.

## **SUMMARY**

A successful school experience requires each of us, the school, parents/guardians, and students to share in the responsibility of creating an exciting, safe, productive learning environment. Please review this booklet with your children! We hope you will join us in stressing the importance of self-pride, respect of others, and social awareness. Your involvement with your child's school experience is most critical to his/her success at Woodland Elementary. Please communicate your comments, celebrations, concerns and/or questions as the year progresses. Have a great year!