

WES Family Handbook 2019-2020



The mission of Woodbury Elementary School is to ensure every student's intellectual, social, physical and emotional growth. We will educate all students in a safe, supportive, challenging environment, respecting individual differences and cultivating relationships with family and community. We will develop life-long learners and offer experiences for students to become productive citizens in a culturally diverse society.

Woodbury Elementary 2019-2020

This handbook is a guide for Woodbury Elementary families. It has information about our school, as well as an overview of the policies and procedures we have in place to help us provide a safe and respectful environment.

Woodbury Elementary School 1251 School Drive Woodbury, Minnesota 55125-2199

Principal: Connha Classon – 651-425-4603
Assistant Principal: Kristine McDonald – 651-425-4608

School Website: <http://wes.sowashco.org>
District Website: www.sowashco.org
Woodbury Elementary Office: 651-425-4600
Woodbury Elementary Fax Number: 651-425-4615
Woodbury Elementary Attendance Line: 651-425-4606
Woodbury Elementary Health Office: 651-425-4602
Office Coordinator: Kim Litchke – 651-425-4601
Social Worker: Courtney Oliver – 651-425-4624
Psychologist: Mary Coyne – 651-425-4604
District 833 Student Information: 651-425-6328
District 833 Transportation: 651-425-5310

School Hours:

7:30 am School office opens
8:25 am School opens to students
8:40 am School day begins
3:10 pm School day ends
3:30 pm School office closes

NOTE: The earliest students can arrive at Woodbury Elementary in the morning is **8:25 am**. All students must be picked up at **3:10 pm** if they are not riding the bus home.

TABLE OF CONTENTS

Absences/Attendance Line	3
Attendance	3
Arrival.....	3
Behavior Guidelines.....	3
Birthday Treats.....	3
Bullying.....	3
Bus	3
Change in Family Status	3
Cell Phones and Pagers.....	3
Communication	4
Conferences.....	4
Crisis/Emergency Plan.....	4
Dismissal.....	4
Dress Code.....	4
Drop-Off Area	4
Drug-Free Schools.....	4
Emergency Cards.....	4
Field Trips.....	5
Grading	5
Gym Shoes	5
Harassment	5
Health Services	5
Illness or Injury.....	5
Lost and Found	5
Lunch	5
Lunchroom Behavior	5
Make-up Work	5
Media Center	5
Recess.....	6
PAWS Room.....	6
Personal Belongings	6
Pets.....	6
PTO	6
Safety and Security	6
Skateboards	6
Testing.....	6
Tiered Behavior System	6
Volunteers	6
Volunteer Background Check	7
Visiting the Classroom	7
Web Pages.....	7
Wolverine News	7
Wolverine Way.....	7

BUILDING PROCEDURES AND

GUIDELINES:

ABSENCE REPORTING/ATTENDANCE LINE

The school has a voice mail system for call-in messages for students who will be absent or late. Please call the attendance line at **651-425-4606** before 8:30 am if your child will be absent or tardy. If your child is absent and we have not heard from you, we will call you to verify your child's absence.

When calling the attendance line, please give your name, your relationship to the student, the student's name and class. Then give the reason for the absence or tardy.

ATTENDANCE

Regular attendance is essential for school success. We monitor attendance daily and follow the Minnesota law for compulsory school attendance.

If your child is absent frequently, the school will take the necessary steps to comply with the state guidelines for attendance, including reporting to the Washington County truancy officer if necessary.

ARRIVAL

The school day begins at 8:40 a.m. Students **may not enter the building before 8:25 a.m.** For the safety of your child do not drop him/her off before 8:25 a.m. There is no supervision available for students who arrive early. Students should line up in the commons area with their class.

We are asking the cooperation of parents regarding the following arrival procedures:

- Students may go to the lockers when the first bell rings at 8:25 a.m.
- Parents may bring children to the front hallway area but are encouraged not go to classroom areas.
- If you want to speak with a teacher, please call or make an appointment. Teachers are to be greeting students, supervising and preparing for the school day and are not available for unscheduled visits.
- The final bell rings at 8:40 a.m. Students who are not in the classroom will be counted tardy. Students who are tardy must report directly to the office & sign in when they arrive at school. They will be issued a pass to get in to class.

BEHAVIOR GUIDELINES

Woodbury Elementary promotes and emphasizes appropriate positive behavior. Each classroom will have a behavior plan. Our goal is to help students manage their own behavior. Please refer to Woodbury Elementary and District 833's discipline policies and procedures.



BIRTHDAY TREATS

It is a common practice to provide treats for the class in honor of a child's birthday, however it is not expected. Please note that the district follows a wellness policy. This policy encourages healthy snacks only. **Cakes, cookie cakes and/or cupcakes are discouraged.**

Please consider an alternative birthday treat such as a pencils or a book donated to the classroom. If you prefer to bring an edible treat, we suggest a healthy alternative and want you to be aware of the possibility of peanut-allergies and other food restrictions for classmates. Home-made items are not allowed to be dispersed. All treats should be store packaged items.

Birthday "parties" are not given in the classroom and dispersing treats is expected to take minimal time away from classroom instruction. In addition the teachers are not responsible for handing out birthday party invitations or sending email invites/RSVP reminders to the entire class. Thank you for respecting these guidelines.

BULLYING

A safe environment is needed for students to learn. Bullying is conduct that interferes with a student's ability to learn and the teacher's ability to educate students in a safe environment. South Washington County Schools has a bullying policy that expressly prohibits bullying on school district property or at school-related functions. The school district will investigate all complaints of bullying. The policy is available for review in the Woodbury Elementary office and on the district website.



BUS

District 833's Transportation Department will post all specific information regarding transportation arrangements directly in Parent Portal. Included will be the bus stop location, stop time and bus number (animal symbol). All routes will be posted at the same time on the District's web site at <http://www.sowashco.org>. To access the information click on "District Info" and "Bus Route Schedules." The district's newsletter "*Window on Education*" will outline policies and practices and point you to where you can find route information. We ask that you assist our Transportation Liaison and the Woodbury Elementary staff in making sure your child knows his/her bus assignment.

Students may ride only their assigned bus. Students will not be allowed on any other bus without written permission.

The school district has a bus safety policy that all students must obey. Students review bus procedures each year. Students who repeatedly violate the bus rules will lose bus riding privileges. Bus behavior violations and other bus issues are handled by the district transportation department. If you have any other questions regarding transportation issues, **please call the Transportation Department Hotline directly at 651-425-5310.**

CHANGE IN FAMILY STATUS

Please inform the school of any changes in your family status. This may include address, telephone number, parent's work or cell phone number, change in marital status or who to contact in an emergency. It is vital that we have current and accurate information.



CELL PHONES & OTHER ELECTRONIC DEVICES

Students are not allowed to carry or utilize cell phones or other electronic devices during school hours. If cell phones/other electronic devices are visible and/or powered on during the school day they will be confiscated and returned to a parent only.

COMMUNICATION

We encourage regular communication between home and school. Parents may leave messages for teachers on the voice mail system 24-hours a day. Calls made during the school day will go to the teacher's voice mail and will be answered as soon as possible.

Woodbury Elementary Web Site –

wes.sowashco.org

District 833's Web Site –

www.sowashco.org

Other forms of communication include:

Blackboard Connect

Each family will receive a weekly update via email from the school principal. Please make sure that all email addresses are updated in Infinite Campus-Parent Portal. See **Emergency Cards** section regarding Parent Portal.



-The WES Website - <http://wes.sowashco.org/>

Please visit the website often as we will continue to provide updates and important information on the Woodbury Elementary Website.



-Thursday Folders/Assignment Notebooks:

Classroom folders are sent home every Thursday with students to communicate school information. Assignment Notebooks are also used in 3rd-5th grades for teacher-parent-student communication.

-SeeSaw:

All families will get access to a SeeSaw account for their child. Seesaw is a student portfolio intended to give our Kindergarten through 5th-grade students a place to create, submit and share learning with their class, teachers, and parents.

CONFERENCES

Parent-teacher conferences are held twice per school year. Conferences for the 2019-2020 are scheduled for 3:30-8:00 pm on the following dates:

FALL CONFERENCES:

Monday, November 4th and Thursday, November 7th

WINTER CONFERENCES:

Monday, March 2nd and Thursday, March 5th

CRISIS / EMERGENCY PLAN

Woodbury Elementary has a written plan that outlines what staff and students will do in the event of a crisis or emergency. All staff are trained in crisis response each year. Students and staff regularly practice crisis drills which include fire, tornado and lockdown drills.

DISMISSAL/STUDENT PICKUP

The school day ends at 3:10 pm. All students must be picked up no later than 3:20 pm.

We use "Airport Style" pickup at Woodbury Elementary. PLEASE do not park along the curb. If you are entering the building you must park in the parking lot. Follow the one-way traffic routes for cars

when dropping off or picking up students. Students being dropped off must exit the car on the curb-side of the vehicle.

DRESS for SCHOOL SUCCESS

Appropriate student dress and grooming are expected. Wearing apparel or grooming that detracts from the normal educational process, constitutes a safety hazard, or that attracts inappropriate attention to the individual is unacceptable. Please assist us in keeping our focus on the educational process by discussing clothing expectations with your child.

Expectations include:

- Clothing that promotes alcohol, drugs, tobacco, inappropriate language or graphics, or sexual behavior is not acceptable.
- Bare midriffs and/or other suggestive clothing items are not acceptable.
- For health reasons, students are expected to maintain hygienically clean attire.
- Pants must be fastened around the waist.
- Students must wear shoes.
- Hats/headwear are not allowed in the building except with the approval of the principal or designee.
- Students should be appropriately dressed for the weather, including the Minnesota winter.

DROP-OFF AREA

There is a drop-off area on the north side of our building. This is not a parking area. Cars should pull along the curb single file to drop off students at the curb. If you plan to enter the building you must park in the parking lot.

DRUG-FREE SCHOOLS

Tobacco, alcohol & drugs are strictly prohibited on school grounds. This policy applies to students, staff, parents & guests. Anyone suspected of being under the influence of alcohol or drugs will be asked to leave school grounds immediately and/or reported to local authorities.



EMERGENCY CARDS

Typically, Emergency Cards are provided yearly to parents so the district can verify student(s) information is current and accurate. The district has determined that the best way to ensure accurate information in a timely way is to have parents complete the changes to their family (and children) accounts through the Parent Portal in Infinite Campus.

When signed in to the [Parent Portal](#), the subject areas below can be found and clicked on to first verify the information, and second, to make any needed changes to the emergency/census information for your family.

- **Demographics:** Updates can be made for student and non-household contacts. Non-household contacts include emergency contacts, doctor, dentist and hospital information.
- **Household Information:** Updates can be made for home phone numbers and address change can be requested here. In order for the district to make a change to an address proof of the move is needed.
- **Family Members:** Updates can be made for any member of the immediate household here. Examples would be parent cell phone numbers or email address.

FIELD TRIPS

Classrooms take at least one field trip per year. Field trips are directly related to the curriculum or provide an enrichment opportunity for students. Students may be asked to pay a fee for some field trips. If this presents a hardship for your family please

contact the front office. There are funds available for scholarships. No student will be kept from participating due to inability to pay.

GRADING

Woodbury Elementary will report progress to families three times per year: Fall Conferences, Winter Conferences, and the end of the year. If at any time you have questions about your child's progress, please contact your child's homeroom teacher.



GYM SHOES

Students are required to have gym shoes for phy ed class. We ask that a pair of shoes (no black soles – and need not be new) remain at school to be available for daily use.

HARASSMENT

South Washington County Schools have a policy to maintain a learning environment that is free from harassment including racial, sexual, gender or violence. All complaints will be investigated.

HEALTH SERVICES

Woodbury Elementary has a Health Assistant on staff each day. The Health Assistant or her designee will dispense medication, determine appropriate action in emergencies and monitor other health concerns of students. The Health Assistant can be reached directly at **651-425-4602**.

ILLNESS or INJURY

A child with a fever of 100 degrees or more or an undiagnosed rash should NOT come to school.

Any student with flu-like symptoms, including vomiting or diarrhea, must stay home for 24 hours after symptoms subside before returning to school. Please report to the Health Care Specialist if your child has contacted a communicable disease such as head lice or strep throat.

If a child becomes ill or is injured at school, the Health Care Specialist will assess the situation and contact a parent if necessary.



LOST & FOUND

Please label everything your child brings to school with his/her name. The Lost & Found is located in the main hallway. You are welcome to stop by any time to see if there is an item belonging to your child! Any items not claimed will be donated to a local charity.

LUNCH

Hot lunch is served each day. Student lunch prices are \$2.65. Adult lunches are \$5.00. Milk is \$0.50 per carton. Students may bring cold lunch. Pop is not allowed in the lunchroom.

Lunch money can be deposited in a student's account at any time. The district uses a system called School Cafe. Each student is issued a PIN number. Parents can look up student account information in Parent Portal.

- Go to www.sowashco.org
- Click the link for "Departments"
- Use the drop-down menu to go to "Nutrition Services"

Free and reduced lunch prices are available to qualifying families. Applications are available online only at: https://www.sowashco.org/departments/nutrition_services/free_reduced_meals. If you need assistance obtaining/completing an

application for Free and/or Reduced Lunch please contact the school social worker at 651-425-4624.

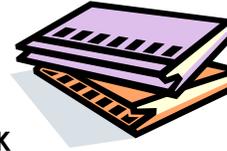
Lunch menus are sent home at the beginning of each month and can also be accessed on the district website.

Students go to the lunchroom with their class and sit at assigned tables. The lunchroom is supervised by lunchroom paraprofessionals.



LUNCHROOM BEHAVIOR

Students will come into the lunchroom in an orderly manner. Students will sit at their assigned tables while eating. Socializing is an important part of the lunchroom experience however students will be asked to use quiet voices and appropriate language.



MAKE-UP WORK

Students who have been absent are required to make up class work that has been missed. The general rule is that the student will have one day to complete the work for every day missed. (Example: If a student misses 3 school days, upon their return they will have 3 school days to complete missed work.)

If a student is going to be absent for a family trip, teachers will make every effort to provide parents with homework if given adequate notice. (Minimum of one week notice.). It should be understood however, that teachers cannot duplicate all missed assignments. Parents should note that students who miss an extended number of days due to family vacations will miss classroom group activities, academic instruction and other experiences that cannot be made up.

MEDIA CENTER

All classes visit the Media Center. The Media Center is an interactive part of our school with fiction and non-fiction books, research print materials, CDs, DVDs, videos and computers. Students must obey the acceptable use policy when using the computers and Internet.



RECESS

Students will play outdoors for recess when weather permits. Students must wear appropriate clothing for the weather. During the winter months, this includes snow pants, boots, hats and mittens. Students are expected to follow the playground rules. Students who choose not to follow the rules will have a consequence which may include a time out on the playground (on the bench), loss of recess time, or time in the PAWS Room.

Indoor recess will be held when the actual temperature is at zero degrees or below, or the wind-chill is -10 degrees or below. It is best to assume that students will participate in outdoor recess, and to dress them accordingly.

PAWS Room

Woodbury Elementary has a PAWS Room with staff trained to handle student behavior issues. A student may be sent to the PAWS Room as a consequence for negative behaviors, not following school rules and/or making poor choices. The PAWS

Room is an intervention that is utilized in most situations before a student is sent to the principal's office for behavioral concerns.

PERSONAL BELONGINGS

Students should not bring unnecessary articles to school such as iPads, CD players, hand-held computer games, toys or large amounts of money. The school will not be responsible if items/money are lost or stolen.



PETS

Pets, including dogs and cats, are not allowed in the school building. Please refer to District 833's pet/animal policy.

PTO (Parent Teacher Organization)

How Do I Join PTO?

All families are automatically part of the Woodbury Elementary PTO. Anyone is welcome to attend the monthly meetings.

Still have questions regarding the Woodbury Elementary PTO?

Please check out the WES PTO website and/or feel free to contact our PTO President as listed below:

President: Heather Capistrant
WoodburyElemPTO@gmail.com

Woodbury Elementary PTO Webpage:
<http://www.woodburylelementarypto.org/>

PTO Meetings for the 2019-2020 school year will be held in the Woodbury Elementary media center. Meetings are generally held the second Tuesday of the month from 6:00-7:00 pm.

RELEASING STUDENTS DURING THE SCHOOL DAY

All students who leave school during the day must be signed out in the office by an adult. Do not go to the classroom to get your child. Your child will meet you in the office area. If someone other than you is picking up your child (friend, grandparent, etc), for safety reasons, please notify the office. We will ask for identification if we are not familiar with that person.



SAFETY & SECURITY

We make every effort to provide a safe school environment. Our security measures include:

- All visitors will enter through the office upon arrival.
- All the exterior doors are locked after the morning bell except the front entry. All doors are equipped with panic bars, so students and staff can exit at any time but no one can enter.
- All traffic on the north side of the building (parent drop-off) must follow the one-way traffic pattern. All students should be able to exit the vehicle from the passenger side. We are asking parents to PLEASE abide by this procedure.
- Adult supervision before school in the main hallway/outside area begins at 8:20 a.m.
- All visitors to the building must register in the office and wear a visitor badge.

- Parents, guardians, friends or relatives who come to pick up students during the day must sign out the child in the front office.
- All staff & students know what to do in the event of a school wide emergency such as a fire, tornado or intruder on school grounds.



SKATEBOARDS

Skateboards, scooters, "heellies" and roller blades are **not allowed** on school grounds.



TESTING

Students in grades 2 through 5 will take the MAP (Measure of Academic Progress) tests. Classroom teachers will communicate testing dates and times in relation to this test.

Students in grades 3 through 5 will also take the MCA (Minnesota Comprehensive Assessments) statewide tests for reading and math. Students in grade 5 will take an additional MCA test for Science.

TIERED BEHAVIOR SYSTEM

Woodbury Elementary utilizes Responsive Classroom components for Behavior Management: You Break It/You Fix It, Logical Consequences, and Apology of Action. Behaviors are tiered as tier 1 (typical classroom behaviors that are dealt with by the classroom teacher), tier 2 (more serious behaviors or repeated tier 1 behaviors that can be dealt with by teachers or the office), and tier 3 (most serious behaviors or repeated tier 2 behaviors that are dealt with by the office).

VOLUNTEERS

Many enriching and worthwhile experiences are provided to our students by classroom volunteers. Parents interested in volunteering should contact their child's teacher or the school office. Volunteers will be asked to abide by our confidentiality expectations and review/sign the "Volunteer Guidelines Form" in order to work in our classrooms/attend field trips. **Parents may not bring preschool children in to classroom settings when volunteering.**

VOLUNTEER BACKGROUND CHECK

Volunteers play an important role in the education of our children. A volunteer handbook has been created and is available in our school office and at the south Washington county webpage to make sure the experience is as enriching and rewarding for all involved. Student safety is always a top priority so volunteers are asked to sign in and out at each school.

As per School Board policy, criminal background checks will be required of volunteers in specified assignments such as field trips, athletic or academic coaching and any non-staff supervised activity. Additionally, volunteers who are in the same classroom or activity more than 2 times per month will also be required to have background check. Our School District respectfully asks the

volunteer to pay the cost (\$17.75) for the background check. We will cover the cost of the background check if it is a hardship to you. Please inform your school or department Office Coordinator if payment is a hardship. Forms are available in your school office or online at www.sowashco.org

VISITING THE CLASSROOM

Parents who wish to visit the classroom should make arrangements with the child's teacher. Do not bring preschool children or infants in to the classroom when visiting. Please limit your stay to two hours or less. Parents must sign in and out of the front office when visiting Woodbury Elementary.



WEB PAGES

Woodbury Elementary has a web page that can be accessed at: <http://wes.sowashco.org/>

District 833's web page can be accessed at: www.sowashco.org

WOLVERINE NEWS

Woodbury Elementary announcements are broadcast each morning over our school cable TV. Students serve as broadcasters and run the camera.

WOLVERINE WAY

At Woodbury Elementary, we follow the Wolverine Way, and we use the acronyms PAWS to reflect our school-wide rules: Positive Attitude, Act Responsibly, Work Hard, and Show Respect. Students can earn "PAWS" Recognition for exhibiting one of these behaviors.