

# School Handbook 2019-2020

## AFTON-LAKELAND ELEMENTARY

The [District Handbook](#) includes important information regarding district policies, student expectations and more. Each school year, parents will be required to sign off that they have reviewed the policies, procedures and required notices in the handbook.

Log in to Skyward Family Access to sign the electronic form.



### Afton-Lakeland Elementary 3 School Rules

- BE SAFE
- BE RESPECTFUL
- BE RESPONSIBLE

#### Accidents

When a student is injured at school our first responsibility will be to see to his/her comfort. Parents will be notified as necessary. If, in our judgment, the injury requires attention beyond school health professional, contact will be made with the family physician listed on the online emergency form. Our school district does not carry any accident or dental insurance for students.

#### Adventure Club

Community Education provides before and after school programs throughout the school year starting at 6 a.m. and ending at 6 p.m. Parents should drop off and pick up students at the cafeteria doors located on the north side of the school. For more details about Adventure Club contact the Community Education Office at 651-351-8300.

#### Arrival/Dismissal

Students should not arrive at school before 8:30 a.m. unless they are eating breakfast, which begins at 8:25 a.m. or they are in Adventure Club. Students will

be lined up by grade level in the front foyer. It is assumed that students will have consistent plans for dismissal. If arrangements out of the ordinary are made, a note must be sent to the teacher. If necessary, parents/guardians may call the office and ask that a message be relayed to the teacher.

#### Attendance Procedure

When you miss school you miss out. Afton-Lakeland Elementary's 24 hour attendance line is 651-351-6560. Parents/guardians can also enter the absences on Skyward Family Access.

#### Bikes/Skateboards/Rollerblades and Scooters

Bicycle safety is stressed at school, but is the responsibility of the parent. Please consider the risks of theft and safety, especially crossing busy roads during the morning rush hour. Bicycle racks are available, but children will need to bring locks to secure their bicycles if they wish. Although bike racks are provided, we can assume no responsibility for the bike while it is on the school grounds. We urge the use of a chain and padlock to secure bicycles. Due to heavy vehicle traffic, students need to be cautious about riding bicycles, skateboards, rollerblades and scooters to school. We ask students to walk them once they reach school property. Afton-Lakeland encourages students to wear helmets.

#### Building Reservations

Community groups or parent organizations who wish to use Afton-Lakeland school as a meeting place should make reservations through the Community Education Office at 651-351-8036.

#### Cell Phones/Personal Devices

Cell phones and other personal devices brought into the building must be turned off and kept in backpacks or lockers. Items seen or used during the school day without staff permission will be turned in to the principal's office and parents will be asked to pick them up.

#### Classroom Assignments

Parents may submit a Parent Input form regarding their child for the next school year. Efforts will be made to accommodate students' needs. However, class size and other factors will also be considered. All Parent Input forms must be turned in to the office, and emails or other forms of communication will not be accepted. Specific teacher requests will not be accepted. The deadline for submitting the Student Information Form will be communicated in the E-News in the spring.

## Communication

Parents will receive a weekly e-newsletter from the school to keep families informed of announcements, coming events, programs and other school-related information. Please make it a point to read this e-newsletter. If you don't have Internet access, call the office and ask to receive a paper copy. Parents may also receive notices about events, activities and programs offered to students by local non-profit organization like Valley Athletic Association, Boy Scouts/Girls Scouts and more. These e-flyers are sent by e-mail from Peachjar, an electronic flyer distribution system.

## Drop-Off and Pick-Up Procedures

All parent and bus drop-offs and pick-ups will take place in the FRONT of the school. Pick-up students will wait for their ride in the front of our building and remain in that area until they see their ride. Patrols will escort students to their vehicle. All vehicles are to pull ALL THE WAY TO THE BEGINNING OF THE LINE. This ensures the vehicle line keeps moving and traffic jams are not as prevalent.

If you are planning to pick-up your child at the end of the day in the building and not utilizing the carpool lane, please have them meet you outside in the front of the school. We ask that parents do not come to pick up their child until 3:10 p.m. We ask that you please respect the fact that school starts at 8:40 a.m. and does not end until 3:10 p.m. If you need to meet with a teacher, please call or email to schedule an appointment. We want to make the most out of every day!

## Emergency Contact Information

At the beginning of the school year parents/guardians will be asked to update their child's emergency information in [Skyward](#). It is necessary that we have your phone numbers as well as phone numbers for two additional family members or friends who can be contacted in case your child has a medical emergency or needs to be picked up from school. You'll also be asked to share any information about special health conditions or medications that emergency care providers would need to be aware of in the event of an emergency.

Please notify the school immediately of any changes to your child's emergency information during the school year.

## Evacuation, Fire and Lockdown Drills

An emergency plan has been developed to ensure student safety in the event of fire, inclement weather or other safety situations. State law requires every school to annually conduct 5 fire drills, 5 lockdown drills, and 1 tornado drill. Procedures to follow are posted in the classroom. In case of a long-term evacuation, students will be escorted to the Embrace Church - St. Croix Campus located just south of the school.

## Extra Curricular Programs

Students in all grades may participate in recreational and sports programs sponsored by Community Education. Various athletic, academic and creative activities are available throughout the school year.

## Free and Reduced Price Meal Applications

Your child may be eligible for free and reduced priced meals. Families must fill out a new application each school year. Applications are available online or in Afton-Lakeland school's main office.

## Field Trips

Field trips are terrific ways to enhance the educational experience of students. Efforts will be made to keep the costs of field trips to a minimum. A signed permission slip is required for a child to be able to attend a field trip.

## Health Office

When a student is injured at school our first responsibility will be to see to their comfort. Parents will be notified as necessary. If, in our judgment, the injury requires immediate attention beyond our school health professional, contact will be made with the family physician listed on the emergency card. Our school district does not carry any accident or dental insurance for students.

## Homework

The assignment of homework is encouraged only when it can be seen to be beneficial to the student. Homework often grows out of a student's interests or needs. Consideration must be given to child development, home responsibility and outside activities. Sometimes the work students call "homework" is assigned work that has not been completed during the school hours. Should you have questions about homework, please contact your child's teacher. Generally, all students can benefit from daily reading, math application and computation at home.

## Immunizations

[Minnesota Statute 121A.15](#) requires every student enrolled in school to be immunized against certain diseases or file a legal medical or non-medical exemption. Students will not be able to attend school if they are not in compliance. For more information, visit our [immunization webpage](#).

## Messages To Students

If you need to contact your children while they are at school, call the Afton-Lakeland school office at 651-351-6500. We will deliver messages to students.



## **Outdoor Activity**

Students will be going outside daily before their lunch period and perhaps for a 10 to 15 minute recess during the day. They do not go out during hard rains or when the wind-chill is below zero. Please see that your child is dressed appropriately for the weather.

## **Parent/Guardian Involvement**

We encourage parents to be active participants in their child's education. You are welcome to visit your child throughout the school day or join them for lunch. For security reasons, we do ask that all visitors check in at the office with a valid ID. In addition, classroom teachers may request volunteer help in their classroom or during field trips. Please note that a current background check is required of all adult volunteers who will be with students according to district policy.

## **Parent/Teacher Association (PTA)**

Afton-Lakeland Elementary has a very active parent association. We welcome all parents to become involved in the group to hear about current issues facing the school, offer input, help raise money for projects, organize activities, etc. You can become as involved as what fits your schedule. PTA meetings are held monthly on the second Monday at 6:30 p.m. in the Afton-Lakeland Media Center. Meeting dates can be found on the website.

## **Physical Education**

All children are required to participate in the physical education program. For safety reasons children are required to wear athletic shoes when physical education classes are conducted. Please have your child bring appropriate clothing when temperatures are on the cool side in the fall and spring.

## **Religious Release**

Parents/guardians may have their child attend a school for religious instruction under church ordinances for no more than three hours per week.

## **Report Cards**

Report cards are available after the second and fourth quarters. A report card is not issued at the end of the first and third quarters as the student's progress will be discussed at the parent/teacher conferences held in the fall and spring.

## **Responsive Classroom (RC)**

All of our elementary teachers incorporate the Responsive Classroom philosophy in order to build community and develop positive relationships in the classroom. RC provides engaging academics, positive community, effective classroom management and developmental awareness. The focus is on learning CARES - cooperation, assertion, responsibility, empathy and self-control - which are key social skills children need to learn and practice if they are to succeed socially and academically.

## **School Pictures**

Individual student photos are taken each year. Packages are available for sale with payment required at the time pictures are taken. Pictures will be taken at the Ready, Set, Go Conference.

## **See Something, Say Something**

We all have a role in keeping our school safe for students. If you overhear something concerning, notice strange behaviors, or see an alarming post on social media - speak up. Please encourage your children to share any concerns they may have with a school staff member, the local police or any adult. Look for the "See Something, Say Something" button on our website homepage that will allow you to report any concerns.

## **Student Advocate and School Psychologist**

Parents may call the student advocate or psychologist regarding any academic, social, behavioral or psychological concerns. They are an excellent resource regarding child development.

## **Six-Day Rotation**

All students in grades K-5 will follow a six-day rotation for art, media, music and physical education. Music and physical education will meet two times during the six day rotation, with media and art meeting once.

## **Snacks and Classroom Treats**

Eating during the school day is limited to lunchtime and snack time as designated by the teacher. Students may bring water bottles to drink from throughout the day, and can bring in a healthy, personal snack they can enjoy when their teacher has a scheduled time.

We're working to make special events in the classroom safe and enjoyable for all with celebrations that don't include food. Please do not send food treats, such as cupcakes or candy, to school for birthdays, Halloween, Valentine's Day or other special occasions. See our [Wellness Policy](#) for more details. Students and parents may choose to bring in non-food items, however, this is not a requirement. Please check with your child's teacher before sending items.

## **Textbooks Or Workbooks**

Students/parents will be charged the replacement value for any classroom books, library books or workbooks that are lost or damaged.

## **Walking To School**

Please instruct your child about safety issues involved in walking to school. It is important that children be instructed by you so they will know the safest route, cross only at designated crossings, respect other peoples' property and observe the directions of our crossing guards. Children are to walk behind the crossing guards school patrols and not run ahead. Afton-Lakeland school has an afternoon crossing guard on 4th street from 3:10 p.m. to 3:20 p.m..



# Twin Cities Mental Health and Crisis Resources

Stillwater Area Public Schools cares about its kids. Here is a list of resources provided courtesy of our school counseling staff. This is not an endorsement for any of the agencies listed.

## IF YOU ARE IN CRISIS, please call one of the numbers below or 9-1-1.

- **Canvas Health Crisis Connection:** ..... 612.379.6363 or *crisis.org*
- **Washington County Crisis Line:**..... 651.777.4455
- **National Suicide Prevention Lifeline:** 1.800.273.TALK
- **Bridge for Youth (for runaway and homeless youth):** 612.377.8800

## The following organizations provide counseling, treatment programs or other services for youth:

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| <ul style="list-style-type: none"> <li>• <b>Canvas Health</b>..... 651.777.5222<br/><i>canvashealth.org</i></li> <li>• <b>Family Means</b>..... 651.439.4840<br/><i>familymeans.org</i></li> <li>• <b>Family Means Center for Grief,<br/>Loss &amp; Transition</b> ..... 651.641.0177<br/><i>familymeans.org</i></li> <li>• <b>Youth Service Bureau</b> ..... 651.439.8800<br/><i>ysb.net</i></li> <li>• <b>Children’s Hospital of Minnesota<br/>(Behavioral Health Program)</b> ..... 651.220.6000<br/><i>childrensmn.org/services/behavioral-health</i></li> <li>• <b>Fairview Hospital Behavioral<br/>Services</b>..... 612.273.8383<br/><i>fairview.org/Services BehavioralHealth</i></li> </ul> | <ul style="list-style-type: none"> <li>• <b>Prairie Care</b> A University of Minnesota Medical<br/>School Affiliate ..... 763.383.5800<br/><i>prairie-care.com</i></li> <li>• <b>Aris Clinic<br/>(Outpatient programs)</b>..... 651.259.9750<br/><i>aris-clinic.com</i></li> <li>• <b>Avanti Care for Adolescent Girls</b> ..... 763.230.7470<br/><i>voamnwi.org/avanti</i></li> <li>• <b>The Emily Program<br/>(eating disorders)</b> ..... 888.364.5977<br/><i>emilyprogram.com</i></li> <li>• <b>Options Residential</b> ..... 952.564.3030<br/><i>optionsres.com</i></li> </ul> |
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