

# School Handbook 2019-2020

## ANDERSEN 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.

### 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 our 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 arrive at school no earlier than 8:30 a.m. 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.

### Bikes/Skateboards/Rollerblades and Scooters

Bicycle safety is stressed at school, but is the responsibility of the parent. When allowing your child to ride a bike to school, please consider the risks of theft and safety, especially crossing busy roads. Bicycle racks are available, but children will need to bring locks to secure their bicycles if they wish. Students are asked to walk their bikes on school property.

Skateboards, roller blades and scooters may not be used on school property. If your child uses these as a mode of transportation to school, they must be brought to the office to be stored until dismissal.

### Building Reservations

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

### Cell Phones/Personal Devices

Cell phones, iPads, 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.

## Behavior Expectations

The school community, including students, parents, teachers and other school staff members has a collective responsibility to create and maintain a safe and supportive environment that promotes teaching and learning. Andersen expects the following behaviors of students at all times while attending school:

### 1. Be Kind

- Kind words and kind actions toward others
- Speak with an inside voice
- Treat others as you would want to be treated

### 2. Be Safe

- Behavior such as pushing, hitting and kicking is not acceptable
- Hall passes are to be used when going to the restroom, nurse, media center, office, etc.
- Keep hands and feet to yourself

### 3. Be Respectful

- Listen and follow directions of all adults
- Hats or hoods are only to be worn outside the building
- Respect school property

### 4. Do Your Best

- Be on time and in school every day
- Come to class prepared to learn
- Have a positive attitude and SMILE!

## 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.

## Communication

Parents will receive a weekly e-newsletter from the school to keep you 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.

## 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. Learn more about the district's [School Safety and Emergency Management plans](#).

## 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 your school's main office.

## Field Trips

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

## 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 serious questions about homework, it might be beneficial to request a conference with the 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 main office. We will deliver messages to students.

## Outdoor Activity

Students will be going outside daily following 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 they are dressed appropriately for the weather.

## Parent/Guardian Involvement

- **Take Part In School Activities** - Parents are welcome to attend any special events that are advertised in the e-newsletter. Special events include assemblies, speakers and special programs.
- **Visit Your Child's Classroom** - Children are proud to show their work and describe classroom activities to their parents. Parents/guardians with firsthand knowledge about the school program can better interpret practices and supplement what the school is doing. We have an open door policy. For safety reasons, however, we ask that parents/guardians stop in the office to register before proceeding to their child's classroom.
- **Volunteer To Help** - Our volunteer program offers many opportunities to help at school. Volunteers work in and outside the classroom in a variety of ways that are determined by the skills and desires of the volunteers and the needs of the teachers. Please complete a [background check](#) before volunteering.

## **Parent Organization (Andersen Parent Group)**

Andersen Elementary has a very active parent organization called the Andersen Parent Group. We welcome all parents to become involved in the Andersen Parent 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. Most meetings are held on the second Tuesday of each month starting at 6:30 p.m. in the Andersen Media Center. Meeting dates can be found on the website.

## **Patrol (Safety)**

School safety patrols are on duty at 8:25 a.m. each day school is in session. Parents are requested to send their children so that they will be able to cross with the patrols between 8:25 – 8:40 a.m. Patrols are also at these same duty stops after school.

## **Pick-Up/Drop-Off Lane**

Please follow these guidelines when dropping off or picking up your student:

- School buses will be parked along the south side of the school on 2nd Avenue North. The student pick-up/drop-off area is now on the west side of the school along 4th Street North.
- If you are dropping off or picking up your student, drive south on Highway 95 two blocks past the school and turn right onto 1st Avenue North, then take another right onto 4th Street North.
- In the past, traffic along 2nd Avenue North next to city hall backed up onto Highway 95 as parents waited in line for students. This caused safety concerns for pedestrians and motorists on Highway 95. The new traffic pattern provides a better flow to traffic and will help the drop-off/pick-up process run more smoothly.

## **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 success 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. Watch for further information.

## **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.

## **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 both 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 that 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.

## **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 and not run ahead.





# 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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