



Island Lake

ELEMENTARY SCHOOL

Mounds View Public Schools

PARENT HANDBOOK

2011 - 2012

Island Lake Elementary School
Mounds View Public Schools
3555 Victoria Street N
Shoreview, MN 55126

Telephone: 651-621-7000

Fax: 651-621-7005

School Web Site: www.moundsviewschools.org/islandlake

Where People Learn and Care



STAY IN TOUCH 2011-12 School Directory

Mounds View Public Schools

Callers are able to bypass the front office to reach teachers directly and offers the safety and security of room-specific identification in the case of emergency calls.

www.moundsviewschools.org/islandlake

e-mail: firstname.lastname@moundsviewschools.org

CONTACTS 651-621- _ _ _ _

Main School Phone: 7000	Attendance: 7001	Kitchen: 7009	
Secretary, Jan Hermes: 7002	Health Office: 7004	Transportation: 7016	
Principal, Todd Durand: 7003	Custodians: 7008	School Fax: 7005	

KINDERGARTEN

Lynn Gondorchin 7066
Jenny Heyer 7085
Mary House 7065
Stephanie Proulx 7067
Lisa Chan 7067

FIRST GRADE

Patti Belian 7076
Robin Lavelle 7077
Jan Moyer 7046
Anne Nelson 7078
Ann Sosniecki 7088

SECOND GRADE

Julie Bohn 7061
Sara Drinane 7074
Angela Eckel 7081
Susan Meints 7058
Chelly Pieper 7091
Anne Stagg 7080

THIRD GRADE

Julie Connolly 7064
Mary Meyer \ 7057
MaryAnn Bergantine / 7057
Cindy Shimitz 7073
Kim Westhuis 7075

FOURTH GRADE

Jill Anderson \ 7060
Lori Eidem / 7060
Jacki Harren 7059
Kathie Dahl 7056
Sharon Rode 7062

FIFTH GRADE

Katie Greene 7044
A Rick 7041
Dianne Schillinger 7048
Stacey Jo Volna 7042

ISF, EXTENSION TEACHER

Allison Petersen 7011

BEHAVIOR MANAGER

Chris Scanlon 7018

CUSTODIANS

Marshall Beyer 7008
Gerry Leight 7008
Linda Camel 7008
Katherine Peake Comm. Ed

HEALTH OFFICE

Susan Bornstein 7004
Kathy Knutson 7031

KITCHEN

Liz Carroll 7009
Linda Herrick 7009
Susan Zustiak 7009

EXTENSION TEACHERS

Shari Friesen 7078
Kay Gibbons-Baker 7083
Heather Martell 7034
Danielle Miller 7090
Lisa Murray 7091
Stephanie Proulx 7090

LRT TEACHERS

Sherilyn Anderson
Rick Seidenkranz
Sitania Syrovatha

SPECIALISTS

ART- Ann Gerold-Stibal 7086
BAND- Ruth Seidenkranz 7070
LMC- Mindy Klauer 7033
MUSIC - Amy McNabb 7043
ORCH- Brian Larson 7070
PE - Dave Leiser 7045
SCIENCE-Michael Lundberg 7047

STAGES PROGRAM

Catherine Mullaney 7036

OFFICE

Jan Hermes 7002
Shari Strane 7010

PARAS

Maren Badger 7036
Liz Beth Birkelo 7036
Stephanie Blinn 7015
Kay Boje 7036
Mary Doenges 7037
Laura Doty 7037
Betsy Draxten 7054
Joy Handt 7037
Jennifer Knoll 7054
Shelley Kroska 7054
Janet Lee-LMC 7007
Joanne Lund 7054
Marilyn Nelson 7037
Christine Podobinski 7037
Debbie Rasmussen 7054
Gail Rosenbrook 7054
Amber Schurr 7054
Bob Teeling 7037
Ronda Twaddle 7036
Molly Wurst 7037
Debbie Zamow 7016

RESOURCE TEACHERS

Lisa Borg 7015
Joanna Dahl 7069
Tisa Jones 7037
Chris Paulson 7055
Arwen Poepard 7050
Gailyn Ryan 7092
Beth Sahli 7068
Michele Schicker 7068
Michele Swanson 7037
Amy Wellik

STUDENT SERVICES

Kirk Diment 7040
Amy Elholm 7037
Kelly Nuss 7040
Karin Lundborg-Schooley 7092
Jenny Odden 7035

Table of Contents

MV School closing communication1	PTA/Parent Involvement/Volunteers..... 7
MV Schools Automated phone calls.....1	Pictures..... 7
MV Schools Policy Information2	Progress Reports/Conferences..... 7
Arrival &	Publication of Student Accomplishments.....7
Dismissal.....3	School Newsletter – WOLFCALL 7
Attendance.....3	Safety Patrol.....7
Band3	School Security.....
Birthdays.....3	8
Cell Phone Use3	School Visits 8
Contacting Staff/Students.....4	Specialists.....8
Communication Folders/Planners.....4	Student Behavior – PBIS, CARES, BEST...8
Extension Centers/Instructional Model4	Student Council.....9
Field Trips.....4	Student Dress.....9
Health Services..... 4	Student Rights and Responsibilities9
Immunizations..... 5	Students with Disabilities.....9
Medication..... 5	Support Services..... 10
Homework..... 5	Supplies.....10
Internet Access and Use by Students..... 6	Toys/Games/Trading Cards.....10
Internet - Moundsview Home Page..... 6	Transportation Policy.....10
Lost & Found 6	Transportation.....10
Lunch & Breakfast Program.....6	Winter Procedures.....11
Orchestra..... 7	Annual Public Notice.....11,12

Island Lake School

Island Lake Main Line	651-621-7000
Island Lake Attendance Line	651-621-7001
First Student Bus Co.	651-631-1755
Island Lake PTA	651-621-7063
Moundsview Transportation	651-621-6027
Nutrition Services	651-621-7009
Shoreview Community Education, Pike Lake. . .	651-621-7400
YMCA Childcare	612-865-4387

Mounds View School Closings

Announcements regarding school closings due to inclement weather or hazardous conditions will be delivered via a Mounds View Messaging phone message, accompanied by an e-mail message. Most announcements will come within 30 minutes of a determination to close schools. Information will also be posted at www.moundsviewschools.org and

on Cable Access Channel 20. Families may also access local television and radio outlets, however no guarantee is made that media will share our information or deliver it in a timely manner. Families are encouraged to keep their contact information up-to-date with their children’s schools to ensure receipt of voice mail and e-mail messages. Families should always assume that schools are open unless they hear differently.

Mounds View Schools -- Automated phone messages

Occasionally, Mounds View Public Schools will send voice mail messages to families. These notifications may include news about school closings, announcements, and notices regarding student absences or lunch account balances. With the exception of emergency calls, all messages are sent to the family’s primary phone number on record with the school. Emergency calls will often be sent to all of the family’s home, work and cell phone numbers provided to the

school. Parents who wish to opt out can do so by sending an e-mail message to webmaster@moundsviewschools.org with the phone number(s) they wish to be blocked.

The following policies and accompanying regulations are referenced in this handbook. To view these policies and accompanying regulations or other policies and regulations in their entirety log on to: www.moundsviewschools.org and find the School Board's web page. The policy page is located at www.moundsviewschools.org/sb_policies.asp. They are under the title of **Policy-Ends and Goals or Regulations-Ends and Goals**.

EQUAL OPPORTUNITY (Policy and Regulations EG-3111)

Mounds View Public Schools will provide equal opportunity for all students and staff and will not discriminate on the basis of race, color, national origin, creed, religion, sex, marital status, economic status or public assistance, disability, sexual orientation, age, or other protected class status in compliance with State and Federal law.

STUDENTS WITH DISABILITIES

Mounds View Public Schools is committed to providing all students with an opportunity to be successful. This commitment is consistent with Minnesota Rule 125A.55 Accommodating Students with Disabilities Act which states that: "A school or school district shall provide a student, "who is an individual with a disability," under Section 504 of the Rehabilitation Act of 1973, United States Code, Title 29, Section 794, or under the Americans with Disabilities Act, Public Law Number 101-336, with reasonable accommodations or modifications in programs." Contact Ann Bettenburg Director of Student Services 651-621-6048.

TRANSPORTATION (Policy and Regulations EG-0103)

Mounds View Public Schools complies with all applicable Minnesota Law relative to the transportation of students. Riding the bus is a privilege for those students who choose to do so either by residing more than two miles from school or by paying a fee for transportation. All K-12 students will be provided with school bus safety training. It is expected that students will conduct themselves in a respectful manner and not compromise the safety of others on the bus. Behavior problems on the bus will result in consequences ranging from a warning to loss of riding privileges.

STUDENT ACHIEVEMENT/CURRICULUM AND INSTRUCTION (Policy and Regulations EG-1100 to 1104 and EG-2101)

Mounds View Public Schools will seek to fulfill the Mission Statement, and strive to fully develop the learning potential for all learners and will be accountable for the measurement, assessment and achievement of student learning. Instruction will be based on sound pedagogy, approved Learner Outcomes and will be modified by evaluation of student achievement. Curriculum and instruction must: Actively engage students in learning; Deliver essential Learner Outcomes; Challenge students to meet high standards of achievement; Assure that all students possess core knowledge. Specific academic programs include: Graduation Requirements EG-1102, Credit for Learning Reg. EG 2101, etc.).

HEALTH AND SAFETY (Policy and Regulations EG-3102, 3103 and 3106)

Mounds View Public Schools will provide and promote an environment that is healthy and safe for staff, students and the public. The physical environment and facilities will be established and maintained in accordance with widely accepted standards and practices for use of facilities, and all applicable State and Federal Laws. All individuals, students, staff, parents and the public who are in district facilities are expected to conduct themselves in a manner that is not disruptive or hazardous to the health and safety of self and others, and must not break any laws. Conduct which violates the expectations above will be regulated by the District and could result in loss of privilege to access a facility or school site. A comprehensive School Safety and Crisis Response Plan will be maintained by the School District and individual school facilities.

School personnel are mandatory reporters under the Maltreatment of Minors Act, Minnesota Statutes 626.556 et al. We are required to report to child welfare authorities if we know, or have reason to believe a child is being physically or sexual abused or neglected.

Students who are on medications or are suffering from communicable disease or illness will be treated according to applicable State and Federal law.

STUDENT CONDUCT (Policy and Regulation EG-3101)

Student conduct must not be disruptive, hazardous to the health and/or safety of self or others, or break any laws.

SCHOOL SAFETY AND CRISIS RESPONSE (Policy and Regulation EG-3103)

Mounds View Public Schools will develop and maintain a comprehensive School Safety and Crisis Response Plan and system for school-sponsored activities as defined:

School-Sponsored Activity: School-sponsored activities include all activities scheduled and supported by the Mounds View Public Schools. Examples include regular classes, interscholastic athletic and fine arts events, intramural programs, classes sponsored by Community Education.

Non- School-Sponsored Activities: Park and Recreation, community groups, non-residents, commercial enterprises, PTO and PTA groups whose programs schedule and utilize Mounds View Public Schools' facilities through Community Education are not school-sponsored activities.

The Plan and system will identify and:

- a. Define actions to be taken by staff and school administration to minimize potential risk of harm to persons utilizing individual buildings for school-sponsored activities.
- b. Assure communication between school administration and local law enforcement regarding preventive safety strategies and crisis response plans.
- c. Assure easy identification of authorized presence of individuals in schools.
- d. Provide for periodic updating procedures relative to school safety.

STUDENT RIGHTS AND RESPONSIBILITIES (Policy and Regulation EG-3109)

Mounds View Public Schools will maintain a respectful and safe learning environment that appropriately balances student rights with expectations for student behavior. Procedures will be consistent with State and Federal laws defining student behavior expectations as well as potential consequences.

HARASSMENT, INTIMIDATION, BULLYING, VIOLENCE AND OTHE FORMS OF PERSONAL ATTACK (Policy and Regulation EG-3104)

Mounds View Public Schools will maintain a learning and working environment that is free from hazing, bullying, intimidation or violence of any type, including without limitation, religious, racial or sexual harassment, bullying, intimidation or violence. Procedures will be developed consistent with Minnesota Statutes 121A.03, 121A.0695 and 363.01 to 363.15 to ensure this environment. Consequences for disruptive, harassing, bullying, intimidating or hazardous behavior range from a warning to expulsion/exclusion from school.

The foregoing prohibitions and definitions of harassment, intimidation, bullying, violence, hazing and other forms of personal attack apply to any format. This includes but is not limited to, physical contact, art work, unauthorized use of photographs, use of words, text messages or other written materials, use of the internet or other electronic communication formats such as social networking pages, etc.

PROTECTION AND PRIVACY OF STUDENT RECORDS (Policy and Regulation EG-3110)

Mounds View Public Schools will abide by all applicable State and Federal law regarding data privacy of student and employee records. Procedures will be consistent with State and Federal law to ensure the privacy of these records. An annual notice will be provided to all parents and guardians with regard to this policy and accompanying procedures.

Criminal Background Checks

The Mounds View Public Schools performs criminal background checks on all employees including coaches and advisors and volunteer coaches and advisors at the expense of the individual. Mounds View Public Schools may deny employment or volunteer opportunities if anything should appear on the background check or if an applicant fails to disclose the existence of a criminal record where one is present.

USE OF TECHNOLOGY – STUDENTS (Policy and Regulation EG 2104)

The use of technology by students will be in compliance with Mounds View Public Schools regulations and applicable State and Federal laws.

The use of personally owned and school owned electronic devices on school grounds or at school supervised events is a privilege, not a right. The use of these devices will be governed by the restrictions and acceptable use paragraphs of this policy and all other district policies and regulations and all applicable laws. The Superintendent or his/her designee shall be responsible for the establishment of regulations and procedures to carry out this policy. The District may revoke the privilege to use this equipment for students who violate these policies and regulations or any applicable laws. In addition, the District may take disciplinary or legal action against students who violate these Polices and Regulations or any applicable laws.

Arrival at School

Students may arrive for the school day at 8:30am unless they are eating breakfast at school. Students entering for breakfast go directly to the cafeteria with their backpacks and jackets at 8:25 AM.

Students (Grades 1–5 and K-plus) are in session daily from 8:45 a.m. – 3:25 p.m.



Kindergarten sessions are:

Morning -	8:45-11:35 a.m.
Afternoon -	12:35-3:25 p.m.
Kindergarten Plus -	8:45 a.m.-3:25pm

Arrival and Dismissal

All large capacity buses unload and load each morning and afternoon at the school entrance on Vivian Avenue. This entrance is also available and supervised for students who walk from the surrounding neighborhood.

All parent drop-off and pick-up and smaller buses use the Victoria Street side of Island Lake. School staff and community volunteers assist each morning for drop-off. In the afternoons, school staff will help load children into their vehicles. This process is usually completed in ten minutes each and every day (even during heavy winter storms), so please plan accordingly. Please stay in a single file line and pull as far to the front of the line as you can. Your patience is appreciated as it helps us maintain the safest environment possible for our students.

Attendance

Daily attendance is an important factor for student achievement. Parents and school officials have the duty (according to MN Statute 127.20 and 127.19, compulsory attendance law) to see to it that a child attends school. Under Minnesota State Law, a student who has three or more days of unexcused absences or a pattern of tardiness is considered truant.

- 1) Students should be absent from school only in case of illness or emergency.

If your family will be gone for a period of time, please fill out a **Parent Request for School Release Time** and turn in to the principal for approval.

- 2) Reporting absence or tardiness

In case of absence or tardiness, call the **Island Lake Voice Mail Attendance Line, (651) 621-7001**, which can be reached 24 hours a day. If we do not hear from you by 10:00 a.m. on the day of the student absence, we will call your home or work number to verify your student's absence.

- 3)Tardy student check in:

Tardy students need to check in at the office upon arrival so they will not be recorded as absent.

Band

Students in fifth grade may receive band instruction. One small group lesson and one large group rehearsal is scheduled each week. The large group lesson meets before school one time each week. Students will be gone from regular classroom activities during individual and small group sessions.



Birthdays

We know that birthdays are important to children. They're important to us, too!

As a school, we will observe your child's birthday in the following ways:



- 1 A birthday bulletin board in the main hallway features monthly birthdays and half-birthdays. This board is provided as a service of the PTA Self-Esteem Committee.
- 2 During the month of your child's birthday or half birthday, he/she will be invited to have lunch with the principal, a special birthday memento will be provided to each child compliments of the school and PTA.

For classroom celebrations, please contact your child's teacher. Treats brought in to school should be store purchased. We ask that children do not distribute party invitations to other students or bring gifts for after-school parties to school. These can lead to that disappointment for other students.

Cell Phone Use by Students

Cell phones are not allowed to be carried by students during the day unless the parent has contacted the principal for approval. Please see principal for cell phone use form.

Contacting Staff – (Directory of room phone numbers is on inside cover of this handbook)

Please feel comfortable contacting our staff. If you have questions or concerns, please seek clarification. If you are pleased with your child's progress and learning opportunities, we also like to hear from you.

Parents are encouraged to use the **direct dial** phone numbers listed to communicate with staff members. If a staff member is not able to take the call at that time, the call will go to their personal voicemail.

Contacting Students

The school office receives many calls from parents asking for messages to be forwarded to students. Please limit this request to emergency circumstances. We will be happy to help during these moments. The office is extremely busy and the staff has limited time for seeking out individual students who may be any number of places. Thank you for your help with this.

Cell phones are not allowed to be carried by students during the day unless the parent has contacted the principal for approval. Please see principal for cell phone use form.

Communication Folders/Assignment Planners

Each student in grades K–3 will receive an **Island Lake communications folder**, in which weekly classroom communication sheets and school information will be sent home. Parents are also encouraged to use the folders to convey information back to the teachers.

4th and 5th grade students will receive an **assignment planner**. The planner will support ongoing communication and the development of organizational skills. Replacement folders/planners may be purchased (folder–\$1.00 and planner–\$5.00) in the school office while supplies last.



Extension Centers/Instructional Model

At Island Lake we provide top quality instruction to all students. One way we do this is by adding instructors and instructional support staff during core instruction at all grade levels.

This approach allows us to:

- Modify class size and in most cases decrease instructional group sizes
- Target instruction over a smaller range of student readiness
- Build supports for teachers which increase experience with all levels
- Better plan assessments to measure student growth



We commonly refer to our support teachers as Extension Center Teachers. These individuals are licensed teachers who then coordinate instruction with the homeroom teacher teams. Our Extension Center teachers for 2011-2012 are: Kay Baker, Shari Friesen, Heather Martell, Danielle Miller, Allison Petersen, and Stephanie Proulx.

Field Trips

Field trips are offered as a part of your child's educational experience. Teachers send permission slips home describing the destination, date, cost, and other details about the trip. Parents must sign this permission form and return it to school for their child to attend the field trip. Field trips offer a great way for parents to volunteer and be involved with their child's classroom.

You may be asked for a donation a hardship for your family, please confidentially and parents should



for transportation and/or admission expenses. If this donation is contact your child's teacher or the principal. This is done feel free to request this aid if it is needed.

- **No student is denied access to a field trip experience because of an inability to pay.**

If you decide not to have your child participate in a field trip experience, please send a note to your child's teacher prior to the date of the trip. An appropriate activity will be planned at school for your child. Please be sure your child attends school that day, even if he/she is not going on the trip.

Health and Safety

Health Services

Island Lake has a Health Paraprofessional onsite each day who is supervised by a public health nurse whose responsibilities are:

1. To promote and maintain the health of the students;
2. To promote wellness and safety;
3. To serve as a resource to families and staff in a way that contributes to the total health education program of the school.

You are encouraged to contact either the school public health nurse or health paraprofessional if you have a question concerning your child's physical, social and/or emotional health.

All elementary students will have vision and hearing screening during the school year. If your child needs follow up, a written referral will be sent home.

Your child should stay home if he/she has:

- A fever (temp of 100 degrees or more) Child must be fever free for 24 hours before returning to school without medication
- Vomiting or diarrhea. Stay home for 24 hours after last episode.
- Undiagnosed rash or draining sore
- Untreated head lice
- Stomachache or headache that persists
- Contagious diseases (until clinically no longer contagious according to school guidelines – example: after having chicken pox the pox are dried and scabbed over)
- Strep throat (24 hours on medication before return to school) Please notify school of positive strep test.
- Visible signs of cold, sore throat or coughing
- Reddened eyes (possible pink eye, etc.)



hours before returning

If your child becomes ill at school and it is necessary for him/her to go home, you or a person you have designated on the annual **Health and Emergency Form** will be contacted to come for the student. It is important that we have a completed and updated **Health and Emergency Form** for each student and that any phone number changes be reported immediately to the office. It is extremely important that we are able to reach you or your emergency contact in the event your child has a health emergency!

Immunizations

Minnesota State Law mandates that each student have a record of immunization for MMR (measles, mumps, rubella), polio, DPT (diphtheria, pertussis, tetanus) and varicella (chickenpox, if not already contracted) on file with the school. All incoming kindergarten students will need a Hepatitis B immunization series. You will be asked to complete a form verifying student immunization data as a part of the registration mandated requirements. Students not having appropriate immunization history may not be admitted to school.

Medication at School

Medication will be given in school when student health needs require medication during the school day.

The school district policy requires:



- Medication being given **longer than 10 days** requires written authorization from a licensed health care provider and written parent permission.
- Medication must be provided in prescription container with the following information:
 - **Child's name**
 - **Name of medication**
 - **Current date**
 - **Directions for administration**

All medication will be kept in the school health office under the supervision of the Health Paraprofessional and school nurse. Students are not allowed to self-administer medicine unless it is a medication such as an inhaler and the student has prior authorization from the parent and licensed health care provider.

For a student requiring **short-term** prescription medication (10 days or less), medication should be sent to school in a prescription bottle with written permission from parent/guardian stating how and when the medication be given. Prescriptions of **three doses per day** should be given at home unless otherwise directed by physician.

Over-the-counter medication (e.g. Tylenol, Advil) may be given with **written permission** from parent/guardian. You will need to send a supply of the medication to school for your student.

Homework

If your child is absent, wait until the **morning** of the second day to contact your **child's teacher for homework**. Homework should be ready to be picked up after school hours in the office. Call the school office to see if the homework is ready.

It is best when family vacations coincide with school vacations.

However if a family trip needs to be scheduled during school time, follow this plan:

- Do not request homework before the trip.
- Teachers will save a copy of paperwork attached to lessons to give to students upon their return.

The purpose of Internet access is to support research and education in our school by providing access to unique resources and the opportunity for collaborative work outside of the school boundaries. Student safety and success are primary concerns as we explore our information world. All student use of the Internet is carefully monitored. If you have concerns about student access to the internet while at school, please contact your student's teacher or administrator to discuss the ways in which the internet is used. You are also able to review District Policy and Regulation EG-0108/Technology Security, and EG-2104/Use of technology – Students, at www.moundsvIEWSchools.org

Internet - Mounds View Schools Home Page

Student achievements or events may be published on the Island Lake Home Page. The Island Lake Home Page is our electronic newsletter viewable via the internet at www.moundsvIEWSchools.org/islandlake. Unidentified photographs will also be published in group settings only. Written parent approval (from the Health and Emergency Form Permission) is requested for a student's work to be published on the internet under these guidelines.

Lost and Found

Lost & Found

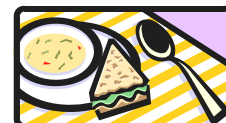
Lost items are placed in the Lost & Found area in the main school hallway. Very small or valuable items such as rings, watches, etc. are kept in the school office.

Lost on the Bus – Items which have been lost on the school bus are kept at the **First Student Bus Company** and can be claimed by calling **651-631-1755**.

Please put your child's name on all clothing and supplies brought to school. This enables your child to keep better track of belongings and the staff to assist in the return of lost items.

Lunch and Breakfast Program

Hot lunches and breakfast are served daily at our school. Menus are sent home at the beginning of each month. Visit paypams.com (Parent Account Management System) for questions about your child's lunch account or to deposit money into your students' account. There is no fee to make a deposit into the lunch account through Paypams.com.



Money can also be deposited into the account by a check sent with your student and should include the student's **FULL name** and **pin number**. The check should be in a sealed envelope with your child's **FULL** name on the outside of the envelope. You can also leave a message on the **Lunch Account Information Line 65-621-7009** for help.

Our food program uses a computerized system for hot lunches, breakfast, and milk. Each student receives a confidential PIN number (personal identification number) to use in the food line to purchase his/her meal or milk throughout the year.

Children will code in their own PIN on the keypad each time they purchase a hot lunch or milk. The computer will automatically deduct the amount from the account. When a student's balance goes below \$3.50 he/she will receive a verbal notice that the account is low. The child also has the option to receive a reminder note or stamp at this time. Please keep sufficient funds in your child's account and encourage him/her to tell you if the account balance is low.

Adults are always welcome to join their children for lunch. **Call the school kitchen (651-621-7009) before 9:30 a.m. on the day of your visit.** Payment (correct change) for meal/milk may be made to the cashier or may be deducted from your student's PIN account. Adults can always bring a fast food lunch or a cold lunch with a request that healthy food and drink guidelines be used. No soft drinks to the cafeteria please.

Meal Program Costs

Student Breakfast	- \$1.30
Adult Breakfast	- \$1.50
Student Lunch	- \$2.35
Adult Lunch	- \$3.50
Milk	- 40¢

Free/Reduced Plan Breakfast - no charge

Reduced Plan Lunch - 40¢

Ala Carte items are available to students also.



Orchestra

Orchestra instruction is available in Grades 4 and 5. Small group lessons and large group rehearsals

are provided weekly. The large group lesson meets before school one time each week. Students will be gone from regular classroom activities during lessons.

PTA & VOLUNTEERS

Parent Involvement/Volunteers/PTA (Parent Teacher Association)

The PTA (Parent Teacher Association) is a vital part of the Island Lake community. Our school is only as strong as the community supporting it. Our volunteers are a respected and valued part of the Island Lake team. Some volunteers find such fulfillment in their involvement that they continue to share their talents after their children have left Island Lake.

Each fall, our PTA sends out a volunteer request form, indicating where help is needed. Teachers also do additional recruiting at open houses and parent information meetings. Our school newsletter frequently requests volunteers for specific projects, activities or programs. If you would like to get involved, please call the Parent Volunteer Coordinator at 651-621-7063. All parents are welcome at PTA board and general meetings which are listed in the *Wolf Call*.

Individual and family memberships are available to maintain important services provided through the Minnesota and National PTA organizations.

Pictures



Individual and class pictures are taken each year in the fall. Information about the date, packages available for purchase, and prices will be sent home in advance of the date. Checks payable to the photo company taking the pictures should be sent to school with your child on the day pictures are taken. Notice of retake day will also be published in the *Wolf Call*.

Progress Reports and Conferences

Individualized progress reports are sent home two times each year (end of January and end of school year) for all students. These reports are a supplemental to parent-teacher conferences and other regular communication between your child's teacher and you.



In the fall, parent-teacher conferences will be scheduled in October/November. These early conferences will provide parents and teachers with an opportunity to share information and discuss how to best meet student needs in partnership throughout the school year. The second conference time will be scheduled in March. At this time, Student progress toward grade level goals will be discussed.

Publication of Student Accomplishments or Events

Student accomplishments and special events are publicized from time to time during the school year. Types of school events that could be publicized may include but not be limited to academic, musical, athletic, or theatrical events. Publicity would occur either by use of the media or the School District. The District 621 Student Health and Emergency Information form requests written parental approval for a student's name and/or photo to be used in film or print when publicizing school events/school sponsored activities.

School newsletter



The *Island Lake Wolf Call* is now available online at www.moundsviewschools.org/islandlake twice a month on Fridays. School events and important school dates are reported in the *Wolf Call*. The newsletter is also available on a limited basis in the school office.

Safety Patrol

The School Safety Patrol members are selected from the fifth grade. They assist bus drivers to help maintain good conduct on our school buses and assist students crossing roadways on the school property. The Safety Patrol members are trained and inducted in the fall of the school year.



School Security

The safety and well-being of our students is a top priority at Island Lake School. .

- **Parent pick up of child(ren) during school hours**

Parents sign their child out in the school office. The office staff will call the classroom to have your child report to the office. We encourage parents to send a note to their child's teacher to indicate when a child is to be picked up during school hours. If you wish to have **someone other than the parent pick up your child**, we require **WRITTEN PERMISSION** from you for your child to go with that person. If you have an emergency situation, please contact the office to make alternate plans.

- **Visitors to Island Lake**

Island Lake has many visitors during the school year for special activities and events! All visitors are requested to use the **front door by the office** when entering the building. All other doors will be locked during the school day. If you are visiting, please sign in and out on our visitors log and **wear a "visitor/volunteer" badge**.

- **Volunteers in the building**

If you are volunteering in our school, please sign in and out on the volunteer log and wear **"visitor/ volunteer identification** while in the building.

School Visits

Parents are invited to visit school to observe and encourage student learning. Please call the school in advance to arrange for your visit. There are days when special activities, unusual schedules, or testing sessions are not conducive to parent visits. There are also events throughout the year to which parents receive special invitations. Please **check in at the office** when you arrive and **wear a visitor badge** while in the building.



Specialists

A carefully designed specialist science teachers have curriculum Kindergarten will work with a all of the specialist areas and through fifth grade students will a specialist on a four day rotation every day, half-day Kindergarten students will work with the Specialist for 27 minutes each day.



program serves all Island Lake students. Art, music, physical education, and for students in first through fifth grade. Starting this year, students in dedicated Kindergarten Specialist. This teacher will incorporate content from work collaboratively with the Kindergarten teaching team for planning. First spend 55 minutes every day with Full-day Kindergarten students will work with the Specialist for 55 minutes every day, half-day Kindergarten students will work with the Specialist for 27 minutes each day.

School Behavior

It is expected that children will make mistakes and occasionally fail to meet our expectations-this is developmentally appropriate. By pre-teaching CARES in all of our settings we begin behavior management as a process we can do WITH kids, not to them. When necessary, we implement reasonable consequences to give children a supportive process to learn appropriate replacement behaviors.

- **Principles**

The principles developed and taught at Island Lake are:

1. Treat all people with respect, kindness and caring.
2. Be responsible for yourself by your actions.
3. Act with safety in mind.

Our goal is to help your child become an independent, self-motivated learner and decision-maker. Our basic approach is one of prevention rather than remediation. We do this by teaching and reinforcing appropriate behavior. However, if a student continues to make inappropriate decisions, we counsel, develop consequences, and work cooperatively with parents in developing responsible behavior.

- **PBIS**

School-Wide Positive Behavior Interventions and Supports (SWPBIS or PBIS) is a process designed to help schools improve student behavior and connectedness. It is implemented by all school staff to positively impact students in all areas of the school. Island Lake staff agreed to pursue this opportunity as a way to build a consistent school culture related to behavior and the instruction/reinforcement of desired behaviors. Focusing on school climate in this way will have positive affects on both academics and social elements of Island Lake. PBIS implementation will be facilitated by a team of staff members who will analyze data, coordinate events/planning, educate the school community, and provide support for the entire school.

- **Positive Behavior Plans**

CARES - Cooperation, Assertion, Responsibility, Empathy and Self-Control.

These character traits are elements of Responsive Classroom, a teaching strategy we use in our classrooms to build

social skills, personal awareness to the needs of others, and classroom/grade-level community. We believe these character traits are important for success in and out of the school setting.

- **Wolf Pride Tickets -**

Our staff looks for students who demonstrate the above-mentioned character traits in CARES. Students learn and practice these traits at Island Lake. Our teachers recognize individual students for their positive behavior choices by presenting a child with a Wolf Pride Ticket. On the ticket the staff member circles the character trait they saw and the student turns the slip in at the office. Each week on Monday's televised announcements we draw names from every grade level to thank students for their hard work and positive behavior.

- **B.E.S.T. - Body posture, Eye contact, Silence, To yourself**

This is an acronym the principal and teachers use to reinforce positive behavior during assemblies. At the beginning of each assembly students are reminded about BEST and the principal watches classrooms to decide which demonstrates the "best BEST." This fun competition has a special reward to the winning classroom; their teacher is crowned with a BEST tiara and at the next assembly the entire class gets to sit in the back on chairs.

- **Student Safety and Serious Offenses**

The Island Lake Staff is very serious about protecting the safety and well being of our children. To that end, we will not tolerate weapons at school. Please make sure that your child understands that anything that can be used to hurt another person or pose a threat to another person is not welcome at Island Lake. This includes "toy" weapons. Students will be removed from class and possibly from school for the possession of a weapon, or for using any object that looks like or could be used as a weapon. Anytime a child chooses to behave in a way that is threatening to the safety of others, Island Lake staff will intervene, remove the child from contact with others and contact parents.

- **Suspension/Dismissal**

For detailed information on district and school-wide behavior policies regarding dismissal from class, in school and out of school suspension and expulsion policies please refer to the Districts home page at www.moundsviewschools.org and find the School Boards web pages. The policy page is located at www.moundsviewschools.org/sbpolicies.html

Student Council

Representatives for the Student Council in Grades 2–4 are either selected or elected by homerooms. Any fifth grade student who maintains academic and behavioral expectations can also serve on the Student Council. Our Student Council is based on a committee format, with officers for each committee elected from the fifth grade students on that committee. This format offers more leadership opportunities for students. These committees meet regularly during the school year.

Student Dress

All students are expected to dress appropriately for school. Clothing should not interfere with their own or other students' learning.

We request the following:

- Hoods, hats, caps, bandanas or other head wear are not to be worn during the school day by boys and girls. Head pieces worn for religious reasons are an exception to this request.
- No low-cut or low-hanging pants, cropped shirts/tops, extremely short shorts or skirts, spaghetti straps, or backless tops should be worn in school.
- Shirts endorsing chemical use products, sex and/or violence are not allowed.
- Appropriate footwear (such as tennis shoes) for use on the playground during recess. No flip-flops, high-platform shoes or sandals, etc.

Student Rights and Responsibilities (District Policy and Regulation #EG-3101, EG-3104, and EG-3109)

Student conduct must not be disruptive or hazardous to the health and/or safety of self and others, and must not break any laws. In addition, Mounds View Public Schools will maintain a learning environment that is free from religious, racial, or sexual harassment, violence, hazing and other forms of personal attack. Consequences for disruptive, harassing, or hazardous behavior range from a warning to expulsion/exclusion from school.

Students With Disabilities

Mounds View Public Schools are committed to providing all students with an opportunity to be successful. This commitment is consistent with Minnesota Rule 120.185 Accommodating Students with Disabilities Act which states that: "A school or school district shall provide a student "who is an individual with a disability" under Section 504 of the Rehabilitation Act of 1973, United States Code, Title 29, Section 794, or under the Americans with Disabilities Act, Public Law Number 101-336, with reasonable

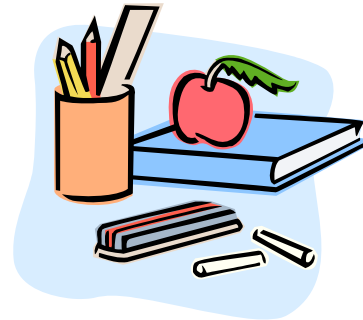
accommodations or modifications in progress.
Contact Coordinator Ann Bettenburg, 651-621-6048.

Support Services

A full complement of Special Education services is available for students with identified special needs. Support Services is also available to meet the needs of children experiencing social, emotional, or behavioral problems in school. Students are identified by parents and/or teachers and referred to the Support Services or the Special Education team. The team is comprised of special education teachers, speech clinician, psychologist, school nurse, school social worker, occupational therapist, adaptive physical education specialist, behavior manager, principal, teacher, and parents. Your child's teacher can help you reach support staff members needed by your child.

Supplies

Your child will need general school supplies, which vary with each grade level. Supply lists for each grade level are available in the school office, online at www.moundsviewschools.org and at various stores in our area. If you find it difficult to buy school supplies for your child, please contact your child's teacher or the principal. This will be handled confidentially. Proper supplies are your child's learning tools.



Toys/Games/Trading Cards

Please leave all electronic toys and games, as well as any "trading cards" at home. They are very distracting to students as well as they are frequently found to be the cause of disputes between students.

Transportation (District Policy and Regulations #EG-0103)

Mounds View Public Schools comply with all applicable Minnesota Law relative to the transportation of students. Riding the bus is a privilege for those students who choose to do so either by residing more than two miles from school or by paying a fee for transportation. All K-12 students will be provided with school bus safety training. It is expected that students will conduct themselves in a respectful manner and not compromise the safety of others on the bus. Behavior problems on the bus will result in consequences ranging from a warning to loss of riding privileges.

Transportation

Parents and students should be aware that most of the School District's buses contain video recorders. School recorder. The



assist in the enforcement of school bus safety rules, and enhance school bus safety. When riding the bus, students should be aware that his or her actions and conversations may be recorded.

District Policy does not allow for students to ride a different bus or get off at a different stop unless there is a daycare address registered with the transportation office. Students CANNOT ride home with a friend or use a friend's bus stop at any time. This is for the safety of our students and the bus drivers. Thank you for respecting this policy.

Parents can promote and encourage bus safety by emphasizing the following guidelines:

1. Your child should know his/her bus number.
2. If your child gets on the wrong bus, advise your child to stay on it until the driver gets through with the route. The driver will then bring your child home or back to school.
3. Review walking quietly, being courteous to others while bus is loading, and staying in your seat when the bus is in motion.
4. Teach your child to walk out and away from the bus so the driver can see him/her.



- **Skateboards and Rollerblades**

Skateboards and rollerblades are for personal use outside school hours. Please **do not** bring them to school.

10

- **Walking or Bicycling**

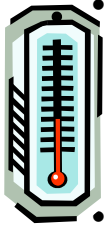
Crossing guards will be provided at the corner of Victoria and County Road E in the back of school on Vivian.

Students walking to school should use sidewalks wherever possible and enter the building at the front or back main entrance.



and also

Winter Procedures



• Going Outside

All students go outside for a period of time during their lunch recess unless the temperature falls to 0° or -15° wind-chill.

It is important to dress children according to weather conditions with warm coats, mittens/gloves,

hats, and waterproof footwear. During cold weather, please remind your child(ren) to dress for the weather!

• Emergency School Closing

In case of inclement weather or some other emergency, official school closings will be announced on radio station WCCO-AM (830 on the dial). Listen for “Mounds View Public Schools”. School closings will also be announced on the Mounds View Schools cable television channel 20, and online at www.moundsviewschools.org . Parents should have an alternate plan for the supervision and safety of your child(ren) if no one is available to care for them at home in the case of an emergency closing of school.

ANNUAL PUBLIC NOTICE DATA PRIVACY

Independent School District No. 621 gives notice to parents of students and students currently in attendance in the School District of their rights regarding pupil records.

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, and the Minnesota Governmental Data Practices Act, Minn. Stat. 13.01, *et seq.*, provide parents and students who are over 18 years of age (eligible student) with certain rights with respect to the student’s education records. These rights include:

1. Parents and eligible students have the right to inspect and review the student’s educational records. The School District will attempt to honor a request for access to a student’s education records immediately, if possible, or within five days. If the School District needs additional time to respond to a request for access to education records, the School District may request an additional five days to comply with the request.
 - a. If a parent or eligible student wants to make a request for access to the student’s education records, the parent or eligible student must submit a written request to inspect and review education records to the District Data Practices Compliance Official. The request should identify as precisely as possible the record or records the requesting party would like to inspect and review.
2. Parents and eligible students have the right to request the amendment of the student’s education records that the parent or eligible student believes are incomplete, inaccurate or misleading.
 - a. If the parent or eligible student wants to amend an education record(s) that they believe are incomplete, inaccurate or misleading, the parent or eligible student must request an amendment in writing to the District Data Practices Compliance Official. The request must identify the records(s) that the parent or eligible student seeks to amend and identify the items contained therein that are believed to be incomplete, inaccurate or misleading and specify the correction that is being requested.
 - b. If the School District does not amend the record(s) as requested by the parent or eligible student, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. Parents and eligible students have the right to consent to disclosures of personally identifiable information contained in the student’s education records prior to such disclosure, except to the extent that FERPA, the Minnesota Data Practices Act, or other state or federal law expressly provides for disclosure without prior consent.
 - a. One exception which permits disclosure without prior consent is disclosure to school officials who have legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - b. Generally, a school official has a legitimate educational interest if the individual needs to review an education record or have the educational information in order to fulfill his or her professional responsibilities.
 - c. Upon request, the School District discloses a student’s education records, without prior consent, to officials of another school district in which a student seeks or intends to enroll. The School District forwards education records on request to a school in which a student seeks or intends to enroll, the School District does not provide further notice to parents or eligible students prior to such a transfer.

4. Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the federal Office that administers FERPA and receives complaints is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

5. "Directory Information" concerning students is public information and may be disclosed by the School District without prior consent.
 - a. "Directory information" includes the following information relating to a student: the student's name; address; telephone number; date of birth; sex; major field of study; dates enrolled in Mounds View Public Schools; height and weight of members of athletic teams; extra-curricular activities, special achievements and honors. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.
 - b. Should the parent of a student or the student so desire, any or all of the directory information listed above will not be disclosed without the parent's or student's prior written consent except to school officials as provided under federal law.
 - c. **In order to make any or all of the directory information listed above "private" (i.e. subject to consent prior to disclosure), the parent or student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information.**
 - (1) **Name of student;**
 - (2) **Home address;**
 - (3) **School presently attended by student;**
 - (4) **Parent's legal relationship to student, if applicable;**
 - (5) **Specific category or categories of directory information which is not to be made public without the parent's or student's prior written consent.**
6. Copies of the School Board's Policy EG-3110 regarding protection and privacy of student records and accompanying procedures are available to parents and students upon written request at the Office of the Superintendent of Schools.

ANNUAL PUBLIC NOTICE STUDENT SURVEYS

Periodically, our School District will administer student surveys on a variety of subjects. In addition, our School District participates in the Minnesota Student Survey conducted by the Minnesota Department of Education. The Minnesota Student Survey asks information of our 6th, 9th and 12th grade students. Federal law requires us to notify parents of this activity.

The Minnesota Student Survey is anonymous, confidential and voluntary. Students do not provide their names, school identification numbers or other personal information. No individuals or their families can be identified. The results are reported on the School District's students as a whole. The privacy of students is protected.

There are frank questions on the Minnesota Student Survey about many topics relating to young people's lives. These include use of alcohol or other drugs, safety in and around the schools, physical activity and nutrition, mental or emotional health (stress, feeling bad), illegal or anti-social behavior (theft, chemical use, fighting), and belief systems that affect personal decisions. Questions regarding sexual behavior and attitudes are asked only of 9th and 12th grade students. If students are not involved in an activity, they skip the related questions and go on to the next section. The Minnesota Student Survey also asks about how well school is going, future plans, how adolescents spend their time and about how the school, family and community support them.

As part of Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98), you are allowed to review the survey and have the opportunity to elect not to allow your child to participate. If you want to review the survey or if you choose to have your son or daughter not take the Minnesota Student Survey or any other surveys administered during the current school year you can do so by contacting your child's school principal in writing prior to the date of the survey administration. The written notice should contain:

- | | |
|---|--|
| <ol style="list-style-type: none"> a. Student Name b. Student School c. Grade Level d. Your Name e. Your Relationship to Student | <ol style="list-style-type: none"> f. A statement requesting your student not participate in the Minnesota Student Survey g. Your Signature h. Date |
|---|--|

Notice Regarding NCLB and Military Recruiters

Section 9528 of the No Child Left Behind Act of 2001, requires school districts that receive federal funds to provide to military recruiters the same access to secondary school students as is provided to institutions of higher learning and prospective employers and must provide student's names, addresses and telephone numbers to recruiters, when requested, unless the parent makes a written request to have that information withheld. If you would like to prevent your child's contact information from being provided to military recruiters you can send a signed, written letter expressing your desire to prevent the disclosure of information to:

Student Information and Reporting
Mounds View Public Schools
350 Highway 96 West
Shoreview, MN 55126

Eligibility for Health Care Coverage

Available health care coverage may be available through the Minnesota Health Care Program, otherwise known as Minnesota Care. Contact Minnesota Care at 651-297-3862 for more information.