

## SCHOOL DAY INFORMATION

School begins—Tuesday, September 6, 2011

Last day of school—Thursday, June 7, 2012

### School Hours

School day begins at 8:45 a.m.

Students enter building at 8:30 a.m.

Kindergarten morning session: 8:45—11:35 a.m.

Kindergarten afternoon session: 12:35—3:25 p.m.

School dismisses at 3:25 p.m.

Lunch times:	Grade K+	Various Times
	Grade 1	11:50 a.m.—12:30 p.m.
	Grade 2	11:00 a.m.—11:40 a.m.
	Grade 3	11:25 a.m.—12:05 p.m.
	Grade 4	12:15 p.m.—12:55 p.m.
	Grade 5	12:50 p.m.—1:30 p.m.

### Office Hours

8:00 a.m.—4:00 p.m.

### School Photos

Friday, September 23, 2011

Thursday & Friday— March 1 & 2, 2012

Please refer to “Turtle Tracks” for upcoming events/dates during the school year.

### Important Phone Numbers

Office.....	651-621-7700
Fax.....	651-621-7705
Voice Mail.....	651-621-6100
Attendance Line.....	651-621-7701
Principal, Darin Johnson.....	651-621-7703
Student Services Assistant, Jill Arendt.....	651-621-7720
Administrative Para, Sandy Solheim .....	651-621-7716
Administrative Para, Kerry Forsberg.....	651-621-7712
School Social Worker, Tim Howard.....	651-621-7715
Behavior Manager, Ann Haws.....	651-621-7718
Health Office.....	651-621-7704
Kitchen.....	651-621-7709
LMC (Library Media Center).....	651-621-7707
Special Ed (STEPS), Amy Wietgreffe.....	651-621-7796
Y School Age.....	651-621-7717
First Student Bus Transportation.....	651-631-1755
District Transportation Office.....	651-621-6027



**2011-2012**

# **TURTLE LAKE SCHOOL FAMILY HANDBOOK**

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**TURTLE LAKE ELEMENTARY SCHOOL**

1141 LEPAK COURT • SHOREVIEW, MINNESOTA 55126

Office: 651-621-7700 Fax: 651-621-7705 Attendance: 651-621-7701  
E-Mail: [firstname.lastname@moundviewschools.org](mailto:firstname.lastname@moundviewschools.org) Website: [www.moundviewschools.org](http://www.moundviewschools.org)

**RESPECT, RESPONSIBILITY, AND THE RIGHT TO LEARN**

# INDEPENDENT SCHOOL DISTRICT 621 MOUNDS VIEW PUBLIC SCHOOLS

## School Board Members

### Chair

Jon Tynjala  
Term expires: January 6, 2014  
651-636-3078  
jon.tynjala@moundsviewschools.org

### Vice Chair

Greg Madsen  
Term expires: January 6, 2014  
651-636-3156  
greg.madsen@moundsviewschools.org

### Clerk

Lisa Sjobeck  
Term expires: January 2, 2012  
651-490-9158  
lisa.sjobeck@moundsviewschools.org

### Treasurer

Bob Helgeson  
Term expires: January 2, 2012  
651-490-9229  
bob.helgeson@moundsviewschools.org

### Turtle Lake Liaison

Susan Murphy  
Term expires: January 2, 2012  
651-484-9028  
susan.murphy@moundsviewschools.org

Marre Jo Sager  
Term expires: January 6, 2014  
651-636-1941  
marrejo.sager@moundsviewschools.org

Sandra Westerman  
Term expires: January 2, 2012  
651-493-0876  
sandra.westerman@moundsviewschools.org

### Ex-Officio

Dan Hoverman  
Superintendent  
651-621-6002  
dan.hoverman@moundsviewschools.org

## District Administration

Dan Hoverman, Superintendent	651-621-6002
Carole Nielsen, Director of Finance	651-621-6017
Colin Sokolowski, Director of Public Relations	651-621-6011
Nick Temali, Director of Community Education & Technology	651-621-7403
John Ward, Director of Human Resources & Operations	651-621-6005

# BE RESPECTFUL

# BE RESPONSIBLE

# BE SAFE

Dear Turtle Lake Families,

On behalf of the entire Turtle Lake staff, I would like to welcome you to another year. We are looking forward to partnering with you in an effort to help your child achieve success.

A foundational piece of a strong home/school partnership is an understanding of the need for an effective communication pathway between school staff and families. Grade level teaching teams have worked to develop communication plans that outline the tools and procedures they will use to keep families notified of relevant information, including student progress and other important school events. Additionally, if you have any questions about your child’s experience at Turtle Lake, do not hesitate to contact me. I am committed to maintaining clear lines of communication with families, and welcome the opportunity to meet with you.

### Updated school communication information for the 2011-2012 school year:

“**Turtle Tales**” (now offered only in an electronic format) - Our traditional newsletter has morphed into a scrapbook of stories and pictures that highlight the Turtle Lake “experience.” Look for a link to this quarterly publication in upcoming “Turtle Tracks” editions. “Turtle Tales” will be a place to learn about events that have already occurred.

“**Turtle Tracks**” (will be offered this year both in paper and electronic versions) - This bulletin style e-news publication will be sent to families electronically on Fridays. For one more year, families will also be allowed to receive this communication in its paper form during the 2011-2012 school year. “Turtle Tracks” will be a place to look for events that are upcoming.

**Turtle Lake Website** - Important school information, including staff phone numbers and email addresses, as well as back copies of “Turtle Tales” and “Turtle Tracks” can be found on our school website, [www.moundsviewschools.org/turtlelake](http://www.moundsviewschools.org/turtlelake).

Turtle Lake staff members take pride in the relationship they build with students and families. In our second year of embracing our school’s new motto, students are becoming increasingly aware each day of the role they play in a school community that supports all students to BE RESPECTFUL, BE RESPONSIBLE, and BE SAFE. We have amazing students at Turtle Lake, and we are looking forward to another great year!

Sincerely,

Darin Johnson, Principal  
651-621-7703  
[darin.johnson@moundsviewschools.org](mailto:darin.johnson@moundsviewschools.org)

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## COMMUNICATION

At Turtle Lake School we value and encourage frequent communication.

### COMMUNICATION FOLDERS

In September, every child receives a Turtle Lake School communication folder—compliments of our PTA—for carrying important information between home and school. In the K—3<sup>rd</sup> grades, weekly communication sheets will be sent via the folder. We encourage you to use the folder to provide teachers with information. Replacement communication folders may be purchased for \$1.00 in the school office. Fourth and fifth graders will have Student Planner books and/or communication sheets for weekly communication. Grade 4 and 5 Planners will be passed out during the first week of school. A limited supply is available during the school year.

### TURTLE TALES & TURTLE TRACKS

Published the first Friday of each month, “Turtle Tales” contains interesting articles and news, as well as the upcoming calendar of events. Our newest publication is “Turtle Tracks.” This will be distributed when Turtle Tales is not at press. It will help you keep track of weekly events and opportunities. Current and back issues of these publications will also be available online at [www.moundsviewschools.org/turtlelake](http://www.moundsviewschools.org/turtlelake).

### PARENT/TEACHER CONFERENCES

District Conference dates:

November 21 & 22 Kindergarten—Grade 5 (No School)

March 15 & 16 Kindergarten—Grade 5 (No School)

Your child’s teacher may have additional conference dates available than those listed. In addition to these formal times, it is possible to visit with your child’s teacher by phoning and making arrangements for either a formal conference or a phone conference.

### AUTOMATED PHONE MESSAGES

On occasion, Mounds View Public Schools will send voice mail messages to families. These notifications may include news about school closings, helpful reminders or announcements, and notices regarding student absences and 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](mailto:webmaster@moundsviewschools.org) with

the phone number(s) they wish to be blocked.

### WEBSITE

Please visit our website frequently for the most up-to-date information. [www.moundsviewschools.org/turtlelake](http://www.moundsviewschools.org/turtlelake)

### TELEPHONE

Reaching a staff member...

Teaching staff usually cannot be called out of class during the student contact day. Parents need to prearrange a scheduled time to meet with a teacher.

Unless a staff member indicates otherwise, please contact the staff at school, not at home. You may leave a message in a teacher’s voice mail by calling 651-621-6100. Staff may also be reached via email ([firstname.lastname@moundsviewschools.org](mailto:firstname.lastname@moundsviewschools.org)). Staff members will make every effort to return your call and/or email within one or two working days. If staff members are out of the building, ill, etc. they will respond to messages as soon as possible upon their return.

Reaching your child...

Call the office at 651-621-7700 before 1:30 p.m. and leave a message. We will make every effort to deliver the message to your child’s classroom in a timely manner. Please do not call with reminder messages.

Please DO NOT ask your child to call you. We discourage the use of the telephone by students unless they have permission from the teacher to use the phone and it is deemed a matter of urgency.

### EMERGENCY OR SCHOOL CLOSING INFORMATION

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](http://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 SCHOOL DISTRICT POLICIES

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 the District's home page at [www.moundsviewschools.org](http://www.moundsviewschools.org) and find the School Board's web page. The policy page is located at [www.moundsviewschools.org/sb\\_policies.asp](http://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 at 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 sexually 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

# MOUNDS VIEW SCHOOL DISTRICT POLICIES

## Continued From Page 3

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: Parks 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 OTHER 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 Policies and Regulations or any applicable laws.



## TURTLE LAKE SCHOOL CELL PHONE POLICY

Parents who want their child to have a personal cell phone at school to receive family messages must contact the principal for prior approval. If approved, the child will be permitted to keep his/her cell phone in his/her backpack at Turtle Lake Elementary School. Parents are required to accept full responsibility for the possible loss of the cell phone while on school property and for their child's use of the phone while on school property. Furthermore, if school personnel determine that their child's cell phone is causing any distractions at school, the principal may rescind this permission.

## ATTENDANCE

Please make every effort to ensure that your child maintains regular attendance. Teachers make every effort to ensure a smooth transition back into school upon a child's return from an absence. It often feels like "double the work" to a youngster when he/she returns. However, there is no way to adequately make up what has been missed.

Although we know that some absences are unavoidable, please try to schedule elective appointments, vacations, and other family activities at times that don't conflict with school. For clarity, please see the "Turtle Lake Attendance Policy" in this handbook.

### ABSENCES

*If your child must be absent (or is going to be late)...*

- Call the school office attendance line at 651-621-7701 to report an absence or tardy.
- We will call as early as possible to verify your child's absence if we haven't heard from you.
- If you wish to request make-up work, you must do so when you call in your child's absence. (Please see "Homework/Make-Up Work Procedures.")



*If your child arrives to school late...*

- A parent should accompany the student into the school office.
- The student must be signed in by the office staff to ensure that the student's attendance and lunch count are recorded accurately.

*If your child must leave school early...*

- Send a note to your child's teacher.
- Follow procedures outlined in the "Early Dismissal" section of the handbook when coming to get your child during the school day.

*If your child returns to a classroom after dismissal...*

- Children must be accompanied to a classroom by a parent to pick up items they may have forgotten.
- A custodian is available to unlock doors for the adult and child.

### HOMEWORK AND MAKE-UP PROCEDURES

Homework assignments are quite varied due to factors such as grade level, teacher judgment, and the kind of learning activities being used in the classroom. You can get specific information about homework expectations

from your child's teacher at PIN (Parent Information Night) or you can speak with the teacher directly.

*When your child is ill...*

- The first priority is getting the child healthy.
- When your child is able, contact the office and request that make-up work be prepared. In most cases if the request is made by 9 a.m., the work will be available by 3:00 p.m. that same day. These messages may be left with your absence call to the attendance line.



Note: Make-up work will be given only for concepts that have already been taught, not future work. In many cases, assignments will be modified/simplified for absent children. Make-up work is expected to be completed and returned in a reasonable length of time after the child returns to school.

*When your child is on vacation...*

- Make-up work will not be provided prior to vacations, but will be assigned after the child returns. The quantity and type of homework may be modified based on the teacher's assessment.
- Parents may have children complete any of the following activities while on vacation: scrapbook, picture diary, journal, map marked with places/dates, etc. Teachers may recommend further activities based on the destination.
- Children should always be encouraged to do pleasure reading while on vacation. Reading can both enhance their trip and provide excellent practice.
- You must submit a **Travel Plans Form** in advance of your departure. Forms are available in the office, from your child's teacher, and on Turtle Lake's website. We request these forms be submitted at least 2 weeks in advance.
- For additional information, please refer to the District Policy EG-3109 regarding Student Rights and Responsibilities.

# TURTLE LAKE ATTENDANCE POLICY

In accordance with the Ramsey County Family Truancy Intervention Program, Turtle Lake Elementary School wants parents and families to know that if their child is not in school, someone notices and takes action. The following is communicated under the premise that in order for a child to succeed in school, he/she must attend school regularly.

## Definition of Truant

A student who has been absent without lawful excuse for three or more school days.

## Excused Absences

The burden of proof for a child being excused from school is placed on the parent/guardian of the child. Parents and school officials have the duty (according to MN Statute 120A, compulsory attendance law) to ensure that children attend school. A school has the right to accept or deny an application for an excused absence.

## Acceptable Reasons for Being Absent

1. Sickness (School may request verification from a doctor, or the parent may bring the child to be seen by the school nurse.)
2. Doctor's visit (including mental health)
3. Religious holidays
4. Extreme family emergencies

## Unlawful Excuses (samples)

1. Staying home to baby sit
2. Weather, i.e. too cold, etc.
3. Overslept
4. Travel
5. Missed bus
6. Needed at home



## Child Protection Guidelines

If your child is ill and must stay at home, please note the child protection guidelines:

- Children aged 8 to 10 may be left alone no more than two to three hours.
- Children aged 11 to 13 may be left alone for a day of school.

## Responsibility of Turtle Lake

1. Maintain accurate attendance records and document good communication with students and parents/guardians about attendance.
2. Assurance of a program/schedule that meets the student's educational needs.
3. Address problems identified as barriers interfering with the child's ability to attend and learn by providing the services or referring appropriately.
4. Report truancy in a timely manner to the designated authorities.

Under the Ramsey County Truancy Intervention Program, Turtle Lake School will conduct the following procedure if truancy, tardiness, or absences are a concern.

1. Alert letter—notification will be sent to parents of those students with three unexcused absences, five tardies, or eight excused absences. An administrator/parent conference may also be needed.

## IF ATTENDANCE PROBLEMS CONTINUE, THE FOLLOWING WILL OCCUR:

2. Parent conference—school meeting with parents, administrator, school social worker, and/or others involved school staff to develop an in-school attendance contract and refer to county attorney for parent informational meeting.
3. Parent attends county attorney informational meeting.

## IF ATTENDANCE PROBLEMS CONTINUE, THE FOLLOWING WILL OCCUR

4. School Attendance Review Team hearing involving the family, the school, Ramsey County Attorney, and Child Protection for assessment of educational neglect.

If further intervention is needed, the matter may be referred to court.

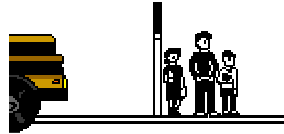
We are committed to working with families to help students have successful school experiences. If you have questions, please contact us.

# BUS TRANSPORTATION

All Turtle Lake School students who live beyond a two-mile walking radius are eligible for bus transportation. Students within the two-mile radius may pay for bus service at a cost of \$225 per child with a family cap of \$500. If paid after June 10, the fee is \$250, and the family cap is \$575. New families registering after June 10 will be charged the \$225 fee per student. If the fee is paid after January 1, 2011, the fee is \$137.50 per student with a \$275 family cap. These “second semester” registrations will be accepted only if space is available on the bus. The fee for a new family registering after January 1, 2011 will be \$112.50 per student. Families who qualify for free and reduced lunch can receive a fee waiver. Transportation fees can also be paid through a secure online website. For more information, please contact the District Transportation Office at 651-621-6027 or [www.moundsviewschools.org](http://www.moundsviewschools.org).

## BUS STOP

Students will be assigned a bus stop where they are expected to meet the bus at a designated time. In the interest of your child’s safety and security, do not allow your child to wait there for an inordinate amount of time.



## BUS RIDING

The Mounds View School District is committed to providing safe and efficient bus transportation for eligible students. Students who ride the bus will be given copies of school bus safety rules. These rules are also posted on each bus. All students who ride school buses are expected to follow the rules. Violations may result in disciplinary consequences. If criminal conduct occurs, local law enforcement officials and the Department of Public Safety may be informed.

Parents and students should be aware that most of the School District’s buses contain video recorders. School buses equipped with video recorders contain a notice of the video recorder’s presence. The purpose of the video recorder is to monitor student conduct on the buses, assist in the enforcement of school bus safety rules, and enhance school bus safety. When riding the bus, students should be aware that his/her actions and conversation may be recorded.

On the bus...Students are:

1. Under the supervision of the bus driver. Bus safety patrol members are there to assist the bus driver in assuring a safe ride for the students.
2. Expected to remain seated and use an appropriate voice level.
3. Prohibited from bringing animals or dangerous/illegal objects/substances aboard the bus.

The types of items that are allowed on the bus are:

Backpacks, small musical instruments (that can be held on lap), school projects (to be held in lap).

The types of items that are not allowed on the bus are:

Skis, poles and boots, lacrosse sticks, hockey sticks, sleds, javelins, pole vaulting sticks, skate boards, in-line skates, pets and animals, balloons.

For safety reasons, once the child is on the bus the bus driver will not allow the child to exit the bus anywhere except school or their designated stop. Students will be expected to ride their assigned bus home at dismissal. They will not be allowed to ride a different bus home for any reason.

Entering and exiting the school building...

1. Students remain seated on the bus until they are released to enter the building at 8:30 a.m.
2. Children are expected to WALK to and from the building using the right-hand side of the sidewalk and the designated entry/exit door.

## BUS EXPECTATIONS AND CONSEQUENCES

Students will be asked to sign the Bus Safety Pledge at the beginning of the year following bus safety instruction.

*Expectations:*

Students will:

- follow the directions of the bus driver.
- sit in their seat facing forward.
- talk quietly and use appropriate language.
- keep all parts of their body inside the bus.
- keep their arms, legs, and belongings to themselves.
- refrain from horseplay, fighting, harassing, or intimidating others.
- refrain from throwing objects.
- refrain from eating, drinking, using tobacco, or drugs.
- not bring weapons or dangerous objects on the school bus.
- not damage the school bus in any way.
- not bring electronic devices.

*Consequences* for students choosing not to follow the bus expectations could include any of the following:

- an assigned seat.
- time in the Behavior Center.
- restitution.
- suspension of riding privileges.

Due process procedures are followed in all cases.



## TRANSPORTATION BY PARENTS, WALKING OR BICYCLING

### PARENTS DRIVING THEIR CHILDREN TO SCHOOL

(If you are also planning to drive your child home from school, please see the "Procedures for Picking Up Students.")

- Students should be dropped off at the main entrance only.
- Students must exit the car on the curbside only.
- Plan arrival time to be no earlier than 8:25 a.m.
- Supervision begins at 8:30 a.m.
- Students remain in the entryway quietly until the signal to enter the school is given at 8:30 a.m.



**PLEASE!**  
**DROP OFF STUDENTS IN THE**  
**SAFE STUDENT TRANSPORT ZONE**  
**IN FRONT OF THE BUILDING ONLY.**

**DO NOT USE THE BUS DRIVEWAYS**  
**ON EITHER THE NORTH OR WEST**  
**SIDE OF THE BUILDING TO DROP OFF**  
**STUDENTS.**

**DO NOT DRIVE THROUGH THE GATES**  
**OFF OF LEXINGTON. YOU MAY NOT ACCESS THE**  
**PARKING LOT THROUGH THESE GATES. THEY**  
**ARE FOR BUS USE ONLY.**

### WALKING OR BICYCLING

If your child is walking or bicycling to school, please adhere to the following:

1. Bicycles need to be parked in the bike racks immediately upon arrival on the school grounds. Bike racks are located near the north entry by the playground and in front of school.
2. It is imperative that an adequate bike lock be used as a constant surveillance of the bike area is not possible. The school cannot be responsible for lost, stolen, or damaged bicycles. Bicycles are to remain locked and unused until dismissal.
3. Arrival time for either walkers or bicyclists should be no earlier than 8:30 a.m., supervision of students does not begin until 8:30 a.m. Walkers and bicyclists enter the building through the north-east entrance by the playground. Students remain at the northeast entry with a supervisor until signaled to go to their classrooms.



### WALKERS/BIKERS STREET CROSSING INFORMATION



Adult crossing guards will be on Lexington Avenue at both Royal Oaks Drive and the stoplight at County Road I from 8:20 until 8:35 a.m. and 3:25 until 3:40 p.m.

We ask that students who will be crossing at the stoplight on Lexington and County Road I use the sidewalk on the west side of Lexington. Students coming from the Royal Oaks area may use the crossing at Royal Oaks Drive and Lexington, or cross at the light at Lexington and County Road I.

Once students have crossed the street, they should proceed to the northeast entrance of the school, by the playground where the bike racks are located. Students should wait in the school entryway until the supervisor signals them to go to their classrooms.

## PROCEDURES FOR PICKING UP STUDENTS

### PROCEDURES FOR PICKING UP STUDENTS DURING SCHOOL HOURS

1. The student's parent/guardian needs to come to the office to:
  - a. Provide proper identification, if asked.
  - b. Sign student out on the appropriate release form.
  - c. Wait for the student to report to the office.
2. In order to maintain the security of our children, it is important that parents **DO NOT GO DIRECTLY TO THE CHILD'S CLASSROOM.** Teachers have been instructed not to release students who have not been appropriately checked out through the office.

### PROCEDURES FOR PICKING UP STUDENTS AT DISMISSAL TIME

Changes in transportation must be communicated in writing or by calling the teacher or office staff by 1:30 p.m.

1. If you need to pick up your child at dismissal, please follow the Safe Student Transport Zone guidelines.
2. If your child normally rides the bus or walks, and you wish to pick your child up at dismissal, you must:
  - a. Send a note to your child's teacher or indicate this on your child's communication sheet; or
  - b. Call the school before 3:00 p.m. There is no guarantee that messages will be received by the classroom teacher or student after 3:00 p.m.
  - c. For safety reasons, we cannot accept verbal requests from the child.
3. Parents who pick up their children need to enter and exit the building only through the main door (#1) of the building.

### SOMEONE OTHER THAN PARENT/GUARDIAN PICKING UP CHILD

If you wish to have someone other than the parent pick up your child:

- Please send a note of authorization to the teacher with your child.
- In the event of an emergency, call the office.
- Copies of legal documents specifying limited access by either parent must be on file at Turtle Lake School in order for us to act upon them.

### SAFE STUDENTS TRANSPORT ZONE GUIDELINES

Please follow the Safe Student Transport Zone guidelines below when dropping off or picking up your child:

- The Safe Student Transport Zone is the 180 foot length of yellow curb, no parking area in front of the main school entrance.
- Drive up to the **furthest possible** open space, west of the main entry, in the Safe Student Transport Zone forming ONE line of outgoing vehicles.
- If you need to enter the school, find a parking spot. **DO NOT** park and leave your car in the Safe Student Transport Zone.
- Continue to move your car forward in the line, as space becomes available in the zone.

The adult supervisor in the main entryway will only release children when:

- A parent/guardian accompanies the child to a **parked** car in a designated parking space.
- A parent/guardian is waiting in a car in the Safe Student Transport Zone and acknowledges to the supervisor that it is the correct car to enter.
- A child will enter the car from the curb. Children may not walk through the parking lot to enter the car unless accompanied by an adult.

**IMPORTANT:** We do not have two pick-up lanes. We have only one pick-up lane, which is along the yellow curb in the Safe Student Transport Zone. No child will be allowed to enter a car in a second lane of traffic.



BE AWARE OF THE  
**NO PARKING FIRE LANE SIGNS**  
ALONG THE SIDEWALK AND THE  
**ONE-WAY TRAFFIC EAST TO**  
**WEST SIGNS**



## Theme: Be Respectful, Be Responsible, Be Safe

### Non-Negotiable Behavior

The following behaviors are non-negotiable and will not be tolerated at Turtle Lake Elementary School. These expectations are in effect at all times during the school day, on the bus, and at any school-sponsored event. Consequences may include, but are not limited to, indoor recess, time in the Behavior Center, restitution, teacher detention, and suspension. Parents of students involved will be notified regarding:

1. Harassment
2. Fighting—kicking, shoving, punching
3. Causing a false fire alarm
4. Insubordination—the refusal of a student to comply with a reasonable request from a staff member
5. Possession or use of weapons or ammunition
6. Flagrant disrespect towards adults
7. Leaving school without permission
8. Theft
9. Profanity/Vulgarity—words, actions, clothing
10. Possession or use of tobacco, chemicals, or paraphernalia
11. Endangerment-actions which result or could result in harm to self or others
12. Vandalism

### Behavior Violations at Other District Schools

When District students are involved in incidents at a school other than their own, the procedure will be:

1. The administrator of the school property on which the incident occurred will take immediate steps to ensure safety.
2. The administrator of the school property on which the incident occurred will inform the administrator of the home school.
3. The administrator of the school property on which the incident occurred will notify the police, if appropriate.
4. The home school administrator will inform parents of the students involved.
5. The two administrators will jointly determine consequences for the students.
6. The consequences will be in accordance with the home school disciplinary policy and will be administered by the home school.

### Turtle Lake Elementary Statement of Behavior Purpose:

All students will learn to conduct themselves in a responsible, respectful and safe manner. The Turtle Lake community nurtures a positive learning environment which stimulates students to achieve their personal best, academically and socially. The school-wide teaching matrix outlines our behavior expectations.

School-Wide Teaching Matrix			
Turtle Lake Elementary School-Wide Behavior Expectations			
Settings	Be Respectful	Be Responsible	Be Safe
<b>Hallway</b>	<ul style="list-style-type: none"> <li>● Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>● Go to and from area promptly</li> <li>● Keep your hook area neat</li> </ul>	<ul style="list-style-type: none"> <li>● Walk</li> <li>● Keep your space</li> </ul>
<b>Lunchroom</b>	<ul style="list-style-type: none"> <li>● Use quiet voices</li> <li>● Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>● Clean up your space</li> </ul>	<ul style="list-style-type: none"> <li>● Recognize food allergies</li> <li>● Use hand sanitizer</li> <li>● Walk</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>● Follow adult directions</li> <li>● Use respectful language and actions toward others</li> </ul>	<ul style="list-style-type: none"> <li>● Line up promptly</li> </ul>	<ul style="list-style-type: none"> <li>● Use equipment properly</li> </ul>
<b>Classroom or Other Learning Spaces</b>	<ul style="list-style-type: none"> <li>● Follow directions</li> <li>● Be a considerate classmate</li> <li>● Use quiet voice</li> <li>● Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>● Treat learning space with care</li> <li>● Do your personal best</li> <li>● Be ready</li> </ul>	<ul style="list-style-type: none"> <li>● Keep your space</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>● Flush toilet</li> </ul>	<ul style="list-style-type: none"> <li>● Throw paper towels in trash</li> <li>● Use sinks, drinking fountains, and toilets appropriately</li> <li>● Go to and from area promptly</li> </ul>	<ul style="list-style-type: none"> <li>● Wash hands with soap and water</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>● Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>● Participate appropriately</li> </ul>	<ul style="list-style-type: none"> <li>● Enter and exit quietly</li> <li>● Keep your space</li> </ul>

## HEALTH SERVICES

Each Mounds View Public School has a health paraprofessional who is supervised by a school public health nurse on its staff. Their responsibilities are:

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

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

Your child should stay home from school if he/she has:

- A fever of 100 degrees or higher in the past 24 hours
- Diarrhea or vomiting in the past 24 hours
- Undiagnosed rash
- Untreated head lice or
- Contagious diseases, please report to the school office

If your child becomes ill at school and it is necessary for him/her to go home, you or the designated emergency contact person listed will be contacted to come for the student. It is important that we have a completed Health and Emergency form for each student. Please report phone number and address changes immediately to the health office.

### ALLERGIES

Please notify the health office immediately should your child have allergies which would require a health plan.

### IMMUNIZATIONS

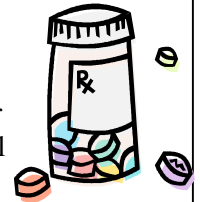
Minnesota State Law mandates that each student have a record of immunization for measles, mumps, rubella, polio, diphtheria, pertussis, tetanus, Hepatitis B and varicella on file with the school. You will be contacted if the required forms are not on file.

Hepatitis B (HBV) is a series of three immunizations. Parents who are conscientiously opposed to having their child vaccinated may obtain a legal waiver from the school office. The legal waiver must be signed and notarized.

### MEDICATIONS

Medication will be given in school when student health needs require medication during the school day. The school district policy requires:

- Prescription medication to be given needs to be provided in the prescription container with the following information:
  - child's name
  - current date
  - name of medication
  - directions for administration
  - written authorization from licensed health care practitioner and parent
- Over the counter medication be provided in the original container with parent's written authorization
- Short-term prescription medication to be given needs to be provided in the prescription container with the parent's written authorization



All medication will be kept in the school health office under the supervision of the health paraprofessional and the school nurse. **Students are not allowed to self-administer medicine.**

**Please notify the Health Office if your child will need medication on early dismissal or field trip days. Their direct number is 651-621-7704.**

## LUNCH AND RECESS

### RECESS

Students at Turtle Lake School have a 40 minute lunch/recess period each day. Students will need proper clothing to have a 10 to 20 minute outdoor recess. Exceptions are rainy/wet days and days where the wind chill index is lower than 0°F or the temperature is less than 0°F. Students need appropriate apparel, including caps, mittens, and boots. We are unable to accommodate requests for children to stay inside for recess unless a doctor's note has been sent to school.

### HOT LUNCH/BREAKFAST PROGRAM

The cost for hot lunch is \$2.35 for students, \$3.50 for adults, and \$.40 for milk only. The cost for breakfast is \$1.30 and does include milk. Lactose reduced milk is available at the same price as regular milk to students who are lactose intolerant. A written request from the student's parent or guardian is required.

Students use a PIN (Personal Identification Number) to purchase hot lunches. Students will enter this four or five digit number into a key pad at the end of the lunch line. The price of the meal will then be automatically deducted from their account. When purchasing milk only, students will use a "milk slip" indicating their name and PIN. It is important that children memorize their PIN as it is used daily in the cafeteria. The PIN is confidential and therefore students should not give their number to other students.

We strongly encourage students to prepay meals for a week or more at a time. To apply for free or reduced price meals, an application form must be completed and sent to the Nutrition Services Office, or to the school office and they will forward it to the Nutrition Services Office. An original Application for Educational Benefits form must be submitted. The form is available from the school or by calling the district office at 651-621-6022. Students eligible for free or reduced price meals will follow the same meal procedure as everyone else. Students eligible for reduced price meals will be charged the reduced rate for each meal but still must prepay into their account.

Checks should be made payable to "ISD #621 Nutrition Services." Households with more than one child in a school need to designate the amount of money to be placed into each child's account. It is very important

that your check include the student's full name and PIN. If you are sending cash, please include a note containing this information. You may also pay on-line using your School View account or PAMS (see below).

It is the responsibility of the parent/guardian to ensure that there is a positive balance in the student's account. Monthly balance statements will not be sent out. Students may ask the cashier for their balance when they go through the food line or parents may call the Nutrition Services office at 651-621-6022 for their child's balance.

Money left in an account at the end of the school year will be available for that student for the following school year. Refunds from student meal accounts are available only upon written parent request. Refunds will be issued by the Nutrition Services office via a check sent to your home.

If someone takes your child's PIN, your child should report it to the cashier so that a new number can be assigned to your child. The computer will alert the cashier if anyone attempts to use the old number.

Adults are welcome to join their children any day for lunch. Please call the school office by 9:00 a.m. indicating your plan to come for lunch so that we can order enough servings. It is appreciated if you bring the exact amount to pay for your lunch. You may write a check or use your child's PIN. Please plan to arrive a few minutes before lunch time to stop in the school office for a visitor badge.

### PAMS Lunchroom Online Accounts

You may prepay for your child's meals online. You can set up automatic payment plans, view balances and account history, and receive automated notification on balance status. To do so, just set up an account with PAMS Lunchroom as follows:

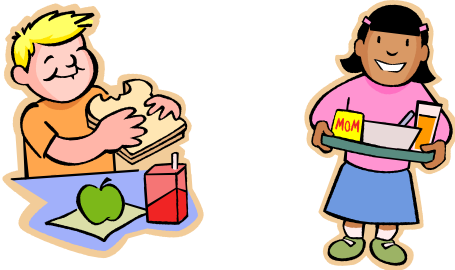
Step 1: Register with PAMS: Go to <http://www.paypams.com> or call 1-888-994-5100 to provide your student's meal account ID number and billing information.

Step 2: Choose your Payment Options; Make manual payments at your convenience or set up automatic payments based on your student's balance falling below an amount that you determine.

## LUNCHROOM EXPECTATIONS

*\*Nut safe tables are available.*

1. Use the correct door for entry and exit to the lunchroom. While waiting in line, keep your hands and feet to yourself and talk in a quiet voice.
2. Choose a seat and remain in that seat until you are finished eating.
3. If you have a question or need help from an adult, raise your hand.
4. Students are to eat their own lunches and are not to exchange food, take food from others, or throw food.
5. Be respectful of other students and ALL adults.
6. Be responsible for cleaning up after yourself and for assist with picking up other items when requested to do so by an adult in the lunchroom.
7. Speak in a quiet and calm voice at all times, and use appropriate language.
8. Use hand sanitizer at doors before entering lunchroom.



## PLAYGROUND EXPECTATIONS

Recess is for students to enjoy, have fun, and most importantly BE SAFE! Tackling, tripping, pushing, or shoving in ANY game is not allowed. Tag, soccer, and football are all “touch” games. Hard objects such as sand, rocks, snowballs, ice, and sticks are not to be thrown. All students must receive permission from an adult before entering the building. Students must remain in the playground area while at recess. Students must wear shoes. No bare feet or flip flops allowed.

## PLAYGROUND EQUIPMENT IS TO BE USED APPROPRIATELY

1. Slide—Please remember:
  - sit down, feet first
  - hanging, jumping, or walking up the slide is not permitted
2. Swings—Please remember:
  - swing correctly, sitting down and facing straight ahead
  - stop the swing before getting off—no jumping or back flips
  - only one person per swing
  - stand back from people swinging
  - swings are not to be thrown over the top or wrapped around the poles
3. Slider—Please remember:
  - the sliding handle is not to be slid across the equipment empty
  - only one person may hold on and slide across
4. Monkey Bars—Please remember:
  - No hanging upside down on the bars or sitting on top of the bars.

## WINTER RULES

1. Throwing snow, snowballs, or ice is not permitted.
2. Students are to stay off all snow hills.
3. Students are allowed to wear hats while out at recess, but are expected to remove them when entering the school.
4. Appropriate winter apparel is recommended.

**Appropriate behavior and use of equipment will be determined by the playground supervisors and teachers.**



## SPECIAL PROGRAMS

### SPECIAL AREA TEACHERS

Each day students have the opportunity to work with teachers who are specialized in a particular area of study. Specialist areas are:

Art	Science	Information Literacy
Music	Physical Education	

### WORLD LANGUAGE

Spanish is a part of our unit studies for fourth and fifth grade students.

### BAND/ORCHESTRA/CHOIR/AFRICAN MUSIC ENSEMBLE

Band instruction is available to students in fifth grade; orchestra instruction is available to students in fourth and fifth grades. Each student receives one instrumental lesson and one group practice session each week. Large group practices are held before school and parents are responsible for transportation/ car pooling. Choir is also offered to students in fourth and fifth grade. African Music Ensemble is available to students in third, fourth and fifth grades and requires that the student auditions. All music groups meet before school.

### LMC (LIBRARY MEDIA CENTER)

The Turtle Lake LMC is a resource center for students and staff. Students work with the media staff to develop an appreciation for books and related materials. Students begin to develop research and study skills using the variety of materials in the LMC. There are several computer stations in the LMC, as well as a complete computer lab for Information Literacy instruction and classroom use. In addition, wireless labs are available for classroom checkout.

### SUPPORT SERVICES FOR STUDENTS

A team of specially trained professionals also serve to support students experiencing difficulty with social adjustment, behavior, or family crises. These support staff are available by referral from parents, students, and/or teachers. Although the members of this team may vary depending on the nature of the referral information, the following are available:

Turtle Lake Principal	Behavior Manager
Student Services Assistant	Social Worker
Psychologist	Nurse/Health Assistant

Parents wishing to contact this team may do so by calling the school office and asking to speak to any member of the team.

### SPECIAL EDUCATION

A full complement of special education services are available for students with special needs. Students are identified for this program by parents and/or teachers and referred to the special education team. The special education team consists of teachers certified in learning disabilities, impairments, clinical speech, mental impairments, psychology, hearing and vision and others as needed.

### BUS SAFETY PATROL

Students from fifth grade are selected to serve on the school bus safety patrol. They assist with the oversight of students as they enter/leave the building and board/exit the buses. They assist the bus drivers in monitoring safety concerns. Students are trained to be aware of the safety issues involved in transportation. Questions or concerns about the school bus safety patrol or its operations should be addressed to the school office.

### STUDENT COUNCIL

Two students from every classroom (Grades 3-5) are elected as representatives to the Student Council. The Council works on a variety of school spirit, school improvement, and community projects each year. It is an exercise in school government that has a practical application at Turtle Lake School.

### HIGH PERFORMANCE LEARNING

#### Frequently Asked Questions

1. What are high performance (HP) learning groups?
  - Math and reading groups in which instruction is delivered at a higher level of challenge, in greater depth, and at a quicker pace.
2. How are students placed for instruction in high performance learning groups?

Teachers work together to place students using various pieces of information including:

  - Classroom assessment data.
  - NWEA Reading and Math scores.
  - Performance on other classroom measures and daily assignments

Based on the above, students may be placed in HP groups in one or both areas.

**Continued on page 15**

## SPECIAL PROGRAMS

3. When do HP groups meet, and who teaches them?
  - HP groups are part of the regular instructional program. They occur during the literacy and math instructional blocks of time.
  - HP teachers and other teachers (depending on the model of collaboration at the elementary school) teach the HP groups. In middle school, language arts and math teachers teach the HP groups.
4. Are HP learning groups available at all grade levels, and when are students placed in high performance learning groups?
  - We recognize the need to appropriately challenge all learners. As early as second grade, instructional groups are formed for reading. For math, it is available as early as first grade.
  - High performance learning groups in language arts and mathematics typically are taught in grades two through five. Assessment is on-going. Changes in instructional groups can be made throughout the year or as students progress from grade to grade. Teachers work together to determine if changes are needed, based on student performance and adjustment.
5. How are parents notified that their child is being placed in a high performance instructional group?
  - Parents will be informed by the grade level team about student placement in HP groups.
  - All parents receive reports of student performance on district-wide assessments.
  - All parents are informed through the reporting system of their child's instructional level.
6. What if students perform very well, but just under the cut-off for placement in a high performing reading or math group?
  - Student performance is monitored on a frequent basis so instruction can be focused on the demonstrated needs of students. As needs change, instruction is adjusted.
  - Teachers collaborate to differentiate the instructional program, thereby providing the appropriate balance of challenge and support for all students.
7. What if students are not high performing, but perhaps gifted in other ways? How do we identify and address the special needs that they may have?
  - School staff members communicate with one another and with parents about their observations of students and plan how best to address the needs that they see.
- Turtle Lake School provides art and music classes along with performance opportunities.
- Turtle Lake School provides enrichment opportunities that challenge kids to expand their knowledge and interests. Notices of these opportunities are provided through home rooms and the school newsletters.
- Teachers incorporate lessons and activities into the curriculum to respond to students needs and to stimulate the development of new interests and skills.
- Turtle Lake School provides information about various community enrichment activities.
- When parents and/or teachers are concerned about whether a student's needs are being addressed appropriately, a team including the teacher, principal, student services assistant, parents, high performance (HP) facilitator, and other staff as needed will collaborate to determine how best to support the student. Often the questions can be answered in conversations between teacher and parent, but other staff as listed above can also serve as resources for additional information and support for the student.
8. What about the "High Potential" label?

The school district has transitioned away from the high potential label and concentrates on...

  - Accurately identifying the learning needs of all students.
  - Frequently monitoring student progress in order to adjust the content, pace and processes of instruction so that each student is engaged in learning at the appropriate level.
9. Without the label, how can parents and teachers be assured that students' abilities, interests, and potential are recognized and addressed?
  - Staff members collaborate to accurately assess, communicate about and attend to the learning needs of each student.
  - The school has processes in place to facilitate frequent communication between parents and teachers specifically about individual student progress and adjustment.
10. How are the needs of exceptionally able students met at the high school level?
  - Honors and Advanced Placement Courses
  - College-In-The-Schools Courses
  - U of M Talented Youth Math Program (UMTYMP)
  - Century College Mentor Connection Program

## PARENT INVOLVEMENT

### TURTLE LAKE PTA

The Turtle Lake PTA (Parent/Teacher Association) is an organization composed of parents, staff, and individuals who are interested in Turtle Lake School. Its purpose is to provide a communication link between home and school and to help further a better education for the children who attend Turtle Lake School.

The Turtle Lake PTA runs several projects throughout the year. The money raised is used to fund programs and projects for the school.

#### PTA Executive Board

##### Co-Presidents

Lisa Ganske..... 651-494-6682  
Shelley Rhein..... 651-784-2010

##### Past President

Roxanne Eggen..... 651-482-6412

##### Secretary

Katrina Edenfeld..... 651-500-5196

##### Co-Treasurers

Jen Sprain.....651-483-3955  
Kris Haffely.....651-490-7886

##### Vice Presidents of Programs

Kate Magnuson.....651-482-1482  
Katy Radsan.....651-291-0678

##### Vice Presidents of Volunteers

Megan McGough.....651-490-9762  
Michelle Wood.....651-784-7434

##### Vice Presidents of Fundraising

Lisa Norlinger..... 651-633-5564  
Heike Chervany..... 651-797-3351

### VOLUNTEER PROGRAMS

Our parents have an impressive record of active participation in school activities for their children. We continue to invite every parent to consider various ways to become involved. It is our goal to build a partnership with parents in providing successful learning opportunities.

Becoming actively involved in your child's education at school also enhances student learning. A brochure of volunteer opportunities will be sent home in September with sign-up information. Please contact the school office if you are willing to offer your assistance at any time.

### VISITING YOUR CHILD'S CLASSROOM

If you wish to visit your child's classroom, please check with the teacher in advance. This will assure you that your child is in his/her classroom at that time and will avoid times when students are engaged in other activities—testing, quiet reading, specialists, guest speakers, etc.

When you arrive at school to visit or eat lunch with your child, please report to the office to sign in and get a visitor badge.

### VISITORS

Any person not currently employed by the Mounds View Public Schools is considered to be a visitor. All visitors to the school, during school hours, must sign in at the main office upon arrival. Visitors will be asked to sign in on a register stating their name, purpose for being in at school, time of arrival, and expected time of departure. Visitors may be asked for identification. A visitor badge will be issued to all visitors.

NOTE: Turtle Lake staff will question any person in the building without a visitor badge. Such persons will be asked to go to the office to follow expected security procedures. If non-compliant, police may be called.

### BOX TOPS, LABELS, MILK CAPS, AND MORE

Turtle Lake School participates in various programs as a way to earn additional funds for our school. We stress that we are not asking you to buy these products. We simply ask that if these are items you are already purchasing, to please save the product requirements and send them to school with your child.

Turtle Lake School collects General Mills Box Tops for Education, Campbell's Labels for Education, Kemps Give 'em Five milk caps, Tyson Project A+ labels, used ink cartridges, and used cell phones.

## MISCELLANEOUS

### BIRTHDAY AND HOLIDAY TREATS

In an effort to create a more allergen sensitive environment for all of our students, families are asked to communicate with your child's teacher before sending treats to school for a holiday party. **Due to food sensitivities, we can no longer accommodate the distribution of edible birthday treats.** For your child's birthday, non-edible treats (such as pencils, stickers, etc.) or a classroom donation (such as a picture book or an educational game) in your child's name is preferred.

### BIRTHDAY INVITATIONS

Invitations need to be sent from home. They may not be distributed by the classroom teacher. A parent directory, with student names and addresses, has been made available by the PTA.

### BOOKS AND EQUIPMENT

Textbooks and equipment necessary for instruction are supplied by the school district. Students need to provide their own consumable supplies such as pencils, notebooks, etc. A supply list is sent to parents prior to the opening of school. Students are responsible for the care of the books and equipment they are provided. In the event books or equipment are lost or damaged, a fee will be assessed to fully or partially fund the cost of replacement. We encourage parents to help their children take the appropriate responsibility for these materials.

### DRESS CODE

A student's appearance should not interfere with the learning situation in class nor should the student's manner of dress or grooming pose any hazard to his/her health and safety or the health and safety of others.

1. Hats, hoods, are not to be worn inside school.
2. Clothing should not endorse tobacco, alcohol, drugs, sex, violence, or profanity. Students who are dressed inappropriately will be sent to the health office and given a temporary change of clothes. Parents will be contacted and asked to bring in alternate clothes.

### FIELD TRIPS

During the school year, your child's class may be taking a field trip. You can expect:

1. To be notified in advance of the trip being planned.
2. To receive a permission slip which you will need to sign indicating your consent for your child to participate.
3. To be asked for a small fee for transportation and/or admission expenses. If this fee is a hardship for your family, arrangements can be made by talking with the teacher or the principal. **No student is denied access to a field trip experience due to inability to pay.**

4. If you decide not to have your child participate in a field trip, your child needs to attend school that day during in-class instruction, even though he/she is not going on the field trip.
5. Teachers and staff will determine parent volunteers and chaperones on an as-needed basis.

### FOOD DRIVE/SCHOOL SPIRIT DAY

Generally, on the first Thursday of each month, October through May, students and staff are encouraged to bring a food item for the District's food shelf. On these days, students are encouraged to wear their school colors of blue and gold.

### INTERNET ACCESS AND USE BY STUDENTS

The Internet has become a valuable tool in student learning. If you have concerns about student access to the Internet while at school, please contact your student's teacher, dean or administrator to discuss the ways in which the Internet is used. You are also welcome to review the District Policy and Regulation EG-0108/Technology Security, and EG-2104/Use of Technology-Students, available on the Mounds View Public Schools web site at [www.moundsviewschools.org](http://www.moundsviewschools.org).

### INTERNET HOME PAGE

The Turtle Lake Home Page is an electronic newsletter viewable over the Internet by relatives, friends, and other interested individuals worldwide. To ensure student safety, please know that students will only be identified by a pen-name, as determined by the school. Unidentified photographs will also be published in group settings only. Written parental approval is requested for a student's work to be published on the Internet under these guidelines.

### LOST AND FOUND

Lost items are displayed in the specialist hallway near the office. Unclaimed items will be donated periodically throughout the year. Reminders will be in "Turtle Tales" and "Turtle Tracks." Very small or valuable items, such as rings, watches, and keys are kept in the school office.

### PET POLICY

Due to allergies, safety, and security, our policy at Turtle Lake is that pets are not allowed on our school grounds or in the building at any time.

## NOTES

## NOTES

Compliments of  
Turtle Lake Elementary School  
and  
Turtle Lake PTA

**Mounds View Schools Discrimination Policy**

The Mounds View School District is obligated under law to provide equal opportunity and employment and, therefore, will not discriminate on the basis of race, color, national origin, creed, religion, sex, marital status, economic status, or disability (ref. Policy EG-3111, Equal Opportunity). In compliance with the law, procedures have been established for resolving complaints alleging discrimination in these areas. John Ward, Director of Human Resources and Operations, has been designated Equal Opportunity Officer. His address is Mounds View Public Schools, 350 Highway 96 West, Shoreview, MN 55126. Any person who feels he/she has been discriminated against is encouraged to follow procedures outlined in Regulation EG-3111, Equal Opportunity. Copies of the policy and the regulation are available in the school office, on the District website, and from Mr. Ward at 651-621-6005. Any grievance not satisfactorily resolved may be appealed to the Superintendent and, following that, to the School Board.

