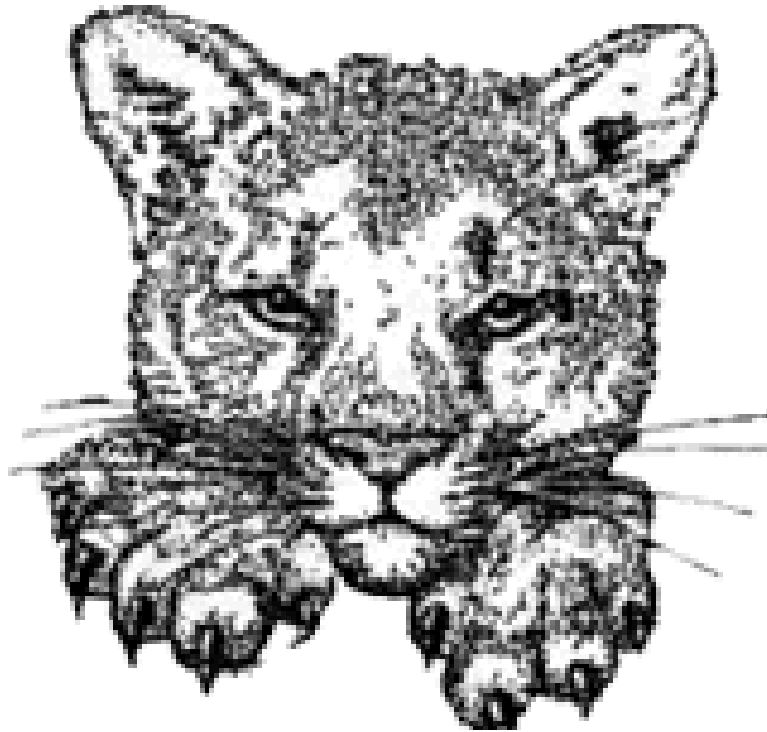


Central Park  
Elementary School

**2011 - 2012**

Family/Student Handbook



***Panther Pride***

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## **Welcome to Central Park Elementary School**

Dear Central Park Families:

Welcome to the 2011-2012 school year! I hope this year will be productive, challenging, and rewarding to you in every way possible.

The purpose of this student handbook is to inform all parents/guardians and students of the various school policies and procedures at Central Park. To help provide a productive and safe learning environment for students, staff, and parents/guardians, this handbook is made available to every family.

I encourage you to take some time and discuss the information in this handbook with your child(ren); then find a place to keep it for reference during the school year. Teachers will also spend some time in the beginning of the school year and as often as needed during the school year to review parts of this handbook with students.

One of our goals at Central Park is to open doors to the world of learning and provide the guidelines for exploring it. Every person who enters our school, be it student, parent/guardian, visitor, or staff member, will know that Central Park is a warm and caring place for learning.

Thank you for taking the time to become familiar with the important information contained in this handbook. If you have any questions, please call the school at 651-481-9951.

I am looking forward to working with you throughout the school year.

Sincerely,

Mrs. Odegard  
Principal

**Si necesita ayunda con las formas escolares, o tiene alguna pregunta sobre la education de su hijo(a) por favor llame a Espanol: Liz Gallegos 651-481-9951.**

**Yog nej leej twg xav paub meej tsaj, thov hu xov tooj rau Du Muas losyog Ntxhoo Vaj Hmong: Dou Moua 651-604-3594**

# Roseville Area Schools Strategic Roadmap

## *Mission Statement – Our Core Purpose*

### “Quality Teaching and Learning for All...Equity in All We Do”

<p><b>Our Vision 2015 – What We Intend to Create</b></p> <p>Roseville Area Schools, working in partnership with all families and the community, is a learning organization of engaged, motivated and high achieving lifelong learners.</p> <p>We demonstrate this Vision when:</p> <ul style="list-style-type: none"> <li>Each learner thrives in a safe, equitable, and respectful learning environment that fosters confidence, excellence and a sense of belonging while honoring difference.</li> <li>Each learner receives high quality personally relevant instruction enhanced by all members of the learning community.</li> <li>Each learner studies a challenging academic curriculum, which enhances social, emotional, physical and ethical development.</li> <li>Each learner meets rigorous academic standards and is prepared for future learning and success in a multicultural society.</li> </ul>	<p><b>Equity Vision</b></p> <p>In alignment with the District Vision, Roseville Area Schools is committed to ensuring an equitable and respectful educational experience for every student, family and staff member regardless of:</p> <ul style="list-style-type: none"> <li>• Race</li> <li>• Gender</li> <li>• Sexual Orientation</li> <li>• Socioeconomic Status</li> <li>• Ability</li> <li>• Home or First Language</li> <li>• Religion</li> <li>• National Origin</li> <li>• Age</li> <li>• Physical Appearance</li> </ul>
<p><b>Core Values - What Drives Our Words and Actions</b></p> <ul style="list-style-type: none"> <li>• Equity</li> <li>• Responsibility</li> <li>• Integrity</li> <li>• Respect</li> <li>• Compassion</li> <li>• Commitment</li> <li>• Sense of Belonging</li> <li>• Curiosity</li> </ul>	<p><b>Strategic Directions - Our Focused Allocation of Resources</b></p> <p><b>Community</b> Engaging and partnering with the whole community.</p> <p><b>Leadership</b> Building a culture that nurtures the leadership potential in each member of the diverse learning community.</p> <p><b>Equity</b> Ensuring each individual develops and thrives; eliminating systemic barriers to success.</p> <p><b>Achievement</b> Aligning systems, practices, and instruction to the individual’s needs, abilities and goals.</p> <p><b>Resources</b> Securing, managing and leveraging our human, financial, and physical capital responsibly and creatively.</p>

## SECTION 1 - ABOUT CENTRAL PARK SCHOOL

### CENTRAL PARK STAFF

#### Administration

Florence Odegard	Principal	Room 103
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#### Building Support Staff

Jane Krause	Secretary	Room 102
Jenni Kostecki	Special Education Secretary/Program Support	Room 109
Jill Miller	Lunch Ticker/Building Asst.	Room 100
Abby Haworth	Health Asst./Attendance	Room 104
Liz Gallegos	Volunteer Coord./Spanish Cultural Liaison/Office Support	Room 101
Charry Marczewski	District Instructional Technology Asst.	Room 206
Laura Beal	Media Assistant	Room 315
Debbie Pasch	Lead Cook	Room 110
June Roberts	Asst. Cook	Room 110
Sandy Wahlberg	Asst. Cook	Room 110
Bob Peterson	Lead Custodian	
Dan Bowman	Custodian	
Markus Ewing	Custodian	

#### Classroom Teachers

Lisa Bell	Kindergarten (Full Day)	Room 113
Mary Thome	Kindergarten (Full Day)	Room 112
Chandra Turner	Kindergarten (Half Day)	Room 111
Gail Roufs	Grade 1	Room 204
April Jackson	Grade 1	Room 202
Maria Le	Grade 1	Room 203
Cindy Paschke	Grade 2	Room 208
Katie Ristine	Grade 2	Room 212
Amanda Nolde	Grade 2	Room 201
Berri Reiser	Grade 3	Room 207
Jacquelyn Blee	Grade 3	Room 211
Emily Johnson	Grade 3	Room 210
Jim Lundorff	Grade 4	Room 308
Michelle Beck	Grade 4	Room 306
Amber Williams	Grade 4	Room 310
Steve Hafeman	Grade 5	Room 304
Emily Mattson	Grade 5	Room 302
Rachel Cooper	Grade 6	Room 305
Anders Johnson	Grade 6	Room 309
Kimberly King	Grade 6	Room 311

#### Classroom TA's

Diane Anderson	Kindergarten (full -day) TA	Room 113
Kathy Landucci	Kindergarten (full-day) TA	Room 112
Jamie Hand	Kindergarten (half-day) TA	Room 111
Kasturee Pattniak	Classroom Support	
Michael Selmer	Classroom Support	
Rose Getting	Classroom Support	
Shannon Renne	Playground	

**Friendship Connection**

Mike Schultz Friendship Connection Site Leader Room 111

**Special Education Staff**

Michele Wackman Psychologist Room 108  
Debbie Tatge Speech Clinician Room 107  
Mary Alexander DAPE Teacher Room 121  
Judy LeMay Occupational Therapist Room 314  
Gail Hovland-Wires Special Education Teacher Room 301  
Karla Rhodes Special Education Teacher Room 209  
Jennifer Metzler Special Education TA Room 301  
Denise Hohn Special Education TA Room 301

**Specialists**

Jane Gottfried Media Specialist Room 315  
Miriam Sikora Literacy Coach Room 106  
P.K. Andersen Nurse Room 104  
Aaron Freed Band Room 117  
Jamie Lauinger Phy Ed. Teacher Room 121  
Bee Lee Art  
Alta Thoreson Orchestra Room 117  
Mindy Way-Johnson Vocal Music Room 119  
Jan Barke ATPPS Lead Teacher Room 114  
Heidi Wheelock ESL Room 312  
Ian Shiroma ESL Room 312  
Karina Armstrong ESL Room 307  
Shelley Hoehn ESL Room 205  
Angie Santelli Social Worker Room 116

**Title I Intervention Teachers**

Jeanne Snyder Intervention Teacher Room 205  
Shelley Hoehn Intervention Teacher Room 205  
Jane Gottfried Intervention Teacher Room 205

**Reading Recovery**

Jan Barke Reading Recovery Teacher Room 114  
Jeanne Snyder Reading Recovery Room 114

# Roseville Area Schools 2011-2012 Calendar

Final

## August 2011

## September 2011

## October 2011

August 2011					September 2011					October 2011					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
1	2	3	4	5				T 1	2						
8	9	10	11	12	Labor Day 5	First Day grades 1-9 6	First Day grades K, 10-12 7		8	9	3	4	5	6	7
15	16	17	18	19	12	13	14	15	16	T 10	11	12	13	14	
22	23	24	25	26	19	20	21	22	23	17	18	19	Fall Recess 20	21	
T 29	T 30	T 31			26	27	28	29	30	24	25	26	27	28	
										31					

## November 2011

## December 2011

## January 2012

November 2011					December 2011					January 2012				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4				End Tri 1 1	T 2	Winter Break 2	3	4	5	6
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13
14	15	16	17	18	12	13	14	15	16	MLK Day 16	17	18	19	20
21	22	ED 23	Thanksgiving 24	25	19	20	21	22	23	23	24	25	26	27
28	29	30			Winter Break 26	27	28	29	30	T K-8 30	31			

## February 2012

## March 2012

## April 2012

February 2012					March 2012					April 2012				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3				1	2	2	3	4	5	6
6	7	8	9	10	5	6	7	End Tri 2 8	T 9	9	10	11	12	13
13	14	15	16	17	12	Spring Break 13	14	15	16	16	17	18	19	20
Pres Day 20	T 21	22	23	24	19	20	21	22	23	23	24	25	26	27
27	28	29			26	27	28	29	30	T 30				

## May 2012

## June 2012

## July 2012

May 2012					June 2012					July 2012				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4					1	2	3	4	5	6
7	8	9	10	11	4	5	6	7	Last Day of School, ED 8	9	10	11	12	13
14	15	16	17	18	11	12	13	14	15	16	17	18	19	20
21	22	23	24	T 25	18	19	20	21	22	23	24	25	26	27
Memorial Day 28	29	30	31		25	26	27	28	29	30	31			

Trimesters: Tr 1 = 58 days, Tr 2 = 59 days, Tr 3 = 56 days  
 T = Teacher Workshop (no School)      Shaded Days = No School

## CALENDAR OF EVENTS FOR 2011-2012

August 29 – Sept. 1 (M, TU, W, TH)	K-12 Faculty Pre-School Workshop
September 1 (TH)	Kindergarten Orientation/Curriculum 2:00 P.M. – 3:00 P.M.
September 1 (TH)	Meet Your Teacher Night & Curriculum Presentations
September 5 (M)	Student/Staff Recess (Labor Day)
September 6 (TU)	First Day of School for Grades 1-6
September 7(W)	First Day of School for Kindergarten
September 15 (TH) – Sept. 30 (F)	Fall MAP Testing Window – Grades 2, 3, 4, 5, & 6
September 20 (TU)	PTA Meeting 6:30P.M.
October 10 (M)	Staff Workshop K-12 (No School)
October 11 (TU)	Fall Conferences 3:40 P.M. – 7:40 P.M.
October 13 (TH)	Fall Conferences 3:40 P.M. – 7:40 P.M.
October 18 (TU)	Fall Conferences 3:40 P.M. – 7:40 P.M.
October 20 (TH)	Fall Recess (Teacher Convention)
October 21 (F)	Fall Recess (Teacher Convention)
October 24 (M) – 28 (F)	CogAT Testing Window - Grades 3 & 5
October 26 (W)	Picture Day
October 28 (F)	Masquerade Ball 6:00 P.M. - 8:00 P.M.
November 3 (TH)	Kindergarten Family Night 6:00 P.M. – 7:00 P.M.
November 15 (TU)	PTA Meeting 6:30P.M.
November 17 (TH)	Math Night
November 17 (TH)	Picture Retake Day
November 23 (W)	Early Dismissal K-12
November 24 (TH) and 25 (F)	Student/Staff Thanksgiving Recess
December 1 (TH)	End of the 1st Trimester
December 2 (F)	Teacher Workshop/No School K-12
December 6 (TU)	Grade 6 Musical Concert at 6:30 P.M.
December 23 (F) – Jan. 2 (M)	Student/Staff Winter Holiday Recess
January 3 (TU)	School Resumes K -12
January 10 (TU)	Grade 4 Musical Concert-Afternoon Performance & at 6:30P.M.
January 4 (W) – 20 (F)	Winter MAP Testing Window – Grades 2, 3, 4, 5, & 6
January 16 (M)	Student/Staff Recess (Martin Luther King Jr.)
January 17 (TU)	PTA Meeting 6:30P.M.
January 27 (F)	Winter Carnival 6:00 P.M. - 8:00 P.M.
January 30 (M)	Teacher Workshop/No school for K -8

February 16 (TH)	Winter Conferences 3:40 P.M. – 7:40 P.M.
February 20 (M)	Staff and Student Recess (Presidents Day)
February 21 (TU)	Teacher Workshop/No School for K-12
February 21 (TU)	Winter Conferences 3:40 P.M. – 7:40 P.M.
February 23 (TH)	Winter Conferences 3:40P.M.-7:40P.M.
February 27 (M)	Central Park Band/Orchestra Concert at 2:00P.M. & 6:30 P.M.
March 1 (TH)	Kindergarten Registration Night 6:00P.M. – 7:30 P.M.
March 6 (TU)	Literacy Night
March 8 (TH)	End of Second Trimester K-6
March 9 (F)	Teacher Workday/No School K-12
March 12-16 (M-F)	Spring Break (no school for staff and students)
March 19 (M)	School Resumes K-12
March 20 (TU)	PTA Meeting 6:30P.M.
March 22 (TH)	Grade 3 Music Concert-6:30P.M.
March 26 (M) – April 13(F)	ELL WIDA K-12 Test
April 3 (TU)	Grade 5 Music Concert-6:30P.M.
April 6 (F)	No School K-12
April 9 (M) – 13 (F)	MCA Math On-Line Testing window—grades 3, 4, 5, 6
April 17 & 18 (TU, W)	MCA Testing grades 3, 4, 5, 6 Reading
April 23(M) -27 (F)	MCA On-Line Testing window-grades 3, 4, 5, 6
April 26 (TH)	Grade 2 Music Concert-Afternoon Performance
April 30 (M)	Teacher Workday/No School K-12
May 1 (TU) & 2 (W)	MCA Science Grade 5
May 3 (TH) - 18 (F)	Spring MAP Testing Window
May 10 (TH)	Celebrate Learning/Ice Cream social
May 15 (TU)	Grade 1 Music Concert-Afternoon Performance
May 15 (TU)	PTA Meeting 6:30 P.M.
May 25 (F)	Teacher Workday/ No School K-12
May 28 (M)	Student/Staff Recess (Memorial Day)
May 31 (TH)	Kindergarten Success Night 6:00 P.M. – 7:00 P.M.
June 7 (TH)	Last day for Kindergarten
June 8 (F)	Last Student Day (A.M. only for students; P.M. Staff Workshop)
June 10 (F)	Last Student Day (A.M. only for students; P.M. Staff Workshop)

## DAILY SCHEDULE

7:25 A.M.	Office Opens
8:45 A.M.	Buses Arrive
8:40 A.M.	Breakfast Starts
8:45 A.M.	First Bell
8:55 A.M.	Second Bell/Classes Begin
8:55 A.M.	AM Kindergarten Session Begins
11:25 A.M.	Lunch/Recess Session Begins
11:25 P.M.	AM Kindergarten Session Ends
1:06 P.M	Recess Ends
3:20 P.M.	Students Dismissed
3:25 P.M.	Buses Leave
4:00 P.M.	Office Closes



**SCHOOL HOURS**

Children should not arrive at school before 8:50 A.M. Supervision is not available before 8:50 A.M. Central Park is an “Early Start” school. Grades K-6 start at 8:55 A.M. and are dismissed at 3:20 PM. A.M kindergarten starts at 8:55 A.M and ends at 11:25 A.M. If your child does not attend Friendship Connection, please do not drop him or her off before 8:50 A.M.

**CONTACTING THE SCHOOL**

If you have a concern about school involving your child or any other issue, please call your child’s teacher first at 6511-481-9951. Teachers can also be contacted via email. Your child’s teacher’s email address is **first name.last name@isd623.org** (no space). If after that call or contact, you still would like to talk to someone else, please call:

- Florence Odegard - Principal ..... 651-481-9951
- Joe Wemette- Assistant Superintendent..... 651-635-1622
- Dr. John Thein. - Superintendent..... 651-628-6452

**STAFF WEBSITES**

All classroom teachers and a few other staff members have created their own web sites. The websites provide a great communication tool for Central Park Elementary. As parents/guardians, community members, and visitors view classroom web pages, they will be able to see some of the wonderful activities that take place in our school. The websites also provide contact information for those that would like to communicate with a staff member at Central Park Elementary School.

To view any of the classroom web site pages, open a web browser and go to <http://www.isd623.org/cp/> In the navigation bar, go to Classes.

**SCHOOL DISTRICT ADMINISTRATION**

- Dr. John Thein  
Superintendent of School 651-628-6452
- Joe Wemette  
Assistant Superintendent 651-635-1622
- Dr. Chris Sonenblum  
Director of Student Services 651-635-1608
- Karen Schaub  
Director of Community Service & Public Relations 651-604-3507
- Bob Rygh  
Director of Human Resources & Operations 651- 635-1611

**EMERGENCY NUMBERS**

In the office, we have a record of parent phone numbers and phone numbers of a friend or neighbor who can be contacted in case of an emergency. During early conferences, your child’s health and Emergency Card will be shown to you to make any additions or changes. We need to have accurate and up-to-date emergency information for your child.

If you have a regular schedule of activities, such as sports or volunteer work, please list your schedule on the back of the emergency card along with phone numbers where you can be reached. Call the school as soon as possible with any changes in emergency information for your child.

**EMERGENCY SCHOOL CLOSING**

In case of inclement weather or any other emergency, official school closing will be announced on radio station WCCO-830 on your AM radio dial. The following television stations will carry information about emergency school closing: KSTP, KARE 11, WCCO, and Fox 9. Our school district will be referred to in the following way “Roseville Area Schools, District 623”. Emergency closing information due to inclement weather will also be posted on the school district website at [www.isd623.org](http://www.isd623.org). in the “Current News” section by 6:00 A.M.

If school is in session and we should have to dismiss early because of threatening weather conditions, or any other emergency, students will be sent home on the bus, or walk as they normally would, unless families provide us with different arrangements. We would not be able to call all students’ parents/guardians to inform them of an early

dismissal. If your child should not follow the usual end of school day transportation routine or if students are dismissed early due to inclement weather or another emergency situation, please contact the school and communicate your plan.

### **RELEASE PROCEDURES**

According to Roseville's School Board policy, no student is authorized to leave the school building or grounds during school hours without approval from parents/guardians and the principal or his/her delegated agent. On occasion, parents come to school to take their child to a scheduled appointment. We request that in this case, parents come to the office to sign their child "OUT." With this in mind, our procedures are as follows:

- If your child is to leave school during the day, we ask that you send a note with your child to your child's teacher, stop in the office to sign your child out, and have your child called down to meet you.
- If you want your child who routinely takes the bus to walk home at the end of the day, we ask that you send a note to your child's teacher.
- People who sign a child out and are unknown by staff will be asked to show a picture identification.
- A note or a phone call will be required to release a child with anyone other than a parent/guardian.
- All individuals will sign in and wear an identification tag. Unknown people in the building will be directed and escorted to the office.
- All outside doors will be locked when students are in attendance with the exception of the main entry.

If you would like to arrange for additional safety measures, you are asked to provide the school with a list of names of people who have the exclusive right to take your child from school. However, if there is a separation or divorce situation and your intent is to restrict parental access, a copy of the restraining order must be on file at school.

### **STAFF RESPONSIBILITIES**

Each teacher and staff member is responsible for providing a positive and safe environment in which students can learn. Our teachers and staff have established classroom behavior rules that support appropriate behaviors and learning. We will make sure that all rules are enforced fairly and consistently so that a safe, orderly learning environment is maintained throughout our school. Teachers and staff will communicate with parents in a timely manner should concerns arise regarding student behavior and learning. It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

### **GUEST TEACHERS**

Guest teachers will be teaching in classrooms when the regular teacher is absent. Guest teachers are to be given the same respect and cooperation that we extend to all members of our school community.

### **STUDENTS AND THE MEDIA**

It seems each school year, Central Park is selected, often with very little notice, to be on television, appear in a newspaper, or some other form of media. Also, from time to time, we record or quote students for public relations reasons or to help individuals better understanding the educational needs of others. Your child may be a part of these experiences and Central Park would like to hear from you if you would not want your child to participate. Therefore, we are requesting your permission to have your child's picture or words used in these ways. If you are not comfortable with any of this, please let the principal know and a list of children whose families do not want such access will be kept, thus allowing us to better honor your wishes.

### **VIDEOTAPING OF SCHOOL PROGRAMS**

For some of our District 623 families, privacy is an extremely important safety consideration. When this is so, the school district does not allow use of any pictures of protected children in any form of media.

As video technology becomes easier and more popular, all of us in the school community might be in a position to unknowingly place families at risk. Help our families stay safe. If you videotape a school program, please make sure it does not end up posted on the Internet.

## **PLEDGE OF ALLEGIANCE**

By law, schools are required to recite the Pledge of Allegiance at least once a week. At Central Park, the Pledge of Allegiance is recited every Monday or the first school day of the week. Students will be allowed to opt out. Parents/guardians should send a note to their child's teacher if they do not want their child to recite the Pledge of Allegiance.

## **FIELD TRIPS**

State regulations govern school field trips. Equal opportunity is a primary reason for the guidelines. A fee cannot be charged for any field trip that is part of the curriculum (required). Fees may be charged for extra curricular field trips (optional). Since our budget cannot sustain the cost of all field trips, we will remind you that the cost will be on a voluntary basis.

## **FOOD USED FOR CLASSROOM PARTIES OR TREATS/BIRTHDAY TREATS**

- To protect the health of children within our jurisdiction it is our policy to prohibit any distribution of food or treats outside the school lunch program, except individually, commercially wrapped food such as candies, cupcakes, or ice cream cups.
- This excludes a number of foods including jelly beans and bags of candies because they would be held by a common, collective container. However, if these are in individual commercial wrappers holding single pieces or items they would be acceptable.
- This also excludes any foods made at home from being distributed within the classrooms for parties or treats even though individually wrapped because they would not be made by professional, qualified food handlers within a commercially supervised setting.
- Foods may be prepared by Nutrition Services staff for a nominal fee and the school kitchen may be used; however, because of insurance guidelines, kitchen personnel must be in attendance and compensated for their time according to District guidelines.
- This policy is expressly concerned with foods involved in classroom parties or treats for students and is not meant to limit the preparation of foods or treats related directly to the school curriculum.

If you wish to send treats for birthdays or holidays, please contact the teacher in advance. Several birthdays may be close together, and the teacher may ask you to send the treat at a later date.

## **HEALTH SERVICES**

A school nurse is assigned to Central Park. The nurse is at the school two days per week, generally all day on Tuesdays and Thursdays. A health assistant is available in the health office every day during school hours. Vision and hearing screening are done for selected grades and as requested by the classroom teacher and/or parents. Color vision screening is done for all kindergarten students. Scoliosis screening is done for selected grades.

## **OVER THE COUNTER MEDICATION**

The Roseville School District policy regarding over-the-counter medication is designed to protect students, parents and school personnel. All medication will be stored in the health office. Physician authorization/permission for over-the-counter medications may be requested at the discretion of the school nurse. A new physician authorization/permission form is required each school year. Parent signature, authorizing permission to dispense medication at school, must accompany any medication that is to be given at school. Over-the-counter medication must be labeled with the manufacture's instructions.

## **PRESCRIPTION MEDICATION**

All prescription medication is stored in the health office. This is for the safety of all students. Medication that is to be dispensed at school must be accompanied by a medication permission form that is signed by the prescribing physician and the parent. This authorizes the school staff to dispense the medication at school. All medication must come to the school health office in the pharmacy labeled bottle.

The pharmacy labeled bottle will need to include the following information:

- a) Student's Name
- b) Medication name and Dose
- c) Time of Day to take medication
- b) Doctor Name

Most pharmacies, when asked, will provide a container for school use. Medication that comes to school improperly labeled cannot be dispensed. Please direct questions /concerns about medication at school to the health office.

### **DISMISSING STUDENTS DUE TO ILLNESS**

Students who leave school during the school day for health related reasons must be dismissed through the health office. It is the school's practice for students who become ill at school to report to the health office. If the determination is made that the student should go home, then the health office staff will notify the parent/guardian. The student will wait in the health office for the parent/guardian to arrive, then the student will be dismissed from the health office. It is not the school's practice for students to phone their parents during the school day from the classroom to be picked up. All student dismissals are processed in the office. Only the principal or the principal's designee can dismiss a student from school. This is to ensure student safety.

### **STATE MANDATED IMMUNIZATIONS FOR SCHOOL ATTENDANCE**

All students entering kindergarten are required to have written documentation (day, month, year) for the following vaccines:

**5 DPT**

**4 Polio**

**3 Hepatitis B**

**2 MMR**

**1 Varicella or documentation of the Chicken Pox disease**

Students entering grade 7 (11 years or older) are required to show documentation (day, month, year) for the following vaccines:

**1 Td boost**

**2 MMR**

**3 Hepatitis B**

**1 Varicella or documentation of the Chicken Pox Disease.**

Students who are not in compliance with the requirements for the Immunization Law will be excluded from school. Please ask the health office staff if you have any questions or concerns

### **HOMEBOUND INSTRUCTION**

Homebound instruction may be made available to students who are chronically ill or who are expected to be absent from school for more than 15 consecutive days due to a serious illness or accident. A physician's authorization is necessary to initiate this service and to coordinate the student's educational program with medical treatment. Please contact the school nurse at 651-481-9951 if your student has a diagnosed medical condition that prevents regular school attendance. The school nurse will coordinate the necessary paperwork.

### **HOME/SCHOOL COMMUNICATION**

Conferences, Meet Your Teacher Night & Curriculum Night, report cards, the Thursday Folder, and the school newsletter are some of the ways you learn about your child's school experience.

Equally important are informal ways of communication. Please set aside time each day to hear about what your child has learned in school. Talk about the day's happenings, friendships, and feelings. Talk about school projects and become active in the Central Park PTA.

Whenever you feel the need or have a question about your child's experience in school, phone your child's teacher. If you have a concern, pursue it. If you are happy with the progress your child makes, express your thanks. We like to hear from you!

### **PANTHER PRIDE**

In the spring of 2009, Central Park received a two year grant from the Minnesota Department of Education to implement the research based program entitled School-Wide Positive Behavior Interventions and Supports (SW-PBIS). PBIS is a school-wide positive behavior intervention program that identifies and teaches expected student behavior, reinforces and rewards appropriate behavior and enforces consistent, meaningful consequences when violations occur. PBIS is a planned, effective way proven by research to meet the behavioral needs of students in a school setting that creates a conducive learning environment for all students. Central Park students know this

initiative as “Panther Pride” in which our four behavioral expectations (Respectful, Responsible, Honest and Safe) are explicitly taught using a matrix visual, multiple times during the school year. Expected behavior is reinforced with “paw print tickets” that are entered in a weekly drawing.

## **FIRE/LOCK-DOWN/TORNADO DRILLS**

### **Fire Drill**

Students will be instructed on proper evacuation procedures. Fire drills will be conducted five times a year. When the signal is given, everyone must clear the building quietly and as quickly as possible along the designated routes made for each classroom. The routes are posted in each classroom. Students remain with their teacher until the “all clear” signal is given.

### **Lock-down Drill**

Lock-down drills will be conducted five times a year to prepare students in case an emergency situation arises when a lock-down is needed.

### **Tornado Drill**

A tornado drill will be conducted during the Severe Weather Awareness Week.

## **SCHOOL PATROL**

School Patrols assist in maintaining safe and orderly procedures to and from school. One or more school patrols are stationed on each bus to assist the driver in maintaining safe and appropriate conduct on the bus. School patrols also assist students when students cross streets to and from school. School Patrols with stop flags are stationed where needed in the morning and when school is dismissed in the afternoons to assist children in crossing traffic. School Patrol provides grades 5 & 6 students with the opportunity to be leaders. While on patrol, students are expected to be role models, showing responsible behavior and a dedication to safety. If a fifth or sixth grade student is interested in serving as a school patrol, he/she will undergo a selection process. Students selected as school patrols participate in orientation and training in the fall and spring. The students are trained by the School Patrol Advisor and/or School Patrol Officer, Ron Durkot. Please contact Mrs. Jenni Kostecki at 651-481-6722 if you have questions.

## **STANDARDIZED TESTING IN ROSEVILLE AREA SCHOOLS**

Standardized testing in the Roseville Area Schools includes elements required by state and federal guidelines as well as tests that the District chooses to administer.

The state and federally mandated tests are called Minnesota Comprehensive Assessments. These tests in **reading** and **mathematics** are administered in grades three through eight, leading to high school tests that will need to be passed in order to earn a diploma.

Ninth graders are expected to pass a test in written composition; while tenth graders are expected to pass a test in reading. Eleventh graders are expected to pass a test in mathematics.

Science tests are administered to students in grades 5 and 8 and in high school as students complete their life science (biology) study. The science test at the high school level differs from the writing, reading, and mathematics tests in that it is not “high stakes” for students – meaning it is not a test needing to be passed in order to graduate; the test is designed to measure the effectiveness of the District’s science program.

Roseville Area Schools use locally developed criterion referenced assessments in reading and mathematics in kindergarten and first grade. These curriculum based tests help teachers plan instruction.

Students in grades 2 – 8 take the **Measures of Academic Progress (MAP)**, a product of the Northwest Evaluation Association (NWEA). MAP is a computerized adaptive assessment that provides educators and students’ families information designed to help improve teaching and learning. Educators use the growth and achievement data from MAP tests to develop targeted instructional strategies and to plan school improvement efforts. A major difference between MAP and other achievement tests is the immediacy of feedback. Teachers have data in a timely manner. Further, MAP is designed to measure growth over a year’s time in a way that other tests do not.

District 623 uses the **Cognitive Abilities Test (CogAT)** as a screening tool, allowing families and staff to compare this measure of aptitude with student achievement. In the 2011-2012 school year, the CogAT will be administered to students in grades 3 and 5.

During the 2011-2012 School year, the Test of Emerging Academic English (TEAE) for English Learners will be replaced with another test known as **ACCESS**. ACCESS stands for Assessing Comprehension and Communication in English State-to-State; the test is designed to measure English language proficiency. The ACCESS test is part of Minnesota's adoption of new English Learner standards known as World-class Instructional Design and Assessment (WIDA).

### **STUDENT RECORDS**

A cumulative school record, containing progress and developmental information, is maintained for each student. The folder contains such items as copies of progress reports, student work, standardized test scores such as the MCAs. These records are confidential. Access to a student's record is restricted to the parent/legal guardian and persons with a need to know who are directly associated with the student (i.e. teacher, counselor, nurse, etc.). Persons other than authorized school officials will not have access to student records without the written permission of a parent, except where a student's record is formally requested by an authorized investigative agency.

### **PLACEMENT OF STUDENTS**

It is the classroom teacher & principal's responsibility to assign pupils to classrooms and ultimately develop the class list. The following educational considerations are made when developing these lists:

- Academic achievement
- Personality and behavior
- Learning styles
- Special learning, emotional or behavioral needs
- Relationships with other people
- Family/parental input
- Diversity
- Gender balance

### **KINDERGARTEN REGISTRATION NIGHT**

Parents and children are invited to school each spring to attend Kindergarten Registration Night. This event offers parents a chance to meet teachers, look around the school, ask questions and register their children for kindergarten. Families who do not attend Kindergarten Registration Night, or who move into the district during the school year or during the summer should register their children for school at the District Center at 2151 County Road B2 , Roseville, MN 55113 or call 651-635-1626 for registration information. The registration office is open from 7:30 A.M. – 4:00 P.M. Monday – Friday. It is important to register a new student before the first day of school. We also have orientation for kindergarten parents/children before the first day of school.

### **AGE REQUIREMENT**

Minnesota State Statutes require that kindergartners be five years old on or before September 1 of their kindergarten year. Requests for early entrance are handled at the District Center. Please call 651- 635-1600 for more information. Typically the child is tested to determine if a child is developmentally and emotionally ready for school.

### **VISITORS**

We encourage parents to visit our school. However, we ask that all visitors sign the visitor's log in the office and obtain a name badge so we know who is visiting. If you wish to visit your child's classroom, please notify the teacher in advance so that the teacher can accommodate you.

## **SECTION 2 - CURRICULUM**

Students at Central Park are taught a balanced curriculum developed and reviewed regularly by teams of educators.

### **ART**

Art makes a core contribution to the total growth of your child by motivating and promoting greater learning in all curricular areas. Art activities are designed to encourage students to explore, express and communicate ideas in a creative way, while learning to understand and appreciate creativity in others. Activities in which your child will participate throughout the elementary grades include: ceramics, collage, drawing, fibers, painting, printmaking, and sculpture. Students in grades 1-6 have art instruction under the guidance of an art specialist. In this class, your child will explore a wider variety of materials and techniques than is available in the regular classroom. Classroom art activities are also a part of each child's program.

### **COMPUTER PROGRAM**

Through our computer literacy program our students learn about the use of computers and a wide variety of programs. Students receive extensive "hands on" experience. Students use programs that reinforce what they learn in the classroom, such as math drills. They also enjoy creative activities such as logo, newsroom, and print shop.

### **BAND/ORCHESTRA**

Elementary Orchestra and Band involves 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> graders. Beginning Violin instruction begins in 4<sup>th</sup> grade, beginning instruction on all the other instruments (Viola, Cello, Bass, Flute, Clarinet, Saxophone, French Horn, Trumpet, Trombone, Baritone, & Percussion) starts in 5<sup>th</sup> grade. The major goal of the elementary orchestra and band experience is to provide a solid base of musical skills and techniques, while providing an opportunity for students to have fun making music with others. This is accomplished through weekly lessons, large group rehearsals, school concerts and district festivals.

Success in music is largely determined by the desire to succeed, the motivation to practice consistently, parental support and quality instruction.

Students receive instruction in a small group once a week for 20-30 minutes in like-instrument and/or like-ability groupings. Lessons are scheduled so students will have as little interruption in their daily schedules as possible. Students are expected to practice between lessons and record practice time on a practice card/calendar. Large group rehearsals are held once a week to prepare for the school concert and district festivals.

More detailed information is on the district website. Look for "District Elementary Band and Orchestra" in the "Classes" section of the Central Park website.

### **HEALTH**

The "Great Body Shop" has been adopted as the resource for teaching our health outcomes. General outcomes are:

- a) Understand how we grow and mature; physically, mentally, emotionally, and sexually.
- b) Develop healthy behaviors and practice: nutrition, exercise, healthy attitudes, wellness and basic hygiene.
- c) Increase personal safety: disease prevention, chemical abuse prevention, and safety in physical environments and in relationships.
- d) Build healthy, productive relationships.
- e) Learn and practice reflective thinking, planning, and communication skills regarding health and wellness issues.
- f) Learn about health and wellness issues in a manner which shows respect for self and others, values families, and builds personal responsibility.

### **MATHEMATICS**

The mathematics program teaches children not only to find correct answers, but also to understand a variety of ways to think about mathematics and to determine answers. Students learn that mathematics includes exploring, investigating, reasoning logically, communicating effectively, and using a variety of materials in a way that promotes long-term success in mathematics. Problem solving, estimating, patterns, number sense, geometry,

statistics, probability, measurement and computation are studied at each grade level. Knowledge of basic facts and computational procedures is expected.

## **MUSIC**

In music your child will experience a variety of learning activities, singing, playing melodic and rhythmic instruments, learning elements of music and studying music literature and the lives of composers. Lessons are planned to give your child a well balanced musical experience so they will develop enjoyment and appreciation of music and find an outlet for personal expression. Each class has music instruction with a specialist two or three times a week.

## **PHYSICAL EDUCATION**

Your child will learn the importance of a physically active lifestyle. The physical education department curriculum provides carefully planned instruction to fulfill the growth, development and behavior needs of your child. Emphasis in grades K-3 is on movement and body skills. Teachers present many of these skills in a simplified game format. Games increase your child's enjoyment while they are learning to direct and control their body. In grades 4-6, students learn team games such as soccer, basketball, field hockey, etc. While fundamental movement skills are taught, the game itself is an important part of the program and it provides motivation for practice and helps develop good sportsmanship. The entire Physical Education program also believes in teaching students the value of participating in lifetime activities, as well as maintaining high levels of fitness throughout their lifetime. Students are required to wear non-marking tennis shoes (no-slip-ons) for gym.

## **LITERACY**

In the fall of 2010, there was a district-wide implementation of a new K-6 literacy program. Literacy includes reading, writing, and oral communication as detailed in the MN standards in reading and language arts, as well as district outcomes.

The new literacy program maintains strong alignment to expected content in each grade while also advancing our district's strong focus on equity. The program emphasizes a gradual release of responsibility from teacher to student. Skills first are taught explicitly by the teacher, then often are practiced together in cooperative settings, with students practicing independently only after strong initial support has been provided. This approach helps to ensure a high likelihood of success for all students.

Students read a wide variety of fiction, nonfiction and poetry across a range of genres. Nonfiction selections are aligned to national science and social studies standards. Selections become more varied as students advance through the grades. Writing instruction aligns to reading, with students often learning to write the same genre as they are studying in their reading groups. Students are taught to write in a variety of forms through a process approach that includes pre-writing, writing, revising, editing, and publishing.

Spelling, grammar, and usage are taught both through specific lessons that help students expand their skills, as well as through applied activities like process writing. Greater emphasis is given to applied/embedded activities as students advance through the program, although specific skills lessons are part of instruction at all grades.

Student motivation is fostered through the varied texts and activities students complete throughout the program. Students have ongoing opportunities to talk about their learning, and to read, write, and think critically throughout their K-6 experiences.

## **SCIENCE**

The elementary science program FOSS (Full Option Science System) emphasizes scientific thinking skills. Life, earth, and physical science concepts are studied at each grade level using engaging, hands-on-materials. Listed below are the units for each grade level.

Kindergarten – Animals Two by Two, Fabric, Paper

Grade 1 – Insects, Solids & Liquids, Pebbles, Sand & Silt

Grade 2 – New Plants, Balance & Motion, Air & Weather

Grade 3 – Structures of Life, Physics of Sound, Measurement, Water

Grade 4 – Magnetism and Electricity, Earth Materials, Water (fall of 2012), Engineering (Roseville kit)

Grade 5 – Environment, Variables, Power Standards (Roseville Kit)

Grade 6 – Newton’s Toy Box, Chemical Reactions, Scientific Method (Roseville Kit)

## **SOCIAL STUDIES**

The Social Studies curriculum, taught from a multicultural perspective includes the following areas of focus:

Kindergarten – Self, Family, School

Grade 1 – School, Communities, Geography, Citizenship

Grade 2 – U.S. Communities, African and European Communities, Citizenship, Geography

Grade 3 – U.S. Geography, States, Inventors, Entrepreneurs. Heroes, Native Americans

Grade 4 – Regions, Minnesota History and Geography, Native American

Grade 5 – U.S. History and Geography, Immigration

Grade 6 – World History: Early and Classical Civilizations

Social Studies instruction includes the use of a variety of print and non-print materials and is often integrated into multidisciplinary learning with reading, art, music, math, and other curricular areas.

## **SPECIAL EDUCATION**

The Central Park Special Education team is made up of the following professionals: Speech/Language Clinician, School Psychologist, Special Education Teachers, School Nurse and School Social Worker. District itinerant staff members join the team as needed. These staff include: Occupational Therapist, Physical Therapist, and Developmental Adaptive Physical Education Teacher. This staff provides a continuum of services to students who meet the State of Minnesota criteria for a variety of specific disabilities which may include: Specific Learning Disability, Speech/Language Impairment, Other Health Disability, Emotional/Social/ Behavior Disorder, Developmental Cognitive Disability, and Autism Spectrum Disorder. More information about district services or consideration for a referral to the Special Education Team for an evaluation is available online on the Roseville Area Schools home page at [www.isd623.org] under Programs and Services, then Student Services.

## **SECTION 504**

Roseville Area Schools supports the aims of Section 504 of the Human Rights Act and is committed to providing accommodations for students in our schools.

### **Who Qualifies for Section 504?**

A person is "disabled" within the meaning of Section 504 if he/she has a mental or physical impairment which *substantially limits* one or more *major life activities*.

### **Substantially Limits...**

An impairment is only a "disability" under Section 504 if it *substantially limits* one or more major life activities, such as learning. An individual must be unable to perform, or be significantly limited in the ability to perform, an activity, compared to an average person in the general population.

### **Education is Considered a Major Life Activity**

Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. When a condition significantly limits a major life activity, an accommodation plan must be developed for that individual. Accommodations or services must be determined by a team knowledgeable about the individual and his/her disability.

Parents or students may request accommodations under the protections of this law by contacting the building principal or program supervisor.

## **District Compliance Officer for Section 504**

### **Dr. Chris Sonenblum**

Director of Student Services

651-635-1608

### **ENGLISH LEARNER PROGRAM**

Central Park has a number of students who speak languages other than English. To assist students in acquiring English, the school employs specialized teachers who provide direct instruction in English. The teachers provide a range of direct and indirect instructional support based on the needs of the student. Each student will be provided an instructional program that is based on the World Class Instructional Design and Assessment standards (WIDA), as required by the State of Minnesota.

### **MEDIA/TECHNOLOGY CENTER**

Technology/Media Center is a facility which provides opportunities for staff and students as they progress on their educational journey. The Media Center staff assists students and faculty in becoming creative problem solvers as well as self reliant life long learners.

Staff: Jane Gottfried – Media/ Library Specialist  
Laura Beal - Media Technology Assistant  
Charry Marczewski - District Instructional/Technology Assistant

Students and staff are able to access over 16,000 books with a variety of special collections, including bilingual English-Spanish titles, Early readers (early chapter books), and Guys Pick (a special collection of books that interest male readers) A separate magazine collection featuring periodicals that are of general interest are also housed in the center. Daily checkout is available to all students in grades kindergarten through sixth.

There are two iMac computer labs with computers that provide internet connections. They are located in separate areas of our school building.

### **GIFTED AND TALENTED SERVICES**

Students in the Roseville Area Schools come from a variety of backgrounds and have a wide variety of academic needs. Curriculum enhancements for students who have exceptional academic needs beyond the regular curriculum are provided through differentiation of the curriculum by the gifted and talented cluster classroom teachers. In addition, students may participate in enrichment program services. These enrichment opportunities are integrated into the school day and through academic enrichment competitions offered after school. Students are provided information regarding metro area enrichment programs and summer enrichment opportunities in the metro area, including North Suburban Summer Academy.

Students are selected to participate in the Gifted and Talented Programs during the school year by meeting district wide criteria, which includes teacher screening, parent survey information, student interview, group ability testing and individual ability testing. Students are informally identified for services in grades 1-3 and formal identification takes place during third grade. Formal recommendations are completed by the end of the school year for placement in the upcoming school years.

### **TITLE I/BASIC SKILLS PROGRAM**

Central Park is a Title 1 School. At the start of the 2010-2011 School year, Central Park implemented a School-wide Title 1 program. Being a Title I school allows our school to receive additional federal funding which allows us to focus in instructional reform throughout the school with the goal of raising academic achievement for all students.

#### **Title I /Basic Skills Staff**

Miriam Sikora, Literacy Coach  
Jeanne Snyder, Teacher  
Shelley Hoehn, Teacher  
Jane Gottfried, Teacher

#### **Whom Should I call with questions about Title 1/Basic Skills?**

Questions about students' progress and performance should be directed to the classroom teacher or the Title I teacher. General questions about the Title I program may be directed to the Title I Teacher, or the Principal.

**Title 1 and Parental Involvement**

Title 1 schools are required to submit a plan to the Minnesota Department of Education on a yearly basis. As part of the School-wide Title 1 plan, schools are required to submit a Parental Involvement Plan. To obtain a copy of the Central Park's Parental Involvement Plan, please contact the school at 651-481-9951

## **SECTION 3 - STUDENTS' RIGHTS, RESPONSIBILITIES AND GUIDELINES**

### **BREAKFAST PROGRAM**

Breakfast is served daily and is offered to all students for \$1.70 full price and at no cost to students who qualify for free/reduced price lunch. The students are released from the bus early in order to eat before the school day begins. The daily menu offers a variety of cereals, toast, juice, fruit and non fat milk. Hot items are available weekly.

### **MEALS**

Breakfast and hot lunch are served daily and the menus are sent home via the monthly newsletter. Parents can access the menu via the District's webpage at [www.isd623.org](http://www.isd623.org). The nutritional analysis is also available as a link and is designed to assist diabetic students. The cost of breakfast is \$1.65 per meal and \$2.40 for each lunch. The cost of reduced price lunch is 40 cents. Nonfat milk is offered with all hot and cold lunch meals or is available for cold lunches brought from home for 50 cents each. Please pay for lunches in advance either by the week, month, or full year. Checks should be made payable to Central Park Elementary School. Parents can also use PayPams to pay online either [www.isd623.org](http://www.isd623.org) or [www.paypams.com](http://www.paypams.com). Application for free and reduced price meals can be obtained from the school or District offices. Please note that students' accounts must be paid in advance before they can eat. No charging is allowed. If you are having financial difficulties, please contact Mrs. Odegard at 651-481-9951 or Ms. Richardson at 651-635-1619.

Parents may join their children for lunch or breakfast any day. We ask that you call the school office prior to 9:30 A.M. or send a note with your child in the morning to inform us that you would be joining your child for lunch. The cost for an adult/visitor (including preschool children) is \$3.90 and breakfast is \$2.35.

Please keep in mind that our system is not set up to take cash during the lunch hour, so deposits must be made before or after lunch for the next day.

### **ALA CARTE**

We have a limited ala carte program for elementary students who wish to purchase extra beverages. If you do not want your child to purchase extra beverages, simply call your student's school office and indicate your preference. Please note that your student account must have a positive balance in order to allow all purchases.

- 4 oz. 100% fruit juice including calcium enriched orange juice is \$.45
- 8 oz. Skim and Chocolate skim milk is \$.50
- 8 oz. Bottled water is \$.50

### **SUGGESTED STUDENT SUPPLIES: 2011/2012**

\*Label as much as you can.

\*\*All students must have soft soled shoes with hook and loop fasteners or laces for gym

### **KINDERGARTEN**

#### **Please bring supplies to Kindergarten Orientation**

School bag/back pack (at least 10x14)

Paint shirt (any big shirt will do)

Tennis shoes (for gym)

1 Box thin washable markers classic colors (label each marker)

1 Box thick washable markers classic colors (label each marker)

6 glue sticks (to share) do Not Label

1 water color paint

1 box of facial tissues

1 pkg of napkins

1 roll of paper towels

1 Marker Box

1 Box of gallon size bags with zip closure

6 Low odor, dry erase markers (to share)

## **FIRST GRADE**

### **Please bring supplies to Meet the Teacher Night**

#### **Community Supplies (do not label)**

3-4 large erasers (pink or white)  
Crayons (box of 24) 3 Boxes  
Colored markers (thick/washable)  
10 glue sticks  
4 Dry erase markers - Low odor  
4 Pocket folders (solid colored; blue, red ,green & yellow)  
3-4 Box of facial tissues

#### **Individual Supplies (Please label)**

Scissors (child size)  
1 sock to use as an eraser (used is fine)  
1 Composition notebook (bound, not spiral)  
School bag or backpack  
Tennis shoes for gym  
Optional: small water bottle with lid

## **SECOND GRADE**

### **Please bring supplies to Meet the Teacher Night**

Crayons and markers (no more than 24 pack)  
72 Pencils (or more)(no mechanical pencils) (Class Collection)  
1 School box for pencils (8 1/2 by 5 1/2 size)  
2 boxes of tissue (for class)  
2 Packs of 4 White Board Markers (odorless)  
4 Large green or pink erasers (chunk)  
Scissors  
Tennis Shoes (to be left at school), or brought to school on gym days  
**NO** trapper keepers  
4 large glue sticks  
1 Plastic Folder (with fasteners and pockets)  
1 Box of colored pencils

## **THIRD GRADE**

Scissors  
Crayons (box of 24)  
Markers  
36 #2 Pencils (available at all times)  
Eraser  
3 Tissue boxes for the class ( 1 box for specialists)  
Glue & Glue stick  
Tennis shoes (For Phy. Ed Class)  
4 folders  
4 Pack dry erase markers  
1 Sock for an eraser  
1 Box zipper bags (if last name starts with A-L gallon size  
M-Z purchase snack size) Any brand is fine  
1 Plastic Folder  
1 Inexpensive drawing pad (options but recommended)  
2 Red marking pencils or pen  
2 Black felt tip pens  
12" Ruler (Customary & Metric) NOT bendable ones  
1 Box colored pencils (12 or 24)  
1 Set of watercolors  
1 Yellow highlighter  
4 Spiral (Wide-Rule) notebooks  
1 composition notebook

#### **FOURTH GRADE**

3 Non spiral wide lined notebooks  
Red pen or pencil  
1 Set of colored pencils  
3 Boxes of tissue (to be shared with the class) (1 box for specialists)  
4 Pocket folders  
48 Pencils #2 (**No Mechanical Pencils**)  
Pencil box or bag  
Glue bottle or glue stick  
Scissors (sharp enough to cut cloth)  
Eraser  
8 pk markers  
Tennis shoes (for phy-ed)  
NO trapper keepers, they do not fit in the desk/bins

#### **FIFTH GRADE**

Plastic Magazine File  
Loose leaf paper (1 pks)  
#2 Pencils (2 boxes of 24)  
Last Name A-L bring sandwich size ziptop plastic bags  
Last Name M-Z bring gallon size ziptop plastic bags  
Eraser (large)  
Colored pencils (12 pk) must have  
Colored markers  
Scissors  
3 boxes of Tissues  
Protractor  
12" ruler (English & Metric)  
Pencil pouch  
5 Red pens  
2 Highlighters  
6 Folders with pockets  
1 Hand held pencil sharpener \*\*\*  
1 Inch 3 ring binder  
2 Glue sticks  
1 pair of tennis shoes  
6 spiral notebooks

#### **SIXTH GRADE**

**\*\* Item will be shared in the Classroom \*\*\***  
\*#2 Pencils (available at all times)  
\*Colored pencils (12 pkg must have)  
\*Scissors (quality)  
\*1 Glue stick  
\*1 pkg of markers  
\*3 boxes of Tissue box (1 box for specialists)  
\*Protractor  
\*Compass  
1 Composition Notebook  
Eraser (large)  
12" ruler (English & Metric)  
Pencil pouch – no pencil boxes  
5 Red pens  
2 Black fine point markers  
2 Highlighters  
6 Folders with pockets

1 Hand held pencil sharpener \*\*\*  
1 pair of tennis shoes  
4 spiral notebook  
Mechanical pencils encouraged

### **SCHOOL PICTURES**

Individual student pictures and class pictures are taken in the fall. Details of prices of different picture packets will be sent home prior to "Picture Day."

### **INDOOR RECESS**

Generally, when the temperature at noon recess time is below 0° Fahrenheit or the wind chill is -11° Fahrenheit (or colder) students will remain indoors. Rain or sloppy playground conditions may also necessitate an "inside" day.

### **OUTDOOR RECESS**

To maximize afternoon learning, students need open ended self-directed recreation play time. All students are expected to participate in outdoor recess. **Boots are required of all students** at noon recess during the winter months. Exceptions, for medical reasons, may be granted with a doctor's note. Please dress appropriately for the weather.

### **LOST AND FOUND**

The lost and found box for clothing is located in the hall near the office. Jewelry, money, wallets and purses can be claimed in the office. You can help your child retrieve lost clothing more easily by labeling their belongings with their name. If your child leaves something on the bus, please contact the bus company at (651) 482-1794. The lost and found box is emptied and taken to Goodwill at the end of the school year.

### **DROPPING OFF/PICKING-UP STUDENTS**

When driving your students to school, please be extra careful. Children do not always act in logical ways or look before running into a street. The extra time it takes to drive a little slower or park and walk to the school is well worth it. Student safety is everyone's responsibility.

When dropping children off for school or picking them up, please observe all posted parking and traffic signs, including the bus zone. **Please do not enter the school bus drop off/pick up area located south of the building.**

### **STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY**

There are times when it is necessary for a child to leave school early for an appointment. We would appreciate it if you would attempt to schedule those appointments either before or after school. However, when it is necessary for your child to be excused during school hours, we ask that a note with your request be given to the teacher; the teacher will forward the note to the front office. **Please come to the office to sign out your child.** It is important that we have a record of who picks up your child.

Elementary children are not allowed to leave the school grounds for ANY REASON from the time of their arrival without an authorized adult. If you plan to pick your child up after school, please come into the building and wait in the hallway by the front office. Please do not go to the classroom. These procedures are necessary to ensure the safety of all students.

### **CHANGE IN FAMILY STATUS/RESIDENCE/AND/OR TELEPHONE NUMBER**

Please inform the school of any changes in your family status. This might include change of residence, telephone number (home, work, or emergency), parent's occupation or change of marital status. This information is necessary for our records in case of emergency.

### **THE RIGHT TO PARTICIPATE IN STUDENT GOVERNMENT**

Student Government exists to represent the student body and to be responsive to the needs of students. Students have the right to be represented and to air grievances, problems, and concerns through the legitimate channels of the school.

### **THE RIGHT TO BE INFORMED OF THE RULES**

Students (or their parents) have the right to be informed of all policies, rules and regulations they will be expected to follow.

### **THE RIGHT TO FREE SPEECH AND EXPRESSION**

Our students represent a wide range of diversity and opinion and background. Students have the right to express opinions, to take stands and to support causes (either publicly or privately) provided false or damaging statements are not made about a person and provided the actions do not disrupt the learning atmosphere in the school. Obscene and disrespectful language and gestures will not be tolerated.

### **THE RIGHT TO PRIVACY**

Students' right to privacy regarding school records will be protected according to the Family Educational Rights and Privacy Act (FERPA) and Minnesota Government Data Practices Act. Parents/guardians have the right to examine and challenge the content of the student's record folder and to block the release of certain information to outside parties.

Roseville Area Schools keeps "directory information" on students; the information is available to outsiders without parental consent unless parents/guardians inform the principal that directory information may not be released. Directory information generally includes the following information relating to a student: the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, pictures in school-approved publications or newspapers or cable transmissions, grade, sex, and other similar information. "Directory information" does not include identifying information on a student's religion, race, color, social position, or nationality.

### **THE RIGHT TO LEARN**

- Each student has the right to attend school and gain an education as provided by the law.
- The right to learn also includes the right of classes to meet and carry on studies without interruptions, disruptions, or distractions. Behavior which takes away from the normal functioning of class is an infringement on the rights of others.
- A student who has an excused absence from school has the right to make up the work missed during any absence or to complete an alternative (substitute) assignment.
- When a student is absent from school for an extended period of time because of illness the parent or legal guardian may request a homebound teacher.
- A student may apply for enrollment in special programs offered in our school district.

### **RESPONSIBILITY OF ACADEMIC WORK**

Students are responsible for completing assignments on time and according to the instructions given by the teachers. Students are responsible for bringing to class all materials required for daily classroom use.

### **ATTENDANCE GUIDELINES**

Part of your child's responsibility as a student is to attend school faithfully, whenever he/she is healthy. School is your child's full-time job.

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class. Finally, it is the student's responsibility to request any missed assignments due to an absence. The Minnesota Compulsory School Attendance Law mandates that students be in school every day on time unless they have an acceptable reason to be absent or tardy.

#### **When a Child is Absent**

- Please call the school at 651-481-9951 before 9:30 A.M. to report your child's absence. Calls will be taken 24 hours a day with the help of our voice mail system. If we do not hear from you, it is our practice to call your

home or work number to follow up on your child's absence. This is a safe arrival issue; the school is required to contact you. If your child has any communicable infectious disease (suspected or confirmed) and/or conditions such as head lice or scabies, please report this to the school immediately.

- If a child frequently complains about illness (such as stomach ache or headache) and does not wish to go to school, yet displays no apparent symptoms such as vomiting, diarrhea, or fever, there may be other reasons (such as school avoidance). Please discuss this situation with your child's teacher or the principal.
- We urge you to carefully consider circumstances that keep your child out of school. Regular school attendance and school success are linked. Thank you for your cooperation in insisting that your child attends every school day. This will let your child know that you value education.
- When a child must leave during the school day because of illness or an appointment, parents must come into the school office to sign the child out of school before taking the child out of the classroom or nurse's office.

Regular attendance is recommended, but if your child is displaying symptoms of illness, we encourage you to keep him/her home rather than trying to achieve perfect attendance. A headache and/or fever should be checked before a child is sent to school. Remember, most communicable illnesses are usually contagious in their earliest stages. We know it is often difficult to schedule medical appointments, but whenever possible, try to schedule appointments outside of school time.

### **Types of Absences**

There are two types of absences: excused and unexcused.

#### **Excused Absences**

Excused absences include

- Illness
- Serious illness in student's immediate family
- A death in the student's immediate family or of a close friend or relative
- Medical/dental treatment
- Court appearances occasioned by family or personal action
- Religious instruction not to exceed three (3) hours in any week
- Physical emergency conditions such as fire, flood, storm, etc.
- Official field trip or other school sponsored outing.
- Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

#### **Unexcused Absences**

All other absences are considered unexcused, and therefore truant. An unverified absence is also considered unexcused. Some unacceptable reasons (unexcused) for being absent include:

- Staying home to baby-sit
- Oversleeping
- Missed the school bus
- Cold weather
- Lack of ride to school

#### **Consequences of Unexcused Absences**

The school may petition with the Ramsey County Attorney with a referral to the FTIP program (Family Truancy Intervention Project) if a student is absent from school without a lawful excuse for three days.

#### **Tardiness**

We require that a parent/guardian call the school if a student will be late to school for any reason. The parent should accompany their child into school and sign them in at the front office. This will ensure safe arrival to school.

Students are expected to be in their classroom at 8:55 A.M. Failure to arrive in the classroom by this time will constitute a tardy. Students who are tardy at the start of a school day must report to the front office for a tardy slip to be given to them by the office staff.

**Excused Tardiness**

Valid excuses for tardiness are illness; serious illness in the student's immediate family; a death in a student's immediate family or a relative; medical or dental treatment, physical emergency conditions such as fire, flood, storm, etc.; any tardiness for which the student has been excused in writing by an administrator or designee.

**Unexcused Tardiness**

An unexcused tardiness is failing to be in the classroom by 8:55 A.M. start time without a valid excuse. Excessive tardiness may also result a petition to the Ramsey County Attorney and a referral to the FTIP program (Family Truancy Intervention Project).

**WHEN SHOULD MY CHILD STAY AT HOME?**

If a student has had a fever of 100 degrees or greater, the student should stay home for 24 hours after the temperature has returned to normal. If a student has vomited or had diarrhea, the student should stay home for 24 hours after the last episode. If the student has had a rash that may be disease-related or the cause of the rash is unknown, consult the student's physician before sending the student to school. If the student is ill and stays home, please phone the school daily to report the illness.

**DISCIPLINE GUIDELINES/STUDENT BEHAVIOR EXPECTATIONS**

Each student is responsible for coming to school each day prepared and ready to learn. Central Park staff wants each student to do his/her best to become a life long learner. To do so, we strive to create a friendly and safe environment for learning where all students show respect and courtesy to each other. Classmates, parents, and the Central Park staff expect each student to also use his/her best conduct in the classroom, in the hallway, in the lunchroom, on the playground, and when coming to school and going home from school. We expect the best from each of our students at all times.

Behavior expectations will be explicitly taught to students at the beginning of the school year. Behavior expectations will be re-visited several times during the school year. The behavior expectations are outlined in the following matrices.

# Central Park Behavior Expectations

	<b>Classroom</b>	<b>Lunchroom</b>	<b>Playground</b>	<b>Hallway</b>	<b>Bathroom</b>	<b>Bus</b>
<b>Respect</b>	Use voice level indicated by teacher Use respectful words & body language	Use a level 2-3 voice Use manners	Use respectful words and body language Wait your turn	Use a level 1 voice	Flush toilets	Use a level 2-3 voice Follow directions from driver 1 <sup>st</sup> time Use respectful words Stay behind yellow line
<b>Responsibility</b>	Share & take turns Follow adult directions 1 <sup>st</sup> time Keep body parts & objects to yourself	Follow adult directions 1 <sup>st</sup> time Clean your area & stack your trays Keep body parts & objects to yourself	Follow adult directions 1 <sup>st</sup> time Line up when bell rings Keep body parts & objects to yourself Use equipment properly in the assigned area	Hands to self and off the wall	Use bathroom for intended purpose	Stay seated in assigned seat for a.m. & p.m. ride Keep body parts & objects out of the aisle
<b>Safety</b>	Keep body parts & objects to yourself	Keep body parts & objects to yourself	Use equipment properly in the assigned area	Walk in the hallway Walk on the right side of the hall	Wash hands with soap & water	
<b>Honesty</b>	Accept ownership for behavior choices Come to school prepared	Eat your own food	Use only school approved equipment	Go directly to your destination	Use the correct bathroom	Ride your assigned bus Food, drink & objects from home stay in your backpack



### ASSEMBLY BEHAVIOR EXPECTATIONS

<b>Respect</b>	Use a level 1 voice  Show appreciation with good listening and applause
<b>Responsibility</b>	Stay seated on your pockets  Keep your eyes and ears on the speaker
<b>Safety</b>	Keep body parts & objects to yourself  Follow teacher directions at arrival and dismissal
<b>Honesty</b>	Leave only in an emergency and with the permission of your teacher

### LIBRARY/MEDIA CENTER BEHAVIOR EXPECTATIONS

<b>Respect</b>	Use a level 1-2 voice  Use respectful words and body language
<b>Responsibility</b>	Take care of library materials
<b>Safety</b>	Keeps hands, feet, and objects to self
<b>Honesty</b>	Check out and return books on time  Tell an adult if a books gets lost or damaged

## **DISCIPLINARY ACTION**

If a behavior involves a disciplinary problem, it will be referred to the office administration. Behaviors referred to the office include

1. Continuous Disruption
2. Bullying
3. Violence
4. Harassment
5. Dangerous Defiance
6. Vandalism
7. Leaving School Grounds
8. Fighting/Physical Aggression
9. Use of Inappropriate Language/Gesture Towards Staff
10. Drugs, Alcohol, Cigarettes
11. Weapons
12. Terroristic Threats
13. Theft/Stealing

The above behaviors may result in disciplinary action that includes, but is not limited to one or more of the following:

- Student conference with teacher, staff member, or principal
- Parent contact
- Parent conference
- Removal from class or before/after school event
- In-school suspension
- Suspension from extracurricular activities
- Loss of privileges such as recess
- Referral to in-school support services
- Financial restitution
- Referral to police or other law enforcement agencies or other appropriate authorities
- Out of school suspension under the Minnesota Pupil Fair Dismissal Act.
- Expulsion or Exclusion under the Minnesota Pupil Fair Dismissal Act.
- Other disciplinary actions as deemed appropriate by the school district.

## **PLAYGROUND EQUIPMENT SAFETY GUIDELINES**

- Only go down the slides.
- Do not go on top of the monkey bars.
- No more than two people on a tire swing at a time.
- Sit on tire swings only; do not lie or stand on the swings.
- Do not push people on the gliders; blue gliders are for students in grades 4, 5, & 6 students only.

- One person on the log roll at a time.
- Do not go on top of the roofs of the playground equipment.
- Walk on the playground equipment.
- Woodchips, snow, rocks, sticks, and any objects that could be thrown should stay on the ground.
- Do not jump from high points on the playground; for example, do not jump from the ladder to the slides.

## **SCHOOL YARD/BUILDING GUIDELINES**

- Defacing or carving on walls, desks, tables, or any school property is not permitted.
- Marking or writing in all school books is not permitted.
- Place paper or waste matter found in our school or on school grounds in trash or recycling bins.
- Respect school displays and student work.

## **BUS RULES AND GUIDELINES**

### **Bus Procedures**

All students will receive an assigned seat on their bus. They will then be expected to keep that seat for the remainder of the school year. Please call if you or your child has concerns regarding this process.

We believe that having assigned seats reduces problems; therefore, providing a quiet and safe ride to and from school. It eliminates students running and pushing to get to favorite seats. Assigned seating also serves in eliminating rejection by others who may not want to sit by a certain student.

We ask that you do not use the buses to transport children for parties, meetings, or other get-togethers. We can at times accommodate one child; however, putting groups of children on buses for social events can be very challenging.

If your child needs to ride a different bus, the parent/guardian will send a note authorizing the child to ride a different bus. The principal or principal's designee will approve the child to ride the bus based on availability of space. Students will not be allowed to ride a different bus without (a) a note from a parent/guardian and (b) approval by either the principal or the principal's designee.

Please decide if your child will walk to school or ride the bus. If on a given day you choose to alter your child's mode of transportation, a note from home should be sent to the school. Please call the office if your "walker" needs to ride a bus.

Children should be dropped off and picked up at the front west door when buses are present. Hours for drop off are between 8:50 A.M. and 8:55A.M.; hours for pick-up are 3:20 P.M.-3:25 P.M. Please do not drop off or pick up your children on County Rd. B2 or along the south driveway. There is too much traffic and congestion in these areas.

Making the student's ride safe and pleasant is a responsibility we take very seriously. Our buses and children have a good safety record thanks to careful drivers and parents who emphasize safe conduct on buses and at bus stops. If there are problems with the bus schedule or bus stops, please call 651-635-1609 and report the problem to Mr. Jan Vanderwall.

At Central Park, we strongly believe the bus ride is an extension of the school day. We expect students will stay seated and remain relatively quiet during their ride.

Our bus drivers are vitally important. They see the students first and often help set the tone for the day. Please remind your children of acceptable bus behavior by encouraging them to listen to their bus driver and treat the driver respectfully.

The following is a list of the rules students are expected to follow:

1. Obey the bus drivers' directions.
2. Sit in assigned seat.
3. Remain seated while the bus is moving.
4. Show respect for others. (Do not argue, swear, tease, throw objects, push, fight, wrestle, etc.)
5. Treat the school bus appropriately. (Do not write on the bus or pull material from seats.)
6. Speak quietly. (A single voice should not be heard above others)
7. Keep head, arms, hands and feet inside the bus at all times.
8. Do not eat or drink or chew gum on the bus.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Obtain permission before riding on any bus to which you are not normally assigned.

If a student breaks any of the above rules, the bus driver or school patrol will remind them of the rules and issue a verbal warning. If the student continues to be difficult, the driver will fill out a referral form and submit it to the principal or principal's designee, who will then decide the appropriate course of action.

The school patrol is on the bus to help remind students of the bus guidelines. If the school patrol witnesses another student who is not following the bus guidelines, he/she will report the student to the bus driver or to the principal or principal's designee. Depending on the severity of the infraction, a warning may be issued or the student may be suspended from the school bus for a specific amount of time.

Problem solving or bus suspension is given when rules are ignored. At times, a student is moved to the front seat so their behavior can be monitored. If the student persists in breaking the rules, they may not be permitted to ride the bus for a time. We will make every effort to keep parents informed of problems as they ride. A bus behavior letter will be sent home for parents to read, sign, and send back to school.

It is the principal's or principal's designee's responsibility to remove a student's bus riding privilege if there are safety violations.

**1st violation:** Warning and student parent/guardian contacted.

**2nd violation:** Loss of bus riding privileges for up to three (3) weeks.

**3rd violation:** Loss of bus riding privileges for up to three (3) weeks.

Any further violation will result in loss of bus riding privilege for the remainder of the school year.

**Note: In case of severe behavior, any or all of the above procedures may be imposed upon the student on the first occurrence.**

It is the responsibility of the parents/guardians to transport their children to and from school during the bus suspension period.

#### **PARENTS/GUARDIANS/ADULTS ON THE SCHOOL BUS**

Adults may get on a bus only when prior approval has been granted by the school principal or district transportation coordinator.

If a parent has a concern or question about the bus ride or an issue on the bus, it should be addressed through the school principal or principal's designee, or bus coordinator.

When an adult attempts to get on a bus at a bus stop, the bus driver has to ensure the safety of all students by keeping the adult off of the bus. In some cases, an adult may get on a bus to retaliate for a previous offense that occurred on the bus. This is an inappropriate activity, and bus drivers are instructed to refer any questions or concerns to the school, where the proper procedures can be followed.

Adults wishing to speak to the bus driver should stay outside of the bus while having the conversation. Bus routes are scheduled to arrive at school on a strict schedule; therefore, any lengthy conversation may delay the bus from getting to school in a timely manner.

## **DRESS CODE**

Students will engage in many activities during the school day. During the winter months, students go outside almost every day. Be certain that you send your child to school in clothes that are comfortable, warm, properly fitted, and suitable for the extreme weather conditions. We are concerned about your child's health and safety and ask that you keep the following guidelines in mind:

- Clothes can influence how we feel and act.
- Clothing should be clean and neat.
- During cold weather, we REQUIRE students to wear hats, mittens or gloves, coats, and boots to go outside for recess and environmental science class. All outer clothing should be plainly labeled with the student's name.
- Boots and other outdoor footwear are not to be worn during the school day. Children should have a pair of indoor shoes available at school.
- Students are required to wear white-soled gym shoes (no slip-ons) for Physical Education.
- Clothing exposing the midriff area and bare back, strapped undershirts worn as outer shirts are not allowed.
- Halter tops, see-through clothing, and any other clothing determined by the school administration to be revealing are not allowed.
- Jerseys and muscle shirts may be worn as an outer shirt with a T-shirt underneath.
- Spaghetti strap tops may be worn underneath clothing.
- Pants must be worn at waist level.
- No head coverings such as hats, scarves, du rags, or bandanas. Head coverings worn for medical, disability, religious, or other reasons will be considered on an individual basis.
- No baseball caps or other types of caps are to be worn during the school day (unless as part of a school sponsored event).
- No "short shorts" (if shorts are shorter than the child's fingertips when arms are by their sides, they are too short).
- No undergarments or belly buttons are to be visible.
- Any apparel or footwear that would damage school property is not allowed.
- Chains hanging from wallets or clothing are not allowed.

- Any clothing items that promote the following messages will not be allowed in school: use of tobacco, alcohol, or drugs; violence of any nature; racially motivated or discriminatory pictures, drawings, or statements.

### **BIRTHDAY INVITATIONS/PARTIES**

An important goal at the Central Park is to help each student to be sensitive and responsive to the needs and values of others. To be consistent with this goal, it is asked that parents/guardians not send birthday invitations to school. Please use other methods of communication that do not involve the school setting. This request is made in order to protect the feelings of all the children.

Buses are not to be used to transport children for parties, meetings, or other get-togethers. Putting groups of children on buses for social events can be very challenging.

### **NOTICE OF BULLYING PROHIBITION POLICY**

1. Bullying is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. Bullying is prohibited on school district property or at school-related functions.
2. Bullying is any unprovoked, repeated or aggressive action or threat of action that is intended to cause or is perceived as causing fear, distress or harm to another person. Bullying includes but is not limited to:
  - a. name-calling,
  - b. taunting,
  - c. teasing and put-downs,
  - d. saying or writing inappropriate things about a person,
  - e. deliberately excluding a person from activities or conversations,
  - f. threatening a person with bodily harm,
  - g. hitting, kicking, tripping, shoving or otherwise inappropriately touching a person,
  - h. taking or damaging a person's belongings, or
  - i. making a person do things the or she does not want to do.

Bullying can also occur through electronic means via Web postings, e-mails, chat rooms and text messaging.

3. The Bullying Prohibition policy applies to students who directly engage in bullying as well as to students who permit or tolerate another student's act of bullying.
4. No teacher, administrator, volunteer or other employee of the school district shall permit or tolerate bullying.
5. All complaints of bullying will be investigated and discipline or appropriate actions will be taken against anyone who violates the Bullying Prohibition policy.
6. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in the policy.
7. Retaliation against a victim, reporter or a witness of bullying is prohibited.
8. False accusations or reports of bullying against another student are prohibited.
9. Consequences for bullying may range from positive behavioral interventions to suspension and/or expulsion.

## **BULLYING INFORMATION – ELEMENTARY LEVEL**

Bullying is not allowed at our school. Bullying is NEVER OK. It is against the rules!

### Rules against bullying

1. We do not bully other students.
2. We help students who are bullied.
3. We include students who are left out.
4. We tell an adult right away when someone is being bullied.

### BULLYING IS.....

Name calling  
Put downs  
Teasing  
Threatening  
Hitting  
Kicking  
Biting  
Ignoring or leaving someone out on purpose  
Saying or writing mean things about someone  
Making someone do something they don't want to do  
Taking someone else's things without permission  
Making someone feel scared or uncomfortable

Adults at Central Park Elementary School are responsible for keeping you safe. You need to report bullying right away to a teacher or another staff person you trust. If you help bully someone or you see someone being bullied and you do nothing, that's being a bully too, and that's not OK!

## **TECHNOLOGY ACCEPTANCE USE PROCEDURES AND POLICY FOR ROSEVILLE AREA SCHOOL STUDENTS**

1. I understand many important educational resources are accessed using school technology.
2. I will use technology in schools *for educational purposes only*. The school has a right to monitor my use of school technology.
3. I will use respectful language and behavior while using school technology.
4. I will be mindful of school resources by printing only what is absolutely necessary.
5. I will not give out personal information about myself or anyone else while using school technology.
6. I will not look at, download, or communicate any material that is obscene, vulgar, sexually explicit or offensive in terms of race, ethnicity, sex, or religion.
7. I will tell a teacher if I come across any information that is inappropriate or makes me feel uncomfortable.
8. I will never access, remove, change or harm another person's files.
9. I will not use another person's system or password.
10. I will follow all laws and school rules when I use school technology.
11. I will give credit when I use another's work, whether it is from a book, the Internet, or elsewhere.
12. I will use the Internet at school only with permission from a present, supervising adult. I will be respectful of and responsible for all school technology I use, leaving it in good working order, organized and ready for the next person.

If you have any comments or questions, please contact your Media Specialist, school technology support staff member, or District Media/Technology Services at 651-604-1476. Check for updates to these guidelines on the Roseville web page AUP.

## **HARASSMENT AND VIOLENCE**

The Roseville Area School District prohibits any form of sexual, racial, and religious harassment and violence.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and sexually motivated physical conduct. Sexual violence is a physical act of aggression or force or threat which involves the touching of another's intimate parts.

Sexual harassment/violence includes but is not limited to

1. unwelcome verbal or written harassment or abuse.
2. unwelcome subtle pressure or sexual activity.
3. touching, patting or pinching, or grabbing another's intimate parts.
4. demanding sexual favors accompanied by implied or overt threats concerning an individual
5. demanding sexual favors accompanied by implied or overt or promises for better treatment of an individual.
6. any sexual motivated or unwelcome touching.

Racial violence is the physical act of aggression or assault upon another because of, or in a manner reasonably related to, race. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct

1. creates an intimidating, hostile or offensive academic environment.
2. substantially or unreasonably interferes with a student's academic performance.
3. adversely affects a student's academic opportunity.

Religious violence is the physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion. Religious Harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct

1. creates an intimidating, hostile or offensive working environment.
2. substantially or unreasonably interferes with a student's academic performance.
3. adversely affects a student's academic opportunity.

Any student who believes he/she has experienced harassment or violence by another student or employee should report the alleged acts immediately to a staff member or principal. Complaints will be investigated.

## **WEAPONS**

No student or non-student, including adults and visitors, shall possess, use, or distribute a weapon when in a school location.

Students who become aware of a weapon being brought to school or on school property must immediately notify an adult staff member. Students should not, however, pick up or transport the weapon.

A "weapon" means any firearm whether loaded or unloaded, any device designed as a weapon or through its use capable of threatening or causing bodily harm or death; or any device or instrument which is used to threaten or cause bodily harm. Examples include but are not limited to guns (including air guns; pellet guns; BB guns; look-alike guns such as water pistols or toys that could reasonably be mistaken for real) knives or other blades, clubs metal knuckles, numchucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, and ammunition.

No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above.

No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate. Such use will be treated as the possession and use of a weapon.

#### **CHEMICAL USE**

Students shall not possess, use, or distribute alcohol, tobacco, or other illegal drugs while on school grounds or in school-sponsored programs and activities.

#### **BICYCLES**

Students are not permitted to ride bicycles to school.

#### **CANDY/GUM**

Chewing gum is NOT allowed anywhere in the school building. Candy is allowed at school only as a "treat" for the classroom.

#### **NON-SCHOOL/NUISANCE ITEMS**

There is no reason to bring any articles to school that do not pertain to a school activity. Such articles may interfere with learning. These articles include, but are not limited to the following items: radios, tape recorders, ipods, pagers, CD players, cellular phones, headsets, game boys, laser pens, Pokeman and Yu-Gi-Oh cards, baseball cards, roller blades, skateboards, and balls of any type. Such items may be confiscated and returned to the parent/guardian. Toys should not be brought to school unless they are for Show and Tell/sharing. Excess cash should not be brought to school except for a school sponsored activity (such as book fair) or to be put into a lunch account. The school is not responsible for lost, broken, or stolen items.

#### **ANIMALS/PETS IN THE SCHOOL**

Animals/pets may be brought to school if the animal is a certified therapeutic animal or

- the principal is consulted.
- there is a specific learning objective.
- the animal is under the control of the owner (leash, cage, etc.).
- the teacher has contacted parents regarding plans to have the animal at school and students with allergies are protected.

For the safety of the students and the animals, all pets must be under the control of the owner (leash, cage, etc.). The owner of the animal accepts full responsibility for all clean-up associated with the animal in the classroom and the school grounds.

## **SECTION 4 - PARENT/GUARDIAN/FAMILY INVOLVEMENT**

### **VOLUNTEERS**

Many families and community members volunteer their time at Central Park. We appreciate all the time they have given to us. Without volunteerism, many programs would never happen. Every Spring and Fall, help is sought in many areas.

There are many opportunities for parents/guardians to be actively involved at Central Park Elementary School. We want you to participate in ways that are of interest to you. If you are interested in volunteering for special field trips, special school programs, or to work at home on school or teacher projects, we would appreciate your help and your ideas. Teachers will also be inviting you to participate in classroom activities, events and projects. We believe the most important family involvement is your involvement at home with your child/children, providing a safe and supportive environment for your child/children to grow and develop all of their potential. During Back to School Night, you will have the opportunity to sign up as a volunteer for specific activities. Volunteers are welcome anytime during the year. You can call PTA officers or the school office for volunteer information/opportunities.

Parents should use their discretion when bringing non-school age children with them while volunteering. If a volunteer is working on Thursday folders, or assisting with other clerical duties, bringing younger children along is acceptable. However, if you are working directly with students in the classroom, it may not be appropriate to have a younger child with you; proper attention cannot be placed on classroom students, nor your younger child.

Background checks are required for volunteers on overnight trips.

### **CLASSROOM VISITS**

We encourage parents to visit our school often. However, we ask that all visitors sign the visitor's log in the office and obtain a name badge so we know who is visiting. If you wish to visit your child's classroom, please notify the teacher in advance so that the teacher can accommodate you.

### **NEWSLETTER**

The Central Park Newsletter is published once a month by PTA. It brings information of interest and value to you and your child. Your child should bring the newsletter home on Thursday before the start of a new month. Below are a few items the newsletter may contain.

- Letter from the Principal
- Calendar of Events
- PTA Activity News
- Lunch and Breakfast Menus
- Special Interest Items

### **PTA - PARENT TEACHER ASSOCIATION**

PTA is a vital part of the Central Park School community. Parents involved in PTA work to assure excellence in education for all children. The mission of the PTA is threefold:

- I. To support and speak on behalf of children and youth in the schools and before governmental agencies and other organizations that make decisions affecting children.
- II. To assist parents in developing the skills they need to raise and protect their children.
- III. To encourage parent and public involvement in the public schools of this nation.

PTA Board members and their contact information will be included in the October edition of the school newsletter. All parents are welcome and encouraged to attend PTA meetings.

### **REPORTING TO FAMILIES**

At Central Park our parent/teacher conferencing program will impact the way report cards are distributed. The following is our plan:

- Early October                    -Parent/Teacher Planning Conference
- Early December                -Report Card

Late January	- Mid term for students with concerns only
Mid February	- Parent/Teacher Follow-up Conference
Late April	- Mid Term for students with concerns only
Early June	- Report Card

We will have parent/teacher conferences in October and February. At the October conferences, teachers have the opportunity to meet you, learn of your hopes and expectations, learn of your son/daughter's strengths and areas for improvement and establish with you a few individualized goals for your child. Parents have a chance to hear first hand of the teacher's hopes and expectations for the upcoming year, curriculum offered, class rules and discipline plan. By meeting early, we feel we can promote effective parent/teacher/student communications and can begin to develop trust among all parties. Conferences in February allow for sufficient time to adjust expectations and practice. (Children are not to be left unattended during conferences).

Conferences, open houses, report cards, and newsletters are a few of the formal ways you learn of your child's experiences. Equally important are the informal ways. Set aside time each day to hear what your child has learned in school. Talk about the day's events, friendships, and feelings. Talk about school projects and become active in the PTA. Whenever you feel the need, please phone or e-mail your child's teacher. If you have questions, ask them. If you have concerns, pursue them. If you are happy with the progress your child is making, express your thanks. We like to hear from you. Every Thursday, notes/information will be given to your child for his/her Thursday folder. Please check your student's folder. We consider you an equal member of the educational team at Central Park.

#### **PRODUCT REDEMPTION**

Campbell's Company product labels, General Mills box tops, Kemps Give'em Five or proof of purchase symbols, computer ink cartridges, and aluminum beverage tabs are collected. Funds redeemed from the labels, box tops, Kemps caps or symbols, and ink cartridges are used to support the school. You will receive periodic fliers regarding redeemables during the school year. The pop tabs are used to support the Ronald McDonald House.

#### **FRIENDSHIP CONNECTION**

Friendship Connection provides year round school-age care and enrichment opportunities to Central Park School's K-6 students. We provide a multiage, inclusive environment for all children. Families have the option to register their child/ren for before school care (6:30 A.M. – 8:50 A.M.) and for after school care. We are governed by the policies and guidelines of the Board of Education and have adopted the National Standards of quality School-Age Care as developed by the national School-Age Care Alliance. For more information please contact Site Leader, Mike Schultz at 651-481-0745. <http://www.isd623.org/cp/>

Dear Parents/Guardians and Central Park Students:

Thank you for taking the time to read this handbook. I hope you found the information useful. The Central Park staff members hope you will support us in making Central Park the best possible learning environment where learning is for everyone. One of our goals is to continue to have high behavior and academic expectations for every child while making Central Park a fun place to be.

I am looking forward to working with families who are new to Central Park; I am delighted to continue to work with returning families. I value our partnership in educating our children.

Please do not hesitate to contact me at 651-481-9951 with questions.

Educationally Yours,

Mrs. Odegard  
Principal

