



ANDOVER ELEMENTARY

2013 - 2014

**PARENT CALENDAR
H A N D B O O K**

Blank

Welcome to Andover Elementary School

Dear Andover Parents and Students,

The purpose of the handbook is to acquaint you with Andover Elementary School. It will provide specific information on school procedures and district policies.

In addition to a strong academic curriculum, Andover promotes Anoka/Hennepin Core Character Values of respect, responsibility, appreciation of diversity, integrity and compassion. Enrichment opportunities are provided in reading, math, art, music, science, technology and athletics. Enhancement opportunities are available in reading and math. It is our intent that every student is learning every day.

We encourage your involvement and participation in your child's education. By working together, your child will have the best opportunity for a successful learning experience.

Sincerely,
Mark Van Voorhis
Principal



14950 Hanson Blvd. NW • Andover, Minnesota 55304

School Office Hours: 7:30 a.m. to 4:30 p.m. • School Hours for Students: 9:05 a.m. to 3:35 p.m.

If you as a parent or guardian are in need of accommodations to communicate with Andover Elementary, please contact the school office.

School Phone Numbers:

Main Office:	763-506-1700
Fax:	763-506-1703
T.D.D.:	763-506-1719
Absence Line:	763-506-1706
Health Office:	763-506-1704/506-1724
Lunch Concerns:	763-506-1711
Adventures Plus:	763-506-1713
Community Education:	763-506-1712

Administration and Health Services:

Mark Van Voorhis, Principal	763-506-1701
Ann Sangster, Assistant Principal	763-506-1722
Kelsi Plattner, Assistant Principal	763-506-17__
Amy Reed, Administrator Intern	763-506-1721
Stephanie Ochocki, Social Worker	763-506-1737
Diane Schuldheisz, Volunteer Coordinator	763-506-__
Jackie Tumquist, Head Secretary	763-506-1702
Debby Stanley-Richter, Finance Secretary	763-506-1707
Joanne Rundquist, Receptionist	763-506-1709
Julie Sears, Attendance Secretary	763-506-1725
Kathy Schulz, School Nurse	763-506-1724
Anita Stewart & Kris Weber, Health Paras	763-506-1704/1804

AUGUST 2013



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
<div>24-Hour Attendance Reporting 763-506-1706 Please call in your child's absences DAILY</div>				1	2	3	
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
	Staff Planning NO SCHOOL	Open House 4:00-6:00 p.m. Staff Planning NO SCHOOL	Staff Planning NO SCHOOL	Staff Planning NO SCHOOL			

Important Things To Know

ABSENCE OR TARDY - CALL ATTENDANCE LINE:

Parents are asked to call the absence line (763-506-1706) when their child will be tardy or absent. This is a 24-hour voicemail where you may call in at anytime to notify the school, but please try to call by 9:05 a.m. on the day your child is going to be tardy or absent. When calling, please leave the following information:



- Your name and relationship to child
- Child's name, grade and teacher's name
- Reason for absence and length of absence, if known
- If there is a temperature over 100 degrees with cough and/or sore throat

If a child is absent frequently, a doctor's note will be required. The school must take steps to assist the family in complying with state guidelines for attendance. After providing such assistance and if absences continue, the student's name and truancy will be reported to the Anoka County Truancy Officer.

ABSENCE POLICY:

- A student is considered tardy if he/she arrives 90 minutes after the start of the day or "Early Dismissal Tardy" if student leaves 90 minutes before the end of the school day.
- A student is considered absent for half a day if he/she misses more than 90 minutes at the start or end of the school day.
- A student is considered absent for a full day if he/she misses four or more hours of the school day.
- A student is also considered absent for a full day if he/she arrives to school, but is picked up within 90 minutes.

ADVENTURES PLUS:

The Adventures Plus program is a quality school-age childcare program designed to meet the needs of children of working parents. It provides a safe, creative environment for children in kindergarten through grade five. There is a fee for this service. You may reach the Adventures Plus program at Andover Elementary at 763-506-1713. The Adventures Plus District Office number is 763-506-7562. Andover Adventures Plus hours are:

- A.M. Before school - 6:30 to 8:50 a.m.
- P.M. After school - 3:35 to 6:00 p.m.
- Non-school days when open - 6:30 a.m. to 6:00 p.m.

SEPTEMBER 2013



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Labor Day Holiday NO SCHOOL	3 SCHOOL STARTS	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 APTCO -6:30 p.m.	20	21
22	23	24	25	26	27	28
	<div>← Spirit Week for Walk-A-Thon →</div>					
29	30				Walk-A-Thon	

24-Hour Attendance Reporting
763-506-1706
 Please call in your child's absences **DAILY**

AH-CONNECT:

AH-Connect (<https://ahconnect.anoka.k12.mn.us>) gives you access to school information about your child. This secure on-line service allows parents to easily locate information that otherwise might require phone calls, paperwork, or a visit to the school. Just a few of the features include:

- Bus route information (available in late August)
- Lunch account balances and student P.I.N. numbers
- Emergency Contact Information
- Attendance
- State and district standardized test results

A-HConnect accounts stay active as long as you have students in Anoka-Hennepin public education. General questions or questions on how to enroll in A-HConnect should be directed through A-HConnect Contact Us or by calling 763-506-help.

ANIMALS:

Animals are not allowed in school buildings, except those provided through the district's science curriculum. This includes birds, reptiles and all animals with fur.



BALLOONS:

In general, balloons should not be sent to school unless for school use. Due to possible allergic reaction to latex, only Mylar balloons are allowed in all Anoka-Hennepin District buildings. If you are uncertain about the material of a balloon, do not bring it to school.



ANDOVER ELEMENTARY PARENT TEACHER COMMUNITY ORGANIZATION – (A.P.T.C.O.):

The Andover A.P.T.C.O. is an educational, social and recreational organization that brings parents, staff and students together through events, projects and programs that support the mission of the school. The activities of the A.P.T.C.O. create a closer relationship among members of school, their families and the community, while working within the administrative policies and the curriculum of the school.

- APTCO Philosophy – The primary purpose of the APTCO is to provide involvement in the decision making process as it relates to planning, growth, development and evaluation of Andover Elementary School. The role of APTCO will be to provide input and recommendations in matters of programs, activities, policies and functions of the school.
- APTCO Mission Statement – The mission of APTCO is to work in collaboration with and support of the teachers, staff, parents and community members for the educational, physical, emotional and social welfare of our community of learners.
- APTCO Membership – Eligibility for membership is open to parents of Andover Elementary students, teachers, staff and past members. Other interested persons may be approved for membership by majority vote of attending members.
- Meetings – Regular meetings will be held at 6:30-8:00 p.m. in the Primary Media Center on the third Thursday of each month.
- APTCO email address: _____

OCTOBER 2013



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div>24-Hour Attendance Reporting 763-506-1706 Please call in your child's absences DAILY</div>		1  School Pictures K-5	2 School Pictures "A" Kindergarten	3	4	5
	6 Parent-Teacher Conferences K-5 BOOK FAIR BEGINS Staff Development NO STUDENTS K-5	7	8	9	10 Parent-Teacher Conferences K-5	11 BOOK FAIR ENDS
12	13	14 Columbus Day	15 Parent-Teacher Conferences K-5	16 Staff Development NO SCHOOL	17 Education MN NO SCHOOL	18 Education MN NO SCHOOL
19	20	21	22	23	24 APTCO -6:30 p.m.	25
26	27	28	29	30	31  HALLOWEEN	

BEHAVIOR:

It is necessary that the children learn to develop positive behavior and self-discipline in order to further their learning. All students at Andover Elementary are expected to follow these two rules:

- 1. RESPECT PEOPLE AND PROPERTY**
- 2. WALK QUIETLY AND SAFELY IN AND AROUND THE SCHOOL**
 - Recognition: Students who exhibit good behavior may be recognized with Paw Awards. When a child receives a Paw Award, the child will bring home for parent signature and return to the office for weekly grade level drawings. Students may win more than once during the school year.
 - Consequences: If a student violates a school rule, they are given the opportunity to change their behavior. If that behavior persists, any Andover Elementary staff person may issue a blue slip. The blue slip issued to a student will be sent home to parent for signature. Any additional blue slips may be referred to the principal. More appropriate consequences may be applied by an administrator based on the severity of the violation. Professional judgment is used in determining student consequences.

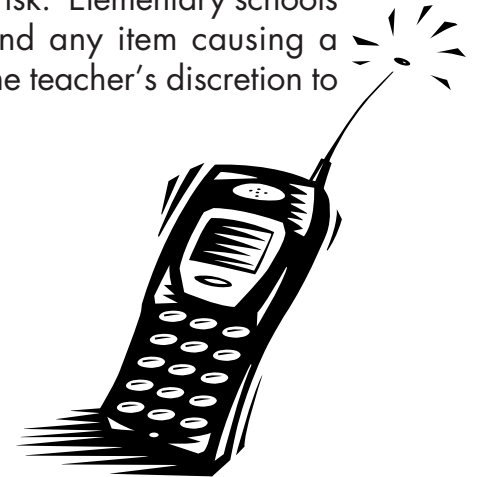
BIRTHDAYS/CLASS PARTIES:

Please inform the classroom teacher ahead of time if you would like to send treats to the class to celebrate your child's birthday. Please do not send birthday party invitations to be distributed at school.

There may be other special occasions for students to share treats with the class. Please send only pre-packaged, commercially prepared treats. Treats with little or no sugar are preferred. Healthy treats/snacks are preferred.

ELECTRONICS & CELL PHONE POLICY:

To maintain an appropriate environment for learning, we discourage students from bringing cell phones/electronics to school. Cell phones must be silenced and all electronics must remain in the student's locker during the school day. The school is not responsible for lost, stolen or damaged items. Students who choose to bring these to school, do so at their own risk. Elementary schools do not have lockers with locks and any item causing a disruption may be taken away at the teacher's discretion to be returned at a later date.



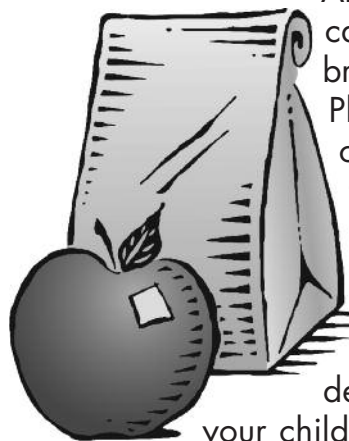
NOVEMBER 2013



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div> 24-Hour Attendance Reporting 763-506-1706 Please call in your child's absences DAILY </div>					1	2
3 Daylight Saving Time Ends	4	5 Picture Retake Day K-5 ELECTION DAY	6 Picture Retake Day "A" Kindergarten	7	8	9
10	11 VETERANS' DAY	12 Nacho Night 6:00 - 7:30p.m.	13	14	15	16
17	18	19	20	21 APTCO -6:30 p.m.	22	23
24	25	26	27	28	29	30
31		End of 1st Trimester	NO SCHOOL	Thanksgiving Holiday NO SCHOOL		

CHILD NUTRITION PROGRAM :

Students have the option of purchasing a lunch or bringing a lunch from home. Milk may be purchased separately. Breakfast is also served each morning at 9:00. Menus will be sent home at the beginning of each month and the district-wide menu is also published on the district web site. The menu will include the school prices for breakfast and lunch. Free and reduced meals (breakfast and/or lunch) are available for those who qualify. Forms for application are available in the school office or school cafeteria office.



Andover Elementary is using a computerized cafeteria system. Students who purchase breakfast, lunch, or milk will use this system. Please help your child memorize their cafeteria number and instruct your child not to share the number with other students. This P.I.N. number will remain the same throughout your child's elementary school years and can be obtained through the school's CNP supervisor. When making a deposit in your child's account, please write your child's name, homeroom and P.I.N number on the lower left hand corner of your check. If paying in cash, please enclose money in a sealed envelope with the same information. You may also electronically deposit money in your child's account through AH- Connect. There is a small fee if you use this service. For milk purchases, please consider depositing a minimum of \$5.00 into your child's account. Questions regarding your child's account should be directed to our CNP supervisor, Kathy Peterson, who can be contacted at 763-506-1711.

Because of our concern for child nutrition, pop is not allowed in the lunchroom. Students may bring a juice box. We would prefer if parents not bring in food from fast food chains.

COMMUNICATIONS:

At the beginning of the school year, you receive this parent handbook/calendar that includes many of the important dates you will want to know in advance. Our electronic school newsletter updates parents on the activities and events at Andover Elementary. **Please make sure we have your current email address so you can receive these electronic newsletters.** In addition, teachers may send classroom letters or calendars with activities and special events. Parents also receive Progress Reports at the end of each trimester. Parent/teacher conferences are held twice a year and are essential meetings for maintaining home and school communication. If you wish to confer with another teacher in addition to regular conferences, please call and leave a message on the teacher's voicemail and your call will be returned.

Parent Link, a phone automated communication tool, is also used by both the principal and the school district to communicate information to all families. Anoka-Hennepin School District #11 and Andover Elementary both have websites with useful information for parents.

Those addresses are:

- Anoka-Hennepin School District #11 – www.anoka.k12.mn.us
- Andover Elementary – www.anoka.k12.mn.us/Andover



DECEMBER 2013



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Staff Planning NO SCHOOL	3	4	5	6	7 Santa's Secret Shop 9:00a.m. - 12:00p.m.
8	9	10	11 Report Cards Go Home	12	13	14
15	16	17	18	19	20	21 First Day of Winter
22	23 NO SCHOOL	24 NO SCHOOL	25 NO SCHOOL	26 NO SCHOOL	27 NO SCHOOL	28
29	30 NO SCHOOL	31 NEW YEAR'S EVE NO SCHOOL				

**24-Hour Attendance
Reporting**
763-506-1706
Please call in your child's
absences **DAILY**

COMMUNITY EDUCATION :

Andover Elementary Community School offers after school learning for all ages. Community Education also makes the building available for youth service or athletic groups for a nominal fee. Please check with the Community Education Office staff at our school at 763-506-1712 for building fees. Brochures listing community school classes are sent home with students in the fall, winter, and spring. Since the community school coordinator and secretary are part-time, please feel free to leave a message on the voicemail should no one answer. Your call will be returned as soon as possible.

DAILY ARRIVAL/DISMISSAL PROCEDURES:

School begins at 9:05 a.m. and dismisses at 3:35 p.m. Students should not arrive to school before 8:50 a.m., as supervision is not provided before this time. Student dismissal begins at 3:35. We have a small amount of walkers, with most of our students riding either the school bus, daycare vans at Adventures Plus in the building. The remainder of our students are parent pick-up. Parents must pick up their children either in the south cafeteria at dismissal time. Students cannot meet parents at sidewalks or in the school parking lots at the end of the day.

Your child's safety is our top priority. Please follow the procedures stated below to ensure that all Andover students make it to our school and home safely. It is helpful for your child and your child's teacher, if you consistently use the same plan throughout the year. Again, students may not arrive before 8:50 a.m., as there is no supervision provided prior to that time.

1. **Bussers** - Students in grades K-3 enter the building at Door #1. Students in grades 3-5 enter the building at Door #10. Students will follow bus Pied Pipers at the end of the day.
2. **Student Drop-Off/Pick-Up:** (Drop-off time is 8:50 a.m. Pick-up time is 3:35 p.m.) Parents may drop students off at the curb by door 9. (Students may not be dropped off at Doors 1 or 2!) Parents who pick-up their students at school must park their car in the south parking lot, enter Door 9 and wait for their child in the south cafeteria. Door #9 unlocks at 3:30. Students not picked up by 3:45 will be brought to the school office.
3. **Walkers:** (Walkers should arrive no earlier than 8:50 a.m. Students who walk to and from school will follow a designated route as they leave the school grounds. Bike racks are available on the school grounds. Roller blades, scooters and skateboards are not allowed.

CONTACTING A STUDENT DURING SCHOOL HOURS:

Should it become necessary for a parent to contact a child during school hours, this must be done through the school office instead of interrupting the classroom. Please do not go directly to the classroom with messages, lunches, money, etc. These may be left at the office for the student.



JANUARY 2014



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div> 24-Hour Attendance Reporting 763-506-1706 Please call in your child's absences DAILY </div>			1 NEW YEAR'S DAY	2	3 Winter Break	4
			NO SCHOOL	NO SCHOOL	NO SCHOOL	
5	6 SCHOOL RESUMES	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Martin Luther King Day NO SCHOOL	21	22	23 APTCO 6:30p.m.	24	25
26	27	28	29	30 Nacho Night 6:00 - 7:30p.m.	31	

EMERGENCY CONTACT FORMS:

At the beginning of the school year, usually at Open House, you will receive an Emergency Contact Information Form. Please review the form and update us with any new information. Make sure that all names and telephone numbers are accurate and clearly written. This must be done for each child you have at Andover Elementary. Once completed, please sign where indicated on the bottom of the form. Have your student return the form immediately as this is the form we will refer to if there is an emergency.

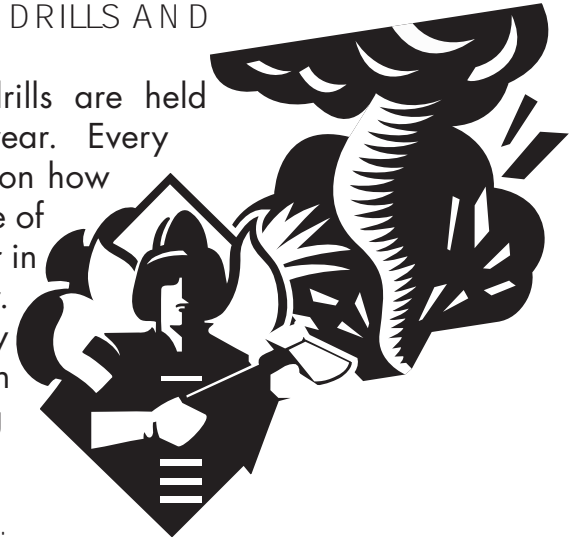
FAMILY AND COMMUNITY SUPPORT:

Along with volunteering and/or membership to APTCO, there are several ways you can support our school by participating in some of the following programs:

- Campbell's Labels – Save your Campbell's labels, which also include Swanson, V8, Prego, Franco-American, Pepperidge Farm, Vlasic and Marie's Dressings. There is a collection bin by the office.
- General Mills Box Tops for Education – Save the box tops from General Mills cereals. We receive ten cents for each box top collected. There is a collection bin for box tops located by the office.
- Coca Cola Caps – Register on line and record your cap numbers
- School Store – During special times, a school store for students is held for fundraising. Watch for details during the school year.
- Target Guest Card – The school of your choice receives benefits of your charges on a percentage basis. We receive a check from Target once a year for those who designate Andover Elementary. Each year we have received approximately \$10,000 from Target for this.
- Trash for Cash – Andover Elementary collects computer ink cartridges and old cell phones throughout the school year and turns them into cash. Cell phones and cartridges can be turned into the office at anytime during the school year.

FIRE DRILLS, TORNADO DRILLS AND SCHOOL LOCKDOWNS:

Fire drills and tornado drills are held throughout the school year. Every classroom has instructions on how to leave the building in case of fire and where to take cover in case of inclement weather. A lockdown is a security practice in the event of an intruder or other threatening event.



HEALTH INFORMATION:

To enable the school to give your child proper health care, the school nurse and health paras welcome any communications or questions related to the health of your child. This includes communicable diseases, serious illness or injury, or a unique health condition. School nurse, Kathy Schulz, can be reached at 763-506-1724, and the health paras at 763-506-1704/1804.



LOST AND FOUND:

Articles such as clothing, lunch boxes, boots, etc. will be placed in the lost and found box, which is located by the office. Small items such as jewelry, wallets, cell phones, will be held in the office. Please encourage your children to check the lost and found frequently for their missing items! Items not claimed are donated to a local charity during winter break and when school closes in June. Please label student's articles.

(LABEL! LABEL! LABEL!)

FEBRUARY 2014



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div> <div> 24-Hour Attendance Reporting 763-506-1706 Please call in your child's absences DAILY </div> <div> I  to Read Month  </div> </div>						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
			Lincoln's Birthday		VALENTINE'S DAY	
16	17	18	19	20	21	22
	Presidents Day Office Closed NO SCHOOL	Parent-Teacher Conferences K-5 Staff Development day NO STUDENTS		Parent-Teacher Conferences K-5	Muscle Week Begins	Washington's Birthday
23	24	25	26	27	28	
			Parent-Teacher Conferences K-5		APTCO 6:30p.m.	

RELEASE OF STUDENTS:

Definite procedures are followed to assure the safety of children who are released during the day or go home a different way than usual:

- Written parental permission should be sent to the teacher stating the requested time of release
- The parent should come to the office to sign out their child. All children must be signed out in the office. Children will remain with the teacher until notified by the school secretary
- In no case will a student ever leave during the school day without being signed out and released from school office

Please note: If any person other than the custodial parent or guardian is to pick up your child, the school must have contact from the custodial parent specifying the necessary information.

REQUEST TO RIDE A DIFFERENT BUS:

Anoka-Hennepin ISD #11 bus policy states students may not ride a different bus. Students will not be allowed to ride a different bus home from school for work, baby-sitting, piano lessons, scouts or visiting friends. The only exception to this policy is in the event of an emergency. In case of an emergency, the principal or secretary must fill out a school bus permission slip.



SCHOOL CLOSINGS:

At times it is necessary for school to be closed due to bad weather or emergencies. School closing announcements are provided to local radio stations as WCCO (830 AM), your local television stations and on the Anoka-Hennepin School District #11's website. Please do not call our school number at this time. It may cause our phones to be overloaded at a time when they may be most needed. Thank you for your consideration of this.

TELEPHONE OR ADDRESS CHANGES:

During the school year, please notify the school office if you have a change of address, telephone numbers (home, work and cell), email address, daycare provider or a person to contact in an emergency.

TESTING:

Throughout the year our students are involved in important testing that allows staff to monitor student progress and guide instruction. Watch for these dates and avoid scheduling appointments and vacations during these testing times.



VISITORS:

Andover Elementary's main entrance has an automated check-in and keyless locking system. Visitors/parents cannot have access to classroom areas without first going through the automated check-in process in the office. Parents/visitors will need to have their driver's license with them to use the automated check-in process. The goal is to secure the schools while still maintaining a welcoming and nurturing facility. Parents and others are welcome to visit Andover Elementary provided these visits are conducted within the procedures established by the school district. Classroom visits should be pre-arranged with the classroom teacher in advance.

MARCH 2014



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5	6	7	8
					End of 2nd Trimester Muscle Week Ends	
9	10	11	12	13	14	15
Daylight Saving Time Begins	NO SCHOOL	NO SCHOOL	NO SCHOOL	NO SCHOOL	NO SCHOOL	
16	17	18	19	20	21	22
	St Patrick'S DAY Staff Planning NO SCHOOL	Trimester 3 Begins		APTCO 6:30p.m.		
23	24	25	26	27	28	29
			Report Cards Go Home			
30	31					

**24-Hour Attendance
Reporting**
763-506-1706
Please call in your child's
absences DAILY

VO L U N T E E R S:

All volunteers must complete application forms prior to volunteering at Andover Elementary. Volunteers must sign-in at the office at the volunteer table and wear a volunteer name badge. A volunteer badge identifies you to the school staff as a volunteer and that you are authorized to be in the building. Please record the number of hours you have worked and what area of the building you are located. If you are completing a volunteer project at home, please notify the Volunteer Coordinator so she can record your clock hours. The statistics are given to the District 11 Parent Involvement Office for reporting total district volunteer hours to the Anoka-Hennepin School Board.

Andover Elementary School has many special events taking place throughout the school year. Many of these events take place due to the enthusiastic help of our community volunteers. Volunteer opportunities also exist in the classroom. The purpose of the volunteer program is to promote and strengthen the partnership between families, community and the school. All parents, grandparents, and members of the community are welcome. If you are interested in helping at Andover Elementary, look for volunteer opportunities sign-up forms to come home or pick up one up at the school office. Some of the special event activities we ask for volunteers include: Book Fairs, Challenge Math, Challenge Reading, Destination Imagination, Walk-A-Thon, Nacho Nights,



Santa’s Workshop, Track and Field, Field Trips, Fifth Grade Celebration/Party and Vision/Screening.

W I N T E R W E A T H E R
RECESS P O L I C Y:

The guideline for keeping children inside for recess will be 0° temperature or 0° below zero wind-chill. This also is the guideline for

when school can open early for students waiting outside.

W I T H D R A W A L O F S T U D E N T S:

If you are moving and are withdrawing your child from school, please call or come by the school at least two days prior to the withdrawal date. Please note the last day your child will attend Andover Elementary. This will give ample time for us to complete the necessary paperwork and for you to return all library books and textbooks your child may have. You may also want to close out your child’s lunch account.

NOTES:

APRIL 2014



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div> 24-Hour Attendance Reporting 763-506-1706 Please call in your child's absences DAILY </div>		1	2	3 School Carnival PM	4	5
	6	7	8	9	10	11
	12	13	14	15 Kindergarten Registration 4:30 and 6:00 p.m.	16	17
	18	19	20	21 Staff Planning NO SCHOOL	22	23
	24	25 APTCO 6:30p.m.	26	27	28	29
30	31					

SCHOOL DISTRICT CLOSED
NO SCHOOL

Andover Elementary Staff

Principal:

Mark Van Voorhis

Assistant Principals:

Ann Sangster

Kelsi Plattner

Secretaries:

Deb Stanley-Richter

JoAnne Rundquist

Jackie Turnquist

Julie Sears

Community Education:

Brenda Engels

Health Office:

Kathy Schulz- LSN

Susan Meindl

Kris Weber

Kindergarten:

KCC Carlee Charboneau

KSC Sally Critchley

KAD Aubrey Dau

KGD Gillie Domsten

KJM Jamie Marvin

KJS Joel Sakry

KDW Diane Weniger

KMW Missy Wisniak

Grade One:

1AB Annette Bader

1JB Jennica Butler

1HC Heather Cotter

1KG Karen Gfroerer

1MG Michelle Gindele

1KH Kari Heikkenen

1SJ Susan Johnson

1AK Alyssa Koski

1RS Rob Scott

Grade Two:

2KA Kelly Andersen

2KB Kathleen Barker

2MB Mandy Britz

2DE Dave Edholm

2PF Pam Fisher

2NH Nicole Huttner

2AN Alysia Nahring

2RT Ronda Tebbenkamp

Grade Three:

3KD Katie Dehnicke

3SG Shawn Gallagher

3LG Lauren Grone

3MI Ruth Mickley

3RM Rebecca Millard

03SN Steve Nyhammer

3JO Jon Olson

3DR Dana Ritchie

Grade Four:

4RB Robert Barnette

4JB Jan Berrini

4SC Sue Casey

4KH Karen Hart

4HK Heidi Kouba

4JL Janie Lang

4JM Jen Myers

Grade Five:

5LB Laura Bratland

Transition Math - Laura Cason

5MC Mark Cotter

5KK Kelly Kendrick

5CK Chelsea Knuteson

5KS Karen Stong

5LT Lisa Tourville

5CV Chris Vanjoske

5KV Kristi Vetsch

Inquiry Specialists:

Leah Nagel TBH

Reading Recovery/

Title Teacher:

Ann Nehring

Math Recovery Teacher:

Colleen Anderson

Supplemental Teachers:

Joan Heinshon

AVMR

Sheila Nord

Kimberly Westra

ESL:

Kelly Paul

ESL Para: Laura Moline

Art Specialists:

Jill Beck

Heather Orton

Gretchen Wensman

Media Generalist:

Susan Boulka

Media Paras:

Michele Dunleavy

Gretchen Michalski

Music Specialists:

Karen Hartung

Gail Johnson

Joshua Perkins

Physical Education Specialists:

Kim Bloom

Chris Diemer

Jennifer Youngquist

K Prep Paras:

Angie Barthel

Nicole Bohlman

Mary Hamment

Technology Para:

Diane Gray

Talent Development Teacher:

Sara Palkowitsh

Speech Clinician:

(Special Ed. Dept.)

Gina Digatono

Anne Haglund

Special Education Teachers:

Tracy Maxwell

Christine McCormick

Kristy Riggs

Alyssa Stickan

Nancy Strege

Lisa Thole

Christine Vogel

Intervention Specialist:

Deborah Sinna TBH

Psychologist:

Janet Bertolas

Social Worker:

Stephanie Ochocki

Instructional Coach:

Sarah Puglisi

Special Education Paras:

Cyndi Blum

Diane Boyer

Kim Brandner

Sharon Coons

Diane Dale

Sahar El-Hammam

Terri Eskuri

Debra Gratz

Jodie Jannett

Michele Kapitzke

Annmarie Kibiger

Peggy Maus

Lisa Nelson

Ruth Robinson

Ann Schommer

LeAnn Weisenberger

Joyce Wold

Jody Wilcox

Recess Paras:

Becky Johnson

Patricia Marz

Brooke Swenson TBH

Volunteer Services

Coordinator:

Diane Shuldheisz

Adventures Plus:

*Jodi Abrahamson -Site

Coordinator

Cafeteria:

Elsa Anderson

Karen Blommer

Debra Duffy

Terry Hasenstein

Janet Johnson

*Kathy Peterson

Mary Jo Pieri

Dawn Rekdahl

Elementary Paras

in Lunchroom:

Angie Barthel

Nicole Bohlman

Kelly Weeks

Heather Strasser

Custodial:

Jeff Darsie

Tim Jess

Robert Mahlberg

Donna Nutter

Matt Schwagerl

Lenny Smith

Rob Wirtz



MAY 2014



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
24-Hour Attendance Reporting 763-506-1706 Please call in your child's absences DAILY				1 Showcase 6:00 - 8:00p.m.	2	3
	4	5	6	7	8	10
11 Mother's Day	12	13	14	15 Track and Field Gr. 1-5 APTCO 6:30p.m.	16	17
18	19	20	21	22 Track and Field Back-up Day	23	24
25	26 Memorial Day NO SCHOOL	27	28	29	30	31

School Supplies

****All lockers in the Grades 1, 2 and part of Grade 3 (primary wing of building) are very small!**
Please be sure your child's back pack and lunch box will fit into a 11.5 inches deep and 6 inches wide locker.
No rolling back packs please!

GRADE ONE:

- ☐ 1 Pkg. Sharpened Pencils (#2 lead)
(Continue to send pencils throughout the year)
- ☐ 1-24 Pack Crayons or
1-Pack of 48
- ☐ 1-Large Eraser
- ☐ Covered Pencil Sharpener
- ☐ 4-Wide Tip **Black** Dry Erase
Markers-LOW ODOR
- ☐ 1-Dry board eraser
- ☐ Fiskar Scissors
- ☐ 1-Elmer's White Glue
- ☐ 8-Elmer's Glue Sticks
- ☐ 12" Ruler w/inches & centimeters
- ☐ Basic Calculator
(add, subtract, multiply, divide)
- ☐ 4-Folders
(with pockets on bottom only)
- ☐ 5-Composition Notebooks
- ☐ Plastic School Box for pencils
& crayons
- ☐ Headphones for computer
(labeled, in baggy)
- ☐ Large Box of Kleenex for Classroom
- **Back Pack or School Bag**
*(*see special note)*
- ☐ Tennis Shoes for Phy. Ed.
- ☐ Old Paint Shirt

GRADE TWO:

- ☐ 1 Pkg. Sharpened Pencils (#2 lead)
(Continue to send pencils throughout the year)
- ☐ 24-Pack Crayons
- ☐ 2-Large Erasers
- ☐ 3-Wide Tip **Black** Dry Erase
Markers-LOW ODOR
- ☐ Dry Erase Eraser
- ☐ Pointed Fiskar Scissors
- ☐ 12" Plastic Ruler w/inches and
centimeters
- ☐ Elmer's White Glue
- ☐ 2-Large Glue Sticks
- ☐ Large Markers and Colored
Pencils *(any type)*
- ☐ 4-Folders
(with pockets on bottom only)
- ☐ 4-Composition notebooks
(no spiral)
- ☐ 3 x 3 Sticky Notes *(1 pkg. of 3)*
- ☐ Basic Calculator
(add, subtract, multiply, divide)
- ☐ Plastic Pencil Box for pencils/
crayons
- ☐ Headphones for computer
(labeled, in baggy)
- ☐ Large Box of Kleenex for classroom
- **Back Pack or School Bag**
*(*see special note)*
- ☐ Tennis Shoes for Phy. Ed.
- ☐ Old Paint Shirt

GRADE THREE:

- ☐ 24-Sharpened Pencils (#2 lead)
- ☐ Colored Pencils
- ☐ 4-Wide Tip **Black** Dry Erase
Markers-LOW ODOR
- ☐ Small Hand-Held Covered Pencil
Sharpener
- ☐ Crayons
- ☐ Markers
- ☐ Erasers
- ☐ 2-Glue Sticks
- ☐ 1-White Glue
- ☐ Scissors
- ☐ 12" Ruler w/inches & centimeters
- ☐ 2-Yellow Highlighters
- ☐ 2-Red Marking Pens
- ☐ 2 Pkgs. 3x3 Post-it-Notes *(Yellow)*
- ☐ 1-Plain 1" 3 Ring Binder
w/Clear Pocket on Front
- ☐ 6-Plastic Folders with Pockets -
3-hole punched
- ☐ 20-Top Loading Clear Plastic
Sleeves for 3-Ring Binder
- ☐ 3-Spiral Notebooks
- ☐ 2-Hard Covered Composition
Notebooks
- ☐ 3-Hole Pencil Pouch that fits into
Binder
- ☐ Basic Calculator
(add, subtract, multiply, divide)
- ☐ Headphones for computer
(labeled, in baggy)
- ☐ Large Box of Kleenex for classroom
- **Back Pack or School Bag**
*(*see special note)*
- ☐ Tennis Shoes for Phy. Ed.
- ☐ Old Paint Shirt

GRADE FOUR:

- ☐ 24 Sharpened Pencils (#2 lead)
No Mechanical Pencils
(Continue to send pencils throughout the year)
- ☐ 2-Wide tip **Black** Dry Erase
Markers-LOW ODOR
- ☐ Crayons
- ☐ Eraser
- ☐ White Glue
- ☐ 1 Pkg. Glue Sticks
- ☐ 12" Ruler w/inches & centimeters
- ☐ Scissors
- ☐ Basic Calculator
(add, subtract, multiply, divide)
- ☐ Colored Pencils
- ☐ Crayola Markers - Thin & Fat
- ☐ 3-Wide Line "Spiral" Notebooks
*(*6 for 4KH & 4RB)*
- ☐ 3-Folders with Pockets
- ☐ 2-Plain 1" Binder w/clear pocket
on the front
- ☐ 1-Pocket Folder w/Brads
(for Media)
- ☐ Pouch w/zipper for Pencils &
Crayons *(no boxes)*
- ☐ Headphones for computer
(labeled, in baggy)
- ☐ Large Box of Kleenex for classroom
- ☐ Back Pack or School Bag
- ☐ Tennis Shoes for Phy. Ed.
- ☐ Old Paint Shirt

GRADE FIVE:

- ☐ 24 Pencils (#2 lead)
No mechanical pencils
(Continue to send pencils throughout the year)
- ☐ Crayons
- ☐ Markers
- ☐ Colored Pencils
- ☐ 2-Ink Pens
- ☐ 3-Highlighters
- ☐ Eraser
- ☐ Scissors
- ☐ White Glue
- ☐ Protractor with no arm
- ☐ Compass
- ☐ Ruler with Metric & Standard
- ☐ Texas Instrument-30 Calculator
(if available)
- ☐ Headphones for computer
(labeled, in baggy)
- ☐ 3-Folders with Pockets
- ☐ 2-Composition Notebooks
- ☐ 3 Wide line "Spiral" Notebooks
- ☐ 4 Pkgs. 3X3 sticky notes
- ☐ 2-1" Binders with clear plastic
cover
- ☐ 10-Top Loading Clear Plastic
Sleeves for 3-Ring Binders
- ☐ 1-Pocket Folder w/Brads
(for Media)
- ☐ Pencil Pouch for pencils & crayons
- ☐ Small Hand-Held Covered Pencil
Sharpener
- ☐ Large Box of Kleenex for classroom
- ☐ Back Pack or School Bag
- ☐ Tennis Shoes for Phy. Ed.
- ☐ Old Paint Shirt

Additional Supplies May Be Requested By Individual Teachers

****PLEASE LABEL ALL MATERIALS** WITH STUDENT'S NAME**

******NO TRAPPER KEEPERS******

NO ALCOHOL BASED SANITIZER GELS ALLOWED

JUNE 2014



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
			Last Day of School End of 3rd Trimester	Staff Planning NO SCHOOL		Flag Day
15	16	17	18	19	20	21
Father's Day	Have a Great Summer!!!					
22	23	24	25	26	27	28
29	30					

**24-Hour Attendance
Reporting**
763-506-1706
Please call in your child's
absences **DAILY**



2013-2014 CALENDAR

ANOKA-HENNEPIN
SCHOOLS
A future without limit

KINDERGARTEN EVERY OTHER DAY (EOD)

2013-2014 Calendar Key Dates - EOD

July 4-5 School District closed
Aug 20-22 New Teacher Orientation
Aug 26-29 Workshop
Sept 2 Labor Day, School District closed
Sept 3 First Day of School
Sept 3 B Day for students with Last Name A-L
Sept 4 A Day for students with Last Name A-L
Sept 5 B Day for students with Last Name M-Z
Sept 6 A Day for students with Last Name M-Z
Oct 7 Elementary PLC/Conf, no elementary students
Oct 16 Staff Development, no students
Oct 17-18 EM Professional Conference, no school
Nov 26 End of Trimester I
Nov 27 School not in session
Nov 28-29 Thanksgiving break, School District closed
Dec 2 Staff Planning Grading, no students
Dec 23 - Jan 3 Winter break, no school
Dec 24-25 School District closed
Jan 1 School District closed
Jan 6 School resumes
Jan 20 Martin Luther King's Birthday, no school
Feb 17 President's Day, School District closed
Feb 18 Elem (½ Staff Dev ½ Conf),
Sec Staff Dev, no students
Mar 7 End of Trimester II
Mar 10-14 Spring break, no school
Mar 14 Spring Holiday - 10 mo. Employees
Mar 17 Staff Planning Grading, no students
Apr 18 School District closed
Apr 21 Staff Planning / Staff Development
May 26 Memorial Day, School District closed
Jun 11 End of Trimester III
Jun 12 Staff Planning Grading, no students

NOTE: Every effort will be made to instruct instructional days lost to emergency closings. Make up of lost instructional days will occur first by converting days designated as 'staff planning' (Dec 2, Mar 17, June 12) second by reducing spring break or extending the school year beyond June 1st.

3/2013

KEY - EOD

- Schools Not In Session -
No school for students, teachers, paras, cooks
- Staff Planning / Staff Development -
No school for K-12 students
- Elementary Staff Development / Conf. -
No school for K-5 students

- Schools Not In Session -
No school for students, teachers, paras, cooks
Parent/Teacher Conference Conversion Day -
Check w/ individual buildings for actual conference schedule

- School District Closed
- End of Trimester
New Teacher Orientation

Kindergarten Attendance

- Group A (Mon./Wed.)
 - Group B (Tues./Thurs.)
- (Fridays = Equalize Days)

JULY M T W TH F 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30 31 A = 10/45 B = 9/45	JANUARY M T W TH F 1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31 A = 10/45 B = 9/45
AUGUST M T W TH F 1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30 A = 9/54 B = 9/54	FEBRUARY M T W TH F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 A = 9/54 B = 9/54
SEPTEMBER M T W TH F 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 A = 10 B = 10	MARCH M T W TH F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31 A = 7/61 B = 8/62
OCTOBER M T W TH F 1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30 31 A = 9/19 B = 10/20	APRIL M T W TH F 1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30 A = 10/71 B = 10/72
NOVEMBER M T W TH F 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29 A = 9/28 B = 9/29	MAY M T W TH F 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30 A = 10/81 B = 11/83
DECEMBER M T W TH F 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 31 A = 7/35 B = 7/36	JUNE M T W TH F 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 A = 5/86 B = 3/86



ANOKA-HENNEPIN
SCHOOLS
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2013-2014 CALENDAR

ELEMENTARY DIGITAL DAYS

2013-2014 Calendar Key Dates for Digital Days:

July 4-5..... School District closed
Aug 20-22..... New Teacher Orientation
Aug 26-29 Workshop
Sept 2 Labor Day, School District closed
Sept 3 First Day of School
Sept 3 Everyday Kindergarten A-L students only
Sept 4 Everyday Kindergarten M-Z students only
Oct 7 Elementary PLC/ Conf,
no elementary students

Oct 16..... Staff Development, no students
Oct 17-18 EM Professional Conference, no school
Nov 26..... End of Trimester I
Nov 27 School not in session
Nov 28-29 ... Thanksgiving break, School District closed
Dec 2 Staff Planning Grading, no students
Dec 23-Jan 3 Winter break, no school
Dec 24-25..... School District closed
Jan 1 School District closed
Jan 6 School resumes

Jan 20 Martin Luther King's Birthday, no school
Feb 17 President's Day, School District closed
Feb 18 Elem (1½ Staff Dev ½ Conf),
Sec Staff Dev, no students

Mar 7 End of Trimester II
Mar 10-14 Spring break, no school
Mar 14 Spring Holiday - 10 mo. Employees
Mar 17 Staff Planning Grading, no students
Apr 18 School District closed
Apr 21 Staff Planning/ Staff Development
May 26 Memorial Day, School District closed
Jun 11 End of Trimester III

Jun 12 Staff Planning Grading, no students
NOTE: Every effort will be made to make up instructional days lost to emergency closings. Make up of lost instructional days will occur first by converting days designated as "staff planning" (Dec 2, Mar 17, June 12) second by reducing spring break or extending the school year beyond June 11th.

3/2013

Families with kindergartners must refer to their kindergarten calendar. Some days that kindergartners do not attend school are not indicated on this calendar.

KEY - ELEMENTARY DIGITAL DAYS

- Schools Not In Session -
No school for students, teachers, paras, cooks
- Staff Planning/Staff Development -
No school for K-12 students
- Elementary Staff Development/ Conf. -
No school for K-5 students
- Schools Not In Session -
No school for students, teachers, paras, cooks
Parent/ Teacher Conference Conversion Day -
Check w/ individual buildings for actual conference schedule
- School District Closed
- End of Trimester
- New Teacher Orientation

JULY							JANUARY						
M	T	W	TH	F			M	T	W	TH	F		
1	2	3	4	5					1	2	3		
8	9	10	11	12			6	7	8	9	10		
15	16	17	18	19			13	14	15	16	17		
22	23	24	25	26			20	21	22	23	24	25	
29	30	31					27	28	29	30	31		

AUGUST							FEBRUARY						
M	T	W	TH	F			M	T	W	TH	F		
			1	2									
5	6	7	8	9			3	4	5	6	7	8	
12	13	14	15	16			10	11	12	13	14	15	
19	20	21	22	23			17	18	19	20	21	22	
26	27	28	29	30			24	25	26	27	28	29	

SEPTEMBER							MARCH						
M	T	W	TH	F			M	T	W	TH	F		
				Kndg A-L	Kndg M-Z								
2	3	4	5	6	7								
9	10	11	12	13	14		10	11	12	13	14		
16	17	18	19	20	21		17	18	19	20	21	22	
23	24	25	26	27	28		24	25	26	27	28	29	
30							31						

OCTOBER							APRIL						
M	T	W	TH	F			M	T	W	TH	F		
	1	2	3	4									
7	8	9	10	11				1	2	3	4		
14	15	16	17	18			7	8	9	10	11		
21	22	23	24	25			14	15	16	17	18		
28	29	30	31				21	22	23	24	25		

NOVEMBER							MAY						
M	T	W	TH	F			M	T	W	TH	F		
				1	2								
4	5	6	7	8	9								
11	12	13	14	15	16		5	6	7	8	9	10	
18	19	20	21	22	23		12	13	14	15	16	17	
25	26	27	28	29			19	20	21	22	23	24	25

DECEMBER							JUNE						
M	T	W	TH	F			M	T	W	TH	F		
2	3	4	5	6	7								
9	10	11	12	13	14		2	3	4	5	6	7	
16	17	18	19	20	21		9	10	11	12	13	14	
23	24	25	26	27			16	17	18	19	20	21	
30	31						23	24	25	26	27	28	29

NOTES:

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IMPORTANT NUMBERS:

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