

Parent Handbook

Oxbow Creek Elementary School
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WELCOME
to the 2014-2015 school year at
Oxbow Creek!



It's August....and that means school is right around the corner! We are busy preparing for the arrival of all our students. The building is beautifully clean so all we need are the students! It is our sincere wish that you will have a great school year. Please read and review this entire parent handbook for important information!

Please save this handbook for future reference!

CLASS LISTS

In order to find out your child's homeroom teacher, you can log on to your AHConnect account in late August or come to our Open House on Wednesday, August 27th. All parents have an AHConnect account. If you do not know your login or password, please call the helpline at 763-506-HELP (4357) for assistance.

OPEN HOUSE

We invite all students and parents to meet the teachers on **Wednesday, August 27, between the hours of 4:30 and 6:00 PM.** We encourage those of you whose last name begins with A-K to visit between 4:30-5:15 and L-Z to come between 5:15-6:00 to better accommodate parking and to ease congestion around the school. (We rotate times each year.) Maps of the building will be available at both entrances. At our Open House, we hope you're able to do the following:

- **meet and visit with your child's teacher** (Please know that many of our teachers prefer to wait until students arrive to arrange/set-up their room, so the students can be part of the process. This

encourages ownership and a place of belonging in their classroom.),

- **pick up a packet of information for your child on his/her desk, then read, sign and return the necessary forms,**
- **bring your child's classroom supplies to place in your child's desk/classroom,**
- **stop by our health office to drop off medications and discuss any student health concerns you may have** (especially allergies we need to know about),
- **stop by our computer lab to sign up for conferences online** (You can do this online whenever/wherever you'd like! Instructions will be available that night and sent home with students.),
- **deposit money into your child's lunch account** (Please write your child's name and homeroom teacher in the memo section of your check.),
- **visit our tables in the main hallway** (Sign up for volunteer opportunities, meet the PTO board members, learn about this year's fundraiser and enter the drawing to win prizes!), and
- **complete your volunteer information.** (Two volunteer applications will be in your youngest

child's open house packet. Please fill out and send in your application right away. We have many volunteer needs, and many of them occur the first month of school. All parents, grandparents, and other relatives are welcome and need to complete volunteer applications each year. Please complete them even if you don't think you will have time to volunteer, as most parents decide to attend a field trip during the year.)

Since we are having Open House before the start of school, we ask that parents and students refrain from visiting the classrooms the week prior to opening day, Tuesday, September 2nd.

OPENING DAYS

All school staff will be greeting and directing students to their classrooms at all entrances the first couple days of school. Staff will meet the buses as they arrive to direct those students. Walkers and students who are dropped off at school will assemble outside by the two main entrances, where staff will also provide direction. All Kindergartners should wear their nametags (distributed at Open House) for the first few weeks of school. We work hard to make sure your child has a positive start to the year!



OPENING DAYS – KINDERGARTEN

In order to facilitate a smooth start for our youngest learners, all of our kindergartners will have only three days of school the first week. Half of the students will go T, Th, Fr and the other half will go W, Th, Fr. We will notify all families with a schedule prior to Open House.

SCHOOL HOURS

Oxbow Creek students will be allowed in the building at **9:15** each day (9:10 for those who eat breakfast here). *Whether your child walks, bikes, or is driven to school, please do not have them arrive earlier, as there is no outside adult supervision prior to 9:15!* Classes start promptly at **9:30**. Dismissal begins at **4:00**, with our youngest students being released first. *If you pick your child up, please do so by 4:10, as that is when our outside supervision ends.*

EMERGENCY INFORMATION

In the packet of information you will receive at Open House, there will be a sheet containing whatever contact information we currently have on file for you and your child. Please edit this information carefully and change/add anything that will help us contact you. Also, please call the school office whenever any of that information changes throughout the year. An emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school in case of emergency.

ATTENDANCE

Students are expected to be in school each day. If for some reason your child will be absent or tardy, you must notify us. Our 24-hour attendance line number is 506-3806.

Please also note that calls should not be made to the regular school phone or the teacher for student absences. If you know your child is going to be absent for an extended period of time, please call the absence line in advance. **It is extremely important to contact the number before 9:20 AM each day your child is absent.** If we don't receive a call from you, our office staff will attempt to contact a parent or guardian to verify the absence. We do this to ensure the safety and whereabouts of each student. If we are unable to contact anyone, the absence will be considered "**unexcused**" until the reason is verified. Three or more unexcused absences in a school year requires us to start a process for reporting student truancy to the state. Letters will also be sent for excessive numbers of excused absences and/or tardies. Please refer to the school district policy handbook for further information regarding school attendance.

STUDENT MEAL PIN NUMBERS

Meal account number reminder cards (PIN #'s) will be distributed during our Open House. These numbers are good through 12th grade! Account balances will also be available that night. Please check with the kitchen staff at Open House and they will assist you if you have any questions.

All families have been assigned an AHConnect account, which allows you to get school information online. With that account, you are able to view account balances, receive e-mail notifications of low

balances, make payments with a credit or debit card or direct bank account withdrawal (for no charge!), and view a student's purchase history for the preceding 90 days. Directions for activating that account will be sent to all new users. If you have any questions, please call the main office for assistance. The same account can be used for all children in a household. Parents/guardians will be able to view meal purchase history even if they choose not to make payments using the system. The Anoka-Hennepin meal system is a prepaid system. All meals and ala carte items are paid for by money deposited in an account before meals are served.

ILLNESS OR INJURY AT SCHOOL

In case of illness or injury, your child will be cared for temporarily by the school health paraprofessional or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are unreachable, the child will be taken to the emergency room at the nearest hospital. It is extremely important for us to have accurate emergency phone numbers for your child throughout the school year! Please pick up children who have been determined ill within a reasonable amount of time or make arrangements with others to help. We cannot accommodate ill students for extended periods of time.

INSURANCE OPTION

Please be aware that the school district does not provide any type of health or accident insurance for injuries incurred by your child at school. If you need or would be interested in this sort of coverage, please contact us. Applications are available in the office.

WALKERS/DROP-OFFS/PICK-UPS

The only place to safely cross 109th Ave. on the way to Oxbow is at the pedestrian light between Idaho and Brittany. Please don't allow any kids to cross that busy road anywhere else! When crossing Zane/Douglas, please do so only at 109th. We strongly encourage families to coordinate "walking school buses" from your neighborhood, or use the **free busing** service offered by the district. It's the safest way to transport your child to school!

If you plan on dropping off and picking up your child, please use extreme caution in the front lot. Only let children exit or enter your car curbside.

Also, only allow them to cross the drop-off lane at the marked crosswalk. If you park in the lot, please meet your child at the front of the school and escort them to your car. Staff will be outside to assist with traffic flow and pedestrian safety during arrival (9:15-9:30) and dismissal (3:58-4:10).

HEALTHY SNACKS, TREATS

In alignment with our district's wellness policy, students may not bring gum, candy, or pop for daily snacks or for lunch. Due to the increasing number of students with food allergies, some snacks may also be restricted. Our policy encourages healthy treats such as fruit, vegetables, cheese, and crackers. Any classroom treats should be commercially prepared. *We encourage you to think about healthy alternatives to cupcakes, cookies, and other unhealthy treats for occasions like birthdays or class celebrations.*

ELECTRONIC DEVICES

Personal electronic devices such as iPods, MP3 players, computer games, and laser pens are prohibited at school. Cell phones may be brought to school with permission from a parent. The phone must remain off and in a backpack/locker during the school day. Any such devices out during the day may be confiscated and returned to a parent/guardian. We assume no responsibility for lost or stolen items such as these.

COMPASS ROOM

Oxbow Creek has a room that may be used for students for any of the following situations:

- work completion,
- a quiet place to cool down,
- inappropriate behavior,
- conflict resolution /problem solving, or
- a place for positive reinforcement.

It is staffed by our social worker and a para educator. If your child has been referred to the Compass Room for behavioral reasons, you will receive a notice that evening. Please sign and return it the following day.

SECURITY MEASURES

All outside doors are locked during the school day. All visitors must swipe their driver's license and be "buzzed" in by the receptionist to enter the building. All volunteers and visitors who go past the office must wear a visitor badge while in the building.

SCHOOL SUPPLIES

Each grade level and/or teacher sent home a list of school supplies needed for each student with the progress reports last June. If you didn't receive one, lists are available in the school office or on our website. Please label your student's supplies when possible!

RECESS

Weather permitting (above -10 windchill), students will go outside for recess each day. Students are expected to dress appropriately for the season. We encourage you to check the weather and monitor your child's dress accordingly.

LOST AND FOUND

Unfortunately, we have bins at school that are often overflowing with student clothing left behind by students. Please label your child's clothing and check the bins often! 3-4 times a year we clear them out and send the clothes to a charitable organization.

WEB PAGE

A wealth of information about our district and our school is found online at: www.anoka.k12.mn.us Follow the links to Oxbow Creek for specific information about our school! We strive to keep it updated, relevant, and helpful to you.

“PRINCIPALS’ PAGE”

We will send out a monthly electronic newsletter – typically the first Friday of the month. Please contact the office if your email address changes!

“PARENTLINK”

This is a service we have available that allows us to call and leave a voice message with all of our families. Typically once a week, we'll deliver important and timely information to you over the phone.

Please contact us right away if you're not receiving them once school starts.



SCHOOL DISTRICT POLICIES

Please read the *A-H Policies Handbook* that you should have received in the mail. (If you need one contact us!) This is an important document that contains most of our

district policies and procedures. The district web site is another excellent source for this information. We will be reviewing many of these policies with the students during the first weeks of school.

PARENT TEACHER ORGANIZATION (PTO)

We strongly encourage you to actively participate in our PTO. It's a great organization that is vital to our success. We hope to be very responsive to the needs, concerns, and interests of our parents - so please join us in this worthwhile endeavor. An informational newsletter will be sent home each month.

First meeting - Tuesday, Sep. 9th, 6:30 PM!

This year's executive board is as follows:

President: Rick Belin

President-Elect: Kara Alger

Secretary: Kate Nightengale

Treasurer: Cedric Mendiola

Parent-at-Large: Betsy Cardinal

If you have any questions or wish further information about the PTO and its projects, please feel free to contact the school or any of the executive board members.

IMPORTANT NUMBERS

Main - 763-506-3800

A+ - 763-506-3813

Health - 763-506-3804

Com. Ed - 763-506-3812

Absence - 763-506-3806

Fax - 763-506-3803

Have a great school year!



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SCHOOLS
A future without limit