



**PARENT
HANDBOOK
2014-2015**



SCHOOL HOURS
9:30 a.m. to 4:00 p.m.
Kindergarten – Grade 5

TELEPHONE NUMBERS:

Main Line: (763) 506-4500
Ms. Zahn, Secretary (763)506-4502
Mrs.Kronberg, Secretary (763)506-4507

Principal: (763)506-4500
Dr. Cravens, Principal
Admin. Intern Mrs. Bloemers (763) 506-4539

Absence Line: (763) 506-4506

Health Service: (763) 506-4504
Mrs. Karnowski, Health Paraeducator
Mrs. Lindenfelser, Nurse

Adventures Plus: (763) 506-4513
Mr. Gild, Site Coordinator

Community Education: (763) 506-4512
Mrs. Genung, Site Coordinator

Cafeteria ~ Kitchen: (763) 506-4511
Mrs. Crowley, Child Nutrition Site Supervisor

Volunteer Coordinator: (763) 506-4530
Mrs. Blatz, Volunteer Services Coordinator

UNIVERSITY AVENUE WEB SITE IS LOCATED AT:
[http://www.anoka.k12.mn.us/AnokaHennepinSchools/Elementary
Schools/UniversityAvenue/UniversityAve.htm](http://www.anoka.k12.mn.us/AnokaHennepinSchools/ElementarySchools/UniversityAvenue/UniversityAve.htm)

WELCOME

We are pleased to present this handbook to our families. It has been prepared to help you become better acquainted with our school's facilities and policies, as well as general information about our school. Please keep it available for your reference throughout the school year.

I would also encourage you to take some time to sit down with your child(ren) and read through it. In addition, the "Back to School Focus" printed by the district, will have helpful information for you. If you have any questions regarding any of the information presented in these handbooks, feel free to call me at University Avenue.

I look forward to an exciting school year.

Sincerely,

*Dr. Anissa Cravens
Principal*

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ACHIEVEMENT TESTING

Third, fourth and fifth grade students are given the Minnesota Comprehensive Assessment test in the spring. Results are mailed to the parent/ guardian. Individualized reading and math tests are also given throughout the year.

ADDRESS CHANGES/TELEPHONE NUMBERS

Please notify the school immediately if there is a change of address, telephone numbers, day care provider, or person to contact in an emergency. This information is vital in case your child becomes ill or injured.

ADVENTURES PLUS

The Adventures Plus program offers daycare before and after school to students in kindergarten through fifth grade. For information contact William Gild, site leader of University Avenue's Adventures Plus program at (763) 506-4513.

ATTENDANCE

The importance of regular attendance cannot be overemphasized. It is extremely difficult to successfully keep up with class work if attendance is irregular. Students are required by law to be in attendance every day school is in session unless ill or excused by the principal.

If a child is going to be absent from school, parents are requested to call the school at (763) 506-4506 before 9:30 a.m. This is to ensure that if a child does not arrive at school, we know he/she is safe. A child's absence will be marked as unexcused if the absence is not reported to the attendance line. **If you do not call in, our automated phone system will call you at home or work to ask you to call us so that the child is accounted for and safe.** Parents are urged to cooperate by planning family vacations, which do not conflict with school attendance.

Tardies are disruptive to the classroom and also have an adverse effect on a child's educational progress. Students arriving with their parents after school begins should report to the nurses office and be given a late slip before going to the classroom.

An attendance letter will be sent when the school becomes concerned about your child's attendance. (Refer to statute 260A.02)

ARRIVAL/DISMISSAL

Drop off Procedure

In the interest of safety, parents/guardians who bring students to school by vehicle must use the car rider lane located in the back of the building to avoid problems with incoming bus traffic. We ask parents not to drop their children off before the 9:10 a.m. entry time. Students have from 9:10 a.m. until 9:30 a.m. to eat at our breakfast program. All other students have from 9:15 a.m. until 9:30 a.m. to go to their lockers, buy pencils, etc. before the final bell rings at 9:30 am. If your child is late, please come into the office to sign-in your child. They will need a late slip to enter class.

Students should remain outside until dismissed to breakfast (9:10 a.m.) or the bell rings for entering the building (9:15 a.m.). Students are not supervised prior to 9:10 a.m.

Prior to 9:10 a.m., students must be accompanied by a parent/guardian or teacher after they have checked into the office, if they need to be in the locker, hallways or classrooms for any reason.

Prior to 4:00 p.m.

If you plan to pick-up your child early, please send a note to his/her teacher with the date, time of pick-up, and a parent signature. If you plan to drive your child home, please send a note to his/her teacher also.

After 4:00 p.m.

If your child's teacher has a note or your child is a designated car rider, he/she will leave when car riders have been dismissed.

If your child's teacher does not have a note, sign the daily "sign out sheet" in the office. We will individually call all those students down to the office just prior to bus dismissal.

****IF THE TEACHER DOES NOT RECEIVE A NOTE, THE OFFICE DOES NOT RECEIVE A CALL, OR YOU DO NOT SIGN YOUR CHILD OUT IN THE OFFICE, YOUR CHILD WILL BE RELEASED IN THE PREVIOUSLY ESTABLISHED MANNER.**** Calls to the office for change in dismissal must be done prior to 3:30. Any emergency dismissal changes after 3:30 pm can not be guaranteed to be delivered to student and /or their teacher.



Students Who Have Missed A Bus Home

Despite our efforts, some students arrive outside after their bus has left the building. These students are held in the office until parents or emergency contacts are reached by school personnel. It is **important** that we always have updated home and work numbers for parents or designated contacts for situations like these. The office closes at 4:30 p.m. If students have not been picked up by 4:30 p.m., they will be enrolled in the Adventures Plus child care program at University Avenue. Parents will be responsible for charges incurred. Adventures Plus can be reached at (763) 506-4513. Police will be contacted if a parent contact can not be made.

If any person other than the parent or guardian or person designated on the emergency card is to pick up a child, the school must have a note from the parent. Bus transportation may not be used for a child to go home with another student unless it is an emergency. (A "School Bus Permission Slip" must be filled out in the office, signed by the office staff and given to the bus driver in emergency situations.)

BUS DISCIPLINE POLICY

Students who have the opportunity to ride district school buses may do so as long as they display behavior that is reasonable and safe. Choosing to follow unacceptable behavior will result in loss of bus service.

The bus driver is responsible for the safety and discipline of students on the bus. The building principal is available to give assistance to the driver and will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary. A suspension applies to all buses unless otherwise designated by school officials. The responsibility for student supervision by the district shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day or until released to the parent/guardian in a manner consistent with guidelines on release of students.

Transporting of School Related/Non-Related Items

Under the Laws and Rules for the Operation of School Buses in the State of Minnesota, it is stated: "...no materials, including: guns, loaded or unloaded; gasoline cans, empty or full; animals or any other object of dangerous or objectionable nature are to be transported in the school bus when children are being transported."

Assigned Buses Only

Students are assigned to buses and bus stops. No change in either bus or stop is permitted without the principal's written authorization. Changes will be made for emergencies only. If there is such an emergency, a student must bring a note from the parent to request that his/her child ride a different bus. A school bus permission slip will be issued by the office.

A complete copy of the "School Bus Discipline Policy", which will include behavior guidelines and consequences, transporting of school related/non-related items and assigned buses only, will be sent home with students at the beginning of the school year for parents and students to review, sign and return to the classroom teacher.

COMMUNICATIONS

Newsletter

The A.C.E.S. Flyer is posted on our webpage periodically throughout the school year. Paper copies will be sent only to parents/guardians that have no email and have requested paper copies. The A.C.E.S. Flyer is filled with information regarding upcoming events, important school dates, and informational articles.

Teacher Newsletters

Each classroom teacher sends home a newsletter for the parent/guardians to update them on what is happening in their child's classroom and any important upcoming events.

Wednesday Folders

Every Wednesday, your child will bring home any papers that are handed out in class. This would include corrected test papers, sports offered through city programs, Community Education classes, etc.

COMMUNITY SCHOOL

Community School offers students and families classes, events and opportunities that enhance lifelong learning. University Avenue is busy into the evenings, weekends and summer with many activities and classes. Brochures with course listings, schedules, and fees will be sent home with students periodically. Diane Genung is our community school coordinator. She can be reached at (763) 506-4512.

There is no bus transportation following after school activities. Children attending activities need to be picked up promptly at the end of their activity.

COMMUNITY SERVICE PROJECTS

University Avenue students do both class-room and school-wide projects for their community. Projects for our community that invite school-wide participation include pop tabs for the Ronald McDonald Houses, food drives for the Anoka County Food Shelf, Jump Rope for Heart.



COMPUTERS

Although students will be using computers as part of their work with teachers, no student will be allowed to use a computer at school unless they are supervised by a staff member. Please refer to the "Policy for Acceptable Use of Technology Resources" adopted by the School Board on 9/11/95 for further information:

<http://www.anoka.k12.mn.us/AHNet/schboard/AUP.Policy.html>

UNIVERSITY AVENUE WEB SITE IS LOCATED AT:

<http://www.anoka.k12.mn.us/AnokaHennepinSchools/ElementarySchools/UniversityAvenue/UniversityAve.htm>

DATA PRIVACY-RELEASE OF RECORDS

Student Educational Records are maintained in compliance with the Family Educational Rights and Privacy Act [FERPA 20§USC 1232 (g)] and Minnesota Data Practices Act (Minn. Stat. § 13.01 subd. 15). Parent(s) or guardian(s) may have student records released to others by completing the "Consent to Release Private Data" form available at the school office.

DIGITAL DAYS

This is a calendar system used to schedule "special" classes, such as music, physical education, media, and art on a regular basis. When school is in session, each day is assigned a number from 1-5 on a rotating basis. Each classroom has a unique schedule to follow according to the digital day that is assigned. Digital day numbers are not assigned on the calendar for planned holidays and vacations. If school is unexpectedly canceled, the digital day is also skipped that day and the published digital day calendar resumes. Parents will find this system convenient for returning library books and for other events which occur according to digital days 1-5.

Kindergarten students attend all day every day and will follow the school calendar.



DISCIPLINE POLICY AND RULES

Purpose

To provide a safe and positive learning environment for all people at University Avenue.

The following is information regarding the guidelines for maintaining order at school so ALL students can learn. One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlies the whole educational structure. It develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. We ask that parents discuss with their children the importance of good behavior and a good attitude while at school.

We will not tolerate fighting, disrespect toward others, obscene language, or destruction of public and private property. We believe children come to school wanting to learn and behave appropriately. When these two things don't occur, parents, students, and staff will work as a team in resolving problems.

Violent Behavior

Violent behavior, verbal and physical, including possession of any item that can cause harm to another individual (weapon) requires removal of the child from the school by the parent. This is called suspension. If the violent behavior includes threatening with a weapon (even if it is a toy), school district policy requires immediate suspension until an investigation is completed. Pursuant to the Federal "Gun Free Schools Act of 1994" any student who brings a weapon (firearm and/or destructive device as defined under Federal law) shall be expelled from school for not less than one year. The child will be in the office until the parent arrives.

University Ave ACES Principles and Core Beliefs

We, the University Avenue Elementary Staff, believe:

- Students should be treated with dignity at all times.
- Students need an environment that provides motivation and promotes self-confidence, low anxiety, and academic risk-taking.
- Students should be responsible for taking an active role in solving their own problems because problems are opportunities to learn and grow.
- Students enter our educational system with a wide range of cultural, social and academic knowledge.
- Family involvement is critical for a student's success.
- It is important that we continue to grow in our ability to function respectfully in cross-cultural settings and to interact respectfully with people from cultures, races, and beliefs systems that differ from our own.

School-Wide Expectations

University Avenue Elementary School Community (staff, families, & students) expectations:

I am safe.

I am respectful.

I am responsible.

I am doing my best.

Our school-wide expectations are explicitly taught in all areas of the school and revisited throughout the year.

If a student chooses not to follow the school-wide expectations the following interventions will be implemented in this order:

- Verbal Reminder
- Observation: The student is separated from the group (in the classroom) but continues to mentally participate, observe the learning and observe appropriate peer behavior, which allows him/her a chance to recover.
- Reflection/Recovery Break: Separation from the group in a space (within the classroom) that is designated for formal reflection allows the teacher an opportunity to continue to teach. The student returns to the group when he/she is ready.
- Buddy Room Reflection Break: Separation from the group in a different environment (another teacher's classroom). The student fills out a written reflection form describing why they needed to leave the classroom along with reflecting on why they had to take a break in their homeroom.

Focus Room

When the interventions above have been attempted and/or a child's behavior requires removal from class the focus room will be utilized. The focus room is a safe place where students can go to calm down. Reflect, problem solve, and create a plan for a successful return to class.

If a child visits the focus room a slip will be given to him/her to bring home. The focus slip indicated the behavior demonstrated and the outcome of their visit. The slip that comes home does require a parent signature indicating you received it and viewed the information. A signature does not indicate approval.

There are a lot of proactive measures put into place before a student is sent to the focus room. Therefore, visiting the Focus room and having a slip sent home has its own set of consequences.

1st slip - Loss of privilege – will not eat lunch or have recess with their peers. The student will eat lunch or recess in the Focus room.

2nd slip - Loss of privilege – will not eat lunch or have recess with their peers.
The student will eat lunch and have recess in the Focus room.

3rd slip - Parent conference
Loss of privilege or whatever is deemed appropriate in the conference. The parent(s), principal, and teacher will create a positive behavior plan intended to support a change in the student's behavior.

4th slip - Suspension – in or outside of school as deemed appropriate by the principal.

Students will begin each trimester with a "clean slate".

DRESS CODE

University Avenue students are expected to present themselves in a manner that does not distract anyone from learning/teaching and be clean and neat in appearance. Students should not wear shirts with inappropriate messages or pictures.

The school dress code is simply that students dress appropriately for elementary age students. Dress and groom must meet standards of safety and health, and standards of decency (i.e. no undergarments visible, pants/shorts worn too low, showing bare midriffs, etc.). Clothing, attire or personal grooming that disrupts the educational process or that violates common standards of decency as they apply to a school setting are not permitted. Examples of attire or grooming that might "disrupt the educational process" include: Extreme hair styles, colored hair, halter or spaghetti strap tops, bare midriffs, short shorts, short skirts/dresses or swimsuits.

Hats are to be worn outdoors only. Heely shoes must have the wheels removed from them when a student arrives on school property and may not be installed again until after leaving school property at the end of the day. Students should have sturdy, supportive shoes to wear for recess. Flip-flops do not protect the foot or provide adequate support for activities students take part in during recess. Athletic shoes are required for physical education.

Inappropriate dress may result in a child being sent home to change clothes.

FIELD TRIPS

Field trips are a part of the student academic and social program. Classroom teachers schedule field trips throughout the school year. Parental permission slips are sent out with requested dollar cost amounts. If the field trip cost is not possible because of financial hardship, contact the teacher or principal to arrange financial assistance.

HEALTH SERVICE

Health Service at University Avenue serves to support students in the classroom, illness and injuries are taken care of in this area by Terri Karnowski, our health paraeducator at University Avenue. The Health Service phone number is (763) 506-4504. Health Service is open and available to help with your questions and concerns during school hours. Health Service **DOES NOT** act as a medical clinic and cannot diagnose illness or injury. It serves as a triage area to help in health related situations and to refer families to proper health care providers. Services provided in Health Service in no way replaces medical care provided by your doctor. Areas of concern to Health Service include the following: attendance, emergency contacts, medications, Health screenings, Should my child stay home guidelines, and immunizations.

Emergency Forms

Emergency forms are completed at the beginning of the school year and are the most accurate parent information available to school staff. If the information on the form changes during the school year, please let the office know. When you list people who will come and care for your child when you are not available, be sure it is someone who **IS** available and can come to school to get your child. A grandma who doesn't drive or a neighbor who works full time might not be the best choice. Be sure to include any and all pertinent health information on this form.

Medication

Medications to be given at school will be kept in Health Service and administered by a trained health paraeducator. Students may not carry medication with them during the school day. Anoka Hennepin District #11 has instituted some policies concerning administration of medication in the school setting. Some of these changes include the following:

1. Parent/guardian shall bring all short term prescription medicines to the Health Service and pickup all discontinued medication.
2. If #1 is not possible, the following procedure must be followed:
 - a. Parent must count the number of pills in the prescription bottle.
 - b. Parents must seal the bottle with tape and write the number of pills on the tape, or
 - c. Parent must place the bottle in a sealed envelope and write the number of pills on the envelope.
 - d. If the medication is in liquid form, the parents must draw a line indicating the level of liquid medicine in the bottle.
 - e. Parent will send the medicine and a note to school with the student, instructing him/her to take the medicine to the Health Service upon arrival.
 - f. Nurse/paraeducator will count the medicine upon arrival and contact parents with any questions.
 - g. All discontinued medication must be picked up by parent/guardian.

All long term prescription medication given in the Health Service must have a signed doctor's permission and a signed parent permission form. Changes in medication through the school year will require permission forms.

Most prescription medication given in the Health Service is considered to be a controlled substance and must be closely monitored. Clinics are very cautious about refills and need time to approve these prescriptions. When you send medication to school, write the amount on a calendar at home in order to know when your child is running low so you know when to call for the refill.

Any non-prescription medication given at school must come in its original container accompanied by a parent note. **SCHOOL STAFF ARE NOT ALLOWED TO GIVE ANY MEDICATION TO ANY STUDENT UNLESS IT HAS BEEN PROVIDED BY THE PARENT.**

Health Screenings

Each year vision, hearing and scoliosis are checked on students in accordance with District #11 guidelines. These checks are simply screens and do not take the place of physicals or checks by physicians. Children may be checked and rechecked, and if a problem seems to be present, parents will be notified. If you would prefer that your child NOT be screened at school, please notify the Health Service.

Should My Child Stay Home

Many parents are frequently concerned about when to keep children home or send them to school. The following information is intended to help parents with this decision.

- If a child has a fever of 100 or more, the child should stay home for 24 hours after the temperature returns to normal.
- If a child has vomited or had diarrhea, the child should stay home until 24 hours after the last episode.
- If a child has had any rash that may be disease related or you do not know the cause, check with your family doctor before sending the child to school.

Immunizations

Minnesota state law requires that students be properly immunized in order to attend school. Written proof of immunizations is required. Students who are not immunized according to state law will be excluded from school. If you are not sure which immunizations are required, contact either your primary care provider or Health Service at University Avenue. Anoka County Disease Prevention and Control at (763) 422-6965 can also be used as a immunization resource.

Feel free to contact the Health Service with any questions or concerns during the school year. Stay healthy!

HOMEWORK/MAKE-UP WORK

Each grade level has developed a homework policy which will be shared with parents in the fall.

When a student is absent due to illness, make-up work will be given to the student at the teacher's discretion. Generally, if a student is ill, they need rest: school work can be made up later when the student is feeling better. Parents do not need to call the teacher or the school to make arrangements for this make-up work.

Requests for homework by parents taking vacations during the school year is common. It is difficult for teachers to predict and accurately prepare this homework in advance. Generally, work will be made up after the student returns. This will allow the teacher to be accurate and give needed instruction for the student to complete the assignments successfully. A courtesy call to the teacher's voice mail a week or so in advance (in addition to the attendance line) to inform the teacher of the absence would be welcomed.

LOST OR DAMAGED BOOKS AND MATERIALS

It is our general school policy that lost or damaged books and materials will be paid for by the students. If books or materials are lost or damaged, a letter will be sent home indicating the reason for the charge and the replacement cost or damage fee.

LOST AND FOUND

Lost and Found is located in the main entryway near the playground entrance/exit doors. We have an incredible amount of clothing that goes unclaimed each year. Place names on all articles of outer clothing. Bulky items such as lunch boxes, boots and clothing will be placed in the Lost and Found. At the end of each month, remaining items will be donated to a charitable organization. Small items, such as rings, bracelets, and money will be placed in the school office. If money is not claimed within a week, it will be returned to the finder as a reward for being a good citizen.

Valuables

The only time students should bring toys, games, etc. to school is when their teacher instructs them to do so. Please avoid sending valuables to school. The student will assume responsibility for any item brought to school. Lost items will be kept in the office until claimed. If items are not claimed by the end of the school year, they will be donated to a charitable organization.

LUNCH/BREAKFAST

Students may bring their own lunch, which will be kept in their lockers for the morning, or they may purchase a student lunch for **\$2.10**. Milk may be purchased for **50** cents by students bringing a bag lunch. Breakfast is also available to students for **\$1.20**.

A lunch menu is sent home at the beginning of each month. Alternative lunch options are available each day for students who prefer an alternate choice. This alternative is subject to change and is not published. There is also a peanut butter and jelly sandwich alternative every day.

Cash or checks for daily or advanced amounts (lunch credits) are collected in the classroom each morning. Make checks payable to "University Avenue A.C.E.S.". Please include your child's PIN number and your child's first and last name on the check or envelope (PIN number is sent to you by separate mail).

Free or reduced price lunches are offered to eligible families. Applications for this program will be sent directly to your home before school begins. Breakfast is free or reduced to those students who qualify for free or reduced lunch before school begins. A new application must be completed each year. Completed applications may be brought to the school office or mailed directly to the Child Nutrition Department at the Anoka-Hennepin Distribution Center on Ferry Street in Anoka. Forms are also available in the school office upon request.

You are welcome to eat lunch with your children. Adult lunches are available for \$3.60. Please call the school when planning to come for lunch so that we can prepare extra food, and sign-in at the office when visiting for lunch. You must wear a visitor's badge/sticker when having lunch with your child. Please meet your child near the lunchroom.



MEDIA CENTER/TECHNOLOGY

The Media Center is located in the center of the office wing. Students and staff are able to checkout from our large collection of books and periodicals. In addition, there is a selection of videos, computer software, A-V and professional materials available for classroom use. The Media Center has a computerized checkout system, and each patron has an assigned number. Patrons can locate materials using the electronic catalog.

Materials have a one or two week loan period and may be renewed if needed. When a student has overdue materials, checkout is suspended until materials are returned. If an item is lost or damaged, a replacement payment is due to resume checkout privileges or other arrangements must be made. A full refund will be given if the item is later found and returned.

Dot books are leveled books that can be checked out by students from the Media Center. These books are part of a special collection of books that should be easy enough for students to read independently. The purpose of dot books is to give students a chance to practice reading fluency and build reading comprehension.

Before/after school classes and community groups may only use the computer lab with pre-approval and supervision by a technology committee member or principal at the current stipend rate.

NONCUSTODIAL PARENTS

Please notify the classroom teacher as to the name and address of a parent to whom you are requesting notification be sent regarding school functions, report card, etc. This information needs to be updated each year.

Duplicating Communications:

We believe that parent communication and involvement is extremely important to a child's education and we want to assist in any way possible.

We have received numerous requests to duplicate the contents of school information other than report cards. Therefore, we are asking that parents who would like a copy of the school information provide their child's teacher with self-addressed stamped envelopes. In the event there are more than one child's school information being requested, we will try not to duplicate the materials to avoid high postage.

Depending on how often parents would like to receive duplicate copies will determine the number of envelopes needed. Please notify your child's teacher to discuss this schedule.

PARENT TEACHER COMMUNICATION

Conferences

Parent-Teacher conferences are scheduled two times a year and parents are strongly encouraged to attend. This is an important part of your child's education. It gives both the parents and teachers the opportunity to share information which will help your child learn. **Each family is allocated one conference time.**

Report Cards

Report cards are computer generated at the end of each three trimesters. The first and second trimester report cards will be given to the students to bring home. The third trimester report cards will be sent home via U.S. Mail. Emphasis is placed on effort, academic progress, and work habits. Please note Report Cards are based on State Standards: a grade of S is working consistently AT grade level. It is meeting the grade level standards and is not equivalent to a "C".

Telephone Contact

A list of staff phone numbers is provided in October when numbers are finalized. Teachers often will deactivate the ringers on their classroom phones while teaching, in order to minimize disruption. You may leave a message on voice mail for any teacher at any time or send notes with your child. Student use of the classroom telephone is left to teacher discretion.

Concerns

Please contact your child's teacher when you have questions or concerns. The sooner a question is answered or a concern is resolved, the better the opportunity is for continued successful learning to occur. If there are family changes or significant events occurring in your child's life which might affect emotional, behavioral or educational performance, it would be helpful to inform the classroom teacher of necessary information. By working together, we can achieve the nurturing environment which we know is beneficial to all children.

Conference Dates for Fall 2014

October 6th, Mon.

October 7th, Tues.

October 9th, Thur.

Conference Dates for Winter 2015

February 17th, Tues.

February 18th, Wed.

February 19th, Thur.

PARENT TEACHER ORGANIZATION (PTO)

The Parent Teacher Organization at University Avenue is comprised of parents and staff members who work to promote educational experiences and opportunities for the children. All University Avenue parents and staff are encouraged to become involved in the PTO. There are no membership fees. Meetings will be held Sept 17, Oct 22, Nov 19, (no December meeting), Jan 21, Feb 25, April 15 and May 20 at 6:30 p.m. in the Media Center to discuss ideas, issues and accomplishments, to ask questions and to plan events. Funds raised by the PTO help to purchase materials, technology equipment, and support programs that the school district is not able to fund. In addition to fund raising, the PTO has provided financial and volunteer support for a variety of school events and programs such as the Family Fun Night, fundraisers, and conference dinners for staff. These programs and events have enriched the students' learning and social environment, and have given parents the opportunity to visit and socialize with teachers and other University Avenue families.

PTO (Parent Teacher Organization) President

Jenny Kraemer

PARENTAL CONTACT DURING THE SCHOOL DAY

The Anoka-Hennepin ISD #11 recognizes the rights of both biological parents of a student to have equal access to communication with their child during the school day. At the same time, the District realizes the importance of providing a learning environment for all students that is free of distractions and disruptions. Whenever possible, parents/guardians should arrange to meet with and/or talk with their children outside the school day. In the event of an emergency which requires parental contact with a child during the school day, the parent/guardian should telephone or go to the office of the building principal to request that the child be called to the office to meet with the parent/guardian and/or speak with the child on the telephone. The principal or designee may determine if the child may leave class at that time to meet or talk with the parent/guardian. This policy and the procedures will be implemented equally with all parents/guardians whether custodial or non-custodial.

The School District recognizes that disputes often arise between divorced or estranged parents; however, we are not the arbitrator of these disputes and will not assume that role. Accordingly, the Anoka-Hennepin ISD #11 will not enforce custody or parental visitation orders that are not specifically directed at it.

Procedure Regarding Parental Contact During the School Day

1. The principal or designee may select the meeting place and determine the length of time the student may be away from class. If appropriate, the principal or designee may be present when the parent/guardian meets with the child.

2. Parents/guardians may not go to classrooms, cafeterias, or other school locations to meet with their children unless they first check into the office and receive permission to do so.
3. When a non-custodial parent/guardian requests to take his/her child off school grounds during the day or to pick a child up at school at the end of the school day for the purpose of taking the child off school grounds, written permission must be granted for this release by the parent with whom the child resides, and the school may contact the parent with whom the child resides to inform them.

PETS AND ANIMALS

The Anoka-Hennepin School District #11 Indoor Air Quality policy does NOT allow dogs, cats, rodents, rabbits, reptiles, birds, exotic animals, or other pets in any of our schools or district buildings. If you have any questions regarding this policy, contact the Indoor Air Quality Coordinator at (763) 506-1225.

PICTURES

School pictures are taken twice during the school year, fall and spring. All students will have their pictures taken. Fall photos are used in the University Avenue Yearbook.

Yearbooks

Yearbooks are available for purchase by students and families by filling out an order form. Individual fall pictures taken by Lifetouch Studios are used in this book. The order form will be sent home with each child in January or February. The yearbook will arrive in May or June for distribution. **Preordering is essential.**

SCHOOL CLOSINGS/LATE STARTS/EMERGENCIES

Listen to WCCO-AM (830) and KSTP Channel 5 TV or Check their websites: www.wcco.com or www.kstp.com for closings, late starts, and early closings of school.

In the event of an emergency early closing, the school district transportation department will take all students to their afternoon p.m. bus drop off stop.

It is helpful to inform your child and discuss with him/her where they are to go if sent home in an emergency.

Students practice fire, tornado, bus evacuation, and lock down containment drills each year.

SEARCHING LOCKERS AND DESKS

Student lockers and desks are the property of the school and can therefore be searched by school personnel.

SECURITY

All doors will be locked between 9:30 am – 4:00 pm except the main entrance by the office.

All visitors must check in at the office. To ensure all our students' safety, a visitor tag or volunteer tag is necessary beyond the office area.

SEXUAL/RACIAL/RELIGIOUS HARASSMENT/VIOLENCE: STUDENT POLICY

It is the policy of the Anoka-Hennepin School District to strive for a learning environment that is free from sexual, racial, and religious harassment and violence. This policy will be enforced before, during and after school hours on all school property, including the school bus, school functions, and events held at other locations. Any action toward or by a student of this district to harass through conduct or communication of a sexual, racial, or religious nature or to inflict, threaten to inflict or attempt to inflict sexual, racial, or religious violence as defined herein shall be a violation of this policy.

Sexual, racial, or religious violence is a physical act of aggression that includes a sexual act or purpose or a physical act or aggression based on a person's race, gender or religion.

In carrying out this policy, the School District recognizes that sexual, racial, and religious harassment are subject to School District Equal Educational Opportunity policies and applicable state and federal laws. Sexual, racial, and religious violence is criminal activity subject to civil penalties under Minnesota Statutes 609.341

The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual, racial, religious harassment /violence, and take appropriate action against any person who is found to have violated this policy.

Equal Opportunity and Non-Discrimination Policy

All students in Anoka-Hennepin schools have equal access to all classes, programs, activities and facilities without regard to race, creed, color, sex, national origin or disability.

SPECIAL EVENTS AND ACTIVITIES

AUGUST

Open House: This is an early evening opportunity for students and families to meet their classroom teacher and to acquaint themselves with the classroom. This is held the week before school begins in the fall. This year's Open House will be Wednesday August 27th, from 4:30 – 6:00 p.m.

OCTOBER

Book Fair: Book fairs are generally held in the Media Center in conjunction with parent conferences. Children and adults may purchase books of their choosing.

SPRING

Track and Field: Track and Field is organized by the physical Education teacher for Grades 1-5 and is assisted by staff and parent helpers. Children participate in a variety of outdoor athletic events. Kindergarten has different Track and Field Days.



Throughout the Year...

Holiday/Birthday Celebrations: Activities vary according to grade level and classroom plans. For families who do not choose to participate in planned celebrations, an alternative activity and setting is always available upon request. To celebrate their birthdays, children are welcome to bring pre-packaged, commercially prepared treats for their class. Foods listed below are some of the great snacking ideas:

- Instead of pop: 100% juice, flavored water (no sugar added), low-fat or non-fat plain or flavored milk
- Fresh fruit assortment (you may consider including low-fat whipped topping)
- Dried fruit and 100% fruit snacks
- Vegetable trays with low-fat dip
- Whole-grain crackers with cheese
- Pretzels, low fat popcorn, rice cakes, bread sticks, graham crackers and animal crackers
- Angel food cake topped with fruit (angel food cake is lower in sugar and fat than other cakes)
- Bagel slices with jam
- Pizza with low-fat toppings or pizza dippers with marinara sauce
- Low-fat pudding, low-fat yogurt
- Low-fat breakfast or granola bars (look for brands low in sugar)
- Trail mix or cereal mix (whole-grain, low sugar cereals with dried fruit, pretzels, etc.)



SPECIAL SERVICES

Special Education Services

Special education services are available for students who, because of their significant physical, academic, social, emotional, or behavioral needs, are experiencing difficulty in the school setting. Federal, State, and School District funds provide for these services. In order to qualify for services, specific eligibility criteria must be met. Some of these services include:

- Specific Learning Disabilities (LD)
- Developmental Cognitive Disability (DCD)
- Emotionally/Behaviorally Disordered (EBD)
- Occupational and Physical Therapy (OT/PT)
- Speech and Language Impairments
- Vision Impairments
- Deaf/Hard of Hearing (DHH)
- Physical and Other Health Impairments (OHI)
- Traumatic Brain Injury (TBI)
- Mild/Moderate Handicapped (MMH)

Following classroom interventions, a referral will be made, if needed, to the University Avenue Child Study Team. The Child Study Team, which may include parents, classroom teacher, school psychologist, principal, and staff members representing all disciplines, determines if a formal evaluation is needed. If a formal evaluation is needed, the parents will be an important part of the process. If you have any questions or concerns about the needs of your child, please discuss these needs with your child's classroom teacher or other appropriate staff members.

School Social Worker

Our school's Social Worker, Mrs. Caron-Vlasak provides short-term counseling services and serves as a liaison between home and school. Mrs. Caron-Vlasak also coordinates many of the support groups.

Friendship Groups

Sometimes a student's ability to achieve and experience success at school is affected by other things. Friendship groups are available to accommodate students with a variety of issues such as self-esteem, family change, grief/loss and social skills. Trained staff conduct pull out group discussions/activities once a week for a period of 10-12 weeks with students identified by parents and teachers.

Title/Reading Recovery

Title is a federally funded program. Qualifying students are tutored in the areas of reading and/or math by a certified teacher.

Talent Development

University Avenue provides for the unique needs of gifted and talented students through a variety of enrichment activities and pull-out opportunities. Pull-out activities are designed to encourage the development of lifetime learning skills. Opportunities are provided to explore topics that are not covered in the classroom setting. Students are selected for participation on the basis of test scores, parent and teacher observation, and academic performance.

STUDENT CLASS PLACEMENT

Parent input regarding a child's placement for the next year will be welcomed. Forms for parent input may be picked up in the school office the month of April. They are due back by the end of April. Student needs and characteristics of preferred teachers are most helpful for making placement decisions. Teachers and administrators spend many hours placing students where they will best succeed. Factors considered are: work habits, ability, special needs, a balance of boys and girls, class size, and separating students that work best when not with each other.

VISITING POLICY

For everyone's safety, all visitors to University Avenue Elementary must check in and register in the school security system where they will be issued a visitor/guest badge. This identification sticker must be visible at all times during your visit.

You are always welcome at University Avenue. In order to avoid visits when students are testing and as a courtesy to teachers, it is suggested that parents contact the teacher in advance to arrange their visit. Generally, it is best to wait a couple of weeks after the opening day of school, in order to provide teachers and students an opportunity to become acquainted as a classroom community, with as few interruptions as possible.

VOLUNTEERS-PARENT INVOLVEMENT

Volunteer help from parents is a vital component for the successful operation of University Avenue's activities and academic offerings. We recognize parents as a very important asset and are committed to creating an environment that encourages parental involvement. Working with staff and other parents creates exciting and rewarding opportunities for parents, staff and children alike. There are numerous ways to assist our children with any amount of available time you might have. Mrs. Debbie Blatz is University Avenue's volunteer coordinator. She would love to talk to you about the many opportunities here (763) 506-4530.

WEAPONS POLICY

It is the policy of the Anoka-Hennepin School District to maintain a positive, safe and secure learning and working environment. Therefore, the District will not tolerate weapons as defined in this policy at any time on the school property or in the school zone*, including district owned buildings and grounds; leased or rented facilities; school sponsored activities; field trips; school buses and other school vehicles; and school bus loading and unloading areas. Students and visitors may not possess, store, handle, transmit, or use any weapons in any of the school environments listed above. Any student found to possess, store, handle, transmit, or use any weapons before, during or after school hours will be subject to administrative and/or legal action.

Students who become aware of a weapon (that is not subject to an exception listed in this policy) being brought to school or on school property must immediately notify an adult staff member. A student who becomes aware that he/she is in possession of a weapon and who immediately notifies an adult staff member, may avoid, depending on the circumstances, being considered to be in possession of a weapon; students should not, however, pick up or transport the weapons.

***School zone:** The area surrounding school property to a distance of 300 feet or one city block, whichever distance is greater, beyond school property.

Procedures for Implementing the Weapons Policy

Weapons violation federal law: Pursuant to the Federal "Gun Free Schools Act of 1994" any student who brings a weapon (firearm and/or destructive device as defined under Federal law: shall be expelled from school for not less than one year.

Elementary school students: Principals in the elementary schools, when disciplining students in K-5 for possession of a weapon, as defined in this policy, will suspend the student and determine the intended and actual danger to other students and staff. (Note: Expulsion may be recommended.) The principal will inform the student's parents of the disciplinary action. In all cases the student will receive information regarding the danger of weapons.

Definition of Weapon

A weapon is defined as: a knife; firearm or item which looks like a firearm, whether loaded or unloaded, in working or non-working condition; explosive, any incendiary device or look-alike and/or the threatened intent to cause an explosion; or any other device or instrument which is utilized in such manner so as to threaten, intimidate or produce bodily harm or the fear of such

WITHDRAWAL OF STUDENTS

If you are moving and are withdrawing your child from school, please call or come by the school office at least one week prior to the withdrawal date. This will give ample time to complete the paperwork, and for you to return all library books and textbooks your child may have out.





A.C.E.S.!