

PARK TERRACE ELEMENTARY SCHOOL

8301 Terrace Road NE
Spring Lake Park, MN 55432
(763) 784-8983



2011-2012
Parent Information Handbook

Office: (763) 784-8983
Health Care/Attendance: (763) 783-5804
Transportation: (763) 785-5512

Office Fax: (763) 783-5820
Learning Ventures: (763) 783-5827
Lorenz Bus Co.: (763) 201-8888

Welcome to Park Terrace Elementary

At Park Terrace we work to educate the whole child. Learning, both academically and social/emotionally, is our top priority. It is the responsibility of staff to provide an environment that is safe so that high levels of learning can and will occur. Our staff is committed to the beliefs of our school and the work that we do is aligned to this vision to assure that each child will be successful.

As a Park Terrace Staff, we believe that **all** students **can** be successful. It is the responsibility of the school to find out how students learn and utilize the resources necessary to provide a personalized instruction. Recognizing the uniqueness of each child is a key to developing the child to his/her highest potential.

I enjoy working with a very dedicated staff who works together with students, parents, and community to provide the best educational experiences we can. Our goal is to make learning real, meaningful, fun and effective. Through continuous improvement we will always be working to be more effective tomorrow than we are today.

Please continue to actively support and participate in our school and PTA functions. This participation enables us to have the strong, child-centered school community for which Park Terrace is known.

Kim Fehringer
Principal

Park Terrace Core Beliefs

- We believe that all learners regardless of race and socioeconomics can achieve at a high level.
- We believe that a safe, supportive, and consistent environment is necessary for the academic and social success of all students.
- We believe that personalized instruction will enhance the intellectual quality of our learners and provide value beyond the classroom.
- We believe in a school community that creates and values meaningful relationships among all stakeholders (students, parents, staff and community), which is vital to student success.

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2011-2012 Park Terrace Important Dates

August 31	Meet Your Teacher – 4:30 pm–6:00 pm
September 22	Fall Fundraiser kick off
September 22	Open House Family Picnic – 5:30 pm–7:00 pm
September 28	Picture Day
September 29	Fitness Expo
October 13	Early Release Day
October 14	No School – Staff Workshops
October 17, 18	Evening Conferences and Book Fair
October 19	Daytime Conferences
November 3	Picture Retakes
November 10	Family Bingo Night/Fundraiser pick up
November 11	No School – Staff Workshops
December 1	End of Tri 1
December 2	No School – Staff Workshops
December 3	Holiday Shoppe – 9:00 am–12:00 pm
Dec 23 – Jan 2	Winter Break
January 12	Kindergarten Information Night
January 26	Early Release Day
January 27	No School – Staff Workshops
January 31	Evening Conferences
February 2	Evening Conferences
February 3	Daytime Conferences
February 21	No School – Staff Workshops
March 8	End of Tri 2
March 9	No School – Staff Workshops
March 12-16	Spring Break
March 28	MCA Math Online Window Begins
March 29	Kindergarten Round up
April 4	Spring Pictures
April 24, 25	MCA Reading
April 27	Early Release Day
May 3	Fine Arts & Fitness Fair
May 11	K-2 Field Day
May 18	All Grade 3 Track & Field at SLPHS
May 29	Grade 3 Move Up Day
June 7	Last day of school for students, End of Tri 3

PTA meeting at 6:30 on Thursday:

September 8	January 5	May 10
October 6	February 9	
November 3	March 1	
December 1	April 5	

Park Terrace Elementary 2011-2012 Staff

Office

Fehringer, Kim – Principal
Johnson, Michelle – Admin Assistant
Kish-Neal, Shari – Nurse
Towle, Jessica – Paraprofessional

Continuous Improvement Coach

Thornborrow, Dylan

Counselor

Fandrey, Kate

Psychologist

Kurtz, Jason

Kindergarten

Dahler, Jodi – Teacher
Flansburg, Jennifer – Teacher

Zobitz, Shannon – Teacher

Grade One

Bergeron, Lynda - Teacher
Lectka, Kaye – Teacher
Nordlund, Amy - Teacher
Young, Anne – Teacher

Grade Two

Boys, Miranda – Teacher
Dugas, Pam – Teacher
Jones, Jodi - Teacher
Wallinga, Krista – Teacher

Grade Three

Clements, Diane – Teacher
Jensen, Lollie – Teacher
Witt, Sue – Teacher
Workman, Teresa - Teacher

Specialists

Downs, Dean – Teacher (Phy Ed)
Jay, Ron – Teacher (Music)
Pfahl, Sarah –Teacher (Art)

Media /Computer Lab

Waldvogel, Jean – Paraprofessional

Special Education

Bakker, Kelly – Teacher (Speech)
Hagen, Spencer – Teacher (ASD)
Settingsgard, Meghan– Teacher (LD)
Leslie, Laura – Teacher (ASD)
Tewalt, Lynnette– Teacher (EBD)
Forman, Karen – Paraprofessional
Hill, Diane - Paraprofessional
McGrath, Maria – Paraprofessional
Marcouiller, Trini – Paraprofessional

Student Support

Behlmer, Kathryn - Teacher
Wikstrom, Cathie – Teacher
Cedar, Susan - Teacher
Jones, Cindy – Paraprofessional
Nordby, Deb - Paraprofessional

ELL

Perry, Brittany – Teacher
Lewandowski, Silvia – Paraprofessional

Kitchen

Dahnke, Christine
Mecl, Colleen
Eickstadt, Bonnie

Custodians

Paulson, Jeff
Johnson, Wayne
Weyers, Patrick

Building Security – Visitor Guidelines

For the safety and well being of all of our students, we have the following rules and guidelines regarding visitors in the building:

- All visitors, including parents, must check in and sign out at the front security desk or the school office.
- All visitors will be given a visitor’s badge or pass to wear so that staff and students know you have been cleared through the office.
- Some form of identification may be requested by office staff, i.e. driver’s license.
- The school will not release a student to a non-custodial parent without the custodial parent’s consent.
- No teacher will release a student from class to the custody of an adult without the written or verbal consent from the office staff.
- All students must be dismissed from the school office after he/she is signed out.

District Information

The Spring Lake Park website may be accessed at www.springlakeparkschools.org. To locate Park Terrace information click on ‘Park Terrace’ under ‘Schools.’

Here you will find up to date District information as well as school-specific information. The Park Terrace newsletters are posted on the website and emailed each Tuesday of a five day week. There will not be a newsletter on three or five day school weeks (unless an exception is deemed necessary).

Parent Portal

This is your parent online access to secure and timely information about your child's class schedule, attendance, report card, and transcripts.

To sign up, print out and review the [Parent Portal Acceptable Use and Safety Policy](#). Each parent must complete and sign a separate Parent Portal Acceptable Use and Safety Policy in order to receive an account.

School Hours

9:05 a.m.....	Breakfast students may arrive/enter
9:10 a.m.....	Student arrival – bell rings
	Doors open for students
9:20 a.m.....	School starts – bell rings
11:55a.m.	a.m. Kindergarten ends
1:20 p.m.....	p.m. Kindergarten begins
3:53 p.m.....	Walkers, Learning Ventures, and students being picked-up are dismissed
3:55 p.m.....	Bus students are dismissed

NO SCHOOL SUPERVISION is available prior to the beginning of morning classes. This means *students should not arrive at school before 9:05 a.m.* At 9:10 a.m. the doors will be open for students to enter the building and their classrooms.

Parents with students needing supervision before school may wish to contact District 16 Community Education for information about its school-age care program (Learning Ventures Child Care), which operates at Park Terrace Elementary beginning at 6:30 a.m. For more information you may contact Community Education at 763-786-1338.

When students need to be picked up during the school day or at dismissal, a note should be sent to the teacher. Children are excused from school only through the office. We require that parents sign students out. *We encourage parental support to have children in attendance for the entire school day.*

When legal constraints are in effect for students at Park Terrace, it is the custodial parent's/guardian's responsibility to contact the school (in writing) with the names of person(s) permitted to pick up the child(ren).

Students Coming and Going from School

If your child is not going home as he/she usually does, it is necessary to notify the teacher and the office *in writing*, giving permission and detailing the change of arrangements for that day. **Please do not rely on email - if for some reason a teacher is absent on a given day, the sub would not have access to the teacher's email account.** Please call the office to be safe. If a student is going to another child's home after school, each child's parent must send a written permission note. *Students may NOT ride a bus other than their assigned bus, unless there is an emergency situation where a parent will not be home to meet the student.*

Encourage your child to return directly home after school without stopping to play until he/she has reported his/her whereabouts to you.

Visiting Park Terrace

We encourage parents to participate fully in their child's education. Should you wish to visit your child's classroom, please contact the classroom teacher in advance of your intended visit. Each year Park Terrace has special activity days at which time all parents are invited to visit school. You will receive special notice of these dates. ALL visitors must sign in at the office. **Parents are welcome to come and have lunch with their child. However, parents will not be permitted to go to their child's classroom at any time during the day without prior arrangements having been made between the teacher and parent, and then communicated to the office staff.**

Children are not permitted to bring friends, younger brothers, sisters or visiting relatives to the regular school class. Parents volunteering or visiting a classroom are also asked not to bring young children along. It has been our experience that such visitations cause confusion in programming, and may be a disruption to the learning activities.

Attendance

When children will not be in school or will arrive late, please call our 24-hour attendance line (763) 783-5804 as early as possible. If you do not notify the school, we will need to contact you. Students who arrive after the 9:20 a.m. bell need to report to the office before going to their classrooms.

If you are aware in advance of a student's absence, send a note to the classroom teacher **and notify the attendance line**. Please make every attempt to plan appointments, trips, etc., at a time that will not conflict with school hours. Work that is made up outside of school does not replace the instructional value that can be gained in the classroom.

It is the parents'/guardians' responsibility to provide updated emergency information to the office. When students become ill or are involved in an accident during the school day, parents/guardians will be notified so suitable arrangements can be made. When children are removed from the building, parents must sign them out in office. For additional information please refer to District 16 policy.

Truancy

State law mandates the attendance of all school age children unless excused for legal reasons. Attendance is the responsibility of the student and his/her parents or guardians. Students who are absent from school without acceptable reasons will be regarded as truant. Please contact the principal if you need assistance with your child's attendance.

Park Lot Procedures

The safety of all of our students is important to us. We need all parents to practice the following procedures when picking up or dropping off their child.

When entering the parking lot, follow the road to the south and semi-circle the parking lot around to the front of the school and back out to Terrace Road for both drop-off and pick-up. Do not park your car in front of the school if you need to enter the building, please use the parking lot. Be considerate of others to keep the traffic flowing.

Early Dismissal/Late Start/Inclement Weather

If winter storms or other emergency situations cause us to close school for the day, delay the start of school, or close school early, we will notify our community through:

The District Website

- Go to the district website homepage for announcements. This is usually the quickest way to get a weather-related or emergency announcement. District closing policy is also found under school closings/alerts.

InstantAlert sent to your home phone, cell phone, work phone, e-mail, or pager

- Most, if not all families, are part of the district's InstantAlert message system. Messages are sent to your home phone, cell phone, work phone, e-mail, or pager, based upon information provided by each family.

Twin Cities News Media

- WCCO Radio (830 AM), WCCO TV (Channel 4), KSTP TV (Channel 5), KMSP TV (Channel 9) and KARE TV (Channel 11)

Tuesday Folders

In order to foster excellent school/home communication, each child will bring home a Tuesday Folder. Parents are requested to review the folder Tuesday evening, sign and date the folder acknowledging receipt, and return the folder with their student *the following day*. Occasionally, there will be notes, papers, or forms requiring parent's signature, and these should be signed and returned in the folder.

Parents are encouraged to communicate with their child's teacher any time and use the weekly folder to request a conference, phone call, or to make other comments. We have found that this system of communication encourages a larger percentage of school information reaching our parents.

Telephone Calls

To maximize learning time, calls will only be forwarded to voicemail and not directly to the classroom when class is in session. Teachers will check for messages and return calls at an appropriate time. Students may use the phone for emergencies only. Please make arrangements for after-school activities prior to the school day.

Problem Solving Procedures for Parents

We want to know what you think concerning what happens at Park Terrace Elementary. Please call or stop in at any time. If your child tells you something about school that sounds unreasonable, please send a note or call us. This type of communication helps prevent misunderstanding. When you are especially pleased about something a teacher or the school is doing, it would also be nice to hear from you.

If you are concerned about a situation in your child's education, visit with the classroom teacher first and then with the principal if necessary.

Student Progress, Conferences, and Report Cards

Assessing the growth and development of our students is an important part of our school program. District writing teams have aligned assessment strategies with the State Graduation Standards and Learner Outcomes. Our goal is to use assessments that allow students to demonstrate what they know and can do. This is achieved by using a variety of assessment methods. The reporting of progress to parent(s)/guardian(s) is accomplished by the use of parent-teacher conferences and report cards. Conferences are held twice during the year and report cards will be issued three times at the end of each trimester.

Behavior Management – Responsive Classroom

The Responsive Classroom® is an approach to teaching and learning that fosters safe, challenging, and joyful classrooms and schools, kindergarten through eighth grade. Developed by classroom teachers, it consists of practical strategies for bringing together social and academic learning throughout the school day. There are seven basic principles underlying this approach:

- The social curriculum is as important as the academic curriculum.

- How children learn is as important as what they learn: process and content go hand in hand.
- The greatest cognitive growth occurs through social interaction.
- There is a set of social skills children need in order to be successful academically and socially: cooperation, assertion, responsibility, empathy, and self-control.
- Knowing the children we teach—individually, culturally, and developmentally—is as important as knowing the content we teach.
- Knowing the families of the children we teach and inviting their participation is essential to children's education.
- How the adults at school work together is as important as individual competence. Lasting change begins with the adult community.

Parent Teacher Association (PTA)

All Park Terrace parents are encouraged to join and participate in the PTA. Meetings are generally held the first Thursday of each month at 6:30 p.m. Please refer to the District 16 Calendar for exact dates. The PTA provides support to the academic and social programs at Park Terrace, and is a primary source of family activities and events at school. The PTA is an invaluable part of our school.

Volunteer Opportunities

There are a wide variety of ways to volunteer and lend a helping hand at Park Terrace. Volunteers are a valuable resource for bringing about success at our school. You are invited to join us for any time commitment that you could share with us. One such opportunity is Thursday Morning Volunteers.

Bus Transportation

Bus routes are established during the summer by the District Transportation Office. If you have any questions about, or problems with bus routes, schedules, etc. please contact the Transportation Office at (763) 785-5512. **When you have concerns regarding a student missing the bus on the way to school or missing their bus stop on the way home, please call Lorenz Bus Company directly at (763) 201-8888.**

Riding a bus to school is a privilege, not a right. Students who choose not to follow established bus rules will lose the opportunity to ride the school bus.

School Bus Safety Rules:

- Obey the driver's instructions.
- Be verbally considerate.
- Be physically considerate.
- Respect yourself, others, and property.
- Severe clause will be in effect for eating, drinking, tobacco, or chemicals on the bus.

Consequences for School Bus or Bus Stop Misconduct

- 1st violation - Student warned by the bus driver.
- 2nd violation - Bus driver and student conference, student may be assigned a designated seat.

- 3rd violation - Report written; student and principal/dean conference.
- 4th violation - Report written; student, principal, and parent contact; suspension of bus privileges may occur. (additional reports may result in a 5-day suspension or permanent suspension of bus privileges).

School Crossing Guards

All District 16 Elementary Schools do maintain adult crossing guards for walking students. All crossing guards will be at their locations from approximately 9:00 to 9:15 a.m. and 3:50 to 4:05 p.m. Crossing Guards are stationed at the corners of Parking Lot/Terrace Road, Parking Lot/Jefferson Street and 83rd/Terrace Road.

School Breakfast & Lunch Programs

The Park Terrace breakfast/lunch program is computerized, and a computerized management program eliminates the use of tickets. Each student is assigned an account number (PIN) to be used to make food payments and purchases. The purchase price of your child's meal is then automatically deducted from the account. If your child brings cold lunch, you might want to put some money into his/her account to cover milk purchases. There will be no change given to students. Any change will be deposited in the student's account. When the account balance becomes low, your child will be notified that it is time to bring more money. Every meal is a well-planned and balanced meal. The prices in effect for the 2011-2012 school year are:

Student breakfast	\$1.20	Student Lunch	\$2.25
Adult breakfast	\$2.10	Adult Lunch	\$3.40
Milk only	\$.50		

The Spring Lake Park School District provides free and reduced price meals for children. A letter to parents each school year explains the program and includes an application form. A parent or guardian may apply at any time during the year for free or reduced price lunches for their children by completing an application form and returning it to the principal's office in your school. Applications are processed and eligibility letters are sent out from our district food service office.

Recess/Noon Program

All students will be expected to go outside for noon recess unless the weather does not permit. *Students will need a written note from a Physician to be excused from recess.*

The following will serve as our guidelines for no outside recess: The wind-chill factor is - 10 °F; Extreme icy or sloppy conditions; Raining and/or lightning. Students are expected to wear boots in the winter as it reduces cleanup within the building.

Celebrations/Birthdays/Treats

All food items eaten at celebrations or brought for birthday treats need to be commercially processed. No home prepared foods may be distributed to other students as per state health department regulations.

Please let the teacher know ahead of time if you would like to send treats to the class to celebrate your child's birthday. **Treats can be delivered to office and the classroom teacher will distribute accordingly.** Also, please do not deliver balloons or flowers.

Animals/Pets

Pets or other animals are not allowed in school *without obtaining permission from the student's teacher*. Animals may be brought in to the classroom for educational purposes. They must be vaccinated as required by local government ordinances, appropriately housed, humanely cared for, and properly handled. Poisonous and dangerous animals will not be permitted. Persons bringing animals into the school must receive prior permission from the classroom teacher. Animals are not to be transported on school buses. Parents should be involved in the transport of animals to and from school once permission is granted by the classroom teacher.

Clothing (Appropriate/Inappropriate)

Students are encouraged to dress appropriately for school. To maintain a focused learning environment for all students; at no time will short shorts/skirts, tops with shoulder straps of less than one inch width or halter tops, or clothing that exposes the midriff or undergarments be permitted. Clothing that displays promotions for alcohol or tobacco companies, or promotes use of illegal substances, gang symbol or clothing worn to identify gang membership. Caps may not be worn in the building.

The principal will be the final judge as to the appropriateness of clothing for school. In the event that the clothing is deemed unsuitable, the student will need to change into something more appropriate. Parents may be called and asked to bring in a change of clothing.

Bicycles, Roller Blades, Scooters, and Skateboards

Riding bicycles, roller blades, scooters, or skateboards to school is not allowed for safety reasons. All children will be provided transportation. Parents may choose to drop off or pick up their child(ren).

Cellular Phones, MP3 Players Other Potentially Disruptive Devices

Any devices which may be disruptive to the educational environment are not allowed in the classroom. This would include, but is not limited to items such as those above or similar devices. The device will be collected by the teacher and stored in the office until a parent can retrieve the item.

Personal Property of Students – Valuables

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. **The school staff is not responsible for valuables which students bring to school.** It is recommended that students leave all valuables at home. If

special circumstances make it necessary for a student to bring money or other important possessions to school, please have your child let his/her teacher know and leave the belongings in the office.

Lost and Found

The lost and found for clothing is located in the hall near the front entrance. Jewelry, money, wallets, purses, and eyeglasses can be claimed in the office. Unclaimed items are donated to local charities. **You can help your child retrieve lost items such as clothing, backpacks, and lunchboxes by labeling everything with his/her name.**

If your child leaves something on the bus, it can be claimed when he/she rides the bus again.

Field Trips

Field trips are a part of the total school experience. In order to participate in the field trip experience, a signed parental permission slip must be on file with the teacher before the field trip occurs. Children for whom there is not a signed permission slip will NOT participate in the trip. Phone calls will not be accepted in lieu of the signed permission slip.

Due to the safety and liability that is encountered from leaving the school premises, we ask that siblings and older brothers and sisters of school age not accompany their parents on field trips. Teachers appreciate the extra help that adult chaperones can offer during this time; however we must limit the opportunity to parents or legal guardians.

Health Services

Park Terrace and District 16 maintain a health program designed to protect the health of students. Currently, a Health Care Specialist is available at Park during school hours. Parents must provide transportation if their child becomes ill at school. If a child receives a serious injury, the parent or alternate person listed on the emergency card will be contacted. If they are not available, the student will be transported to Unity Hospital. *Additional information on immunization and screenings is available in the district calendar/resource guide.*

Medications: Prescription Medications given at school must be accompanied by a physician's order. Medication should be brought to school in the original bottle whether prescription or over-the-counter. A signed permission form from the parent stating the reason for the medication, dosage, time, and effective dates to be given must accompany any medication. **All Medication will be kept in the Health Office and distributed by the Health Care provider, this includes over the counter medicine, such as, cough drops.**

Supplemental Student Accident Insurance

The Spring Lake Park School District, and all of its employees, work hard to ensure that every student has a safe and rewarding experience while attending our schools. Even with this environment and the many precautions we take, accidents can happen while students are at school.

You may or may not be aware that the school district does *not* provide insurance coverage for students during the time they spend on school grounds. If a child has an accident while

attending school during the day or while participating in after school activities, the family's health insurance carrier would cover any related expenses.

We have made it relatively convenient for families to purchase Student Accident Insurance through Special Markets Insurance Consultants, Inc. and underwritten by Sentry Life Insurance Company for the upcoming school year. This program is completely voluntary. Each family should examine their health insurance coverage as well as co-pays and deductible limits to determine if this supplemental coverage would be a benefit to them.

If you are interested in exploring a supplemental insurance coverage, by August 15, we will have a link on the school district's website that will make available a variety of insurance coverage options for families to consider for their students. This information will be located at SpringLakeParkSchools.org under each schools webpage. If you have questions about this service, you can call the Business Office at 763-785-5505.

School Counselor

Park Terrace Elementary has a part time Counselor. She assists students in problem solving, getting along with others, and/or family concerns. She works closely with staff at Park Terrace and with other health professionals in and outside the district.

Music, Art, and Physical Education

All students in grades 1-3 receive music, physical education and art instruction from specialists in the respective discipline. Students are expected to have tennis shoes for physical education activities. Tennis shoes are necessary for student safety and to prevent undue maintenance problems for our custodial staff. **Please refrain from black soled tennis shoes** that can mark floor surfaces. Students may be excused a maximum of three days from physical education class with a written parent request. A medical excuse from a doctor is needed for excluding a student for four or more consecutive days from classes or for the teacher to modify the required activities for an individual student.

Technology

Technology is vital to the future of our students, and needs to be an integral and far greater part of the educational process. Therefore, the district took a systematic approach to studying technology instruction "best practices" in developing a technology plan which would address short and long term goals for all students, staff, and community. The resulting plan uses technology: to access large bodies of information, to improve communication, to allow for creative lessons and expression, and to expand learning beyond the four walls of the classroom. Parents and students will be asked to sign an Internet Acceptable Use Policy.

Gifted and Talented Program

District 16 recognizes different categories of need for students of above average ability. Talented students are those who have demonstrated special ability in academic areas. If you would like more information, please contact Cheryl Peterson at (763) 784-8625 or cpete1@district16.org.

Special Education Services

Park Terrace's special education department provides a range of programs and services for students who have been identified as disabled and in need of specialized programming. The eligibility process includes referral, screening, and assessments, which determine the type and amount of service needed. Recommendations are made and plans developed by a team of the student's parents and educators. An Individualized Education Plan (IEP) is written for each student, taking into account the particular type of service and personnel required, student learning style, and goals to be met, as well as motivational and environmental factors. The majority of students are programmed into regular classrooms with the support coming from special education staff in collaboration with regular education staff. Parents who have concerns or questions about their student's school program are urged to consult with school personnel at the earliest possible date. Please direct your questions to the building principal.

Basic Skills Program

It is a goal of the Spring Lake Park Schools that all children leave second grade reading at grade level. During the first few weeks of school all children take a number of reading assessments. The purpose of these assessments is to identify where each child is in their development toward meeting this reading goal, and to determine how we can best provide reading instruction to each learner. Basic Skills provides instructional support in reading and/or math to assist students in reaching this goal. School/Parent Compacts are developed and signed during fall conferences.

English Language Learners

The ELL Program is available to K-3 students at Park Terrace. There is a section relative to a student's home language on the registration form that is completed by all enrolling students. This is the initial indicator that a language other than English is used by the student or the student's family.

ELL students are given an assessment by lead teachers upon entering the district to determine their placement level. After initial placement, Limited English Proficiency students are assessed formally each spring to determine progress and placement for the following year.

Learning Ventures Child Care

Learning Ventures provides quality before and after-school child care for elementary age children. District 16 Community Education operates the program at Park Terrace Elementary from 6:30 a.m. to 6:00 p.m. Tuition fees support the program. For more information call Community Education at (763) 786-1338.

Data Privacy

Student directory information includes, but is not limited to: the student's name, address, and telephone number, date of birth, dates of attendance, and the student's yearbook photo. Student directory information is available to the classroom, except for the student's yearbook photograph, which may only be released pursuant to this policy for publication in the school's yearbooks or school district publications. A student's parents may make directory information private data as to that student if a written request to that effect is received by the superintendent from the student's parent/guardian. If you have any objections to your child being video taped

or photographed, you must contact the office. District 16 has an extensive Board Policy on the use of student information that is available on the District website.

**Hazing or Racial, Religious, Disability or
Sexual Harassment or Violence Policy**

District Policy: Independent School District 16 shall maintain a learning and working environment that is free from racial, religious, or sexual harassment or violence. Racial, religious or sexual harassment or violence are forms of discrimination which violate the Civil Rights Act of 1964, as amended, and the Minnesota Human Rights Act, as amended. The School District prohibits any form of hazing or racial, religious, disability, or sexual harassment or violence.

It shall be a violation of this policy for any student or employee to inflict, threaten to inflict or attempt to inflict any form of harassment or violence upon any student or employee. It shall also be a violation of this policy for any student or employee to harass any student or employee through conduct or communication of a racial, religious or sexual nature.

The School District shall investigate all complaints, either formal or informal, verbal or written, of racial, religious or sexual harassment or violence and take appropriate action against any student or employee who is found to have violated this policy. Please refer to district policy.

Weapons Policy

District Policy: Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, handle, transmit, store in an area subject to one's control, or use any instrument that is considered a weapon, or any "look alike" weapon. This policy shall apply in the School District buildings, on school grounds, at school activities, at school bus stops, on school buses or school vehicles, or upon entering or departing from School District premises, property, or events. District 16 takes a position of "Zero Tolerance" on Weapons. Please refer to District 16 Policy for further information.

Chemical & Tobacco Free Environment

The use of controlled substances, including alcohol and tobacco, is prohibited by District 16 policies and procedures. Possession, use, or distribution of controlled substances, alcohol, or tobacco by students or staff on school premises or during any of its sponsored activities shall result in disciplinary action.