

Westwood School

Intermediate / Spanish Immersion

Principal: Tom Larson

701 91st Ave.

Blaine, MN 55434

Office: (763) 784-8551 / Attendance Line: (763) 783-5404

Information Handbook for Families



Westwood Purpose

Westwood Intermediate School is a supportive community that is focused on working together to ensure our students' academic, social, and emotional growth to achieve the Spring Lake Park Essential Learning Outcomes.

Spring Lake Park Schools

High expectations,

High achievement

For all.

No excuses.

To ensure the safety of our students, all visitors must sign in at the Office upon each visit and obtain a visitor's badge. The main entrance door will be open during the school day. All other outside doors will remain locked.

ADDRESS & PHONE NUMBERS

Westwood Intermediate School
701 91st Ave. NE
Blaine, MN 55434

Office: (763) 784-8551

Attendance Line: (763) 783-5404

Fax: (763) 783-5395

ATTENDANCE

When children will not be in school or will arrive late, please call our 24-hour attendance line (763) 783-5404 as early as possible. If you do not notify the school, we will need to contact you. If we are unable to contact a custodial adult the absence will be marked as unexcused. After seven unexcused absences we are required to file educational neglect with Anoka County. Students who arrive late need to report to the Office before going to their classrooms and will be marked as tardy.

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 student 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 leave early the parents must come to the Office Welcome Desk and sign out their student. For additional information please refer to District 16 policy.

BAND PROGRAM

Students have the opportunity to participate in Band in grade five. The Band program is offered during the school day. Students will be provided with small group lessons. Performances will be scheduled throughout the year. Instruments can be purchased or rented from a private company such as Schmitt Music. An information session will be scheduled each spring and/or fall.

BASIC SKILLS PROGRAM

The Basic Skills Program provides additional instructional help in reading and math. Students are identified for the program with test scores from the NWEA, MCA's, and teacher recommendation. Students who receive help in the area of basic skills will be working with a certified teacher or qualified para. For more information on the program please contact the building principal or Calista Alden, Basic Skills teacher.

BICYCLES, ROLLER BLADES, SCOOTERS & SKATEBOARDS

Riding bicycles, roller blades, scooters, or skateboards to school is discouraged for safety reasons. Westwood is not responsible for any accidents, damaged or stolen bikes, roller blades, and/or skateboards. Bike riders will be allowed to store their bikes in the bike racks located on the side of the building. A lock will need to be used to secure your bike. Students must walk their bicycles while on the sidewalks upon arrival and departure from school.

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 in the main 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 signs out.

BULLYING

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students, and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and to discipline those acts of bullying which have not been successfully prevented. See School Policy 514 for further information.

BUS TRANSPORTATION

The District transportation office establishes bus routes during the summer. If you have any questions or problems with bus routes, schedules, etc., please contact the school office and we will work with you, or direct you to the appropriate person to answer your question. Bus transportation information is available online through the Parent Portal. Access the Parent Portal by going to the district home page or any of the schools' home pages.

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. All parents and/or adults not employed or contracted by the District will need to receive pre-approval from the building principals and/or the District Transportation Department before boarding any school bus. This provision will be waived in cases where there is a life-threatening emergency on a school bus.

BUS TAGS:

Students will be issued a "bus tag" for the take-home route on the first day with bus information on it. We are asking that students **keep these tags on their backpacks throughout the school year**, visible to staff and to bus drivers. If there is a new drop off location, we will provide a new insert to the bus tag. This system will help ensure an even smoother District 16 Bus Transportation System. If you have questions, please call the transportation department at 763-785-5512.

SCHOOL BUS SAFETY RULES:

1. Obey the driver's instructions.
2. Be verbally considerate.
3. Keep your hands, feet, and belongings to yourself.
4. Respect yourself, others, and property.
5. Sit in your seat and face forward.
6. No eating, drinking, tobacco, or chemicals on the bus.

BUS CONSEQUENCES:

While on the bus a student may be warned by the bus driver, a bus driver and student conference may be held, and the student may be assigned a designated seat if needed. A written report may also be given to the student.

- **1st Report** Student conference with principal/designee, copy of report is sent home.
- **2nd Report** Parent contacted, student conference, copy of report is sent home.
- **3rd Report** Parent contacted, student conference, one-day bus suspension may occur, copy of report sent home.
- **4th Report** Parent contacted, student conference, two-four days bus suspension may occur, copy of report sent home.
- **5th Report** Parent contacted, student conference, five days bus suspension may occur, copy of report sent home.
- **6th Report** Parent is contacted, student conference, possible suspension of bus riding privileges for remaining portion of trimester or year.
- **Bottom Line Infraction** – If a student is engaged in a bottom line behavior the principal or principal designee shall deem the appropriate consequence.
- Additional written reports may result in permanent suspension of bus riding privileges. Parent will then be responsible for providing transportation to school for their child. A severe infraction may result in an immediate suspension from school.

CELEBRATIONS/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 for student safety.

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.

CHILD VISITORS

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.

CHOIR

Fifth grade students have the opportunity to join the Westwood Panther Choir. The District required fee for fifth grade choir is \$5.00 and Westwood charges an additional \$5.00 for props, costumes, awards, buses, etc. Choir rehearses once a week for 30 minutes and performs choir concerts in the winter. The choir also performs for other school functions such as the Recognition Day Ceremony, and other various school assemblies. Participants in choir learn how to work as a team, produce fantastic music, and create musical memories.

CLOTHING

Students are encouraged to dress appropriately for school. To maintain a focused learning environment for all students, children will not be allowed to wear any clothing that is the following:

- Considered distracting, lewd, or vulgar
- Clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups or gangs.
- Displays promotions for alcohol or tobacco companies, or promotes use of illegal substances
- Caps, hats, bandannas, or hoods may not be worn in the building
- Baggy clothing – pants must be held up with a belt if needed, undergarments may not be showing
- No spaghetti strap less than one inch or midriff shirts, undergarments may not be showing
- No heales

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 a change of clothing.

CONFERENCES

Conferences are held twice a year in the fall and winter. Fall conferences will be held on:

October 17	4:30 – 8:00
October 18	4:30 – 8:00
October 19	8:00 – 3:30

Winter conferences will be held on:

January 31	4:30 – 8:00
February 2	4:30 – 8:00
February 3	8:00 – 4:00

Teachers look forward to conferences because this is an opportunity for them to meet one on one with you to share observations and information about your child, hear concerns from you, and strengthen the partnerships between home and school. Conferences are 20 minutes in length. During the school year if you need to meet with your child's teacher or the teacher needs to meet with you, additional conferences may be scheduled.

CORE VALUES

- We believe it is essential for staff, parents, and community to work together.
- We believe in meeting the individual needs of all students.
- We believe all students can and have the right to learn.
- We believe students learn when they are in a safe, supportive environment.
- We believe students learn when engaged in relevant and meaningful work.

CORE VALUES "BELIEFS" THAT GUIDE OUR ACTIONS WITH EACH OTHER

- Courage
- Integrity
- Shared Responsibility
- Respect
- Accountability
- Excellence

- Learning

DATA PRIVACY

Student directory information includes, but is not limited to: the student's name, address, telephone number, date of birth, dates of attendance, and the student's yearbook photo, as well as the name, address, and telephone number of the student's parent(s). Student directory information is available to the general public, 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 principal from the student's parent(s)/guardian(s). District 16 has an extensive Board Policy on the use of student information that is available from the principal.

DISCIPLINE – Student Expectations

At Westwood the focus of classroom management is on self-discipline and learning to take responsibility for one's actions. A student's right to learn and a teacher's right to teach should not be denied because of disruptive behavior. Expecting and encouraging appropriate student behavior is the responsibility of all employees who have direct contact with students. The Responsible Learning student management plan states the expectations for student behavior as well as consequences for inappropriate and unacceptable behavior. Westwood uses the Responsive Classroom practices in working with students to become responsible learners. As a school we have identified "bottom line" behaviors which are unacceptable. They are repeated direct defiance, harassment, bullying, inappropriate language, vandalism, theft, chemicals, weapon, and willful physical harm. Please refer to the District 16 Discipline Policy for further information.

EARLY DISMISSAL/LATE START/INCLEMENT WEATHER

In case of inclement weather which would make it necessary to delay or close school, announcements will be broadcast over WCCO radio station 830 on the AM dial. If school must be cancelled, delayed in starting, or dismissed early, the district will have WCCO broadcast that information as quickly as possible. In the event school is dismissed early and parents cannot be at home to care for their child/children, they are advised that they must provide an alternative neighborhood place which can care for their child/children.

ENGLISH LANGUAGE LEARNERS

The ELL Program is available to students at Westwood. 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.

FAMILY SUPPORT WORKERS/COUNSELORS

Westwood has a Family Support Worker/Counselor to assist students in problem solving, getting along with others, family concerns, etc.; she works closely with other staff at Westwood and with other health professionals in and outside of the district.

FIELD TRIPS

Field trips are a part of the total school experience. In order to participate in the field trip experiences, 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 unless authorized by the building principal.

GIFTED & TALENTED PROGRAM

District 16 recognizes three 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 Marianne Paulos at (763) 783-5219.

GUM

Students are not allowed to have gum in school.

HAZING, 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 hazing or any form of 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.

HEALTH SERVICES

Westwood and District 16 maintain a health program designed to protect the health of students. Currently, a Health Care Specialist is available at Westwood six hours a day. 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 students will be transported to Unity Hospital. *Additional information on immunization and screenings is available in the district calendar/resource guide.*

MEDICATIONS: Medications given at school should be accompanied by a physician's order. If this is not practical, the medication must be in the prescription bottle from the pharmacy. A signed permission form from the parent stating the reason for the medication and effective dates to be given must accompany any medication.

HOMEWORK – PRACTICE MAKES PERMANENT

Homework is appropriate for primary aged children. The research done on effective schools tells us that homework should be assigned on a regular basis, should be reinforcement or practice items instead of new material, and is never to be used as punishment.

At Westwood we follow these guidelines:

- Homework can be assigned for completing unfinished work at the student's ability level.
- Homework can be an enriching activity that extends classroom activities such as researching a word or making a science project.
- Spelling practice lists are considered homework. Shortened assignments and challenge words were discussed at Open House Curriculum Night in September.
- Teachers regularly assign drill and practice activities such as math or vocabulary flash cards.

In all cases, home activities need to be supervised by a parent. Get involved, help to proofread the work, make it fun, but let it be the child's project. Each grade level has a homework policy that is handed out at Curriculum Night.

INDIAN EDUCATION PROGRAM

District 16 is a partner, along with the Fridley and Columbia Heights School Districts, in an inter-district Indian Education Program funded by a Title V Formula Grant. The program's primary goal is to instill cultural pride and self-esteem by helping to meet the educational and cultural needs of American Indian students.

KIDS CLUB/PANTHER PLANET

Kids Club provides quality before and after-school childcare for elementary-age children. Spring Lake Park Community Services operates the service at Westwood before and after school. Hours are 6 am to 6 p.m. Tuition fees support the program. For more information, call 763-786-1338.

LOST AND FOUND

The lost and found for clothing is located in the Westwood hallway near the media center. Jewelry, money, wallets and purses can be claimed in the office. You can help your child retrieve lost clothing more easily by labeling things with his/her name. Please label lunch boxes too. Unclaimed items are donated to a local charity several times a year. If your child leaves something on the bus, it can be claimed when he/she rides the bus again or by contacting the bus company.

MUSIC, ART, & PHYSICAL EDUCATION CLASS

All students in grades 1-5 receive physical education, music and art instruction from specialists in the respective discipline.

Day 1 – 4 or Day A - E Schedule

Students rotate through specialist areas on a four or five day schedule. Students have PE every other day and alternate art and music, as well as Spanish for 5th grade students. The homeroom teacher will inform you of the specific schedule for your child's classroom.

PHYSICAL EDUCATION

Students are expected to provide tennis shoes for physical educational 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

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.

PAGERS, CELLULAR PHONES, RADIOS OR OTHER POTENTIALLY DISRUPTIVE DEVICES

Any devices such as those above or similar devices that may be disruptive to the educational environment are not allowed to be on during class. If the device is disruptive it will be collected by the teacher and stored in the office until the end of the day or a parent can retrieve the item.

PARTIES

All parties should be cleared with the teacher. We appreciate the thought, but please no surprise parties for teachers during school times. Each room may have 3 parties a year – fall, winter, spring and/or end of the year celebration. Dates are communicated to parents at Open House/Curriculum Night.

PERSONAL PROPERTY OF STUDENTS

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 possessions to school, please have your child let his/her teacher know and leave the belongings in the office.

PETS

Pets are not allowed at school or on school property. Check with your child's teacher if there is an educational purpose for bringing an animal to school for any reason. Pets are not allowed on the bus.

PANTHER PARTNER PROGRAM

The Panther Partner Program is a volunteer program at Westwood. The program is designed to enrich the lives of students, enable teachers to offer individualized help for students, provide students with the opportunity to participate in a variety of activities in school, and strengthen the partnership between learners, community, and the school. If interested in participating in the program and helping in our school contact Paula Lanoue.

PARENT TEACHER ORGANIZATION (PTO)

All Westwood parents are encouraged to participate in the PTO. Meetings are held each month. The PTO provides support to the academic and social programs at Westwood, and is a primary source of family activities and events at school. The PTO is an invaluable part of our school.

PURPOSE

The purpose of Westwood Intermediate School is to be a supportive community that is focused on working together to ensure our students' academic, social, and emotional growth to achieve the Spring Lake Park Essential Learning Outcomes.

RECESS/NOON PROGRAM

All students will be expected to go outside for noon recess unless the weather does not permit. The following will serve as our guidelines for no outside recess: 1. The wind-chill factor is -10° and/or the temperature is below 0; 2. Extreme icy or sloppy conditions; 3. Raining and/or lightning. Students are expected to wear boots in the winter as it reduces cleanup within the building.

RESPONSIVE CLASSROOM

At Westwood the focus of classroom management is on the Responsive Classroom approach, which is grounded in our beliefs that:

- The social curriculum is as important as the academic curriculum.
- How children learn is as important as what they learn.
- The greatest cognitive growth occurs through social interaction.
- There is a specific set of social skills that children need to learn and practice in order to be successful academically and socially: cooperation, assertion, responsibility, empathy, and self control (CARES).
- 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 is as important as knowing the children we teach.
- How we, the adults at school, work together is as important as our individual competence.

Each day teachers begin their day with a morning meeting that provides the avenue to build a classroom community, create a positive climate in the classroom for learning, and reinforce academic and social skills.

SCHOOL BOARD

The Spring Lake Park School Board engages and communicates with the public on educational issues and policies, and governs the district to achieve the vision, mission, and goals of the district.

School Board Members:

- Kelly Delfs kdelfs@district16.org
- Marilyn Forsberg mforsb@district16.org
- Colleen Vranish cvrani@district16.org
- Jodi Ruch jruch@district16.org
- Gary Brisbin gbrisb@district16.org
- Annette Winrick awinri@district16.org
- John Stroebel jstroee@district16.org
- Jeff Ronneberg Supt. jronne@district16.org

SCHOOL BREAKFAST & LUNCH PROGRAMS

The Westwood 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:

Single breakfast: \$1.20	Single lunch with milk: \$2.25
Reduced Breakfast with milk: .00	Reduced lunch with milk: .40
Adult breakfast: \$2.10	Adult lunch: \$3.40
	Extra milk or juice: .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. Names of children receiving lunch aid are kept confidential.

SCHOOL DAY

The Westwood student day begins at 8:40am and dismissal is at 3:15pm. Students are welcome in their classrooms after 8:30am. Classroom supervision will not be provided before this time. Students eating breakfast can enter at 8:20am.

We encourage parental support to have children in attendance for the entire school day. 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 welcome/security desk in the main office. We require that parents come to the main office to sign out students.

When legal constraints are in effect for students at Westwood, 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).

SCHOOL EVENTS

Because of the diversity in children and programs, individual classes will participate in the events which best suit their needs and interests. Not all classes are required to participate in all programs. By allowing variety in events, children will participate in many different experiences throughout their elementary years. These events could include speakers, assemblies, I Love to Read Month, and Fundraisers.

SCHOOL PICTURES

We contract annually with Lifetouch to have pictures taken early in the fall and early spring. You will receive information about pictures from Lifetouch prior to Picture Day.

SCHOOL SAFETY PATROL

All District 16 Elementary Schools do maintain school patrols for walking students. All patrols will be at their locations at approximately 10 minutes before the entrance bell.

SECURITY

All visitors must enter through the main door #1 on the east side of our building and go to the main office to check-in. No visitor is allowed beyond the main entrance or office without a visitor's badge. All doors, with the exception of the main entrance lobby doors, are locked during school hours.

SPANISH IMMERSION

The program is currently in grades k and one at Westwood. Over thirty years of research indicates that immersion is the most effective type of second language instruction. Students are immersed in the second language in their classroom. The second language is the primary spoken language by the instructor and eventually the students. The goal of language immersion is for the students to become proficient in the second language and increase cultural and global awareness. Students develop proficiency in the second language by hearing and using it to learn all of the school subjects, rather than studying the language itself.

The immersion teacher speaks the language the majority of the time. Although kindergarten students will speak to their teacher and classmates in English within a few years the students will speak the Spanish language the majority of the time as well.

SPECIAL EDUCATION SERVICES

Westwood's special education 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.

SPECIAL SERVICES

- **BIG BROTHERS/BIG SISTERS**

The Big Brother/Big Sisters program is available through our family support worker. Community members volunteer to work with students on academic and social needs in a one on one positive atmosphere. If interested in the program contact Marge Zobitz through the school office at 763-784-8551.

SPORTSMANSHIP

Elementary students are encouraged to attend athletic and performance activities, when accompanied by a parent/adult. Our district is attempting to improve our sportsmanship behavior throughout the school district. Follow the District 16 Sportsmanship Code for Spectators.

- Show an interest in the contest by taking part in cheers with the cheerleaders and applauding good performances made by any participant.
- Work cooperatively with contest officials and site supervisors who are there to keep order.
- Refrain from booing, making negative comments or placing blame on participants, coaches, or contest officials.
- Stay off the playing floor or contest area at all times.
- Show respect for property by not causing damage to equipment or facilities.
- Display modesty in victory and graciousness in defeat.

STUDENT PLACEMENT

The assigning of students to classrooms requires careful planning by the staff. A great deal of thought goes into placing children into classes, and the staff takes this very seriously. Detailed information regarding this process, including deadlines for parent input, will be sent home with students in April.

STUDENT PROGRESS/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 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 following the end of each trimester.

STUDENT VERIFICATION FORM

Student Verification forms are available during Meet and Greet night, or sent home at the beginning of the school year. Please complete the form and return them to school as soon as possible. Remember to notify the school as you change employment, day care, doctors, etc. This information serves a number of purposes and must be as complete and accurate as possible.

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 school's webpage. If you have questions about this service, you can call the Business Office at 763-785-5505

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.

TELEPHONE CALLS

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

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.

VISION FOR WESTWOOD INTERMEDIATE SCHOOL

High Expectations, High Achievement, For All. No Excuses.

VISITING

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, so as not to interrupt the learning environment. Each year Westwood has special activity days at which time all parents are invited to visit school. You will receive special notice of these dates.

VOLUNTEER OPPORTUNITIES

There are a wide variety of ways to volunteer and lend a helping hand at Westwood. Volunteers are a valuable resource to bringing about success at our school. A group of parents and staff put together a pamphlet that details the many opportunities to volunteer at school, outside of school, etc. This pamphlet will be sent home with students shortly after school begins.

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. Please refer to District 16 Policy for further information.