

# Westwood School

## Intermediate / Spanish Immersion

Principal: Tom Larson

701 91<sup>st</sup> 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**

Spanish Immersion School  
701 91<sup>st</sup> Ave. NE  
Blaine, MN 55434

**Office:** (763) 784-8551  
**Attendance Line:** (763) 783-5404  
Principal: Tom Larson

## **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 Main 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 school early the parents must come to the Main Office and sign out their student. For additional information, please refer to District 16 policy.

## **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 school 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 is signed out.

## **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.

## **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

Teachers look forward to conferences because this is an opportunity for teachers 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.

**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. If your child receives a “bottom line” a report will go home to you – please sign the report and return it to school. Your signature does not mean you agree with what happened but that you have been informed of the report.

<b>Student Bottom-Line Behavior Report</b>		White copy to parents Yellow copy to teacher
Westwood Intermediate School (763)784-8551		
Student _____	Grade _____	Date _____ Time _____
Homeroom Teacher _____	Reporting Staff _____	
Bottom-line:	<input type="checkbox"/> repeated direct defiance <input type="checkbox"/> bus incident <input type="checkbox"/> vandalism <input type="checkbox"/> weapon <input type="checkbox"/> theft <input type="checkbox"/> harassment/bullying <input type="checkbox"/> willful physical harm <input type="checkbox"/> inappropriate language <input type="checkbox"/> chemicals	
Incident Occurred:	<input type="checkbox"/> cafeteria/recess <input type="checkbox"/> classroom <input type="checkbox"/> building <input type="checkbox"/> bus	
Description of bottom line behavior/incident: _____		
Action taken:		
<input type="checkbox"/> student conference with principal <input type="checkbox"/> temporary removal from class <input type="checkbox"/> in-school suspension <input type="checkbox"/> parent called <input type="checkbox"/> recess/lunch detention <input type="checkbox"/> out of school suspension <input type="checkbox"/> loss of privilege _____ <input type="checkbox"/> break-it, fix-it plan <input type="checkbox"/> other		
Additional information: _____		
Principal/Administrative Designee Signature: _____		
Parent Signature: _____ Date: _____ <b>Please sign &amp; return to WWIS office. Thank you.</b>		

**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.

**REPORT CARDS**

Students receive a report card 3x during the school year. The report card reflects the Spring Lake Park learning targets, what we want students to know and be able to do. The Student Performance Levels are based on the end of the year targets.

**Exceeds Standard:** Consistently performs above grade level target with above grade level material

**At Standard:** Consistently achieves grade level target independently after instruction with grade level material

**Approaching Standard:** Developing skills and concepts of grade level target with some help from teacher with grade level material

**Minimal Progress Towards Standard:** Needs continuous teacher support for work towards grade level target  
**NA:** Not assessed or taught at this time

### 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 reinforces academic and social skills.

### 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 2010 - 2011 school year are:

<b>Single breakfast:</b> \$1.20	<b>Single lunch with milk:</b> \$2.25
<b>Reduced Breakfast with milk:</b> .00	<b>Reduced lunch with milk:</b> .40
<b>Adult breakfast:</b> \$2.10	<b>Adult lunch:</b> \$3.40
	<b>Extra milk or juice:</b> .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 8:40 and dismissal is at 3:15. Students are welcome in their classrooms after 8:30 am. Classroom supervision will not be provided before this time. Students eating breakfast can enter at 8:20 am. Kindergarten starts at the same time for all students at Westwood – 8:40. Full Day kindergarten ends at 3:15 and Half Day morning kindergarten ends at 11:15.

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/office. We require that parents come to the welcome/security desk/office to sign out students.

### SPANISH IMMERSION

The program is currently in grades k,1 and 2 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.

A complete copy of the school Handbook is on line at [http://www.springlakeparkschools.org/schools/wwi/wwi\\_handbook.asp](http://www.springlakeparkschools.org/schools/wwi/wwi_handbook.asp)  
If you would like a printed copy please contact the office and we will be happy to provide one for you.