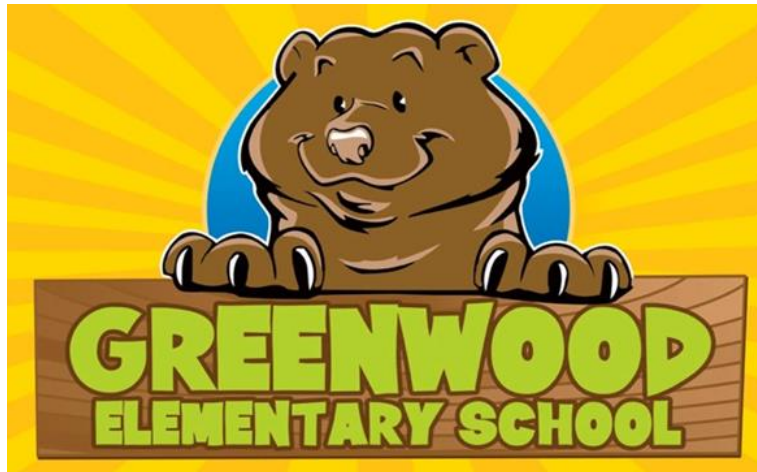


# HANDBOOK

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Updated September 2014



18005 MEDINA ROAD  
PLYMOUTH, MN 55446  
P: 763.745.5500  
F: 763.745.5591

SCHOOL HOURS: 7:45 - 2:25  
MORNING KINDERGARTEN: 7:45 A.M. - 10:15 A.M.  
AFTERNOON KINDERGARTEN: 11:55 A.M. - 2:25 P.M.



<http://fb.com/WayzataGreenwoodElementary>



[http://twitter.com/WPS\\_Greenwood](http://twitter.com/WPS_Greenwood)



Health Office (Absences): 763.745.5555

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# OFFICE SUPPORT

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**Brad Gustafson**

Principal  
763.745.5510

**Kristy Maas**

Social Worker  
763.745.5507

**Main Office**

Kallie Spaulding  
763.745.5501

**Denise Stricker**

Office Paraprofessional  
763.745.5502

**Mary Stoehr-Nessen**

Health Paraprofessional  
763.745.5515

**Sharon Foltz-Ringstrom**

Home Base Site Manager  
763.745.5599  
763.745.5598

E-mail: [firstname.lastname@wayzata.k12.mn.us](mailto:firstname.lastname@wayzata.k12.mn.us)

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# PRINCIPAL'S WELCOME

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August 2014

Dear Greenwood Parents/Guardians,

On behalf of the entire Greenwood staff, I would like to welcome you. We're passionate about helping each and every student learn and grow. We are committed to providing world-class learning opportunities featuring 21st century skills, creativity and innovation--all in a safe and nurturing environment. Our National Blue Ribbon School (2010) is home to some of the most caring and talented staff, parents and students in the country!

We hope you'll visit our school hashtag #GWgreats on Twitter to see our amazing students in action. We'll use the hashtag to celebrate the great work our students, staff, and PTA are doing together. (If you have a concern or would like to schedule a meeting please connect with me by phone or e-mail.)

Greenwood Believes in:

- Demonstrating an unswerving commitment to the development of the “whole child” by establishing a solid moral and academic foundation for all students.
- Modeling respect for each other and the learning process while maintaining a positive and growth-based approach to human development.
- Acting on the belief that all kids can learn and grow by providing motivating and engaging learning experiences commensurate with students' readiness levels.
- Utilizing data to inform decisions as we seek to continually improve.
- Partnering with the school community while focusing on student success.

This handbook may be updated and amended during the school year. We are looking forward to working together to help all kids realize their potential as trustworthy citizens and tenacious learners.

Kind Regards,

Mr. Brad Gustafson  
Principal



# MISSION & VISION

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## MISSION

The Mission of Wayzata Public Schools is to ensure a world-class education that prepares each and every student to thrive today and excel tomorrow in an ever-changing global society.

## CORE VALUES

**Achievement:** Challenging oneself and others to excellence in all we do.

**Collaboration:** Working together to maximize opportunities and eliminate barriers to learning for all.

**Community:** Maintaining a sense of belonging to and responsibility for the broader community.

**Equity:** Meeting the specific needs of all students.

**Integrity:** Doing the right thing in the right way at the right time, even when no one is aware.

**Respect:** Valuing others for their diverse talents, backgrounds, cultures and viewpoints.

## VISION

The Vision of Wayzata Public Schools is to be a model of excellence where all students discover their unique talents, develop a love and tenacity for learning and demonstrate confidence and capacity for success through:

- Exceptional Student Learning, Experiences and Relationships
- Community Trust, Confidence and Partnership
- Operational Excellence

# ATTENDANCE

Greenwood's student day begins at 7:45 a.m. At that time all students should be in their classrooms. If your child arrives after 7:45 a.m., he/she is considered tardy and a parent (or parent note) must accompany the child to the school health office. Buses arrive at 7:35 a.m. Please do not drop your child off before 7:30 a.m.

If your child is going to be out of school, please call the Greenwood Health Office attendance line before 8:30 a.m. at 763-745-5555. To reach the health office para directly, please call 763-745-5515. If we do not hear from you, the absence is unexcused.

EXCUSED TARDIES/ABSENCES	UNEXCUSED TARDIES/ABSENCES
<ul style="list-style-type: none"> <li>• Illness</li> <li>• Serious illness in student's immediate family</li> <li>• Funeral</li> <li>• Religious instruction (not to exceed three hours per week)</li> <li>• Catastrophes, such as fire</li> <li>• Official school field trip or other school-sponsored outing</li> <li>• Pre-approved family vacations or trips</li> <li>• Medical or dental appointments</li> <li>• Religious holidays</li> <li>• Suspensions</li> </ul>	<p>An unexcused absence is an absence that is not acceptable to school authorities. These absences may occur with or without the knowledge of the student's parent or guardian.</p> <p>Parent-approved absences that are excessive and/or interfere with the student's educational program may be interpreted as truancy and follow-up procedures will be implemented.</p> <p>Habitual tardiness may also be considered as truancy. A student is tardy if he/she is not at school at the official start time. Five (5) unexcused tardies constitute one unexcused absence.</p>

Regular school attendance is vital for your child to experience optimum success at school and throughout life. Attendance habits developed in childhood often carry over to future school years and influence attitudes about work responsibility in adulthood. It is important that parents carefully consider any condition or activity that will keep a child out of school. Please be aware that regular school attendance is required by law for all students. Irregular attendance or excessive absences will be reviewed by the school principal and other school personnel with the intention of developing a plan to change the pattern for the welfare and benefit of the child.

Routine visits to doctor, dentists, etc., should be made after school if possible. Parents are urged to consider the school calendar carefully when planning family vacations. If a

school absence for several days is unavoidable, please contact the child's teacher and school office in advance. A NOTE EXPLAINING THE CHILD'S ABSENCE SHOULD ACCOMPANY THE CHILD RETURNING TO SCHOOL AFTER EACH ABSENCE.

The District Policy on Compulsory Attendance Regulations 503-R states that five (5) unexcused tardies constitute one (1) unexcused absence. After three (3) unexcused absences a parent/guardian will be notified. After five (5) unexcused absences a conference with the parent shall be held to formulate a plan to improve attendance, and after eight (8) unexcused absences or trancies the principal shall initiate a truancy referral to the court system.

Positive attendance habits are critical to student learning and growth. Positive attendance involves timely arrival with students checking into their classrooms prior to the last bell of the morning. Students should be in attendance for at least half the school day to participate in school events.

The school may contact families when tardies and excused absences become excessive and/or impact student achievement. Please limit your child's absences and late arrivals to scheduled vacations or appointments. A discouraging, growing trend is families electing to pull their child from school for athletic activities, weekend plans or to compensate for evening events the prior day. Our school day begins promptly at 7:45 a.m. and concludes at 2:25 p.m. each afternoon.

# of Full Days UNEXCUSED Absences	Conversion # UNEXCUSED Tardies	School Response	Hennepin County Attorney's Office
1-2	5-10	<ul style="list-style-type: none"> <li>• Health Office Para telephones parent(s)</li> </ul>	NA
3	15	<ul style="list-style-type: none"> <li>• School Social Worker contacts parent(s)</li> <li>• A principal's letter and attendance report is mailed</li> </ul>	NA
5	25	<ul style="list-style-type: none"> <li>• School Principal conferences with the parent(s)</li> <li>• An attendance improvement plan is formulated</li> </ul>	NA
6	30	<ul style="list-style-type: none"> <li>• A district required truancy referral to the court system is initiated by the principal</li> </ul>	Parent Group Meeting referral info available: <a href="http://www.be-at-school.org">www.be-at-school.org</a>

# HEALTH SERVICES

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Emergency information is obtained from parents/guardians at the beginning of each school year. Help us keep this information current by notifying the school health office of any changes. Greenwood has a health paraprofessional on duty every school day from 7:25 a.m. – 2:35 p.m.

If medication is needed during school hours it will be kept in the Health Services office. If a student must carry medication with him/her because of a specific medical condition, contact the school's LSN, Irene Merz (763-745-6619), or the health para at (763-745-5515). Administration of medication by school personnel is done according to the written order of a licensed physician or nurse practitioner, and authorization signed by the parent. This applies to both prescription and over-the-counter medications. Prescription medication must be in a container appropriately labeled by the pharmacy and over the counter medication must be in the original container.

All absences need to be reported to Health Services at 763-745-5555 before the start of the school day. An answering machine will allow you to give your student's name and other necessary information. Parents will be contacted at work or home if an absence is not reported. If you do not call in the absence, it will be recorded as an unexcused absence. If you need to contact the Greenwood health assistant, please call 763-745-5515.

## HEALTH SCREENING

Health screening is done with the assistance of parent volunteers and is coordinated through district services. It is usually scheduled sometime in the fall or early winter. This is a typical list of tests by grade level:

Grades K, 1, 4	Vision, Hearing
Grade 2	Hearing

## SHOTS

All students are required to be up-to-date on immunizations or provide written proof of medical exemption or conscientious objection to immunization. Those parents that are not in compliance will be notified before the start of the school year. No student will be allowed to start school if their immunization records are not up-to-date and complete.



## HEALTH GUIDE FOR ILL CHILDREN

The following recommendations are suggested to guide decision-making regarding exclusion of ill children. The intent of exclusion is to promote a healthy school environment by preventing exposure and spread of illness or conditions.

Fever	Temperature of 101 degrees or higher. The student should not return to school until fever free (without meds.) for 24 hours.
Vomiting	Two or more episodes in the previous 24 hours. The student should not return to school until the vomiting or urge to vomit stops.
Diarrhea	Increased number of stools, compared with a person's normal pattern, along with watery stools and/or decreased stool form. The student should not return until the diarrhea stops.
Rash	Rashes may be caused by many different conditions including illness, allergies, or specific skin conditions. The student should not return to school until a medical evaluation indicates the symptoms are not communicable.
Conjunctivitis (Pink Eye)	Pink or red conjunctive with purulent discharge that causes matting of the eyelids; pain or redness of eyelids. The student may return after medical evaluation indicates the symptoms are not communicable, or 24 hours after treatment has started if diagnosed with bacterial conjunctivitis. No exclusion for nonpurulent conjunctivitis.
Signs/Symptoms of Possible Severe Illness	Uncontrolled coughing, difficulty breathing, wheezing, unusual color (e.g. Jaundice). The student may return after symptoms dissipate and/or medical evaluation determines the student is healthy and/or not communicable.
Chicken Pox	The student may return when all the blisters have dried into scabs; usually about six days after the onset of rash.
Impetigo	The student may return 24 hours after treatment was started.
Head Lice	The student may return after first treatment and no live lice are seen.

Scabies	The student may return 24 hours after treatment was started.
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Strep Throat	The student may return 24 hours after treatment was started and when fever free for 24 hours.
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Please report all illnesses or health conditions to Health Services. When parents are called about a child who has become ill during the school day, it is the expectation that the child will be picked up within one hour. Parent cooperation is appreciated; please submit an updated emergency contact form with alternate telephone numbers to the health office each school year.

If you have questions about these guidelines, please call your District Nurse, Irene Merz at 763-745-6619.

# CHARACTER EDUCATION

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We believe that character is a choice and something that must be purposefully taught. Students' academic learning and social development will be enriched through the acquisition of increased "character capacity."

We will assemble together approximately every six weeks to celebrate each character trait through music, student awards and fun! Watch for award recipients to be displayed on the colorful recognition boards in the front entryway of our school.

We can help our younger students remember our character traits using mnemonics. Having good character is terrific, or "trrfcc" in our school's case. This is the sequence we'll be following for our Character Assemblies. Each trait has been linked to a color as well. Our six character traits and program has been adapted from [charactercounts.org](http://charactercounts.org).

## **TRUSTWORTHINESS:** Think, "True Blue."

Be honest and reliable. Do what you say you'll do. Have the courage to do the right thing. Don't cheat or steal. Tell the truth. Admit mistakes. Choose integrity.

## **RESPECT:** Think, "The Golden Rule."

Treat others with respect. Follow the Golden Rule. Use good manners, not bad language. Don't threaten, hit, or hurt anyone. Stand up for what is right.

## **RESPONSIBILITY:** Think, "Being Solid and Reliable like an Oak Tree."

Put forth a good effort & set a good example. Be accountable for your words & actions. Do what you are supposed to do. Plan ahead and be on time. Think before you act.

## **FAIRNESS:** Think, "Dividing an Orange into equal parts to share Fairly with Friends."

Play by the rules. Take turns. Listen to others and be open-minded. Don't take advantage; treat all people fairly.

## **CARING:** Think, "Having a Heart and being Kind."

Be kind. Express gratitude by saying, "Thank you." Take a stand against bullying. Be a good friend and student.

## **CITIZENSHIP:** Think, "The color of royalty; serving others makes a royal difference!"

Obeys laws and rules. Do your share to make our community better. Cooperate. Stay informed. Be a good friend and neighbor. Respect authority.

# ANTI-BULLYING INFO.

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## CONTACT PERSON

The school principal, Brad Gustafson, is the primary contact for bullying. He can be reached by phone at (763) 745-5510 or e-mail at [brad.gustafson@wayzata.k12.mn.us](mailto:brad.gustafson@wayzata.k12.mn.us) and is also available to meet. Appointments can be scheduled through the head secretary, Kallie Spaulding.

## COMMITMENT & POLICY

Greenwood Elementary School is committed to a safe and respectful learning environment for all. An act of bullying, by either an individual or group of students, or an individual adult or group of adults, is expressly prohibited on School District grounds or at school-related functions.

## WHAT IS BULLYING?

“Bullying is conduct that interferes with a student’s ability to learn and/or a teacher’s ability to educate students in a safe environment.”

- **Reporting** - Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged act immediately to an appropriate school district official.
- **Designees** - The building principal or social worker is the person responsible for receiving reports of bullying or other prohibited conduct. (Failure to report may be subject to discipline per MN statute).
- **Investigating** - Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation.
- **Action** - Upon completion of an investigation, the school district will take appropriate action.
- **Private Data** - Reports of bullying or other prohibited conduct are classified as private educational and/or personal data and will not be disclosed except as permitted by law.

## STRATEGIES

We encourage students to use the Stop – Walk – Tell approach to confront bullying. We refer to a person that has been bullied as a “target” (not victim) and are working together to empower all bystanders to take a stand against bullying. Our anti-bullying work is also embedded into the character education program, and integrated into student assemblies and classroom/grade-level learning.

### **STUDENT PLEDGE**

I will show respect and caring. I will join with my friends to stand up for kids that are being picked on. I care enough to tell an adult if I see somebody getting bullied. I am responsible because I won’t stand by...I WILL STAND UP!

Please review Board Policy 528 and the accompanying Regulation below for more information.

## **528 BULLYING PROHIBITION POLICY**

### **I. PURPOSE**

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 a student’s ability to learn and/or a teacher’s 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, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

### **II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support

another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for

detering violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § 124D.10 (Charter School)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

**ADOPTED:** May 9, 2005

**AMENDED:** July 14, 2014

## **528-R BULLYING PROHIBITION REGULATIONS**

### **I. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.



- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **II. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and

shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

### **III. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

### **IV. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. the complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. the incidence and nature of cyberbullying; and
  - 5. internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. engage all students in creating a safe and supportive school environment;
  2. partner with parents and other community members to develop and implement prevention and intervention programs;
  3. engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. teach students to advocate for themselves and others;
  6. prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. foster student collaborations that, in turn, foster a safe and supportive school climate
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to

obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

## **V. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## **VI. DEFINITIONS**

For purposes of the policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
  - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  - 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school

functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
  - 1. causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
  - 2. under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  - 3. is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to

school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

**ADOPTED:** May 9, 2005

**AMENDED:** July 14, 2014

# PARENT INPUT FORM

***Class placement and parent input for the 2015-2016 school year is due 5/8/2015.***

Students will be assigned to classes beginning this spring. The school will then assign a homeroom teacher to each of these balanced groups. Placement factors include:

Class Size & Gender Ratio	Special Needs (IEPs, etc.)	Independence Level
Balance of Skills & Interests	Social & Emotional Needs	Peer Relationships
Academic Achievement	Work Habits	Parental Concerns

This form must be utilized for all placement input, and submitted to the principal in a sealed envelope. If a documented medical condition exists please attach that to this form. Please prioritize concerns; if you have a request to separate your child from more than one student, you must indicate a priority for each request. It is not always possible to honor a request. We cannot honor specific teacher requests. The school will consider input for a new/different teacher based on a sibling's previous placement.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Circle Grade Next Year: K 1 2 3 4 5

Priority #1

*Please list only one priority in this box.  
Example: I would like my child separated from Jane Doe.*

Priority #2

*Please list only one priority in this box.  
Example: I would like my child separated from John Doe.*

I understand that the total educational program must have highest priority and final placement determination is the responsibility of the principal.

Parent Signature: \_\_\_\_\_ Phone: \_\_\_\_\_



# GENERAL INFO.

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## **GETTING TO KNOW GREENWOOD**

Greenwood Elementary School was built in 1965 and is one of seven elementary schools in the Wayzata School System. In the fall of 2012, we began to “right size” and further enhance our facility by adding a new gym and four new classrooms featuring 21<sup>st</sup> century flexibility and design. Our school added additional office, classroom and Home Base space in 1999. Please visit our website for more information about programming and to see an innovative virtual tour of our school.

## **BUSING, WALKING & BIKING**

All bus pick-up and drop-off points will be mailed out prior to the start of the school year. Due to safety concerns it is recommended that students not use or cross County Road 101, County Road 24 or Medina Road. If your child is planning to walk or ride to school a note of permission signed by a parent or guardian must be on file in the school office. Students will not be allowed to leave the school premises other than by bus if a permission form is not on file. This form can be obtained by contacting the main office.

Bike racks are provided for those students who bike to school. The bike racks are located on the south side of the school. Students will need to enter the school through the main school entrance once they have parked their bikes. We encourage parents to discuss safety rules and safe pathways with their children. County Road 101, County Road 24, and Medina Road are all heavily traveled roadways. As a result, it is recommended they not use or cross these roadways on their way to and from school. Please send in the form (available from the office) giving your child permission to ride a bike to school. Students cannot ride bikes in designated bus loading or unloading zones, or in areas where students are entering or exiting the building.

## **DROP-OFF & PICK-UP**

We do not have supervisory personnel available for playground supervision before or after the school day. As a result, students should not arrive before 7:30 a.m. or remain after 2:25 p.m. unless prior arrangements have been made with the office. Prior arrangements after 2:25 would include the use of Home Base. If a student is late on multiple occasions a call from the school will be made home to clarify the proper pick-up time. The office personnel may send students to Home Base after 2:35 and parents will be charged a drop-in fee.

Students need to ride their assigned buses to and from school. We do not allow bus switching to attend play dates, for example, and any requests for alternate busing need

to be approved in advance by the building principal. More detailed busing information can be found in the Bus Rules section of this handbook.

A "Parent Good-Bye" area is marked in the hallways and serves as the point in which families choosing to drop students off should say their good-byes. Your cooperation in using these areas will help us foster independence in students. They are also intended to alleviate student separation anxiety by providing a predictable and routine "good-bye" spot.

If your child forgets his/her lunch or belongings please drop-them off in the main office. A staff member will be happy to deliver the item(s) while ensuring that the lesson/learning underway in the classroom is uninterrupted.

### **AFTERNOON PICK-UP PROCEDURES**

Please call the office before 2:00pm if there are changes to your child's daily pick-up plan. (Leaving a voicemail for a teacher does not guarantee that your message will be received prior to the end of the day!) It's important to communicate the request to the office AND your child's teacher. The school will confirm the plan with you via phone or in writing.

Parents picking up their children have the option of parking in the main lot and entering the school through the main office to check them out...OR sign-up for a "Fast Pass" (see directions below.) Students will need to know where they are being picked up (waiting area near Lost & Found or from the "Fast Pass" lane near Door #7). Please communicate your plan with the school and your child.

#### **If you'd like to remain in your vehicle for "Fast Pass" pick-up follow the guidelines below:**

"Fast Pass" pick-up begins at 2:15pm.

Drive to the north side of the school and head towards the Home Base doors.

Remain in your vehicle.

Look for a staff member at Door #7.

Keep the "Fast Pass" safe and display it prominently each day at pick-up time.

A staff member will be stationed at Door #7 to connect students to their parents using the "Fast Pass" numbers.

Help your child memorize his/her number.

Students must enter vehicles from the curb (passenger side or vehicle).

After your child is in your vehicle pull ahead safely and use the turn-around loop.

Do not park or exit your vehicle in the "Fast Pass" lane.

Please be on time; student pick-up times are between 2:15-2:30pm.

#### **How to get your "Fast Pass"**

Sign-up in the office.

You will need identification.

The school may need 24-48 hours to process your “Fast Pass.”

Once you’ve been issued a “Fast Pass” you may use the “Fast “Pass” pick-up lane each afternoon.

You must have a “Fast Pass” to use the “Fast Pass” pick-up near Door #7.

Any deviations to pick-up will require you to walk into the main office (e.g. You may not borrow your “Fast Pass” to neighbors or grandparents).

A staff member will issue your family a “Fast Pass” number to use the entire 2014-2015 school year.

**If you’d like to walk into the school to pick-up your child at the end of the day please follow the guidelines below:**

Students being picked up at the end of the day must report to a staff member in the student waiting area by the Lost & Found.

Parents must sign-in with the main office.

Students must check-out with a staff member before going home with parents (e.g. Mrs. Stricker).

Please be on time; student pick-up times are between 2:15-2:30pm.

**TRANSPORTING YOUR CHILDREN TO SCHOOL**

If you drive your child(ren) to school, please use the parent drop-off loop. Do not enter through the church parking lot. Due to safety concerns there will be no through-traffic from the Peace Lutheran Church parking lot to the school.

When entering the Greenwood driveway, please be sure to follow the signs posted at the entry to the parking lot that will direct you to drop-off and pick-up zones. Student drop-off is not allowed in the Bus Zone area. Do not park in the designated bus or handicapped parking zones. Please don’t forget to come into the office and sign your child out at the end of the day if you’re driving your child(ren) home.

**BELLS**

7:35 a.m. First bell rings – students begin entering their classrooms.

7:45 a.m. Second bell rings – classes begin.

2:25 p.m. Dismissal bell rings – buses begin loading.

**LEAVING SCHOOL AT ANY TIME DURING THE SCHOOL DAY**

It is Greenwood’s procedure to honor medical appointments and other necessary appointments when requested by parents. Please send a note informing the classroom teacher of the approximate time that you will be in the school office to pick up your child. We have a sign-out procedure in place for any Greenwood student that is leaving the building during the school day. It simply asks that the parent/guardian come to the office and sign the student out. We, in turn, will call the student’s classroom and have him/her report to the office. Students will only be excused to leave from the school office. We understand that this may seem like an inconvenience to some, and safety is a top priority.

If someone other than the parent or legal guardian comes to pick up a student, and we do not have anything in writing from the parent or legal guardian, we will not release the child until we have confirmed this with the parent or guardian.

### **SCHOOL CLOSING**

If schools are to be closed because of stormy weather or other emergencies, District 284 will provide information on WCCO radio or other major news carriers. If you drive your child to school and it is a poor weather day, please stop at the school office and double-check if school is closed before dropping your child off for the day.

During particularly bad weather parents should listen for early dismissals. IT IS IMPORTANT TO HAVE A BACK-UP PLAN IF YOU ARE AT WORK AND SCHOOL CLOSES EARLY. This will ensure that students go to the right address if you are not home. Your child's classroom teacher will request this information from you and it will be kept with the teacher. We will also post information about early dismissals on Greenwood's website. We will use an automated "School Alert" to broadcast important information to parent e-mail addresses and telephones. Please be sure your Skyward contact information is current so you receive news and alerts when they are scheduled.

### **LOST AND FOUND**

Please be sure to put your child's name on his/her boots, gym shoes, caps, mittens, etc. so they can identify them when checking the Lost and Found. Please inspect the items located in the front hallway when you visit and ask your child to check there when they have lost something. Articles will be boxed up and donated throughout the year.

### **PETS IN SCHOOL**

Due to potential concerns associated with having pets visit the classroom, Greenwood has established a "No Pets in School" policy. Even though our family pets are near and dear to us, they may pose a potential liability if an unfamiliar child or adult is scratched, bitten, attacked, or exposed to an allergen. Pets pose medical problems for some students who may be allergic to feathers or fur. There is also the issue of cleanliness and care associated with a pet at school. (Adults walking their pets in the playfields after-hours are asked to bring a baggie to clean up after their pets.) Students may work with their teachers to determine whether bringing a favorite photo or video of their pets is appropriate.

### **DRESS POLICY**

The weather in Minnesota is sometimes unpredictable. As we cycle from the season of shorts to snow pants and back to rain jackets and flip-flops, we ask for your support and cooperation in making sure your child is dressed appropriately for school.

First and foremost, we want our students to be safe. Baggy shorts, pants and shoes that aren't right for activities may cause injury. Clothing should fit well (at the waist) and athletic shoes should be worn for PE and other physical activities.

Secondly, as students become more aware of themselves and others, certain types of clothing may cause distractions or embarrassment and may be generally inappropriate. PE activities, other games, and even sitting in a desk or at a lunch table call for clothing that does not reveal skin or undergarments by being too short or low cut. Please guide your child to make the right and proper choice for learning.

Examples of inappropriate clothing include:

1. Short shorts and skirts
2. Tank tops with spaghetti straps, tube tops and shirts that expose bare or plunging necklines.
3. Clothing that reveals undergarments.
4. Apparel promoting products or activities that are illegal for use by minors.
5. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry.
6. Head gear including hats or bandanas (except for medical or religious reasons).

It is not the intention of Board Policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.

The complete district policy regulation for the student dress code (506-R) is available to review with your child if they are interested in knowing specific parameters for attire. Shoe Skates are not allowed.

### **CLASSROOM TREATS & SNACKS**

All food items sent to school for students to share, such as birthday treats, must be commercially prepared. We encourage you to bring in non-food items like bookmarks or pencils. Some families have opted to donate a special book to the Media Center collection in honor of a child's birthday. Food allergies are quite common; teachers will keep classroom parents/guardians informed if there are concerns. Snacks should be nutritious (i.e. fruit, crackers, cheese). Please do not send soda. Students are encouraged to bring water bottles.

During the student academic school day, schools will not use food rewards or beverages as rewards for academic performance or good behavior. This does not prevent schools from providing food for activities or celebrations.

To keep our school clean, gum is not allowed unless it's provided by a teacher and the disposal is supervised in individual classrooms. Gum is very difficult to remove from tables and flooring. Accommodations may be made for students with sensory needs.

### **HOME BASE**

Home Base is a school-age childcare program in all the Wayzata School District elementary schools. Our program serves parents who work and need school age child care. The program is supported by parent fees. We have three programs each day.

Before school	6:30 a.m. to 7:45 a.m.
Prekindergarten	7:45 a.m. to 11:55 a.m.
Post kindergarten	10:15 a.m. to 2:25 p.m.
After school	2:25 p.m. to 6:15 p.m.

Our program offers the children activity choices including games, arts and crafts, gym and outside activities, books and quiet reading, special projects, etc. Our goal is to teach the children positive and productive ways to interact with their peers and others while enjoying various activities during the Home Base portion of their day. Home Base serves nutritional snacks. We are open on school vacation days throughout the school year. Home Base is an effort by the district to respond to today's changing families.

### **TOURS**

Please schedule your tour in advance so that we can provide you a world-class welcome and ensure that staff is available to assist with any questions you have. The main phone number for Greenwood is 763-745-5500. Someone is here to help you between the hours of 7:00 a.m. and 3:30 p.m. While we are happy to provide you a tour of our school, it is important to know that protecting the sanctity of the learning environment for our students is a top priority. We may not be able to access all areas or enter classrooms during the school day.

Virtual Tour: <http://www.wayzata.k12.mn.us/Page/13654>

# VISITORS & VOLUNTEERS

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## **VISITOR POLICY, MEDIA & VOLUNTEER INFO.**

As a safety measure we ask that all visitors enter through the main doors and report directly to the office to sign-in. You will then be expected to wear a visitor's badge during your visit. A phone call or a note in advance of the visit would be appreciated. Not only is this a courtesy to the teacher, but it will also avoid any schedule conflicts on the day of your visit.

If your child forgets his/her lunch or belongings please drop them off in the main office. A staff member will be happy to deliver the item(s) while ensuring that the lesson/learning underway in the classroom is uninterrupted.

We want our school campus and playgrounds to be a safe and welcoming place. In order to ensure the health, safety and welfare of students we do not allow guests to walk freely around the building or grounds during the school day without a staff member. All volunteers are subject to the principal's approval; our top priority is the safety and welfare of our students and this includes their data privacy and maintaining the sanctity of the learning environment. To minimize disruptions we do not allow classroom observations to be conducted by non-licensed professionals. The playground is closed to visitors during the day. To support the sanctity of the learning environment, visitors and volunteers are asked to refrain from dropping in on classrooms unexpectedly. Please report directly to the classroom/area that you are registered to visit or volunteer in.

If you have a reason to request expanded access to our school please consult with the building principal (i.e. yearbook photographs, special circumstances, etc.). All volunteers must complete the volunteer paperwork found on our school's website.

We are very fortunate to have a large number of volunteers and engaged parents. Your cooperation in adhering to our visitor policy will ensure that student safety and learning continue to be our first priority. We're looking forward to partnering with you!

Recording video footage and taking photographs of any person in our school without written consent is strictly prohibited. Contact the principal, Brad Gustafson, with questions about pictures and/or information about any media releases.

## **PTA – “*Making More Happen!*”**

Greenwood has an active Parent-Teacher Association (PTA). Part of the PTA's mission is to encourage parent and public involvement in the schools. There are many volunteer



opportunities available and we encourage everyone to participate. Monies go to the state and national PTA to pay for insurance, bylaws, etc. Volunteers are always welcome and we encourage you to get involved. Watch the weekly newsletters and the PTA news for opportunities throughout the school year to be an active part of Greenwood and its world-class PTA team. In the past, we have alternated PTA meetings between the school day and evening hours. In some cases we have recorded meetings or special presenters on DVD so that parents unable to attend may stay connected. Please let us know if you might be interested in this service.

# ACADEMICS & STUDENT LIFE

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## **GREENWOOD HOMEWORK PHILOSOPHY**

We believe that stimulating and meaningful homework can be an important part of a student's education. Homework is most effective when it involves the teacher, the student and the parents. The purpose of homework is:

1. To provide opportunities for growth and responsibility
2. To provide an opportunity for students to learn good work and study habits.

Homework typically supports learning in one of four ways. Throughout the school year homework tasks may include prelearning, checking for understanding, practice or processing.

- Prelearning homework is work that introduces a topic or builds background for more in-depth classroom learning.
- Checking for understanding homework includes work in which the student may need to explain steps in a math process, identify literary elements or journal about a science experiment.
- Practice homework could include rote memorization of math facts or spelling words.
- Processing homework includes asking students to reflect on or apply learned skills. Examples might include writing an original poem or summarizing a major concept.

Reading to your child, buddy reading with your child, and having your child read independently are valued parts of your child's learning. We encourage families to build

in daily reading time with their child(ren) even if students believe that they “don’t have any homework.”

Homework assignments and the time spent to accurately complete them will gradually increase from kindergarten through fifth grade. Specifics regarding homework expectations may vary slightly among classrooms and will be presented at the grade-level’s Curriculum Night & Open House presentation in the fall.

Classroom work that is not completed during a reasonable amount of class time will be sent home as homework. Work missed due to illness or vacation will also be sent as homework after the student returns to class.

### **MAKE-UP ASSIGNMENTS**

Homework is directly related to classroom instruction and make-up assignments will be issued to students upon their return from illness or a vacation.

Due to an increasing number of families vacationing on student attendance days, we feel it is more appropriate to give make-up assignments after the student returns from his/her vacation. There may be some tasks that can be completed during the trip such as reading, mathematical practice and web-based learning (i.e. IXL, iPad apps, etc.). However, specific assignments that the class works through while a family chooses to vacation will be issued upon a student’s return to school. Advance homework or pre-work that is in preparation for a vacation will not be prepared.

### **GUIDELINES FOR EFFECTIVE STUDY AT HOME**

1. Write down assignments.
2. Choose a place free from distractions.
3. Use short periods of time.
4. Schedule a study time.
5. Schedule a weekly review.
6. Allow sufficient time for sleep, a well-balanced diet and leisure activities.
7. Prioritize assignments (what needs to be done first?).
8. Think while you work.
9. Ask questions.
10. Hand in finished work on time with your name at the top.
11. Parents of K-5 students, please check your child’s folders and backpacks.

### **MEDIA CENTER**

The Greenwood Media Center is open every day for students to check out and return materials. Our Media Specialist at Greenwood is always willing to assist students in their searches for that special book or media material needed for their learning experience. Please visit the virtual tour of our Media Center on our school’s website filmed from the perspective of a “Mouse on a Motorcycle” (Cleary, 1965).

### **PARENT-TEACHER CONFERENCES**

You do not have to wait for a conference to visit with a teacher about your child's progress. If you have any questions or concerns please contact the teacher and discuss the matter together.

Formally conducted conferences will be individually scheduled by classroom teachers in the fall and the spring. The specific day and time of these conferences will be arranged between the child's classroom teacher and the parents. Babysitting will not be available during conferences.

The formal conferences are a very important part of your child's academic and social well-being. Our goal is always a conference attendance rate of 100%.

### **TEXTBOOKS AND EQUIPMENT**

All textbooks are furnished to children at Greenwood. If books, equipment or school technology tools are damaged or lost by students we will require a replacement or compensation. Equipment that is damaged will be repaired or replaced by the student at the discretion of the principal.

### **PHYSICAL EDUCATION**

Students in grades 1-3 go to a physical education class 3 times a week and are taught by a licensed physical education teacher. Students in grades 4 and 5 meet with the physical education teacher twice a week. Students needing special accommodations as indicated by an IEP will have classes with an adaptive physical education teacher as determined in the IEP. Light homework assignments may be required during the year. Please send students to PE with athletic shoes that have laces or Velcro.

### **VISION 21**

One of the goals from the Vision 21 Review Process was to provide a district-wide identification system that is comprehensive, objective (using multiple criteria), systematic, and defensible to be used as the basis for matching students with gifts and talents to specific service provisions.

The Vision 21 Identification Committee met multiple times in mid-October 2012 to review the data on our third grade students and identify those who will receive direct services in reading and/or math. The committee was made up of multiple district employees with representation from the Office of Research and Evaluation, building administrators from each level, and Vision 21 specialists.

There is no clear-cut definition of giftedness. For Wayzata Public Schools, we look at measures of ability and measures of achievement when identifying those third grade students who will receive direct Vision 21 services. The data analyzed by the Identification Committee included:

1. Measures of Academic Progress (MAP) - measures student growth in reading and in math
2. Cognitive Abilities Test (CogAT) Screener - designed to measure learned reasoning ability
3. Classroom observation data
4. Additional information from classroom teacher or Vision 21 specialists

The identification system used established criteria on the standardized tests to identify approximately 10% of Wayzata Public School's highest performing 3rd grade students. RIT scores and local percentile rankings were used in the criteria, not national percentile rankings.

*\*\*Third Grade Students new to Wayzata Public Schools this year: CogAT and MAP score data will be reviewed by the Identification Committee using the process described above once all of the fall assessment results are available. Families of identified students will be notified by mail.*

### **CHOIR**

Fifth graders have choir as an option in addition to the general music program. Scheduling of the music teacher's time is the determining factor. Typically the choir presents one program each year. Attendance at practice is required to remain in the program. Choir practice dates and procedures will be communicated via e-mail and the music teacher's website.

### **KICKS**

KICKS (Kids in Community Kare & Service) is a program open to 5th graders. KICKS kids participate in an application process. In order to participate, students agree to keep their academic and school priorities while demonstrating good character in and out of school. All students selected use their lunch/recess hour (approximately once per month) to help plan and lead service projects at Greenwood. Some of KICKS' past efforts include Candy for Troops, a food drive for IOCP, Coat Drive, and raising money for Pennies for Patients. The students work in concert with PTA co-advisors and the school principal.



### **LUNCHROOM PROCEDUES**

Our payment system is computerized. Each student has an account and a pin number. Your child will be notified when their account balance gets low.

Each grade level, excluding half-day kindergarten, will be assigned a lunch period. Students are generally assigned an area at which their classroom will be seated. While

in the lunchroom, students are allowed to relax and talk, quiet voices and appropriate behavior is required. Students will spend twenty minutes in the lunchroom and have a twenty minute recess period adjacent to their lunch (before or after lunch).

#### **EXCLUSION FROM YEARBOOK, DIRECTORIES, ETC.**

Our district is implementing a new and consistent way of flagging students within our system whose parents want their students to be excluded from lists and photographs provided to the public. The Wayzata Public Schools has an “all or nothing” policy so exclusion will include student directories, pictures posted on websites, yearbook, address lists requested by scouts, sports organizations, etc. A form is available from the District Welcome Center, and by signing this form students will be excluded from school photographs/publications, featured photographs for Student of the Month and Character Recognition in the hallways, etc.

*\*\*Please note: The PTA Directory is a separate entity and non-school publication. To be included in the PTA directory parents must “opt in” and can do so by visiting the PTA website link or contacting a PTA officer.*

#### **STUDENT TECHNOLOGY DEVICES AND MYWAY**

We encourage students to leave personal technology devices at home. There is an inherent risk of the devices being lost or damaged, and a student assumes responsibility for devices they choose to bring to school. Furthermore, the devices must fit within the district guidelines and are subject to rules pertaining to nuisance devices (students may be tempted to use their personal devices at inappropriate times during instruction). The district recognizes the value of technology to enhance learning opportunities and the information about MyWay below will expound upon our investment into 21<sup>st</sup> century learning.

MyWay is the name of the long-term effort underway in the Wayzata Public Schools to make sure that each and every one of our 10,400 students are prepared to thrive today and excel tomorrow in an ever-changing global society. The initiative will begin putting digital learning devices (iPads) in the hands of students at certain grade levels later this school year to increase student learning and engagement.

At its core, the overriding goal of MyWay is to complement our current work with another tool and approach to help us provide a world-class and personalized student learning experience. Please visit the district website for a complete and up-to-date summary of the MyWay effort and implementation plan.

# BUS RULES & POLICIES

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## **GOING HOME ON ANOTHER BUS**

Student buses are scheduled to their suggested maximum numbers. There is little flexibility for extra riders who are not assigned to that bus. At the same time, there is a great deal of concern over students who do not arrive home on their designated buses due to a last minute plan to ride home with another student/friend. Only under extenuating circumstances are students permitted to ride another bus other than their own. Permission of the school principal is needed in these circumstances. In these rare situations, a note from the parent/guardian to both the school office and the bus driver is required. Long-term schedule concerns will need to be communicated through the district transportation office (763-745-5197).

Students will not be allowed to ride a different bus to attend parties or go to a friend's house to play. In these situations, the parents must make appropriate plans ahead of time and provide their own transportation.

## **BUS BEHAVIOR**

Bus transportation is a privilege and not a right. Safety is the greatest concern we have when youngsters are riding buses. We have a set of behavior rules that are reasonable and permit the driver to attend to the task of driving. Bus drivers are asked to submit Bus Conduct Reports on all students who commit any of the following infractions:

- Improper boarding/departing procedures.
- Spitting/littering.
- Bringing articles aboard bus of injurious nature.
- Tampering with bus equipment.
- Failure to remain seated/standing on seat.
- Inappropriate language/swearing.
- Refusing to obey driver.
- Inappropriate hand gestures.
- Fighting/pushing/tripping.
- Rudeness, being discourteous, or annoying.
- Hanging out of a window.
- Throwing objects in or out of bus.
- Causing a disturbance.
- Destruction of property.
- Other behavior relating to safety and respect for others.

## Typical Consequences:

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | A student problem-solving conference is held with the principal. A copy of the report is mailed home to the child's family. Parent notification is made via telephone call.  |
| 2 <sup>nd</sup> Offense | All of the 1 <sup>st</sup> offense actions may be taken. A behavior plan or restrictive seating arrangements may be made and depending upon the seriousness of the action, a suspension of up to three days may be given.  |
| 3 <sup>rd</sup> Offense | All of the 2 <sup>nd</sup> offense actions may be taken. Parents will be contacted and depending upon the circumstances of the violation, the child may be denied bus privileges for up to five days. A School Bus "Ready to Ride" behavior contract will be issued. |
| 4 <sup>th</sup> Offense | All of the 3 <sup>rd</sup> offense actions may be taken. The principal and parents will conference. The district transportation director may be involved and the student may be suspended from the bus for up to 10 days.  |
| 5 <sup>th</sup> Offense | The student's actions will be individually reviewed with the parents, principal, and transportation director to determine the next level of consequence.   |

# STUDENT RESPONSIBILITIES

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## **GREENWOOD DISCIPLINE POLICY AND EXPECTATIONS**

*A complete District 284 school board approved discipline policy is available on the district web site.*

All students at Greenwood Elementary School are responsible for their actions. To succeed, discipline must ultimately be “self-discipline”. Learning acceptable ways of solving disagreements is crucial to a child’s social development. When a student is not exercising appropriate self-discipline appropriate action will be imposed by the school. Teachers and administrators have a legal and moral obligation to ensure students’ respect for persons and property, and to ensure an orderly educational climate in the school. The Wayzata Independent District 284 supports the philosophy that students deserve a school experience uninterrupted by disorder or disrespect.

According to the Pupil Fair Dismissal Act, a student may be dismissed on any of the following grounds:

- a. Willful violation of any reasonable school board regulation;
- b. Willful conduct that significantly disrupts the rights of others to an education;
- c. Willful conduct that endangers the pupil or other pupils, or surrounding persons, or the property of the school.

## **A GREENWOOD STUDENT’S RIGHTS**

At school there are numerous opportunities for disagreements between people. When these disagreements occur someone must assume the responsibility for settling these conflicts and avoiding disorder in the school. In order to facilitate the teaching/learning process so that disagreements are kept to a minimum, it is important that students know their rights.

All students have the right to:

- 1. Be free from harassment and physical torment while in class, passing legitimately through the halls or on school grounds.
- 2. Dress as their parents see fit, so long as the school judges it sanitary, decent, safe, and not disruptive to the learning process.
- 3. Be treated with respect and expect others to reciprocate.
- 4. A conference to deal with disciplinary matters with the understanding that the final decision must be made by the school.



5. Bring their concerns about school matters to the attention of the staff and administration of that attendance center.

These rights are for all students and any student violating the rights of others will be held responsible and appropriately disciplined.

### **A GREENWOOD STUDENT'S RESPONSIBILITIES TO SELF AND OTHERS**

1. Respect self and others and accept diversity.
2. Respect and abide by the rules established by the school and District 284.
3. Demonstrate responsible and non-disruptive behavior towards staff and other students.
4. Respect the private and public property of others.
5. Work up to their full potential in all of their work and studies.
6. Ride the bus safely and follow the rules.
7. No fighting or causing harm to others.
8. Resist violence and seek a peaceful solution to problems.
9. Don't carry weapons or any potentially dangerous object that could be harmful to people and/or property.
10. Dress in clothing that does not disrupt learning, is safe, clean, and non-offensive. If a child arrives in inappropriate clothing parents or guardians will be called and may be asked to bring in a change of clothes.
11. Be honest and truthful with self and others.
12. Be responsible and respectful in what is said. Verbal abuse towards others and/or swearing will not be tolerated.
13. Don't bring electronic toys and music to school. It is often lost, or broken through inappropriate use.
14. No gum chewing (unless consent is granted by the school).
15. Please leave cell phones/devices at home to avoid the possibility of loss. The school is making iPads available through the MyWay student learning effort.

### **CLASSROOM ENVIRONMENT**

The teacher must be the administrator of the classroom discipline. Therefore, minor discipline issues are typically handled by the classroom teacher.

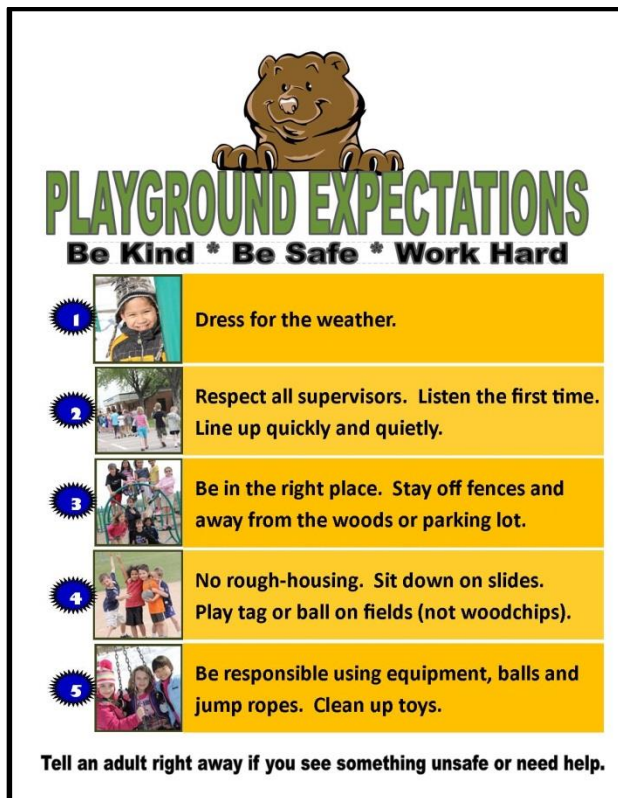
When inappropriate behavior situations arise in which the educational process is unable to proceed effectively, the classroom teacher may need to take additional action. Such action may include:

- Team conference with the student's other teachers. *(If the student has an IEP, the classroom teacher and the resource room teacher may confer in order to determine the most appropriate and constructive approach within the guidelines of state and federal regulations involving students with disabilities.)*
- Assigned seating in the classroom or removal from the classroom as a last resort.

- Notification of parents by phone.
- Student missing one or more recesses.
- Ask student to remain after school. Student will be expected to stay the same day of the disruption unless provisions are made with the principal. In cases of a transportation problem, babysitting, home responsibilities, etc., the student will then stay the next day.
- Parent-student-teacher conference.
- Notifying the principal for further action.
- Parent-student-teacher-principal conference.
- Loss of school privileges-restitution-modification of school program as determined necessary by the principal and teacher within the established discipline guidelines of District 284.

### RECESS

Students will be going out to recess daily for approximately 20 minutes. On days when the temperature is extremely cold, or the wind chill is a danger, we will keep the children inside. We have adult paraprofessionals outside with the children at all times. They can also bring the children in if they feel it is becoming too inclement. It is extremely important that the children are dressed for the weather. We recommend hats, gloves, snow pants, and boots. Boots should not be worn in the classrooms. Please provide appropriate footwear for indoor use.



## **PLAYGROUND EXPECTATIONS**

The safety of students around equipment will be maintained by the paraprofessionals and/or supervising staff. Students are expected to listen to adult directions the first time they are given.

Proper attire for the day and season will be expected. That means coats, snow pants, boots, mittens, hats, etc. should be worn when the weather warrants it.

Tackling or tripping of another student or any other physically aggressive game is not permitted. No roughhousing or pulling clothes/jackets. Sand, gravel, wood chips and snow will remain on the ground for safety reasons.

Students may not enter the parking lot, woods, or climb fences on the playgrounds.

### Equipment Rules

- Clean up all supplies/balls after recess.
- Be safe and follow the 1, 2, 3 rule - one person per swing, two people (seated) per seesaw, and three persons per tire.
- Students must remain seated and go down the slides feet first and one at a time.
- Hanging equipment - no kicking or pulling at each other.
- No climbing on top of equipment in a manner not intended (i.e. on top of swing-set support bars or climbing on a playground structure's roof).
- Students will leave an area or activity where others are not following safe play rules and alert a supervisor.

Not following the instructions of the paraprofessionals is considered unacceptable behavior.

Paraprofessionals will handle daily discipline problems as they occur. Recurring problems will be brought to the attention of the classroom teacher and/or principal.

Students will line up by grade/class immediately following the whistle so as not to delay instructional class time.

Students will quietly enter the building at the appropriate time as requested by the paraprofessionals.

Students will respect those who are in charge.

Students shall understand that rights and/or privileges are earned through respectful and responsible behavior. Disrespect and irresponsible behavior shall result in a loss of playground privileges.

### **IN-SCHOOL SUSPENSION**

An administrator may issue an in-school suspension to a student for a violation of school rules or gross misconduct or gross disobedience when, in their judgment, such suspension is necessary for the good of the student or the school. The purpose of suspension is:

1. To create a closer school-home contact with the opportunity for the student, the parents, and various school personnel to review and correct the situation.
2. To separate the student from classes and social activities at school, where his/her behavior has not been acceptable.
3. To protect the rights of the other students to an education uninterrupted by those who tend to, or wish to ignore or invade those rights.

### **OUT OF SCHOOL SUSPENSION**

Before any disciplinary action is taken, each case is thoroughly investigated. We strive to be consistent, firm, and fair. Violations of the following rules are considered serious violations and may result in an out of school suspension.

- Fighting - intent to do bodily harm.
- Vandalism - destruction or defacement of school property in our buildings or at any other school.
- Creating a false emergency - setting off a fire alarm or making a bomb threat.
- Theft.
- Insubordination - refusal to follow a reasonable direction of a teacher or administrator.
- Intimidation - harassment and threats.
- Indecent language.
- Use of firecrackers or other types of hazardous devices.
- Tobacco/smokeless tobacco - the sale, possession of, or being under the influence of, at school or any school related activity.

Any of these violations may also be referred to the police or juvenile authorities based on Juvenile Statutes in the Plymouth City Code Section 2015.

The Pupil Fair Dismissal Act of 1974 will be followed in cases of suspension, expulsion, and exclusion. Students will be notified of violations and resulting disciplinary action.

A safe school community depends on all of its members to respect each other, their school property, and themselves.

### **HANDBOOK UPDATES AND OPEN COMMUNICATION**

This handbook is not intended to be exhaustive in nature, and a complete District 284 listing of policies and regulations can be found on the Wayzata Public Schools' website. This handbook may be updated throughout the year.

Please do not hesitate to contact the building principal if you have questions or concerns about any school policy or practice, or if said policies or practices could be communicated with greater clarity in this handbook. Furthermore, if you wish to discuss any matter with school administration please telephone, e-mail or visit with the building principal in person. An open-door and collaborative approach is embraced and your input is a valued part of our continuous improvement efforts.

We're looking forward to working together to help your child have the best elementary school experience EVER!

~Mr. Brad Gustafson