

September, 2016

Dear Parents:

The staff and I are looking forward to another school year at Deerwood. We are all anticipating another exciting year and are committed to providing quality learning experiences and support services to our students.

Our staff is committed to excellence. Excellence means high achievement for students, good student behavior, a positive climate for learning, family involvement, a common sense of purpose, clearly defined goals and expectations for students and staff, high staff morale, and the constant monitoring of the needs of our students.

To better understand the needs of your children, we need your involvement and support to accomplish the goals for your child's education. We encourage you as families to become involved with your child's education.

This handbook contains a variety of information that we hope will be of service to you. Please read the booklet and use it as a reference during the school year.

We are all eagerly looking forward to working with you and your children this year. If you have questions, please give us a call (651) 683-6801 or visit us at school.

Sincerely,

Miles Haugen
Principal

10 Ways to Help Your Child Do Well In School

1. Show you care. Your child needs hugs and words of support. Ask your child about school each day.
2. Read, read, read. Read with your child or have him or her read every day. Make it fun—talk about what you've read.
3. Make home a place for learning. Help your child practice reading, writing, math and science skills. Stimulate your child's creativity.
4. Promote healthy habits. Make sure your child gets plenty of sleep and exercise and eats balanced meals. Schedule regular checkups.
5. Be a role model. Your child learns from you. Be positive about education and show you enjoy learning.
6. Encourage independence. Allow your child to make mistakes and learn to accept their consequences. Give your child responsibilities, such as household chores.
7. Create a study routine. Set a time and quiet place for your child to work every day. Go over homework together.
8. Get involved. Meet with your child's teacher, attend school events and help out at school if you can.
9. Build success. Help raise your child's self-esteem by setting reachable goals and praising your child's efforts, not just results.
10. Make school important. Insist on good attendance and punctuality.

Mission Statement

Educating our students to reach their full potential.

Deerwood's Belief Statements

Deerwood is a community of learners, committed to a partnership between students, school, home and community.

Our School Community will:

- Promote high standards of academic learning and developmentally appropriate expectations.
- Develop creative and critical thinking skills needed to solve problems and to communicate effectively and thoughtfully.
- Strive to develop intellectual curiosity and creative, artistic and aesthetic expression.
- Develop responsible, self-disciplined individuals with good decision making skills.
- Develop the interpersonal skills needed to be responsible, compassionate members of society.
- Promote understanding and respect for diverse cultures, backgrounds, talents, and abilities of others.
- Nurture the skills necessary in the development of a healthy self-image.
- Develop our own physical health and well being as well as respect for the physical differences within others.

Daily Time Table

- 7:30 a.m.** - Teachers arrive at school
- 8:05 a.m.** - Buses unload students
(Students are not to enter instructional areas before this time)
- 8:20 a.m.** - General announcements
- 8:20 a.m.** - Classes begin
- 8:30 a.m.** - Have attendance and lunch count to office
- 8:30 a.m.** - All doors, except front entrance doors, locked for security purposes
- 2:40 p.m.** - Students dismissed
- 2:45 p.m.** - Buses leave school
- 3:30 p.m.** - Teacher day ends

Attendance

Establish the Habit of Good Attendance

Consistent attendance ensures a child's success in school. In the state of Minnesota it is the parents'/guardians' legal responsibility that all elementary age children attend school. Elementary age students who miss 7 unexcused days of school or more, according to the Minnesota Statutes regarding education, are considered at risk for educational neglect and their parents are in violation of the state law on compulsory education (See MN Statutes 260C.007, Subd.19.) State guidelines require schools to record absences and tardies.

We know that as early as kindergarten, too many absences/tardies can cause children to fall behind both academically and socially. Even if students miss just a day or two every few weeks, or are tardy for school, their social and academic progress can be negatively affected.

For safety reasons, parents must report student absences via one of the following options: by sending an email to dw-attendance@district196.org, or calling the school attendance line 651-683-6969 ext. 95074 , or the school office 651-683-6801 as soon as possible each day their child is absent. Parents must report a reason for the absence. If the school has not received a call before school begins the office will call parents at home or work to verify a student's absence.

Excessive absences and/or tardies will result in a letter of concern from the school. It should be noted that three unexcused tardies may be counted as one unexcused absence. In some cases the school may require a doctor's note or a visit to the school nurse for the absence to be considered excused. Tardies are defined as being late for school or leaving before the school day is over.

Please refer to the list below to determine if your child's absence will be recorded as excused or unexcused by the school.

Excused absences	Unexcused absences
<ul style="list-style-type: none"> ● Illness (may require a doctor's note for verification) ● Appointments for doctor, dentist, or mental health ● Religious holiday ● Extreme family emergency ● Planned family vacation ● Funeral ● Unique circumstances which are preauthorized by a school administrator 	<ul style="list-style-type: none"> ● Child overslept/parent overslept ● Child missed the bus ● Parents forgot to wake child ● Parents did not know school schedule ● Child did not feel like going to school ● Child was sleepy ● Child is having difficulty separating from parents ● Inclement weather ● Child thinks school is boring ● Child does not meet state immunization law requirements ● Child is babysitting a younger sibling ● Child does not have transportation to school

We understand that family vacations can be valuable learning experiences for children. We ask that you plan these vacations around days that there is no school, like winter break or spring break, for example, that way your child will miss less school. Please notify the office in advance of planned family vacations. Thank you for your consideration in this matter.

If you have any questions regarding District 196's attendance guidelines please contact Miles Haugen, Principal or Abby Chmiel, School Social Worker. We want to work together so all of our students have the best attendance possible.

Age For Admission To School

Age limitations for students registering to attend school in District No. 196 shall be in compliance with Minnesota Statute 120.06, Subd. 1.

Students registering for kindergarten must be five years of age on or before September 1 of the school year for which he/she seeks admission. First grade students shall be six years of age on or before September 1 of the school year for which he/she seeks admission.

Art Adventure Program

Deerwood Elementary School has an Art Adventure Program for all students. The program is taught by trained Deerwood volunteers. They present art masterpiece reproductions from the Minneapolis Institute of Art to our students. The goal of the program is to introduce students to a few of the quality works of art available locally, while making the students more comfortable as they learn to observe and analyze art. Our Art Adventure Parent Coordinator is Sharon Meekin.

Awards Day Program

Students who make an extra effort to enhance their education at Deerwood Elementary are honored at a special Awards Day Ceremony in the spring. The program is held the last week of the school year and recognizes student involvement in safety patrol, spelling bee, morning news announcers, etc.

Band Program

The instrumental music program at Deerwood Elementary provides instruction for band students in small and large groups. Instruction begins during the summer prior to the child's fifth grade in the elementary schools.

Basic Skills

Basic Skills gives assistance to students mainly in the areas of math, reading, spelling and writing. In some instances, the assistance may come in the form of individual help, or in other situations, in small group settings.

Basic Skills serves selected children in grades K-3 who are having some difficulty in Language Arts and/or Math. If your child is chosen for this program, you will be notified. Certified teachers will be working with students in this program.

Bicycles

Students who live in the Deerwood Addition, Oakbrooke, and in the housing development directly south of Deerwood (this area has a pedestrian/bicycle path) are the only students eligible to ride bicycles to school. The potential danger of getting to school on a bicycle in other communities prohibits students from riding bicycles to school. Students and parents are urged to review bike safety rules, and to secure the bike in the racks on the east side of the school. Bicycle security is the student's responsibility.

Birthdays

Children may not bring food or small gifts such as pencils or stickers to share with other students. The primary reason for this change from the past practice is to comply with our district's wellness policy on making healthy choices as required by Section 204 of the Child, Nutrition and WIC Reauthorization Act of 2004. The change also addresses increasing concerns about students affected by food allergies, childhood obesity and economic disparities. Classroom teachers will recognize students in special ways on their birthday.

Book Fair

Deerwood Elementary School conducts Book Fairs at the fall parent teacher conferences. Parents and students will have the opportunity to look at and purchase popular children's books at the fair. Your child will be given an opportunity to look at the books beforehand so that they can let you know which books they

would like to purchase at the fair. If you are interested in helping with the Book Fair, contact our Media Specialist.

Bus Transfer Procedures

The following procedures will be used when parents request to have their children ride a bus not assigned to them.

A. After the routes are established in the fall, the Transportation Department will inform us of the number of extra seats available for each bus.

B. Students may be authorized to transfer buses if a seat is available.

C. The student must have a note signed by his/her parent or guardian for each request to transfer buses.

D. "Blanket" notes cannot be honored. i.e. "Please allow Mary to ride Bus #7 to Girl Scouts every Thursday for the year." The approval of one note does not imply that future notes will be approved. The student load on each bus changes with new enrollment, therefore, a seat may not be available next week.

E. Notes are sent to the office each morning with the attendance. At that time, the note will be approved or not approved after checking the list of available seats. If your child forgets the note, or your plans change, you may FAX a note to Deerwood Elementary. Our FAX number is (651) 683-6808.

F. When a note is not approved, the student will be instructed to call his/her parents to make other arrangements for transportation.

Communications

All of us at Deerwood Elementary School are very interested in promoting communication between the teaching staff and families. We encourage you to call or contact any staff member when you have concerns or need questions answered. District 196 believes in a multi-dimensional, comprehensive communication system which includes but is not limited to:

A. The *Spotlight* is published in August, November, February and May at the District Office. The *Spotlight* communicates information to all citizens in the district. Items such as a district calendar, summaries of Board

of Education meetings, etc. are printed for your information. If you do not receive the *Spotlight*, call (651) 423-7775.

B. Parent/Teacher Conferences – Formal conferences are held during the fall and winter. You will be meeting with your child’s homeroom teacher. Evening and day appointments are available. As always, if concerns come up throughout the year, parents may wish to call the teacher to schedule an additional time to meet. Prior to conferences, information on how to access the conference schedule electronically will be sent to you. If you would like to meet with a specialist or interventionist, appointments may be scheduled directly with that special teacher. Please call the school if you need to cancel your scheduled conference.

C. Report Cards - District 196 elementary schools operate on a trimester system. Report Cards are sent home with the students at the end of each trimester (December, March and June). The purpose of the report card is to communicate a student’s achievement, behavior and effort based on our district grade level expectations and standards. A grading scale of 1 – 4 is used, based on rubrics with easy-to-understand descriptors of what the student is able to do in each of the four achievement levels; 1) Limited, 2) Developing, 3) Proficient and 4) Exemplary.

D. Grade Level Newsletters - Newsletters are sent home with the students in each grade level to keep you informed of what is happening in your child's classroom. Newsletters detail further units of study and other special grade level events.

E. Deerwood Newsletter – The Deerwood newsletter will be sent home electronically at the end of each month. This newsletter will keep you informed of building level activities/events at Deerwood. The newsletter is also posted on our web page. If you are interested in receiving a hard copy, please contact the Deerwood office.

F. School Visits - Families are always welcome to visit at Deerwood Elementary. Remember this is your school! We encourage you to visit as often as you wish. Please make arrangements with your child's teacher to schedule a convenient time. Please check in at the office before entering the instructional areas. You will receive a name tag when you sign in. All visitors must enter the building through the front doors. All other doors are secured after the children arrive at school.

G. Deerwood Web Page - Visit our Web page found at **District196.org/dw**. We hope that you find the information on our Web page useful. If you would like to make suggestions for improvement, please let us know.

H. Online News From Deerwood – Deerwood Elementary School has a listserv called “News From Deerwood Elementary” which will help keep you up-to-date on what is going on at Deerwood. Go to our Web page and sign up. It is easy. Follow the procedures listed on our web page.

Fall Parent/Teacher Conferences:

November 2, 2016 – Parent/teacher conferences will take place for all grade levels. Teachers in kindergarten through grade 5 will be having conferences with parents from 3:30 p.m. until 8:00 p.m. **School is in session for students in grades K – 5.**

November 3, 2016 - Parent/teacher conferences will be held from 12:30 p.m. until 8:00 p.m. for parents of children in grades K - 5. **School is not in session for all students, K- 5.**

November 4, 2016 – School is not in session for all students, in K – 5.

Winter Parent/Teacher Conferences:

February 8, 2017 - Parent/teacher conferences will take place for all grade levels. Teachers in kindergarten through grade 5 will be having conferences with parents from 3:30 p.m. until 8:00 p.m. **School is in session for students in grades K –5.**

February 9, 2017 - Parent/teacher conferences will be held from 12:30.p.m. until 8:00 p.m. for parents of children in grades K-5. **School is not in session for all students, K- 5.**

February 10, 2017 - School is not in session for all students, K-5.

Curriculum

Language Arts

K-5 classrooms will be implementing 6 week units of study that integrate reading, writing, word study, research, social studies, science, and health. Math is also integrated in each unit in addition to being taught in its own block. Each grade level will have several units of study across the year. During each unit students will research different types of reading and writing, as well as a topic. Students will present out their individual and classroom research at the end of every unit.

Science

Students will be immersed in 3 different science research projects across each school year. Students will study an earth science, life science, and physical science and engineering topic for six weeks. Students will be immersed in reading many books around a science topic of study and will be responsible for presenting out their research in writing, as well as sharing their research with an audience. Students will also keep a science notebook and record hands-on science investigations.

Social Studies

Students will research social studies topics through integrated units of study. Every classroom will begin with a community unit as they establish the habits of mind of a strong learning and research community. The social studies program will provide the opportunity for each student to acquire the knowledge of content and concepts, develop the critical thinking skills and processing skills necessary for responsible social, political and economic participation in a diverse, interdependent and changing world.

Word Study

Students will have a systematic word study program daily at school. The program has five hands-on experiences with words each week. Students will not bring words home to practice, but will bring home the artifacts from their work at the end of the week. Students will be bringing home large vocabulary words around their topics of study to share with family members.

Home Extensions

Students will carry their research topics home each evening for lively discussions around different topics. Families will be encouraged to join in the research conversations with their children, and compare research across grade levels. Students will bring home interesting books that match their research topics and will be eager to share out their new learning each night.

Math

All district 196 K-5 schools use the Bridges in Mathematics curriculum. Beginning in kindergarten, students receive instruction in all five major math content areas: number and operations, algebra, geometry, data analysis and probability, and measurement. Students have the opportunity to learn each concept and how the concepts are interrelated as they build upon their knowledge in all areas from grade to grade. Student experiences in mathematics promote understanding, connections to the real world, and deeper thinking skills.

Delayed Starts And School Closings

In the event of a late start or school being closed due to inclement weather, listen for the announcement on WCCO-AM --(830) and/or KSTP-TV--Channel 5. Morning and afternoon sessions of kindergarten will be canceled when school is delayed. This change was made due to safety concerns over buses being able to pick up early start afternoon kindergarten students on time.

Information pertaining to school closings and delayed starts are also available by calling our **District 196 Information Line – (651) 423-7777**.

Deerwood Discovery Program

Deerwood Elementary school has implemented an after school program (2:45 - 3:45 p.m.) designed to give students the opportunity for learning and fun beyond the school day. A brochure will be developed and sent home in the fall and winter describing the classes that will be offered. There is a fee for each course based on staff salaries and supplies and the number of times the classes meet. Registrations for these classes are handled by the Community Education Department in District 196. Classes do fill up quickly so enrollment is based on a first-come, first-served basis.

Dress

In general, the rule of the season and good taste should prevail with regard to student dress. The responsibility for the dress and grooming of a student rests primarily with the student and the student's parents/guardians. The school may impose restrictions if the dress or grooming disturbs the safety or health of the student or another individual or disrupts the educational process.

Students are expected to go outside each day unless we have inclement weather. During the winter months, students should be dressed appropriately. The wind chill factor and temperature are checked prior to students going outside for recess.

Early Entrance To Kindergarten

Independent School District 196 permits application for early entrance to kindergarten when the child's birthday falls after September 1. Parents can pick up an "Application for Early Entrance to Kindergarten" from their home school, fill it out and return it to the Department of Elementary Instruction with a copy of the child's birth certificate. An appointment will then be made for a screening assessment to determine the child's readiness for school. A psychological evaluation will be conducted later, if it is needed, to determine school readiness. The fee for this testing is \$200.00.

Enrichment

Enrichment is a part of every classroom at Deerwood. Many opportunities are available within each classroom. Enrichment also includes many volunteer-led activities such as Art Adventure, after school classes and clubs (such as Ski Club or Math Olympiad and Community Ed classes), and all-school lyceums or experts-in-residence. Students are also encouraged to consider self-directed, independent investigations beyond assigned classroom instruction.

The GT Specialist works with teachers at each grade level to assist with enrichments that may be offered to whole class groups or smaller groups. Most often enrichments take place within the regular classroom. Sometimes flexible enrichment groups meet with the GT Specialist to work on projects or units of study beyond the regular curriculum. Decisions about enrichment groups are made with consideration for a variety of factors, including student performances and grade level or classroom needs.

Fire, Tornado and Lockdown Drills

All staff members and students are instructed in the proper procedures to use in the event of emergencies. Unannounced drills take place in order to reinforce previously taught safety precautions and to reduce any anxiety that a child may have regarding emergency situations.

Fire Drills: Several fire drills are held during the course of the school year so that our students thoroughly understand the procedures, as well as the escape routes from our school. The Eagan Fire Department also coordinates a fire drill during Fire Prevention Week.

Tornado Watch: This means that meteorological conditions are favorable and a tornado is possible. The school has a U.S. weather service radio and monitors all alerts. Staff is informed if it appears that we are at the center of the weather activity and a warning is imminent.

Tornado Warning: This means a tornado has actually been sighted in the area. The alert signals (sirens) will sound a wavering signal for three to five minutes. This signal means take cover immediately. During a tornado warning all students and staff are instructed to go to their assigned tornado warning shelter areas.

Lockdown Drills: Minnesota law requires that all schools statewide conduct at least five lockdown drills during the year. All of the lockdown drills will involve our school's emergency planning team and staff working in close cooperation with the Eagan Police Department. The purpose of these drills is to help students and staff prepare to respond appropriately in the event of an emergency such as an intruder in the building. Students will be informed in advance when a lockdown drill is scheduled and will be reminded that it is an important drill for us to practice.

Fundraisers

Fundraiser programs that have been approved by our Site Council consist of the following:

1. Run 4 Deerwood Jog-A-Thon
2. 5th grade fundraising TBD
3. Plant Sales (Spring)
4. Ice cream Social
5. Cookbooks (on-going)
6. Deerwood sweatshirt and T-shirt sales
7. Miscellaneous on-going fund raisers such as a percentage of the sales at Target stores, Boxtop for Education labels, Kowalski's, etc.

Profits made from the fundraisers are used to provide the school with additional funds not supplied through district allocations.

Gifted and Talented

District 196 believes that identifying giftedness is a complex and multi-faceted process that requires multiple sources of information in the decision process. Identification takes place at the elementary level (K-5) with students being recommended for participation in gifted services by teachers and parents.

Information gathered provides a comprehensive view of students' gifts and talents. Data used includes standardized tests of cognition and achievement, teacher observations, student grades and work samples. Additionally, information about the student outside of the school setting is factored into placement decisions. This information is collected in the form of parent questionnaires which gifted and talented specialists send home with student candidates. A team of district gifted and talented specialists work together to analyze student information and suggest the appropriate level of service for the student. Families are notified of the team's decision. While identification can happen at any time during the school year, most identification will take place in the spring of the year after the results of standardized tests have been received. The goal of the identification process is to provide each student candidate with the services that best meet the needs of the whole child

For more information about identification, contact the gifted and talented specialist at your school or view the FAQ section of the district gifted and talented website.

Grandparents' Day

A special Grandparents' Day will be held at Deerwood Elementary School on the Wednesday before Thanksgiving (November 23, 2016) for grandparents of our **second graders only**. Grandparents' Day is the highlight of the second graders' study of families and communities. It is a special day shared with their grandparents, a relative, a neighbor or another special older friend. Building congestion, parking accommodations, etc. does not allow us to invite grandparents of all students for this special day.

Health Education

Our district offers a number of programs for elementary students in the areas of health education and drug prevention. These programs are an important part of our total curriculum, and we would like to offer a brief description of each:

Human Growth and Development and HIV/AIDS:

District 196 teaches a human growth and development curriculum to fourth and fifth grade students, and an HIV/AIDS prevention curriculum to fifth grade students. The human growth and development curriculum covers basic information about reproductive anatomy, physical and emotional changes during puberty, and proper hygiene. If you would like more specific information about what is taught in this area, please contact your school principal. Parents who are uncomfortable with the curriculum after reviewing it or talking with the principal may withhold their children from specific class sessions in which the curriculum is taught.

Homebound Instruction

Independent School District 196 provides homebound instruction for all students who are homebound with a serious illness. The students are eligible for this instruction when it becomes apparent that they will be absent for fifteen (15) consecutive days. Please keep the school informed if you know that your child is expected to be out that long.

Homework Policy

Homework is not assigned as a daily requirement, but rather as an outgrowth or continuation of a school project. Homework is the child's responsibility--not that of the parent. Being aware of and interested in what your child does at school and in papers and projects he/she brings home is vital to the child's success in school. The Homework Policy at Deerwood Elementary is as follows:

To help ensure the best possible education for the students at Deerwood Elementary, and to answer questions regarding make-up work, a set of guidelines have been developed.

When a student is absent due to family vacations, it is our belief that much more is accomplished during the teaching day other than assigning and correcting of worksheets. Discussions, explorations, discover through experimentations, social interactions, formal and informal evaluation, and the learning of a new concept in a designed fashion are all missed when the student is not at school.

For these reasons, we would like to ask that vacations be planned, whenever possible, during the times when school is not in session. Since that is not always possible, **our policy for these occasions is as follows:**

1. Homework will not be assigned to students so that it can be completed before they leave on a vacation.
2. Assignments which do not need special lead-up teaching, such as review sheets, drill work, independent work, and journals will be given at the discretion of the teacher.
3. New concepts and ideas which need teacher direction and involvement will not be assigned, but made up upon the return of the student.

In the case of student illness, work will be held for the student with ample time to complete work. If the illness is going to be for an extended amount of time, work can be sent home for completion.

If a parent wishes to pick up homework for their child, the teacher needs time to put together the assignments. For this reason, we need to be notified in the morning before the start of the school day, or we may not be able to honor the request. Homework may be picked up in the office at the end of the school day, if you have requested it from the teacher.

Leveled literacy Intervention

The *Fountas & Pinnell Leveled Literacy Intervention System* (LLI) is a small-group, supplementary literacy intervention designed to help teachers provide powerful, daily, small-group instruction for the lowest achieving students at their grade level. Through systemically designed lessons and original, engaging leveled books, *LLI* supports learning in both reading and writing, helps students expand their knowledge of language and words and how they work. The goal of *LLI* is to bring students to grade level achievement in reading.

Lost and Found

Please label all of your child's belongings so that they may be identified when misplaced. Families should also talk to their children about being responsible for their possessions.

The "Lost and Found" is located in the office. Please check it when you are in the building. Items not claimed are given to a charitable organization after school is out for the summer.

Lunch and Milk Credits

Lunch and milk credits will again be sold this year at Deerwood. The prices for the 2015-2016 school year are as follows:

Breakfast	-	\$1.55 per meal
Student Lunches	-	\$2.50 per meal or \$12.00 for five
Student Milk	-	\$.40 per carton or \$2.00 for five
Adult Lunch Price	-	\$3.70 per meal

A computerized lunch accounting system is used at Deerwood Elementary School. Each student will be given a lunch identification number. Please help your child memorize this number as it will help to reduce the amount of time students' stand in line. Your child's lunch account is similar to a bank account and must be kept confidential.

Please Note:

Food Services will again have a no charge policy.

Prepayments will be accepted daily at school. Prepayments can also be mailed directly to the Food Services Office. Unused credits will be carried forward to the next month and throughout the school year and also to the new school year.

We can accept check payments for any amount or for the entire school year. The total amount of the check will be deposited into the lunch account; change cannot be given for personal checks. If sending a check, please write the student's full name and lunch identification number on the check. If depositing cash, please place it in an envelope with the student's full name and lunch identification number on it.

Parents have the option of paying for school meals through the SchoolView portal. Payments can be made using VISA, MasterCard, Discover Card or with your personal checking/savings account.

In addition to online payment, SchoolView will give parents access to information about their child's school meal account. For information to set up a SchoolView account, contact the Deerwood office.

NO CHARGES FOR SCHOOL LUNCH OR MILK WILL BE ALLOWED. Students without lunch credits will be offered a cheese/peanut butter sandwich only. Please keep track of your child's lunch credits. Your child's account balance can be checked through your SchoolView account or by calling the kitchen at Deerwood (651-683-6812). Applications for free meals are available on the District 196 website (www.district196.org).

Minnesota Comprehensive Assessments

Students in grade 3 through 5 will take the Minnesota Comprehensive Assessments (MCA) in March/April/May, 2016. These statewide tests are one way that the district measures individual student progress in reading, math and science. All tests will be completed online. There is no minimum passing score required on the MCAs. Test window dates are as follows:

- The **reading test** for students in grades 3, 4 and 5 will be given between March 6 and May 5, 2017. The reading test includes multiple-choice and open-response questions which test skills in comprehension, interpretation and evaluation.
- The **math test** for students in grades 3, 4 and 5 will be given between March 6 and May 5, 2017. The math test includes multiple-choice and open-response questions involving shape, space and measurement, number sense, and chance and data handling.
- The **science test** for students in grade 5 will be given between March 6 and May 12, 2017.

MAP Tests

In September, students in grades two through five will participate in the Measures of Academic Progress (MAP) testing designed to show academic progress during this school year in the areas of Mathematics. The test results help teachers monitor progress toward our school and district student achievement goals.

Memory Books

Each year, Deerwood Elementary School makes available to students and parents a Memory Book. The Memory Book has photographs of all classes and hundreds of candid photos of students and staff. Watch for announcements about the Memory Book sale in the *Principal's Newsletter*.

News Team

Each morning, fifth grade students are in charge of presenting the morning news announcements to all of the Deerwood students over the intercom system. Collecting and announcing the news, birthdays, and the school lunch menu is the responsibility of the selected students. Fifth grade teachers are responsible for coordinating this activity.

Notes From The Nurse

A. State law requires certain immunizations for school admittance. Your child will not be able to attend school until up-to-date records have been submitted. A note will be sent home if your child needs any immunizations to fulfill state law criteria.

B. A note will be sent home whenever a communicable disease is present in the classroom. Please alert the nurse if your child has such an illness so notes can be sent home with other children in the classrooms. Questions about when your child can return to school can be directed to the nurse by calling (651) 683-6801.

C. Medications needed during the school day can be given by the nurse. A completed permit form is needed. All medications (including over-the-counter preparations) must be kept in the nurse's office and dispensed by the school nurse.

Before a school nurse or other appropriate personnel can administer medication to a student, the following must be provided by the parent or guardian:

1. Signed authorization from the student's parent or guardian (for prescription and non-prescription medication).
2. Written order from a physician is required for prescription medications to be administered for more than two weeks.
3. Bottle of medication labeled by a pharmacy or physician (for prescription medication).

Medications brought in without the above will be sent home.

D. Health Screening:

Health screening is done as follows:

Kindergarten	-	Vision and hearing by request only (generally done at pre-kindergarten physical)
First Grade	-	Vision
Second Grade	-	Hearing
Third Grade	-	Vision
Fourth Grade	-	Hearing
Fifth Grade	-	Vision

Parents and/or teachers may request screening anytime there is a concern.

E. Feel free to contact the school nurse regarding any health concerns you have for your children.

F. When your child is ill: Please keep your child home until fever free for 24 hours, has not vomited for 24 hours, or has not had diarrhea for 24 hours.

G. Please avoid bringing latex balloons into school.

If your child has a throat culture, please keep him/her home until the culture is read. **DO NOT** send him/her to school while waiting for the results. If positive, he/she may return to school only after being on medication for 24 hours.

Additional Health Information:

It is safe to assume that one or more students may have head lice at any given time during the year. We are asking parents to take a proactive approach to prevention and treatment of head lice so our focus at school can remain on teaching and learning.

Head lice are not an infectious disease but are a tremendous nuisance. The district Nursing Department website (<http://www.district196.org/headlice>) contains updated information about preventing, detecting and treating head lice. We encourage all parents to read and familiarize themselves with this information so they know how to detect and treat head lice on their own children.

It is parents' responsibility to check their children regularly for head lice whether or not symptoms are present. It is very time-consuming for our school nurse to check students for head lice and excludes

students from valuable classroom time. If a teacher believes a student is showing symptoms of having head lice, the teacher will send the student to the school nurse to be checked. If the student has lice, a parent will be contacted and the child will remain at home until treatment is complete.

There are many places children can be exposed to head lice. School is one of the least likely places for that to happen. Play dates, sleepovers, and the sharing of brushes, combs, helmets and hats are all common ways head lice are spread. Direct head-to-head contact is almost always necessary for the spread of lice to happen.

If you have questions, please first review information on the Nursing Department website. Thank you for your understanding and cooperation.

Many families are frequently concerned about when students should stay home or attend school. The following information is intended to help with this decision.

General Practice

- ◆ If student has had a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal.
- ◆ If student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode.
- ◆ If student has any rash that may be disease-related or you do not know the cause, check with your family physician before sending the student to school.
- ◆ If student is ill, please call the school **daily** to report the illness. The number of the voice mail is (651) 683-6969 ext. 95074.

Note: Children and adolescents should not be given aspirin or aspirin containing medications unless specifically prescribed by physician. Children under twelve should not take Ibuprofen (Advil, Nuprin, etc.) unless prescribed by a physician.

Communicable Disease Information

Disease	Symptoms	Incubation Period	School Action and Comments on Communicability	Source of Infection and Mode Of Transmission
Chickenpox	Slight fever, general feeling of illness, rash resembling water blister appearing after 3-4 days. Scabs appear later.	10-21 days, usually 14-16 days after exposure	Exclude from school until vesicles are dry and crusted. Contagious a few days before eruption and about six days after last crop of vesicles.	Virus spread directly from person through discharge from the nose and mouth, also by discharges from the skin and the mucous membranes of infected persons. Readily communicable. One attack usually confers immunity. Children on immuno-suppressive drugs at high risk.
Cold Sores (Herpes Simplex)	Vesicles usually on lips but may occur anywhere on skin or in mucous membranes. May be confused with Impetigo.	2-14 days	No restriction. May be communicable as long as seven weeks after lesion appears.	Virus is transmitted by direct contact with infected persons, a majority of whom have unapparent infections.
Common Cold	Acute upper respiratory signs, including watery eyes, sneezing, runny nose, general feeling of illness.	12 hours to 3 days	No restriction unless ill. Communicable 24 hours before onset and for five days after nasal involvement.	Virus spread directly through coughing, sneezing, and explosive manner of speech in which droplets are cast, indirectly through articles freshly soiled by discharges of infected person.
Fifth Disease	Rash, sometimes fever or sore throat, redness on cheeks. Rash could come and go for days or weeks.	4-14 days	Exclusion from school not necessary if other rash-causing illnesses are ruled out by a healthcare provider.	Virus is contagious only before rash appears.
Influenza	Chills, body aches, headache, fever, sore throat, followed by cough, runny nose, and possibly stomach ache.	1-4 days hours	Exclude from school until fever is gone and the child is well enough to participate in routine activities.	Virus spread directly through coughing, sneezing, and contact with nose or throat discharges of patient.

Disease	Symptoms	Incubation Period	School Action and Comments on Communicability	Source of Infection and Mode Of Transmission
Impetigo	Blisters, pustules rapidly covered with honey-colored crusts. May Be confused with cold sores. Usually seen first near mouth or nose, can spread rapidly.	1-10 days	Exclude from school until 24 hours after treatment has been initiated and sores are drying and improving.	Bacteria spread by direct contact with sores; rarely through touching contaminated objects. Usually caused by Streptococcus or Staphylococcus bacteria.
Mono-nucleosis	Fever, sore throat, swollen glands (especially behind the neck), headache, tiredness, and sometimes a rash. Mono can last up to several weeks. It may take weeks to months to regain energy; however, this will vary from person to person. Less common problems include jaundice (yellowing of the skin or eyes) and/or enlarged spleen or liver. Although rare, the spleen may rupture in extreme cases.	It takes about 4 to 6 weeks from the time a person is exposed until symptoms begin.	Childcare and School: None, as long as the child is able to participate in routine activities. Because students/adults can have the virus without any symptoms and can be contagious for such a long time, exclusion will not prevent spread. Sports: Contact sports should be avoided until the student is recovered fully and the spleen is no longer palpable.	Most of the cases are caused by Epstein-Barr virus (EBV). However, about 5% to 7% of cases are caused by cytomegalovirus (CMV). <ul style="list-style-type: none"> • Wash hands thoroughly with soap and warm running water after any contact with saliva or items contaminated with saliva. Thorough handwashing is the best way to prevent the spread of communicable diseases. • DO NOT allow sharing of drinking cups, bottles, straws, cigarettes, mouthed pens and pencils, toothbrushes, or lip balm. DO NOT allow sharing of water bottles during sports events.
Pink Eye (Conjunctivitis)	Includes redness, itching, pain and discharge, depending on the cause. Bacterial conjunctivitis can sometimes be distinguished from other forms of conjunctivitis by a more purulent (pus) discharge.	1 to 12 days after exposure for symptoms to begin, usually 1 to 3 days.	Exclusion from childcare and School. Purulent Conjunctivitis – (redness of eyes and/or eyelids with thick white or yellow eye discharge and eye pain) until examined by a healthcare provider and approved for readmission. Nonpurulent Conjunctivitis – (redness of eyes with a clear, watery eye discharge but without fever, eye pain, or eyelid redness) None, may be considered if child is able to keep hands away from eyes.	Bacteria, viruses, allergies, eye injuries, or chemicals. Touching the secretions from the eyes, nose or mouth of infected persons.

Scabies	Rash consisting of pink bumps or tiny blisters and intense itching, which may be more severe at night. Frequently only scratch marks can be seen. Common locations to see the rash are folds of skin between fingers, around wrists and elbows, and armpits. Other areas where rash may appear are knees, waist, thighs, genital area, abdomen, chest, breasts, and lower portion of buttocks. Infants and young children may be infested on head, neck, palms, and soles of feet.	It takes 2 to 6 weeks from the time a person is exposed until symptoms appear. Symptoms may appear in 1 to 4 days if the person has had scabies before.	Childcare and school: Until 24 hours after treatment begins.	<i>Sarcoptes scabiei</i> , a mite. By frequent or prolonged direct contact with the skin of a person with scabies or by sharing bedding, towels, or underclothing of a person with scabies. Mites cannot survive off the human body for more than 3 days and cannot reproduce off the body.
Strep Throat Scarlet Fever	Strep Throat starts suddenly with fever, red sore throat and swollen glands. Headache, nausea, abdominal pain and vomiting maybe common in children.	1-3 days	Restrict from school until culture is read. If positive for strep, exclude from school until after 24 hrs. of antibiotic treatment and the student feels well. Communicable until 24 hours after treatment is started.	Caused by Streptococcus bacteria. Spread directly from nose and throat discharges of infected persons.

For additional information and other disease information not listed here, please go to the school website at www.district196.org/dw and under the support staff/click on nurses. This will take you to our web page.

Medications in School:

Non-Prescription

- Must be in original labeled container.
- Parents must send note explaining when and why student should take medication.

Prescription

- Prescription medication must be supplied in original labeled prescription bottle. Ask pharmacist for a bottle for home and one for school.
- Parents must provide written permission to give medication in school.
- Physician order needed for any prescription medication to be given for longer than a two-week interval.

Mary Melcher, School Nurse
Telephone: (651) 683-6801

Non-discrimination Notice

District 196 does not discriminate in employment or in any of its programs and activities on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, membership or activity in a local human rights commission, disability, sexual orientation, age or genetic information. District 196 provides equal access to designated youth groups. The Director of Human Resources (651-423-7859) has been designated to respond to employment-related inquiries regarding the non-discrimination policies. The Director of Elementary Education (651-423-7782) and the Director of Secondary Education (651-423-7712) have been designated to respond to student-related inquiries regarding the non-discrimination policies. The Director of Special Education (651-423-7629) has been designated to respond to inquiries concerning the rights of a student with a disability. The mailing address for all directors is 3455 153rd Street W, Rosemount, MN 55068

Open Enrollment - In-District (Intradistrict)

Parents, guardians or students at least 18 years old may apply for student enrollment in a school other than the student's home school for the following school year. Elementary school applications (District Procedure 502.4P) shall be submitted to the principal.

Schools with enrollment below capacity-plus-five-percent - Students will be permitted to transfer into a particular elementary school until the enrollment of the school reaches capacity-plus-five-percent. **(Deerwood's capacity is 630 including the five percent figure)**. The capacity figures may be reduced by the Director of Elementary Education, as needed, to compensate for use of classroom space for district-wide programs. Transfers may remain in effect for the remainder of the student's elementary public school years.

When school transfers are granted, transportation of transfer students shall be the responsibility of the parent.

Open Enrollment - Out-of-District (Interdistrict)

Parents, guardians or adult students (18 years old or older) who are not residents of District 196 may apply for student enrollment in District 196 through the state enrollment options program, using District Procedure 502.4.1P, State Enrollment Options Program. The number of students accepted for enrollment in the district will be limited to no more than one percent of the total student enrollment at each grade level. Please contact the District 196 Student Information Supervisor for more details.

Parties

There will be two class parties scheduled for this school year. They are:

Fall Party and Parade - October 28, 2016 at 1:00 p.m.

Valentine's Day - February 14, 2017 at 1:15 p.m.

Primary grades have two parties (Fall and Valentine's Day). Upper grade classrooms (fourth and fifth grades) may wish to substitute an end-of-the-year party in lieu of the Valentine's Day party. Students will be asked to contribute \$2.00 cash per party to cover the cost of the party.

District 196 has a policy that no home baked goods for the parties (or other occasions) be accepted.

Reading Recovery Program

This program is designed to give individual attention to first grade students who need additional support learning to read. It intervenes early in a child's education to prevent future reading problems. Its goal is to accelerate students in 12-20 weeks to reach the average reading level of their classes without further help. Children in the program will receive daily individual tutoring by specially trained Reading Recovery teachers. Parents will be invited to observe their child's lesson and to give additional support at home.

Release of Students From School

If a parent needs to pick up their child from school during the school day, **the parent must come to the office and sign the child out.** The children will be called to the office **when you arrive.**

All visitors at Deerwood Elementary are to report to the office. (Exceptions are school programs and conferences.) If you plan to visit the classrooms or go to other areas in the building, **you must wear a name badge** which you can obtain in the office.

Report Cards (Progress Reports)

Report cards will be issued to the students/parents three times throughout the school year. The dates are December 9, March 17 and June 6.

Room Parents and Volunteers

All classrooms welcome the services of room parents and volunteers to help with field trips, parties, and other worthwhile tasks. Teachers will be sending home letters with your child asking for your help.

Scholarship Program

Deerwood's Booster Club offers two yearly \$500.00 scholarships to an Eagan High School or School of Environmental Studies senior who attended Deerwood Elementary School. Seniors are encouraged to check with their counselors regarding additional details. The scholarship is awarded in April/May of each year.

School Age Care Program (S.A.C.)

A school-age child care program is available to parents at Deerwood Elementary School. The program designed for students in grades 1-5 is held before and after school. The program is also available for kindergarten students only in the morning before kindergarten starts and in the afternoon following the p.m. kindergarten session. The program is not available during the day because of a lack of space.

Parents are responsible for bringing their children to school beginning at 6:00 a.m. and for picking up their children by 6:00 p.m. The program meets five days a week in our gym/cafeteria.

The School-Age Care Program is operated by the Minneapolis/St. Paul YMCA in cooperation with Community Education Services of Independent School District No. 196. For additional information including registration procedures, please call (651) 683-4702. The telephone number for the SAC office at Deerwood is (651) 683-6818.

School Crossing Guard Location

An adult will cross the students in the a.m. and p.m. that have been designated as "walkers" by our Transportation Department. The students should cross the road only at the striped crossing location. An adult will also cross the kindergarten students who will be leaving school after the morning session. Parents should give their children proper instructions so that the students find their homes. **Due to bus and car traffic to Black Hawk Middle School in the morning, we request that students not cross the driveway until 8:05 a.m.**

School Patrol

All fifth graders are eligible to become a school safety patrol member. Students will be serving their fellow students throughout the school year. Their primary task is to ensure a safe bus trip to and from school for the students at Deerwood. They assist the bus driver, serve as a school bus crossing guard, or have a special assignment in school. To remain in the program, a school patrol member needs to strive to be a positive role model for other students. Inappropriate behavior at school or on the bus could lead to a student's dismissal from the patrol force.

There are a variety of reward activities offered to the patrol members during the school year.

Ellie Johnson and Carson Rivard were selected last spring to serve as the 2016-2017 school patrol captains at Deerwood. Dave Highum and Tom Taylor are Deerwood's School Patrol Advisors.

School Pictures

Individual school pictures will be taken at Deerwood on September 20, 2016. Additional information will be sent home with the students prior to this date.

School Store

Deerwood's school store is open to the students every Monday and Wednesday morning. School supplies consisting of pencils, pens, paper, erasers, markers and novelty items are available for sale to the students. The school store is managed by the Student Council.

Site Council

The Deerwood Site Council meets monthly at Deerwood to help make decisions about the operation of the school. The council consists of Maria Schwartz, parent; Tricia Burbach, parent; Mary Walker, parent; Kenna Jensen, parent; Jenny Williams, Volunteer Coordinator; JoAnn Jurgens, staff member; Sharyn Nelson, staff member; Tom Taylor, staff member; Greg Paquette, staff member; and Miles Haugen, staff member.

The council meetings are held at Deerwood Elementary School. All meetings are open to the public. The schedule of meetings are as follows:

August 18, 2016 at 3:30 p.m.
October 6, 2016 at 3:30 p.m.
December 1, 2016 at 3:30 p.m.

February 2, 2017 at 3:30 p.m.
April 6, 2017 at 3:30 p.m.
May 4, 2017 at 3:30 p.m.

Special Education Programs

Special programs are available to students who qualify for service in the areas of learning disabilities, speech, adaptive physical education, occupational therapy, physical therapy and emotional/behavioral disorders.

Children may be referred for an evaluation by our Child Study Team by either the parent or teacher. After the assessment, a meeting will be arranged with the appropriate staff members and with the parents to analyze the data and to determine if placement in a special education program is needed. Parents are essential members of the Child Study Team and will be directly involved in all decisions regarding the child.

Staying Inside For Recess

The benefits of exercising and socializing with peers are important to a student's physical and mental health as well as school performance. In general, if your child is well enough to attend school, he or she should plan on going outdoors for recess. Please make sure your child brings appropriate clothing (coat, snow pants, boots, hats and mittens) for the weather conditions.

At times when a child is recovering from an illness and you feel that he or she needs to stay indoors for a short period of time (less than 3 days), please provide a written note. The note should state why your child may not go outside for recess as well as the length of time you would like him or her to stay inside. If your child needs to stay inside for longer than 3 days, please contact the school nurse as a physician's note may be required.

If your child has activity restrictions and may not participate in all activities at recess, he or she will still be able to go outside. Our playground clerks will monitor your child to ensure he or she is following the appropriate restrictions and remains safe.

Student Council

Students elected by their homeroom peers in grades three through five work together to create unity and school spirit among students and staff at Deerwood Elementary. Some of the activities the Student Council has participated in the past include: helping with the annual Grandparents' Day Program for second graders and Kindergarten Open House, implementing school spirit days, operating the school store, leading a community service project for Deerwood students, etc. The Student Council advisor is Roxane Sipe and Cheryl Rutoski.

Student Discipline Policy

The ***Student Rights and Responsibilities*** handbook will be mailed to all families in late August. The handbook will outline the student discipline policies used in District 196.

Student Insurance

Independent School District 196 does not carry insurance for student accidents at school or in school activities. Please check your own personal insurance coverage to see if your child is covered if an accident does occur.

Student Placement

During the month of May, the staff and principal begin to develop class rosters for the next school year. In order to ensure the best learning environment for all students, it is important that classes be balanced with an equal number of boys and girls, a blend of various ability levels and separation of students who do not perform well together.

Parents can provide specific input into their child's teacher placement for the next year by filling out a *Student Placement Form* which can be obtained from the office. Parents are asked to return the form by the date which will be found in the April *Principal's Newsletter*.

The final responsibility for student placement rests with school district personnel. Deerwood has an excellent staff of professionals who are prepared to meet a wide variety of students' needs.

Student Transfer: Daycare

1. **Authorization**—The superintendent designates the authority to approve or deny transfers to the director of elementary education (for students in grades K-5) and the director of special education (for students in center-based special education programs).
2. **Criteria** – Daycare transfers are only considered for students in kindergarten through grade five who live in one elementary school attendance area (either within or outside District 196) and attend daycare in the attendance area of another District 196 elementary school.
3. **Application Process**

To request an interdistrict transfer or arrange for an intradistrict transfer, District Procedure 502.4.4P, Student Transfer: Daycare and/or Transportation for Daycare (for resident and nonresident students), and District Procedure 502.4.1.P, Application to Participate in the State Enrollment Options Program (for nonresident students) shall be completed and submitted by the student's parent or guardian to the District 196 student information supervisor by April 1 for the following year or during the school year when there is a change in daycare location. Agreements and applications received after April 1 from non-resident students will be handled on a case-by-case basis.

When a request from an open enrollment student is approved, District 196 must receive a copy of the state Application to Participate in the State Enrollment Options Program form for Interdistrict Student Transfer (District Procedure 502.4.1P) approved by the student's resident district.

Applicants from outside the district who request a school with no space available will be given the opportunity to apply to transfer to a school with space available.

Duration and Timing

Transfers are approved for one school year at a time for students who are not District 196 residents, and expire at the end of the current school year.

Student Withdrawal

If you are planning to move out of the Deerwood attendance area, please call us at (651) 683-6801 to give us the date of the last day for your child at Deerwood. Records for students enrolling in a school outside of District No. 196 will be requested in writing by the new school.

Telephone Usage

Students are discouraged to bring cell phones/electronics to school. Students should use the telephone at school only when absolutely necessary. Arrangements for transportation, visiting another child, etc. should be made before the student leaves home. If you need to talk with your child via the telephone, please call the office and leave your message with the secretary. We will forward the message to the child. It is difficult to have students come to the office for telephone calls initiated by parents.

Transportation Policies

District 196 will transport students within the parameters set by state statutes and regulations. The safety of students shall be the primary concern of the district transportation program.

Discipline: - Students will be informed of and required to abide by bus discipline rules to help ensure the safety of students and transportation employees.

1. The guidelines for bus drivers to follow are outlined in the handbook, *Assertive Discipline for Bus Drivers*.

2. Each elementary principal will generally follow the process outlined below when he/she receives a Bus Disciplinary Referral from the bus driver:

a. The principal or designee will talk with the student and send a copy of the referral to student's parent or guardian.

b. The principal will also take appropriate disciplinary action and talk with the parent(s) or guardian(s) when the offense is major (when a student is involved with fighting, destruction of property, causing unsafe conditions, etc.) or when it is a second referral.

c. The principal will talk with the Student Conduct Specialist and consider possible suspension of ridership privileges for a limited period of time when the offense is major or when the referral is beyond the second one.

Bus Routes: - Routes will be established so no student rides the bus for more than one hour and 15 minutes one way.

Bus Stops: - Bus stops will be established at suitable places so students in kindergarten and grades 1-5 who live one mile or more from their school are transported to their assigned school.

Determination of Walking Distances: - The walking distance is defined as the shortest distance from the student's residence (front of the property) by reasonably safe walkway, street or highway that is accessible to the public, to the curb-step or walkway at the assigned entrance of the school the student attends. If any

portion of where the front of the residential property meets the street is outside the walking distance, the student will be provided busing to and from school. If the district deems student access to school unsafe, the guidelines noted above may be adjusted.

Use Of The Building And Grounds By The Community

Organizations or groups of people are welcome to use the school or grounds for their group activities. All of the scheduling for these activities is coordinated through our Community Education Department. They may be contacted at (612) 431-8780.

Volunteer Program

Deerwood Elementary School has a parent volunteer program that is greatly appreciated by the staff members. Again, this year, volunteers are needed in the classrooms, library and workroom. A sign-up sheet will be sent home with the students during the first week of school. Please consider giving some of your spare time to your school. There are ways that working parents can contribute too. Please indicate on the forms when and how you could help and return the form to school. The volunteer coordinator at Deerwood is Jenny Williams.

Young Scholars Program

The Young Scholars (YS) program is an academic program designed for students with high potential who are not likely to be identified for gifted programs using traditional methods of identification. It is funded by state integration dollars and is available in all District 196 elementary schools. The program includes whole class thinking skills lessons at the beginning of the year in grades K-3. Utilizing student performance information from these classes as well as other school data, teachers collaborate to identify students for the YS program. These students are supported to develop their potential as creative and critical thinkers, with the goal being their pursuit of advanced coursework in middle and high school.