

Welcome to Pinewood Community School for the 2009-2010 School Year

Pinewood Mission Statement

The mission of Pinewood Community School is to provide a respectful learning environment where students, staff, parents and community collaborate to achieve high academic standards. Students will be challenged and motivated to learn and grow in an engaging environment that “expects the best” of everyone involved in the teaching, learning process.

Pinewood Community School will promote high academic standards by:

providing an academically challenging curriculum, which acknowledges and supports individual needs.

expecting students and staff to be self-motivated, responsible learners who are accountable for their actions.

actively involving students, staff and parents in the learning process.

Pinewood Community School will maintain a respectful learning community by:

welcoming students, staff, parents and the greater school community to participate in the educational process.

working collaboratively to foster open communication among students, staff and parents.

4300 Dodd Rd., Eagan, Minnesota 55123
651-683-6980-Fax 651-683-6870
[http:// www.district196.org/pw](http://www.district196.org/pw)

Office Hours: 7:30 a.m.-4:30 p.m.

Dear Parents and Students,

Welcome to Pinewood Community’s 2009-2010 school year. At Pinewood we recognize it is our mission that each student has rewarding and successful learning experiences every day. We are committed to helping students become responsible, self-directed, independent, intellectually curious, and compassionate life-long learners. We are committed to providing an environment that fosters a love for learning while valuing the uniqueness of each child.

This calendar and handbook contains information we hope will be of assistance to you. Please read the booklet and use it as a reference during the school year. We encourage you to use this as your family calendar. Please visit our website for up to date information concerning calendar changes and other information.

We look forward to working with you this year as we continue to learn, share and grow together. If you have questions, please give us a call at 651-683-6980; visit us at school or online.

Sincerely,

Pinewood Community School Staff

Pinewood Community School

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Parent Conference Schedule

Fall

Wednesday, October 28, 4-8 p.m.

Thursday, October 29, 8 a.m.– 8 p.m.

Winter

Wednesday, February 10, 4-8 p.m.

Thursday, February 11, 8 a.m.– 8 p.m.

Daily Schedule

7:30 a.m.	Office opens
8:00 a.m.	Teacher day begins
9:10 a.m.	Buses arrive. Walkers should not arrive at school prior to 9:10 a.m.
9:25 a.m.	Classes begin
11:55 a.m.	Morning kindergarten classes end
1:15 p.m.	Afternoon kindergarten classes begin
3:00-3:35 p.m.	Explore Classes
3:35-3:45 p.m.	Return to classroom for dismissal
3:53 p.m.	Buses leave Pinewood
4:00 p.m.	Teacher day ends
4:30 p.m.	Office Closes

For up-to-date calendar changes please visit:

<http://www.district196.org/pw>

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Pinewood Community School Staff and Voicemail Numbers



Administration		Assurance Of Mastery (AOM)		Secretarial Staff	
Principal, Cris Town	36984	Jim Kvaal	94328	Secretary to Principal, Mary Robideau	92148
Administrative Intern, Sarah Samaraka	93575			Building Secretary, Patti Tuset	94301
Instructional Assistant, Kathy Roush-Sheridan	94359	Reading Recovery		Child Study Secretary, Cathy Kemp	94302
Instructional Assistant, Kelly Vavra	95641	Linda Groh	94356		
				School Nurse	
Kindergarten		Special Education		Deb Mehr	36981
Sarah Gustafson	94307	Center-Based Classroom K-3, Sarah Samaraka	93575		
Michelle Jensen	94384	Center-Based Classroom 4-5, Amanda Schiltz	94693	Instructional Clerks	
Shauna Joas	94381	Occupational Therapist, Kari Kleven	92863	Jinny Berkopec	94311
KathyRoush-Sheridan	94359	Psychologist, Kelly Vavra	95641	Trish Corey	
Merle Schank	94711	Resource Teacher, Marlene Walsh	94342	Wendy Guenther	94311
Julia Sievwright	94331	Resource Teacher, Cindy Curley	92981	Sandra Jolliffe	
		Speech Clinician, Paula Hosek	92936	Shelly Koch	
First Grade		Speech Clinician, Kim Kenefick	93702	Jennifer Leighton	
Stacy Antonovich	94338	Speech Clinician, Betty Woods		Danelle Noterman	
Shirley Bauer	94312			Wanda Nystuen	
Ann Caldecott-Bailey	94337	Early Childhood: Three Year Old Program			
Tanya Galland	94798	Ruthie Grams	94582	Program Support Assistants	
Jill Marsh	94325	Leslie Lee	95407	Nancy Branch	94352
		Cheryl Fick, Occupational Therapist	94849	Maria Johnson	94293
Second Grade		Speech Clinician, Jolene Deilke	95231	Emily Olson	94370
Lori Anderson	92504	Speech Clinician, Amanda Oster	95435	Barb Parranto	
Mike Huff	95183	Speech Clinician, Tami Melvin	30648	Gloria Short	93491
Ann Leuer	94316	Speech Clinician, Kay Bryant		Melissa Wall	
Sara Miles	94334	PSA's for ECSE			
Sarah Schaefer	94366	Cathy Skalicky	94651	Building Maintenance	
		Donna Engels		Building Chief, Dave Mattson	55840
Third Grade		Cindy Scheller		Custodian, John Maki	
Dale Ahlberg	95124			Custodian, Jose Rodriguez	
Sue Kaufman	94336	Specialists			
Kelly Melcher	94351	Art, Cara Skoglund	34314	Food Service	
Mary Nollet-Newell	94335	Gifted and Talented, Janna Flanagan	93201	Food Service Manager, Juanita Kulhanek	36986
Art Sarazin	94349	Instrumental Music, Jennifer Anderson	94303	Associate, Tammy Giles	
		Media, Lynn Mueller	95054	Associate, Judy Stout	
Fourth Grade		Physical Education, Brett Sadek	94371	Associate, Nicole Weston	
Cindy Boyum	94268	Technology, Jim Kvaal	94328		
Tim Johnson	94327	Vocal Music, Eileen Degnan	94369	Important Phone Numbers	
Karen Mathena	94333	Young Scholars,		Pinewood	651-683-6980
Colin Post	94319			Pinewood Fax	651-683-6870
Wendy Roche	94330	School Social Worker		District Office	651-423-7700
		Abby Chmiel	93720	District Transportation	651-423-7685
Fifth Grade				District Voice Mail	651-683-6969
Bonnie Hetland	94372	ELL Teacher (English Language Learner)			
Sue Keller	94373	Narae Hwang	92679		
Nancy Jo Randolph	94341	Specialists			
Joel Ruthenbeck	94322	Art, Cara Skoglund	34314		

Absences/Child Safeguard Program/Tardies

The elementary schools in District 196 will continue the Child Safeguard Program during the 2009-2010 school year. This program will aid the school in accounting for children who are absent from school.

In order to operate efficiently, **we need you to inform the school when your child/children are going to be absent from school.** In most cases, this requires a telephone call the day of your child's absence. We ask that calls be made before school begins. A voice mail message may be left by calling 651-683-6969 and entering the mailbox number 36980. The message can be left on the night recorder. You may also email your child's absence to pwabsence@district196.org. Questions concerning your child's health, however, should be directed to the school nurse. Our school office opens at 7:30 a.m. The nurse arrives at 9:00 a.m. When you are aware that your child will be absent in advance, a note to school before the absence is requested.

When you forget to call, the school will call you to verify the absence. In order for us to make these calls, we need complete telephone information. This information must include work numbers, baby-sitter numbers, daycare number, neighbor/relative numbers, or any other telephone number that will help the school locate an absent child.

Please list all of these numbers on the emergency card which will be sent home with your child for you to complete at the beginning of the school year. Please notify the school nurse when changes occur during the year.

We would like to encourage student attendance everyday that is possible, as good attendance helps to ensure a child's success in school. In the state of Minnesota it is the parents' legal responsibility that all elementary age children attend school. Elementary age students who miss ten 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.)

Excessive absences and/or tardies may result in a letter of concern from the school. It should also be noted that three unexcused tardies may be considered as one unexcused absence.

Excused Absences:

Illness *
Doctor's visit, including mental health
Funeral
Religious holiday
Extreme family emergency
Planned family vacation

Unexcused Absences:

Child overslept
Parents forgot to wake child
Parents did not know school schedule
Child did not feel like going to school
Child was sleepy
Child thinks school is boring
Child is having difficult time separating from parents
Child does not meet state immunization law requirements
Child is babysitting a younger sibling
Cold weather



*Excessive absences due to illness may be unexcused unless a doctor's note is provided.

Allergies

When a school nurse receives information about a student with an allergy, the nurse will contact the student's parent or guardian to determine whether the student's allergy could impair his or her ability to learn and therefore requires special accommodations for the student at school or at school activities.

If special accommodations are required, the nurse will ask the parent or guardian to complete and return District Procedure [506.2.3P, Student Allergy Information](#), and District Procedure [505.2.3P, Prior Consent to Release Private Data To or From an Outside Agency/Person](#), so the school can obtain information about the student's allergy from his or her physician.

Allergies to animals and insects

If the student has allergies to a specific type of animal or insect, school employees will make every effort to ensure that type of animal or insect is not kept or brought into classrooms or other school spaces where the student is or will be present.

Allergies to specific foods

If the student has allergies to a specific food, contact the [school nurse](#) and [food service manager](#) for your child's school. The school will make every effort to ensure the student does not come into contact with that food.

Allergies to a specific substance

If the student has allergies to some other specific substance, such as latex, school employees will make every effort to ensure the student does not come into contact with that substance.

Additional information on allergies can be found in the following District 196 policies, regulations and procedures:

- [505.2.3P Prior Consent to Release Private Data To or From an Outside Agency/Person](#)
- [506.2.3AR Student Allergies](#)
- [506.2.3P Student Allergy Information](#)
- [506.2.3.1P Guidelines for Responding to Students Who Have Allergies](#)



Anti-Discrimination

District 196 does not engage in unlawful discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation or age. The School District Attorney, 14445 Diamond Path West, Rosemount, MN 55068, (651) 423-7883, has been designated to respond to inquiries regarding the non-discrimination policies, including inquiries under Title IX.

Arrival/Dismissal Times

7:30 a.m.	Office Opens
8:00 a.m.	Teacher Day Begins
9:10 a.m.	Buses arrive. Students should not arrive at school prior to 9:10 a.m.
9:25 a.m.	School begins for students in morning Kindergarten, Kindergarten Plus, and Grades 1-5
11:55 a.m.	Morning Kindergarten classes end
1:15 p.m.	Afternoon Kindergarten classes begin
3:00 p.m.	Explore classes begin
3:35-3:45 pm	Return to classroom for dismissal

3:53 p.m.	Buses leave Pinewood
4:00 p.m.	Teacher day ends
4:30 pm.	Office closes

School Safety Patrols are generally fifth grade students who are stationed at major intersections near Pinewood from 9:05 a.m.-9:20 a.m. and from 3:45 p.m.-3:55 p.m. each school day. Noontime patrols are on duty from 11:55 a.m.-12:05 p.m. each school day for our morning kindergarten students who are walkers. Patrols do not escort children to and from their homes rather, their job is to patrol designated intersections. Please instruct your child(ren) to obey the safety patrols. School patrols are only designated to be at intersections (where stop signs and marked crossings are present) and must be within visual distance from the school. When the air temperature and/or wind-chill are significantly below zero, our patrols will not be sent outside to patrol. Please check the Pinewood home page calendar for updates regarding weather conditions for patrols.

Art Curriculum

Explorations in Art is the curriculum used for Kindergarten through 5th grade. This art program focuses on student creativity, the elements of art and reflections of art in various cultures. An Art specialist coordinates this program at Pinewood.

Band

The instrumental music program at Pinewood provides instruction for band instruments in small and large groups. Instruction begins either the summer before fifth grade or at the beginning of their fifth grade year.



Behavior Policy

Board of Education Policy 503, Student Rights and Responsibilities, (student behavior and discipline) spell out the behavior expectations for all students in Independent School District 196. A booklet entitled “Rights and Responsibilities; A Handbook for Elementary and Secondary Students” is mailed home at the beginning of the school year. The principal and teachers explain and review the contents of this booklet with students. Parents are also asked to become familiar with the contents of this booklet.

Bicycles, Rollerblades, Scooters and Skateboards

Walkers who wish to ride their bicycles to school may do so with parental permission. Bicycles are to be placed in the bike racks and padlocked at school. No bicycles, rollerblades, scooters, skateboards, etc. are to be ridden on the school property during school hours, including the noon hour and one-half hour after dismissal. Rollerblades, skateboards and scooters should be kept in student’s locker. Bikes must be walked across intersections and on school property and may not be left at school overnight. All bicycle riders are expected to follow the same safety regulations as automobile drivers. Neither District 196 nor Pinewood staff can accept responsibility or liability for bicycle accidents which may happen enroute to or from school. Bicycle helmets are strongly encouraged.

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.

Bus Changes Due to New Daycare

Parents need to fill out the TRANSPORTATION FOR ELEMENTARY SCHOOL STUDENTS IN DAYCARE form every time daycare changes. A form is required for every child in their family and new forms are needed each year (the transportation department uses last year’s forms if a new one isn’t turned in).

Busing/Transportation

1. Bus stops are established so that students in kindergarten and grades one through five who live a half mile or more from their school are transported to their assigned schools.
2. Elementary school students (K-5) will be picked up and dropped off at a designated school bus stop.
3. Students may be picked up or dropped off at a destination other than their normal bus stop only when requested in writing by the student's parent or guardian. A written request must be submitted each time a different drop-off or pick-up point is desired. Also, when parents decide to allow their child to choose between riding a bus or walking home or riding their bicycle, we ask that you send a blanket note indicating your permission. This note will be kept on file for one school year. Students who do not have a signed permission note will not be allowed to ride another bus or walk. They will be asked to board their scheduled bus.
4. The district will provide transportation to and/or from the residence of a student's child-care provider only if the residence meets transportation distance guidelines as noted above and if service is established on a five-day-a-week basis.
5. The following are some rules of conduct that should be observed by the students riding buses:
 - a. Always listen to and obey the bus driver.
 - b. Always take a seat promptly and remain seated while on the bus.
 - c. Feet and other objects must be kept out of the aisles.
 - d. Board bus only at designated stops.
 - e. Ride only the bus assigned.
 - f. Obey bus drivers promptly, as they are in full charge of buses and pupils while in transit.
 - g. Be prompt at the designated bus stops, but do not arrive more than 10 minutes before the designated stop time.
 - h. Be in a line approximately 10 feet back from the roadway. Maintain this 10 feet until the bus has stopped. Load in an orderly manner.
 - i. While at bus stops, show proper respect for school patrol. Stay off private property.
 - j. There will be no shouting, yelling or abusive speech on the bus.
 - k. There will be no fighting, scuffling or moving around in any way while on the bus.
 - l. Keep hands, feet, and objects to yourself and inside the bus.
 - m. Backpacks must be removed from students' back and held before boarding the bus. Key chains and other items attached to backpacks have injured others as children have boarded the buses. Caution is requested.



Remember: Riding the bus is a privilege that can be refused at any time if the rules are not observed. We want your child to have a safe journey both to and from school.

Changes in Going Home

At any time that you wish to have your child deviate from the regular going home routine, whether he or she is a buser or a walker, a note should be sent to school indicating your preference. (That includes asking a child to stay at school for you to pick them up for a special appointment, class, etc., or having them picked up by someone other than a parent.) This is required to assure the safety of your children.

Child Abuse and Neglect Reporting by School Officials

A state law requires that “a professional or his delegate who is engaged in the practice of healing arts, social services, hospital administration, psychological or psychiatric treatment, child care, education or law enforcement. . .” must report physical abuse, sexual abuse and neglect of children. The law stipulates that if school officials have “reason to believe a child is being neglected or physically or sexually abused they shall immediately report the information to the local welfare agency, police department or the county sheriff.” Failure to report child abuse or neglect by any mandated person is a gross misdemeanor. *Borrowed from a pamphlet entitled Child Abuse and Neglect... The Hennepin County Guide for People Who Work With Children.

Curriculum: Math

The elementary school math curriculum builds students' mathematical understanding, skills and proficiency at each grade level through important mathematical concepts such as number and operations, algebra, geometry, measurement, problem solving, data analysis and probability. Math materials used in grades K-5 are Scott Foresman/Addison Wesley Mathematics and Investigations in Number, Data and Space.

Curriculum: Reading

Independent School District 196 has adopted a balanced approach to teaching language arts. Reading, writing, listening, speaking, spelling and handwriting are all-important components of this area of learning. Skills and strategies in each area are modeled, taught, and practiced, taking into account the unique needs of each learner. Knowledge and skills are acquired through connected experiences between home, school, and community. Students read from a variety of texts, including fiction (short stories and whole books), poetry, nonfiction textbooks, newspapers, and magazines.

Language Arts Resources:

Houghton Mifflin's Invitations to Literacy

Rigby's Literacy 2000

Zaner Bloser's Handwriting K-5

These are expectations throughout the day:

In Reading:

- students will be read aloud to on a daily basis;
- students will be given direct instruction in skills and strategies to meet their individual needs;
- students will be given time to read independently, with a partner, or in flexible instructional groups with the teacher.



In Handwriting:

- students in grades K-2 will learn manuscript handwriting with traditional letterforms;
- students in grades 3-5 will learn cursive writing skills.

In Writing:

- students will develop an awareness of written language and understand the relationships between sounds and letters;
- students will develop the skills and confidence so they are able to effectively communicate to others their own ideas, experience, and understandings;
- students will learn to use capitalization, spelling, punctuation, and sentence structure through daily writing activities.

In Spelling:

- students will learn high frequency words and predictable word patterns;
- students will obtain knowledge of patterns and use of strategies, rules, and generalizations;
- students are asked to demonstrate phonetic awareness, identify patterns within words, and recognize misspellings through proofreading their writing;
- students will use a variety of resources to find correct spellings of unknown words.

In Speaking, Listening, and Critical Viewing:

- students will develop skills in each area as they listen, read, or view for a variety of purposes;
- students will be encouraged to respond creatively or critically in written or oral form.

Curriculum: Social Studies

Kindergarten Social Studies 2008

In kindergarten students explore their relationships with their families, friends, teachers, and neighbors. Students explore ways to get along with others and how to solve problems. They learn that people live differently in different places and that they can help care for the world. Students practice the lessons they learn in activities such as creating “Who Am I?” books and identifying ways to help reduce waste in the environment.

The materials to support the kindergarten social studies curriculum are titled: *Social Studies Alive! Me and My World* and are published by Teachers’ Curriculum Institute (TCI).

Grade One Social Studies 2008

In first grade social studies students are introduced to the structures of schools and families. Students learn how to get along with classmates, follow school rules, and identify people who work at a school. They learn about family traditions and the ways in which family members interact and change. They apply their learning in hands-on activities such as categorizing photographs of family members and acting out the roles of school staff.

The materials to support the first grade social studies curriculum are titled: *Social Studies Alive! My School and Family* and are published by Teachers’ Curriculum Institute (TCI).

Grade Two Social Studies 2008

In second grade social studies students learn the basics of geography, economics and citizenship in the context of learning about their local community. Readings are reinforced by activities that develop a wide range of skills. These skills include designing a community within the classroom, making a simple toy using assembly-line techniques and acting out peoples experiences in different time periods.

The materials to support the second grade social studies curriculum are titled: *Social Studies Alive! My Community* and are published by Teachers’ Curriculum Institute (TCI).

Grade Three Social Studies 2008

Grade three social studies broaden students’ awareness about the local and global communities in which they live. They learn the basics of geography in order to locate communities on a globe. They learn about different cultures and public service roles.

The materials to support the third grade social studies curriculum are titled: *Social Studies Alive! Our Community and Beyond* and are published by Teachers’ Curriculum Institute (TCI).

Grade Four Social Studies 2008

In grade four students study five regions of the United States through the lens of four social sciences—economics, geography, political science and history. Students learn to think like social scientists as they “tour” the regions, investigating the features that make the regions distinct and the characteristics that unite them. Ultimately, students apply what they have learned about our nation as they research Minnesota.

The materials to support the fourth grade social studies curriculum are titled: *Social Studies Alive! Regions of Our Country* and are published by Teachers’ Curriculum Institute (TCI).

Grade Five Social Studies 2008

Fifth grade students study the ancient world. They will explore the great early civilizations of Egypt, India, China, Greece and Rome. Through their study of these ancient civilizations students will discover how these cultures continue to influence the modern world.

The materials to support the fifth grade social studies curriculum are titled: *History Alive! The Ancient World* and are published by Teachers’ Curriculum Institute (TCI).

Dress

In general, the rule of the season and appropriate clothing should prevail with regard to student dress. Students are expected to go outside each day unless we have inclement weather or the wind-chill factor or temperature is below 0 degrees. During the winter months, students should be dressed appropriately with boots, hats and mittens.

Please label all your child's belongings, especially outer clothing. Valuable items such as radios, electronic games, and expensive jewelry should not be brought to school. All items left at school are placed in the lost and found boxes in the lobby. Please check them periodically. Items left on buses are kept on each bus or you can check with the Transportation Department. At the end of the school year unclaimed items are given to a charitable organization.

Dropping off and Picking up Students

The safety of our students during arrival and dismissal times is a strong concern at Pinewood Community School. The principal and several Pinewood teachers supervise the loading and unloading of the buses. The children are frequently reminded to walk in the bus zones and to remember the safety zone around each and every bus. Parents that drop off or pick up their children can help by taking the following steps:

- Park in the parking lot and not in the student drop off and pick up area (especially between the hours of 8:00 a.m. and 4:00 p.m.).
- When dropping students off, please pull close to the curb. Do not leave your car unattended.
- When picking up, remind your children to remain at the curb until it is safe to walk to their car.
- Do not allow your child to cross in front of other cars unless an adult is with them.
- Please drive slowly and please be patient.
- Please do not park in the fire lane and handicap access lane as you may be ticketed or towed.



Emergency Procedures

Fire, tornado and lockdown drills will be held regularly during the school year. Procedures for these drills will be reviewed with students so they are aware of what action is necessary. Pinewood Community School also has a parent/child reunification plan written and on file to cover the procedures followed for parents signing their children out of school during an emergency situation.

Explore Program

Pinewood Community School encourages parents and students to take an active role in making educational decisions. Therefore, each child has the opportunity six times a year to choose elective classes in a program called Explore. The classes are focused on meeting the needs and interest of students. Parents are urged to discuss the choices with their child(ren) and balance their courses.

Extended Day Program

Extended Day Program is an after school program that is an extension of our Summer School Program. The purpose of this program is to enhance children's learning by providing students with various opportunities designed to assist students in reading, writing, math and other curricular areas. This program is funded by the state. The state statute provides for extended day and extended year services for elementary and secondary students. The mission of this statute is "an intervention/prevention to assist students to be successful and to remain in the traditional school."

Field Trips

Each grade level schedules periodic field trips. Your child will bring home a permission slip detailing the date, destination, and cost of the trip. This slip must be signed and returned to class before the trip. Scholarships are available.

Gifted and Talented (G/T)

District 196 provides a continuum of services directed to meet the needs of gifted and talented students. Services include curriculum differentiation provided by classroom teachers as well as academic opportunities offered by building GT specialists. Additional activities may also be offered after or before school in the form of competitions, classes and fairs.

Students may self-select some opportunities, while others are offered based on standardized test scores and/or recommendations by classroom teachers. Students selected for more specialized programming meet criteria that are consistent throughout all District 196 schools. Each building's GT specialist can provide information specific to their school.

Health and Drug Education - D.A.R.E. Program

We have the D.A.R.E. Program in our fifth grade classes. D.A.R.E. stands for Drug Abuse Resistance Education and is unique in that it brings a uniformed police officer into the classroom. These officers have taken a special, intensive training course and work with fifth graders once a week for 10 weeks. The officer helps the students understand laws and issues surrounding drugs, develop skills to say no to drugs and alcohol, and discusses the consequences and alternatives to these chemicals. The program is popular with parents and students. Please note that parents have a right to review any materials used in instruction of students, and/or request that students be excused from instruction on specific topics and/or lessons. If you wish to have more information on this, please contact the principal.

Health Policies

The nurse's hours at Pinewood are 9:00 a.m. to 4:00 p.m. Good health is basic to sound education and productive living. The purpose of the school health program is to maintain, improve and promote the health of the school-age child. Parents should feel free to contact the school nurse regarding health concerns for their children.

General Practices:

- If student has had a fever of 100 degrees or more, the student should stay home for 24 hours after a normal temperature returns.
- If student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode.
- Please notify the school nurse if your child develops a communicable disease or condition (strep throat, chicken pox, head lice, impetigo, shingles, pink eye, whooping cough, etc.)
- If student is ill, please call the school daily to report the illness. The number of the voice mail is 651-683-6969 ext 36980.
- If your child becomes ill or is injured during the school day, you, the parent or guardian, will be notified so arrangements can be made for your child to be taken home. (Emergency information cards should be kept current. A note or phone call about a change in work phone, home phone, or cell numbers, etc. would be appreciated.)
- Children should be dressed appropriately for the season and inclement weather.
- It is important that your child eat a nutritional breakfast every day before coming to school.

Medications:

Pupils requiring medication at school shall be identified by parent and/or physician to the school nurse. When medication is necessary, written permission is required stating the student's name, medication, dosage, time to be given, duration of treatment, illness and prescribing physician. (A form is available or a handwritten note including the preceding information is acceptable.) All medication (including over-the-counter preparations) must be kept in the nurse's office and dispensed by the school nurse. It is preferable for you, the parent, to bring the medication rather than have your child bring it to school. Pupils requiring medication for a period of two weeks or longer must have a parent's written permission and a written order by a physician. The medication must be brought to school in a container appropriately labeled by a pharmacist or physician. Questions regarding medications should be directed to the school nurse at 651-683-6981. All medications are administered according to Regulation 506.2.2A.

Health screening is done as follows:

Kindergarten.....hearing	Third Grade..... vision
First Grade.....vision	Fourth Grade.....hearing
Second Grade.....hearing	Fifth Grade.....vision

Screening procedures may also be requested at anytime by a parent or teacher if there is a concern.

Immunizations Required for Students:

The State of Minnesota has enacted a law which states:

“No child shall be allowed to enroll or remain enrolled in any school in this state until proof of immunization has been submitted to a school official before the first day of the school year.” If your child has not met the requirements of the State Immunization Law by the first day of the school year, your child **Will Not Be Permitted To Attend School** until the requirements are met.

To help ensure the health of all children, state law requires that a child six years of age or younger must have the following immunizations in order to enroll or remain enrolled in school:

1. No less than two doses of vaccine each for measles, mumps and rubella, given separately or in combination;
2. No less than four doses of vaccine for poliomyelitis, or no less than three doses if the third dose was given after the fourth birthday, and
3. No less than five doses of vaccine for diphtheria, tetanus and pertussis, or no less than four doses if the fourth dose was given after the fourth birthday.
4. No less than two doses varicella or documentation that has had the disease.
5. No less than three doses of Hepatitis B.

You must comply with the law by submitting one or more of the following documents to the nurse of the school your child will be attending before the school year begins:

1. A copy of an immunization record from a walk in clinic sponsored by a county, showing your child has received the required immunizations from the county, or
2. A copy of an immunization record signed by a physician showing your child has received the required immunizations from your child’s physician; or
3. A statement from your that your child has been immunized by a physician or at a public clinic, and indication the day, month and year of each immunization given, or
4. A statement signed by a physician stating that one or more of the immunizations are contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists, or
5. A notarized statement signed by you stating that your child has not been immunized as required by state law because of your conscientiously held beliefs.

The school district will be compelled to take steps to enforce this law for parents who fail to comply with the above.

If your child had any additional immunizations since kindergarten, please submit updated records to our school.

Minnesota law states that any student transferring into our schools from out of state has 30 calendar days to present immunization records in compliance with our laws.

This law has been enacted to ensure a healthy environment for all Minnesota children. Your child will not be allowed to enroll in District 196 if the appropriate provision of the law is not met. If you have questions, please contact Deb Mehr, LSN at 651-683-6981.

Home Communication

- When in doubt, call. Teachers may be reached at the school number, by email or through voice mail (numbers are listed on the staff page in front of this handbook). The preferred mode of communication is by phone or email. The phone number at Pinewood is 651-683-6980.
- If you have a question about anything that has happened in school, please call. Start with the teacher if it is classroom related. The best time to reach a teacher is before 9:00 a.m. at Pinewood. Our school office opens at 7:30 a.m. and closes at 4:30 p.m. Contact the principal's office if the question is related to the playground, lunchroom, school policy, or any other unresolved issue. Please call while the issue or problem is current. Behavior concerns are so much easier to handle if they have just occurred rather than too far in the past.
- The calendar is sent home to each family at the beginning of the school year and is part of our Parent Handbook. Sometimes people forget that the Pinewood Parent Handbook/Calendar is a source of information. Please read it over from time to time.
- The Principal's Newsletter can be accessed at www.district196.org/pw.
- If you would like electronic updates from your child's school, you may sign up for our email list serve called Daily Pride. You may sign up at our Open-House on September 2, 2009 (5:00 – 7:00 p.m.) or at any time by visiting our homepage.

Newsletters, Daily Pride List Serve and From the Principal's Desk

- A Pinewood newsletter comes out from September –June and contains news that is school wide. The newsletter is available on-line. Grade level newsletters are sent out frequently, to update you on what your children have or will be doing.
- The Daily Pride list serve contains updates on events daily and a week at a glance.
- From the Principal's Desk contains high priority information for parents and guardians.

Spotlight- District Wide Newsletter

The Spotlight is the official District 196 parent newsletter. The Spotlight communicates information to all citizens in the district. Items such as a district calendar for the month, menus, summaries of Board of Education meetings and other items of interest are printed for your information. If you do not receive a Spotlight, call 651-423-7700.

Supt's FAQs

The Superintendents list serve is an update from the district giving information on events, announcements and recognitions for students and staff.

Homebound Instruction

The school district provides homebound instruction for all students who are homebound with a serious illness or injury. Students are eligible for this instruction when it becomes apparent that they will be absent for 15 consecutive days. Contact the principal for more information.

Homework

Homework is not assigned as a daily requirement, but rather as a “growth or continuation of a school project.” Enrichment materials/assignments are given at the discretion of the teacher. Enrichments shall be relevant, teacher-directed with student input, challenging (not ‘busy work’) and not slow learning for the majority of students.

Homework as it Relates to Short Term Illnesses

If a teacher receives a call late in the day to pull assignments for a child who is ill that day it can be difficult to fulfill such a request before the end of the day. Therefore, if a child is ill one day or less we request that the child wait until they return to pick up missed assignments. If a child is out of school for two or more days the parent may request daily homework assignments. The school asks that parents do this by calling the office before 10:30 a.m. and a written message will be forwarded to the teacher. The homework may be picked up at the front desk after school (4:00 p.m.) or by a sibling.

Homework Requested Prior to Vacation

We have many families who plan and take vacations during the school year. When this happens, we appreciate being notified in advance; however, it is impossible to collect and prepare all the homework the student will miss. We take the following position concerning schoolwork missed due to vacations:

1. The work that is assigned on a regular basis and is in a workbook can be taken.
2. Other work missed may be made up upon the student's return. The teacher will collect and hold the materials for the student as it is prepared and used. Due to the nature of some subject areas such as science, it may be difficult or impossible to make up the work that was missed.

Home/School Connection:

District 196 believes that parents play an essential role in laying the foundation for learning about literacy. A parent is a child's first tutor in unraveling the fascinating puzzle of communication and language. Parents are partners in establishing an expectation that school activities are supported and practiced at home.

Human Growth and Development and HIV/AIDS

District 196 teaches a human growth and development curriculum to fourth and fifth grade students, and HIV/AIDS prevention-curriculum to fifth grade students. If you would like more specific information about what is taught in this area, please attend the meeting on this issue at your school or contact your school principal. Parents who are uncomfortable with the curriculum after attending the meeting or talking with the principal may withhold their children from specific class sessions in which the curriculum is taught.

The Human Growth and Development curriculum covers basic information about reproductive anatomy, physical and emotional changes during puberty, and proper hygiene. Parents are invited to attend one of several evening sessions to experience the program with their child. Parental notification with specific dates and times of these evening sessions will be sent out during the school year.

Lost and Found

Please label all your child's belongings so that they may be identified when misplaced. There are lost and found boxes in the front lobby. Valuable items such as radios, electronic games, and expensive jewelry should not be brought to school. All items left at school are placed in the lost and found boxes in the lobby. Please check them periodically. Items left on buses are kept on each bus or you can check with the Department of Transportation at 651-423-7865. At the end of the school year unclaimed items are on display for one month and if not claimed are given to a charitable organization.

Lunch Program

Parents are always welcome to join their children for lunch. We ask that parents sign in at the front office when they arrive. Visitors **must** wear a nametag in the lunchroom, hallway, and on the playground.

The prices for 2009-2010 school year are as follows:

Student full-price lunches	\$2.05 per meal
Student milk	\$.40 per carton
Student reduced lunch	\$.45 lunch
Adult lunches	\$3.25 per lunch



Prepayments are accepted at school or can be mailed directly to the Food and Nutrition Services Office at 4187 Braddock Trail, Eagan, MN 55123. Unused credits will be carried forward to the next month and throughout the 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. Make checks payable to "ISD 196".

Please keep track of your child's lunch credits. Your account balance can be checked by going to www.district196.org/pw . Applications for free and reduced priced meals are available at our school office or at the Food Service Office.

School lunch menus will be sent home each month with your child.

Media Center

Every grade level visits the Media Center during each cycle and is taught a media curriculum that was developed by the media generalists of District 196. The Media Center is fully automated and provides access to information through computers as well as our collection of books. Students, with classroom teacher approval, are welcome at any time during the day to come to the Media Center for research, recreational reading and to check out books.

Minnesota Statewide Tests - MCA-IIs

The Minnesota Comprehensive Assessment tests (MCA-IIs) were developed by the state of Minnesota to evaluate district, school and individual student progress. These tests are administered to all grade 3, 4 and 5 students in public schools throughout Minnesota. There is no minimum passing score required on the MCA-IIs.

Test dates are as follows:

- April 19 & 20 – Grades 3, 4, 5 – Reading: The reading test includes multiple-choice and open-response questions that test skills in comprehension, interpretation and evaluation.
- April 26 & 27 – Grade 3, 4, 5 – Math: The math test includes multiple-choice and open-response questions involving shape, space and measurement, number sense, and chance and data handling.
- March 29-May 21 (Open Window) – Grade 5 – Science: The science MCAII will be computer developed, web-based tests with the capacity to deliver innovative science assessment items to students. These assessments will include multiple choice and constructed response items as well as figural response. Figural response is a new item type designed to allow students to respond by selecting one or more points or by moving objects within a graphic.

Music

Making Music by Silver Burdett is the textbook series used in grades 1-5. The focus is on student creativity, self-expression and multi-cultural awareness. Our goal is to provide total musical involvement for each child through the teaching of music concepts, demonstrating understanding by actively participating in singing activities and instrument playing and gaining an appreciation for all forms of our musical heritage. The music program is coordinated by a music specialist in the building.

Parent/Guardian Input Forms

Pinewood Community School accepts parental input regarding placement of children on class lists with the following stipulations:

- Requesting a teacher by name is not acceptable.
- Parents use a form available from the office.
- Parents are asked to please adhere to the deadline.

PTO (Parent Teacher Organization)

The mission of the Pinewood PTO is to continue to make Pinewood a wonderful school where we can all take part in our children's education and community events. It is so important for children to understand we care about what is happening in their world. We can do this by being involved in their education and the activities that happen around them.

Parent Volunteer Programs

Pinewood welcomes and encourages volunteers. We hope you will become personally involved in your child's education by taking advantage of the many opportunities that are available. To accommodate varying schedules we offer an array of volunteer opportunities. Some parents are able to come to school on a weekly basis to help, others help with field trips or special activities, and some find it more convenient to do volunteer work at home.

Whichever type of involvement fits your interest and schedule, we hope you will call school and talk with the volunteer coordinator, Jinny Berkopec or Wendy Guenther, and become an active participant at Pinewood.

Physical Education

Grades one through five use the Physical Education guide developed by the teachers in District 196 for continuity in physical education skills. Physical education classes are coordinated by a physical education teacher in the building.

Reading Recovery

Reading Recovery is an innovative approach for helping first grade students who are "at risk" of failing in reading. Every child is screened before entering first grade.

Recess during Cold Weather

The district uses "0" degrees wind-chill or temperature, as the guide for use of the playground for recess. Students do not have outside recess if the wind-chill or temperature is "0" degrees or if weather is inclement. Children are expected to go outside for recess.



Report Card and Parent Teacher Conference Communication

All of us at Pinewood are very interested in promoting communication between the staff, students and parents. 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. Parent/Teacher Conferences – Formal conferences are held twice, during the fall and winter. Evening and day appointments are available. The dates for fall conferences are October 28 and October 29, 2009 and winter conferences will be held on February 10 and February 11, 2010. If concerns come up throughout the year, parents may wish to call the teacher to schedule an additional time to meet. One opportunity to sign up for a conference time will be at the Open House held on September 2, 2009. The other opportunity to sign up for a conference time will be at the grade level Parent Information Nights which will be held in September. You will be meeting with your child's homeroom teacher. If you would like to meet with special teachers such as music and physical education, appointments may be scheduled at that time also. Please try to arrange your schedule so that you may attend at the appointed time. Also, please call the school if you need to cancel your scheduled conference.
- B. Beginning in the 2009-2010 school year, the 3rd trimester [Progress](#) Updates will not be required as a part of the elementary reporting system. It is expected that if there is a concern or significant change from the March 19th report card that teachers will contact parents.
- 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.

Review of Curriculum and Excusing Students

Please note that parents have a right to review any materials used in instruction of students, and/or request that students be excused from instruction on specific topics and/or lessons. An overview of the elementary curriculum is on the ISD 196 web page at <http://www.district196.org>. If you wish to have more information on this, please contact the principal.

School Closings/Late Starts

Decisions to cancel or shorten the regular school day and after-school activities are made by the superintendent in consultation with other staff. Although severe weather conditions are the most common reason for a change of school schedule, other events such as a utility outage or malfunction could necessitate the delay, cancellation or early dismissal of school.

Information about school closings or delays is shared with the public in several ways.

- Website - banner notice will be posted at www.district196.org;
- TV and Radio - Twin Cities television and radio stations are notified and information is available on their broadcasts, and
- Information Line - recorded schedule information is available by calling 651-423-7777.

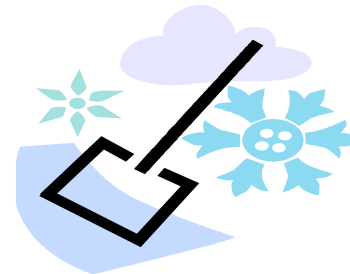
If there is a delayed school start:

- Morning half-day kindergarten programs are canceled;
- Morning early childhood classes (ECSE and ECFE) are canceled;
- Morning School-Age Care (SAC) is canceled, and
- All morning community education classes are canceled.

Buses operate on a normal, but delayed schedule (with the exception of buses for the classes and activities noted above). After-school and evening activities, including ECFE and SAC, will take place as scheduled unless otherwise noted.

If school is canceled for the day:

- All regularly scheduled classes are canceled;
- All daytime and after-school community education activities are canceled;
- All ECSE, ECFE, and SAC are cancelled, and
- All elementary and middle school after-school and evening activities are canceled.



School Safety Patrol

Pinewood takes pride in our school safety patrol program. Please instruct your child(ren) to obey the safety patrols. We ask for your assistance in encouraging your child(ren) to use the sidewalks whenever possible. School bus patrols are organized for the safety of students. Patrols assist students in crossing the street and upon entering and leaving the bus at busy intersections.

Security in the School

In order to insure the safety of all students at all times, the following procedures are in effect at Pinewood:

- Outside doors are locked from the outside during the day. Visitors should enter the main front door, sign in at the front office, wear a nametag while in the building, and return the nametag when signing out.
- All visitors to Pinewood are to report to the office before entering instructional areas. (Exceptions are school programs, field trips, scheduled visitations, and conferences.)
- For safety reasons, a student is not allowed to take a ride with any person, other than a parent/guardian without written permission. (If you want your child to be involved in a car-pooling situation, the note must specify when the student is to be released. One note for the year or the duration of the activity is sufficient in this case.)
- Students, including walkers, will not be permitted to leave the school property during the school day unless a parent/guardian picks them up, signs them out, or the principal gives his permission.

Site Council

The Pinewood Site Council is a group of elected parents and staff members who meet the second Tuesday of each month during the school year from 8:00-9:00 a.m. The Site Council exists to help enhance the educational program for students and community. At meetings discussion revolves around issues and policies and how they affect Pinewood School.

Special Education Programs

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

Children may be referred to the Child Study Team by parents, classroom teacher, special education staff, or by an outside agency already serving the child. Parents are essential members of the Child Study Team and will be directly involved in all decisions regarding

Student Council

The Pinewood Student Council is made up of elected members from each classroom in grades one through five. Parental permission is requested for boys and girls in grades one and two before they are allowed to run for office. Any student in grades one through four is limited to serving one term. They may run a second time, but if elected may only serve as an alternate. Students in fifth grade may be elected for a second time. The purpose of the student council is to give students an opportunity to learn about the government process, improve communications between students and staff, and build school spirit.

Student Directory

Participation in the Pinewood Student Directory is optional; written permission is required before publication. Directory information may include student's name, address, telephone number, grade level, teacher and parents' names and email address. The student directory is for use by Pinewood families only.

Telephones

Students should use the telephone at school with their teacher's permission and only when necessary. Arrangements for transportation, visiting another student, etc., should be made before the student leaves home.

Withdrawing Children from School

If you are planning to move out of the Pinewood attendance area, please call us at 651-683-6980 to give us the last day of attendance for your child. If you move within the school district, we will need your new address; if you are moving out of the school district we need to know the name of the city and state to which you are moving. Records for students enrolling in a school outside of District 196 must be requested in writing by the new school. If you move within the school district, your child's school records will be sent to the receiving school.

Young Scholars (YS)

The Young Scholars (YS) program is a rigorous and fun academic program designed for students with high potential who are not likely to be identified for gifted programs using traditional methods of identification. These students are innovative, creative, and critical thinkers who, with support, will be more likely to pursue advance course work in middle and high school. The students in the Young Scholars program will work collaboratively in small groups on challenging real-world projects and extensions of classroom learning.

Board of Education and Administration

***Educating our students
to reach their full potential***

Board of Education

Mike Roseen, Chairperson
Jackie Magnuson, Vice Chairperson
Joel Albright, Clerk
Rob Duchscher, Treasurer
Kevin Sampers, Director
Robert Schutte, Director
Art Coulson, Director

Superintendent

Jane K. Berenz

Pinewood Community School Administration

Cris Town, Principal

District 196 does not engage in unlawful discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation or age. The School District Attorney, 3455 153rd Street West, Rosemount, MN 55068, 651-423-7883, has been designated to respond to inquiries regarding the non-discrimination policies, including inquiries under title IX.