

***THE GUIDE TO CLEAR  
SPRINGS ELEMENTARY  
SCHOOL***

Dear Clear Springs Families,

Together, the children, staff and parents of Clear Springs make our school an outstanding place to teach and learn. Our goal is to help each child realize his or her full potential. With your support, we can do it!

Open communication is an important factor in reaching this goal. If you have a question, comment or concern about school, please call your child's teacher or me. We're always happy to hear from you.

We hope this parent guide will answer many of your questions about daily life at Clear Springs.

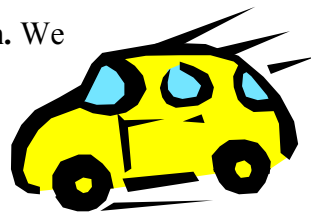
Thank you for entrusting your child to Clear Springs School!

Curt Carpenter  
Principal

**A**

**ARRIVAL TIME**

We have lengthened our arrival period to accommodate traffic during student arrival. **You can drop-off your student beginning at 8:15am.** We will provide supervision for students in the lobby until students are allowed to go to their classrooms at 8:30am. School begins at 8:40am. Although teachers arrive earlier, their time is spent in team meetings, conferences with parents and lesson preparations. If you need to drop your child off earlier than 8:15am, you might want to call the Explorers Club for information about childcare before and after school hours (See Explorers Club section of guide).



## ART

The art teacher meets with Extended Day Kindergartners and grade 1-5 students once every 5-day cycle for 50 minute lessons. All art classes are held in the art classroom.

The students at Clear Springs are introduced to art through the Discovery Art Curriculum that is based on the Disciplined-Based Art Education (DBAE) philosophy.

The DBAE approach exposes children to four disciplines which make for a well rounded, exciting art experience. These disciplines are: *Art History, Art Criticism, Aesthetics, and Art Production.*

Clear Springs students also explore many media and areas of art production. These include; clay, paint, collage, printmaking, multi-media sculpture, charcoal, craypas, and fabric arts.



## ATTENDANCE

Part of your child's responsibility as a student is to attend school faithfully whenever he or she is healthy. For the sake of your child's education, please schedule the family trips and medical appointments outside of school time. When absenteeism becomes excessive, the principal will call the parents.

### Reporting Student Absences:

If your child is absent from school, please take the following steps.

- 1 Call the 24 hour attendance line at 952-401-6954, prior to the start of school. Report the child's name, grade, teacher's name, the reason for absence and length of absence. Your cooperation helps us be sure of the safety and whereabouts of each of our children.
- 2 If we do not hear from you and your child is absent, our nurse or health para will attempt to telephone you at home or at work. She may leave a message.
- 3 If you are planning a family activity and or vacation, please complete the "***Request Prior Approval for Excused Absence Status for Family Activity/Vacation***" form available from the school office and submit it to the principal prior to the event, in order to have up to a yearly total of 5 days accepted as an excused absence.
- 4 If a short-term family emergency arises and you cannot arrange for prior approval, the absence is unexcused but should not cause a truancy report provided the child attends school regularly.

- 5 If a student comes to school after 8:40am, the student is marked tardy for the morning and should stop at the office to receive a pass to class.

**Attendance Policies:**

- Schools are required to keep daily attendance on all students and hourly attendance records on secondary students. This data is submitted to the state as part of the Compulsory Instruction law.
- Schools are required to inform parents of what absences are excused and which absences are not excused. The law indicated that excused absences include medical and religious reasons as well as completion of the Graduation Rule requirements.
- Schools are required to make reports of child neglect and or truancy to government agencies for students with 9 or more unexcused absences per year.

It is our intention to work cooperatively with families to document the reasons for a student’s absence. We know that families value other reasons beyond illness and emergencies, including vacations and celebrations. To that end, we established a process to allow up to a total of five days of family activities/vacations to be documented as an excused absence provided the parent/guardian complete a school form requesting prior approval from the principal for such absences.

**BAND and ORCHESTRA**

Band is an optional musical experience for fifth grade students and orchestra is optional for 4th and 5th graders. Students receive a 20 minute lesson once every five school days. The lesson time occurs during the school day on a rotating basis. Because of this rotating schedule, students do not miss the same 20 minutes away from their class more than twice in a quarter. Lesson times are emailed to parents and posted on a chart in the band/orchestra room as well as in each 4th & 5th grade classroom to remind students of their lesson time and days for the entire trimester.



**BELL**

What’s the story on the bell in the courtyard? That same bell called children to the original school that was built in 1867. The bell was added in 1906. The school was then located across County Road 101, the current location of the district warehouse. Our present school was built in 1958. A group of parents and students refurbished the bell to celebrate our nation’s bicentennial in 1976. Our PTO hired Wilbert Marquardt to build the bell tower in which our bell now hangs.



## **BIRTHDAY PARTIES**

The PTO recognizes all student birthdays with a birthday book. Summer birthdays are recognized at the end of the school year. Sometimes, students like to celebrate their birthday with their class. In lieu of bringing a treat, students may bring a non-food item to share with the class, or as an alternative, a book or a rainy day game may be donated to the class. Please, no treats allowed for birthdays.

## **BLACKBOARD**

Blackboard is an online resource for all families in the Minnetonka School District. Each child will receive a unique login and password to access the system at the beginning of the school year from the district. Blackboard contains information on the classes your child is enrolled in, assignment information, classroom news and pictures and great resource links to educational websites. See your child's teacher or Mary Jane Narog, our Media Specialist for assistance with Blackboard.

## **BUS/TRANSPORTATION**

Making a student's bus ride safe and pleasant is a responsibility we take very seriously. Bus Safety lessons are organized early in the school year. Students are taught bus safety procedures and consequences of breaking bus rules. The transportation director also conducts bus evacuation drills at the school. Video cameras are operational on every bus. It is the driver's right to assign a seat to a student if needed.

If a student misses the bus going home, the office will call the parents for transportation or the principal will take the child home.

For safety reasons we do not overload our buses. Please check with the school office before sending a birthday party group or scout group on a bus. This will ensure that seats are available.

## **Student Transportation Safety Policy**

School Board Policy 709 states that certain acts or conduct by students are specifically prohibited while students are being transported in district buses or vehicles. Parents and students should be familiar with these policy rules. It would be helpful if parents would remind their children of the following rules, to insure safe riding and transporting of all our children.

### **Prohibitions:**

1. Disobedient or impudent conduct toward the vehicle driver.
2. Moving around while the vehicle is in motion.
3. Sticking heads, hands or any portion of body, out of window.
4. Throwing objects out of windows.
5. Unusual loud talking or undo noise.
6. Tampering with the vehicle or any of its equipment.



7. Using tobacco products and/or controlled substance (alcohol, drugs).
8. Scuffling or engaging in fighting on the bus or vehicle.
9. Using obscene language.
10. Littering the bus.
11. Disturbing fellow passengers.
12. Using the emergency exit in non-emergency situations.
13. Assaulting another student or adult on the bus.
14. Any other conduct that would tend to prohibit or affect the orderly and efficient transportation of students is a violation according to state law or local ordinance.

Bus drivers are in frequent contact with the principal about behavior on the bus.

If the driver reports that a child has misbehaved on the bus, these are the consequences:

- 1 **First report:** If the problem is minor, the child receives a warning and parents are notified by mail. If the problem is serious, the principal will telephone the parent and the child will have an in-school suspension.
- 2 **Second report:** The student will not be allowed on the bus for up to 5 days.
- 3 **Third report:** The student will not be allowed to ride the bus for up to 20 days.
- 4 **Fourth report:** The student will not be allowed to ride the bus for the rest of the school year.

### **Busing Options for Open Enrolled/Parent Option Plan Students**

Students who are open enrolled or on the Parent Option Plan can bring their child to their nearest bus stop on the Clear Springs bus route. Alternatively, open enrolled and Parent Option Plan families can drive their child to school and pick them up at the end of the day (see **PICK UP/DROP OFF**).

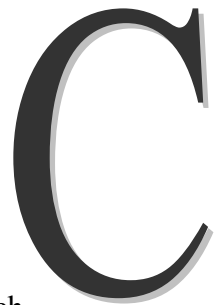
### **Bus Passes**

If your child is going home on a different bus, you must send a note to school, which states the student's name, the student with which they are going home, bus number and bus stop. Have your child give this note to their teacher. The teacher forwards the note to the office and bus passes are written and delivered to the teachers by lunch time.

### **CHEMICALS & TOBACCO-FREE ENVIRONMENT**

Minnetonka School District 276 believes a tobacco-free environment should be provided for all students, employees, and patrons.

The tobacco-free environment in the Minnetonka School District shall apply in all school owned buildings and grounds, leased or owned, and within all school owned, leased, or contracted vehicles. Moreover, school sponsored activities such as field trips, wherever they occur, are encompassed within the tobacco-free policy.



Drugs and alcohol are not permitted on the school grounds or inside of the building at any time. Violations will be reported to the police.

### **COLLECTION PROGRAMS**

The PTO is enrolled in the following programs on behalf of the school:

**Kemps Nickels for Schools** – we receive **5 cents** for every milk cap and top from other Kemps products we collect.

**Land ‘O’ Lakes** – we receive **5 cents** for every milk cap collected.

**Box Tops for Education** – we receive **10 cents** for every Box Top collected from qualifying General Mills products.

**Campbell’s Labels for Education** – we earn points for every Campbell’s UPC code collected on qualifying products. Points can be redeemed for school products, such as playground equipment, classroom software programs, etc.

Students can bring any of these items to school, and put them in the labeled bins located in the front entrance of Clear Springs.

### **COMMUNICATIONS**

An open, healthy partnership between families and schools is one of the most powerful contributions we can make to the lives of our children. Conferences, Curriculum Night, report cards and newsletters are some of the formal ways you learn about your child’s school experiences.

Informal ways are equally important. Set aside time each day to hear about what your child has learned in school. Talk about the day’s happenings, friendships and feelings. Look through the Friday envelope. Volunteer in your child’s classroom or for school projects, and become active in the PTO and parent meetings. Keep open communication with your child’s teacher throughout the year, whether via email, written notes or phone calls. All teachers have email addresses that begin with their first and last names. For example: [curt.carpenter@minnetonka.k12.mn.us](mailto:curt.carpenter@minnetonka.k12.mn.us)

We want to hear from you! Whenever you feel the need, contact your child’s teacher by phone or email. If you have questions, ask them. If you have a concern, pursue it. If you are happy with the progress your child makes, please express your thanks.

### **CONFERENCES**

In the fall and early spring, school will be dismissed to provide time for each teacher to meet with parents/guardians to discuss student performance and progress. Conferences are planned for days and evenings to make them convenient for everyone. Sign up forms

for each child will go home in late-September. In the event a conference is missed, the parents need to reschedule with the teacher.

The focus of the fall conference is to give input about the student and to set goals for the year. In the spring, these goals are revisited and progress is shared, in addition to any other relevant input.

Teachers look forward to conferences for a number of reasons:

- We're eager to meet you
- We want to share observations and information about your child.
- We need to hear about any concerns you have.
- We want to work with you to help your child have a successful school year.

### **CURRICULUM**

The Minnetonka School District, parents and teachers have high expectations for all students. All teachers are trained to use the materials approved by the school district. They are also trained in best practices and know how to allow flexibility to ensure that all students achieve to their highest potential. At the elementary level students are instructed in language arts (reading, grammar, writing, spelling, handwriting, speaking and listening), mathematics, science, social studies, health, physical education, art, and music. Teachers use technology to accelerate the learning and skills of all students.



Language Arts	Houghton-Mifflin
Social Studies	History Alive!
Math	Everyday Mathematics
Handwriting	Zaner-Blooser
Health	Great Body Shop
Music	Spotlight On Music by MacMillan/McGraw-Hill
Art	Discipline Based Art Education
Science	Hands-on kits (either Foss or district designed)
Physical Education	District designed curriculum

A copy of each textbook is available in the school library/media center for inspection and check out by parents.

Materials are defined in School Board Policy 606 as any print or non-print item with education content or function that is used for teaching/learning purposes. Required materials must be curriculum appropriate, content appropriate, and age appropriate. Educational suitability for student needs is the major criterion for selection of resources.

The instructor is accountable for understanding the content and application of these materials to the curriculum. Media center materials are selected on the basis of reviews, professional journals and professional recommendations; thus, the local professional may or may not know the entire content of particular materials. Complaints about materials used in Minnetonka Schools will be addressed in accordance with procedures found in Administrative Rules and Procedures policy.

### **CURRICULUM NIGHT**

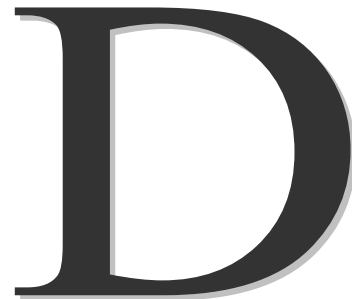
Curriculum Night is intended for parents to visit their child's classroom, meet the teacher and find out what a typical day is like for their child. You will learn about what curriculum is taught in each subject area, sign up to help in the classroom throughout the year, and gather other important information from your child's teacher. This is a great time to ask questions! Curriculum Nights are typically held around the third week of the school year, and are divided over two nights and time shifts to make it possible for parents with multiple children to attend each child's class. The first night is for grades K, 2 and 4, and the second night is for grades 1, 3 and 5. This is a parent only event. Child care is not available on these nights.

### **CURVY HALLWAY**

The Curvy Hallway is located on the east side of the school, near the new gym. The hallway runs along one side of the courtyard, and has a unique curvy design to the window area! Events such as the Book Fair and the Winter Party are held in the Curvy Hall. Currently, the hallway is home to the Band and Orchestra room, the High Potential room, Speech & Language room, Primary Project Room, and other Specialists areas.

### **DAILY SCHEDULE**

7:15	Office opens
8:15-8:40	Students arrive
8:40	Classes begin
11:10	Morning Kindergarten ends
12:50	Afternoon Kindergarten begins
3:20	Students dismissed
4:00	Office closes



## **DISCIPLINE**

It is our intention that the focus of our school and each classroom within is to foster **safe, challenging, and joyful** places where all children can achieve their very best.

This model is established at Clear Springs by having the students and teachers develop a social contract (rules) that they believe will create an ideal classroom. Students take responsibility for their own behaviors and are allowed an opportunity in most cases to fix any problems they may be having in the classroom. The principal, administrative assistant or behavior manager may be asked to help students problem solve when difficulties occur in the classroom, bus, hallways, lunchroom, or on the playground.

### **Responsive Classroom**

Teachers at Clear Springs and in the Minnetonka Public Schools have been using the “Responsive Classroom” approach to build the classroom community. The approach uses practical strategies for bringing together social and academic learning throughout the day. The guiding principles of this approach are:

- Social curriculum is as important as the academic curriculum
- How children learn is as important as what they learn.
- The greatest cognitive growth occurs through social interaction.
- There are a set of social skills children need: *cooperation, assertion, responsibility, empathy, and self-control.*
- Knowing the children we teach-individually, culturally, and developmentally- is as important as knowing the content we teach.
- Knowing the families of the children we teach and inviting their participation is essential to children’s education.
- How the adults at school work together is as important as individual competence: lasting change begins with the adult community.

**Bottom Line Behaviors: Clear Springs Elementary School in compliance with the Minnetonka Public School Policy and the state law will a zero tolerance policy for weapons, violence, and sexual harassment.**

## **DRESS**

Children should wear clothes that are appropriate for school and for the weather (see SNOW). Students who wear shoes that are unsafe for physical education will be asked to sit out during class activity time.

**Please mark all student belongings with student's name or initials.** This will assist us greatly in returning lost clothing to students.



Hats are not to be worn inside of the building except for special “hat days”.

According to District Policy #504, the following dress and grooming items are prohibited:

**2.1** Clothing that does not cover the midriff and chest, clothing that does not cover undergarments, and undergarments that are worn as outer garments are all examples of dress that creates a distracting environment.

**2.2** Clothing that includes words or pictures that are obscene, vulgar, sexually explicit, convey sexual innuendo, abuse or discrimination, or which promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors.

**2.3** Clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups or gangs.

**2.4** Jewelry that presents a safety hazard to self and/or others.

**2.5** Hats, caps, bandanas and other head attire during the school day. Exceptions will be made for religious and medical reasons. This limitation does not apply at the high school in the hallways, commons area and cafeteria.

**2.6** Wearing of masks, painted faces, disguises or grooming that limits or prevents the identification of a “student.”

If students are out of compliance with the above policy, we will ask them to wear clothing we have available in the nurse’s office, or call their parents to bring an alternative from home.

### **DROP OFF & PICK UP FROM SCHOOL**

Please be mindful that our parking is limited and buses are on a schedule. When dropping off or picking up your child, please follow these guidelines:

- **Children should not arrive before 8:15am unless they are enrolled in Explorers Club.**
- **The curb in front of the school is for quick drop offs and pick ups only. Parents should remain in the vehicle.**
- **Please pull all the way forward when picking up at the curb.**
- **To park and come in the school to pick up, please park in the district parking lot to the left of the Clear Springs parking lot.**
- **Never park your car at the curb and leave it unattended.**
- **Safety is our first concern. PLEASE HELP US KEEP YOUR CHILD SAFE!**

### **EMERGENCY NUMBERS**

The office keeps parents' phone numbers and the number of a friend or neighbor who can be contacted in an emergency on file.

**When your child brings home this form in the fall, please verify all information is correct, update that which is not, and return it as soon as possible.**



It's essential that this record be kept current. Please let the office know if there are any changes or additions during the year.

### **ENGLISH LANGUAGE LEARNER**

ELL (English Language Learner) service in the Minnetonka School District is a federally mandated program and offered to those students who first language is other than English. On the elementary school level, it is a program that helps students adjust to the new culture and learn the English language so they can function and succeed in the classroom as well as in the community as a whole.

### **EQUAL OPPORTUNITY**

The Minnetonka School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status or status with regard to public assistance or disability in any of its educational programs, activities, or employment practices.

### **EXPLORERS CLUB (Child Care)**

Explorers Club provides high-quality before and after-school childcare for elementary-age children. The service is operated at Clear Springs before and after school by Minnetonka Community Education. Junior Explorers Club for half day Kindergarten and pre-K is located at the Minnetonka Community Education Center. Hours are 6:45am to 6:00pm weekdays, including school holidays. Tuition fees support the program. For more information, call 401-6975.

### **FIELD TRIPS**

A fee may be assessed for field trips to cover bus transportation or other fees. If a child is absent the day of the trip, we may not be able to refund the fee, because the bus cost per student is based on the number of children in the class. The PTO sponsors one grade level field trip per year.



No child should miss a field trip because of financial hardship. Please call the principal or social worker or check the box on the field trip permission form if the cost of a field trip presents a hardship for a family. We have scholarships available.

### **FIVE DAY CYCLE**

Why are some classes and activities on a Five-day cycle instead of a weekly basis?

Rotating physical education, music, art and media center classes on a five day schedule means that no child misses these special activities because of holidays or emergency school closings.

Your child's teacher will typically provide the next week's cycle in each weekly newsletter.

### **FRIDAY FOLDERS**

This is a communications folder that goes home each Friday with all students. This folder may contain district, classroom, school and PTO information. The youngest student in each family will receive all family notices, etc. Please watch for this envelope and take a few minutes to read the contents. If any forms need to be returned, please complete them and put them back in your child's Friday folder and **return the Friday Folder to school each Monday**. If your child is absent, please return the folder upon returning to school.

### **GRADING SYSTEM**

The Minnetonka Public Schools has a system that ensures that grading:

- Reflects academic achievement.
- Contains meaningful feedback.
- Is honest, fair, transparent, credible, useful and user friendly.
- Is criterion-referenced.
- Aligns with the Minnetonka Public Schools curriculum.
- Reflects consistency within and among courses, grade levels, departments, and/or schools.



Students are assessed across their subjects with a (B) Beginning, (D) Developing, (S) Secure grading system, based on Rubrics that can be found for grades K-5 at the following district website link:

<http://www.minnetonka.k12.mn.us/academics/gradingandreporting/Rubrics>

## **HALLOWEEN**

Halloween, October 31st, is a day celebrated by most children as a time to dress up, play games, and have some extra “treats.” Not everyone recognizes or celebrates Halloween. Although we accept and respect differences in how people view special days, we will celebrate this day as has been our custom.



In keeping with tradition, we will have a Halloween Parade through the school and District Service Center on Halloween Day beginning at 1:30pm, followed by room parties. If Halloween Day falls on the weekend, we will celebrate the prior Friday. The children may bring their costumes to school and put them on before the parade. Morning kindergarten classes will dress up and parade around the building in the morning.



We want everyone to have a fun day. Please keep in mind that we have very young children at Clear Springs, and “scary” costumes are not appropriate. We would like to suggest that the children consider dressing as storybook characters, historical characters, animals, pumpkins and other things that are fun and interesting. We strongly discourage any costume that would be violent or cruel in nature (i.e. Freddy Krueger). Also, please keep the toy guns, swords, and knives at home for the nighttime festivity.

Everyone is invited to see the parade, which has been a huge success for years, and then to join the fun of your child’s classroom party.

## **HARASSMENT POLICY --See Offensive Behaviors**

## **HIGH POTENTIAL**

We have a full-time High Potential Resource Teacher and a part-time instructional paraprofessional providing three levels of service at Clear Springs.

**Level 1 Services** provide intellectually gifted students with the following services:

- WINGS Classes - In grades one through five, small groups of high potential students meet at least once every six days. Four interdisciplinary units are taught throughout the year within the regular school day by the H.P. teacher.
- Clustering - H.P. students are clustered in groups of 4-7 students within a mixed-ability classroom in first through fifth grade. Selection for this service requires a teacher and parent observation checklist, achievement scores, and an intelligence test score. Referrals may be initiated by parent or teacher.

**Level 2 Services** are designed to provide enrichment for students with specific areas of talent. These opportunities are provided in cooperation with the classroom teacher. Special interest classes are coordinated with the cooperation of the classroom teacher and parent volunteers. Accelerated Math for 4<sup>th</sup> and 5<sup>th</sup> graders is offered at this level. The Schoolwide Enrichment Model (SEM) provides an opportunity for independent study by students mastering a curricular area or topic. Students "rotate" into the H.P. Enrichment Room for this opportunity. Selection for Level 2 services is by teacher request.

**Level 3 Services** are opportunities available to all teachers and students. The H.P. teacher goes into the regular classroom, as requested, to teach critical and creative thinking skills to all students. Enrichment materials and newsletters are provided to all classroom teachers. Examples of additional program services that are available to any interested student are: Imagination Fairs, Continental Math League, and Destination Imagination.

Parent volunteers are vital partners in providing Level 2 and 3 services. Please call Joan Larson if you have questions about program services or would like to volunteer. For additional information, please visit the following area of the district website:

**<http://www.minnetonka.k12.mn.us/academics/GTHP/Pages/default.aspx>**

## **HUMAN SEXUALITY CURRICULUM**

For the last 15 years, instruction about family life and human sexuality has been part of the Minnetonka Schools curriculum in grades K-12. The coordinated program gives students an understanding of physical, mental and emotional growth processes, and the development of relationships with family and friends. Parents will be notified about the dates and content of classes. All will be invited to preview the 5th grade curriculum materials. Contact the principal if you wish your child to be excused from certain classes. If you would like to preview the curriculum, please call the principal.

## **HOMEWORK**

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

At Clear Springs we follow these guidelines:

- **Homework can be assigned for completing unfinished work at the student's ability level.**
- **We use a guideline of ten minutes per grade level per night for homework. For example, 10 minutes in grade one, 40 minutes in grade five, etc.**
- **Homework can be an enrichment activity that extends classroom activities such as researching a word or making a science project.**
- **Spelling practice lists are considered homework.**
- **Teachers regularly assign drill and practice activities such as math or vocabulary flash cards.**

I J K L

## **IMMERSION PARENT NETWORK**

In August 2007, a district wide parent group was formed to help inform, support and connect parents of students in the language immersion programs in the Minnetonka schools. Meetings typically include a speaker educating the group on a topic related to immersion learning. The Immersion Parent Network is also involved in two cultural events during the year: Fall Fiesta del Otoño and Chinese New Year. For more information or to be added to the email list to receive meeting announcements, please contact Janet Maddalena at 952-401-1050 or [jandpmaddalena@mchsi.com](mailto:jandpmaddalena@mchsi.com)

## **INSURANCE**

The Minnetonka Schools offers student accident insurance. Forms for participation will be sent home during the first week of school. There is no obligation to participate.

### **KINDERGARTEN REGISTRATION**

Parents and children are invited to kindergarten registration each winter. Registration offers parents and incoming kindergarten students a chance to meet teachers, look around the school, ask questions and begin the registration process. We must see each child's ORIGINAL birth certificate to register him/her for school, so it saves time if parents bring the original certificate and a copy to registration.

Families who cannot attend registration, or who move into the area during the summer, can register in the school office any weekday. It's important to register a new child before the first day of school.

### **LEAVING SCHOOL EARLY**

The last period of the day is an important instructional and evaluation time for your child. Please make your best effort to plan appointments after the school day ends. **Parents must sign children out in the office if the child is being picked up early and sign the child back in if returning before the end of the school day.** When picking up your child at the end of the day, check in at the school office for security reasons. **The secretaries will call the child down to the office. Parents should wait for their child in the office.**

### **LIBRARY - See Media Center**

### **LOST AND FOUND**

The lost and found for clothing is located in the back hallway next to the Media Center. Clothing items and lunchboxes can be found in the blue bin. Jewelry, money, wallets and purses and other small items can be claimed in the office.

You can help your child retrieve lost clothing more easily by labeling things with his/her name. Please label lunch boxes, too.

Unclaimed items are displayed for at least a week in the lobby of the school twice a year. Any items unclaimed after that will be donated to a local charity.

If your child leaves something on the bus, it can be claimed when he/she rides the bus again. Items are kept on the bus for approximately one week and then put in First Student Bus Company lost and found.

## **LUNCH**

### **Lunchroom Rules:**

1. Sit at your classroom table until you are excused.
2. Talk in a classroom voice.
3. Keep your hands on your own food.
4. Be responsible for keeping your area clean.



Hot lunches are served daily, and menus are sent home at the beginning of each month. A hot lunch or alternate bag lunch costs \$2.40. Children who bring lunches can purchase milk for 45 cents. Second servings are available for an additional \$1.45.

You are welcome to come and eat lunch with your child any time. If you plan to eat a hot lunch on your visit, please notify the school at 401-6931 by 8:30 for planning purposes.

Clear Springs has a computerized lunch accounting system. The system allows parents to make prepayments into the student's account. Students will use their own Blackboard Personal Identification Number on a computerized class list. Each time the PIN number is used by the child or cashier for lunch or milk purchase, the cost will be deducted from the child's account.

### **Lunch Account Payments:**

**Separate checks made out to *Minnetonka Nutrition Services* are necessary for each child in family.** You may also make a payment online, via Skyward Family Access (see SKYWARD).

Free or reduced-price lunches are available for students who qualify. Information about this U.S. government program is sent home in a mailing. If your family develops financial need during the year, call the Minnetonka Schools' food service supervisor, 401-6800. Names of children receiving lunch aid are kept confidential. For further information, please visit this area of the website: [www.minnetonka.k12.mn.us/services](http://www.minnetonka.k12.mn.us/services)

## **MAKE-UP WORK**

### **Homework Due to Illness**

In the case of illness (1-3 days) your child may need to make up the work missed. The child will have the same number of days they were absent due to illness to make up the school work missed (i.e., if they were out for two days, they will have two days after their return to school to make up the work). Because of our hands-on teaching practices, it may not be possible to make up class work. You may contact your teacher to coordinate picking up homework during your child's illness.

### **Homework Due to Vacations**

The Clear Springs staff encourages families to plan vacations during our regularly scheduled breaks. However, if a vacation is taken during the regular school calendar, makeup work will be assigned when the child returns.

### **MATH SPECIALIST**

The Math Specialist works in many ways to promote math and helps children become successful learners:

- Gives diagnostic tests to new students
- Consults with staff and parents
- Teaches small groups of children to support their learning
- Extends learning with enrichment activities

# M



### **MEDIA CENTER**

The goal of the Media program is to ensure that all students become effective users of ideas and information. The following learner outcomes will be covered through co-planned and co-taught lessons with the classroom teacher. Many Media lessons support and enhance the Language Arts Curriculum.

#### ***Kindergarten***

Orientation and usage of the Media Center  
Literature appreciation  
Book care  
Parts of a book and location of books in the Media Center

#### ***First Grade***

Orientation and usage of the Media Center  
Literature appreciation- Focus on specific authors and illustrators, Caldecott books  
Book care  
Parts of a book and arrangement of books in the Media Center  
Identify fiction and nonfiction books  
Dictionary skills  
Use of electronic search stations  
Accessing, evaluating and applying electronic information

#### ***Second Grade***

Orientation and usage of the Media Center  
Literature appreciation  
Booktalks  
Identify fiction and nonfiction books  
Location and use of magazines and newspapers  
Use of electronic search stations  
Use of reference sources as keys to finding information  
Accessing, evaluating and applying electronic information

### ***Third Grade***

Orientation and usage of Media Center  
Literature appreciation - Caldecott, Newbery and other honor books  
Book talks  
Use call numbers and shelf labels to locate materials  
Identify fiction and nonfiction books  
Location and use of magazines and newspapers  
Use of electronic search stations  
Accessing, evaluating and applying electronic information

### ***Fourth Grade***

Orientation and usage of Media Center  
Literature appreciation - Caldecott, Newbery and other honor books  
Book talks  
Use of reference sources as keys to finding information  
Identify fiction and non-fiction books  
Demonstrate understanding of Dewey Decimal System  
Locate and use magazines and newspapers  
Use electronic search stations  
Accessing, evaluating and applying electronic information  
Ethical use of information

### ***Fifth Grade***

Orientation and usage of Media Center  
Literature appreciation - Caldecott, Newbery, Maud Hart Lovelace and other honor books  
Book talks  
Use of reference sources as keys to finding information  
Identify fiction and nonfiction books  
Demonstrate understanding of Dewey Decimal System  
Locate and use magazines and newspapers  
Use electronic search stations  
Accessing, evaluating and applying electronic information  
Ethical use of information

## **MEDICATIONS**

Any medications that need to be administered during school hours must be kept in the health office. **Neither the school nor any staff member can give a child medicine except under the direction of the child's doctor.**

If your child must have medicine during the school day, or if a drug to counteract an allergic reaction must be kept on hand, please ask for a release form. **The parent and the physician must sign the release form.** The prescription must be brought into the health

office by an adult and be in the original container. The container must have the student's name and correct dosage on the label.

When at all possible, we would appreciate your asking the doctor to schedule medication times so you can give prescription medicine at home. These rules also apply to over the counter medications. Please direct and further questions regarding medications at school to the health office at 401-6954.

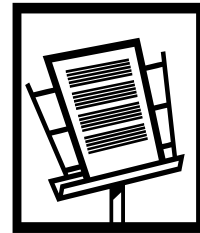
### **Health Services**

Our health service nurse and paraprofessional will be on duty six and one-half hours a day to give first aid in emergencies, contact parents of sick children, keep health records and do health screenings. There are only a few circumstances in which the health paraprofessional will give prescription medications to children (See Medications).

Minnesota law requires that every child attending school be immunized against diphtheria, tetanus, whooping cough, polio, measles, mumps and German measles. We cannot allow your child to attend school unless you return the form verifying that your child has had these shots.

### **MUSIC**

The music teacher meets with students in grades one through five for a total of 75 minutes every five day cycle. Kindergartners receive their musical instruction with their classroom teachers.



### **Student Objectives:**

Music education is a sequential educational program that teaches students how to:

- Enjoy singing
- Identify characteristics of the five elements of music: melody, harmony, rhythm, tone color and dynamics.
- Develop skills in singing, listening, playing instruments, and movement.
- Gain an appreciation and understanding of the various styles and kinds of music.
- Experience music as a means of self-expression through performance.
- Create a basis for lifetime enjoyment of music both as a performer and a listener.
- Sing in a choral setting in fifth grade.

### **NEWSLETTER**

You will receive newsletters periodically from the school, PTO and other staff. Classroom newsletters are sent home weekly to promote the events in the classroom and keep communication with parents. The newsletter is only one type of communication available to the Clear Springs Staff. You can use email, written notes or phone calls as well. **We believe communication with each family is critical to the success of our elementary school program.**

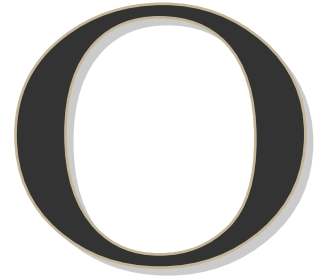


## **NON-DISCRIMINATION**

In compliance with Federal laws such as Title IX of 1972 and Title VI of 1964 and various state statutes, School Board Policy A-15 sets forth Minnetonka School District's policy of non-discrimination on the basis of race, color, creed, religion, national origin, sex, age marital status, disability or status with regard to public assistance in its educational programs, activities and employment policies. Complaints relative to the provisions of this policy should be referred to the Minnetonka School District Affirmative Action Officer, 5621 Highway #101, Mtna., MN 55345.

## **OLD GYM vs. NEW GYM?**

Just to clarify – the Old Gym (aka Gym A) is the gym at the entrance to the school, and the New Gym (aka Gym B or “wood floor” gym) is the gym on toward the back of the school.



## **ORDER FOR STAFF CONTACTS**

If you have a concern about school, involving just your child or a wider issue, please let us know about as soon as possible. Here is the order in which to talk to people.

<b>Teacher</b> - First line of communication	401-6950
<b>Principal:</b> Curt Carpenter	401-6953
<b>Superintendent:</b> Dr. Dennis Peterson	401-5004
<b>School Board Members</b> (See district calendar)	

## **OFFENSIVE BEHAVIOR POLICY**

Creating and maintaining a **safe, challenging, and joyous** place for children to learn, play and grow is our primary goal in developing our school community. To that end, we will work hard to help students solve challenges that occur. However, there are situations that are dangerous or harassing to others. In those cases we follow School Board policy and procedures.

Students in the Minnetonka Schools have the right to learn and grow in an environment that is free from religious, racial or sexual harassment and violence. Offensive behavior toward others is not tolerated and will result in disciplinary action. It is not enough for the student to avoid offensive behavior himself/herself. The student has a responsibility to remind others who demonstrate offensive behavior that such offensive behavior should end.

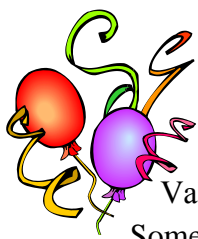
Any student who believes he or she has been the victim of offensive behavior - that is, unwelcome behavior related to religion, race or sexual harassment and violence - or any

person with information about conduct involving students or adults which may constitute offensive behavior should report the alleged acts immediately. You can report improper conduct to his/her teacher or to the building principal.

### **PARENT OPTION PLAN (POP)**

A parent may choose to have his/her child attend a district school other than their neighborhood school. Your principal can help you with the application for this program.

# P



### **PARTIES**

Each classroom will have three parties throughout the year:

Halloween Party – October 31st

Winter Party – the week before Winter Break

Valentine’s Day – February 14th

Sometimes, the entire grade level will have a party together; sometimes it will be a classroom party. The parties are planned by the teacher and the room parents, but ALL parents are encouraged to help or attend the parties!

A \$5 cash donation will be collected at the beginning of each school year. This money is used for class parties.

### **PARTY INVITATIONS**

Unless all the boys or girls in your child’s room are invited to a party in your home, please do not send invitations to school for distribution.

### **PAYMENTS TO THE SCHOOL**

#### **For Field Trips and other School Events:**

Please make checks payable to **Clear Springs Elementary School**.

#### **Classroom Book Orders:**

Please make checks payable to the individual book clubs (i.e. Scholastic Book Club)

#### **School lunches:**

Please make checks payable to **Minnetonka Nutrition Services**.

#### **PTO Sponsored Events:**

Please make checks payable to **Clear Springs PTO Inc** (see PTO EVENTS).

### **Classroom Parties:**

A \$5 cash voluntary donation will be collected by each class at the beginning of the school year to be used for the three class parties.

### **PERMISSION SLIPS/BUS PASSES**

You must write a **dated, signed note** and send it to school for the following circumstances:

- Your child is going to someone else's home after school.
- Your child is riding a different bus or getting off at a different bus stop.
- You want your child to stay in during recess, or to miss physical education class. (If the cause lasts longer than three days, we need a note from your doctor.)
- Your child will leave school early, or will leave and return during the day.
- Once children get to school, they cannot leave the school grounds without written permission from a parent or school staff member. They must also sign in and out in the school office.

### **PETS**

We know that pets are important members of the family. However, due to pet allergies of students and staff, **we do not allow pets in school**. If your child would like to share your pet with classmates, we suggest bringing the pet during an outdoor break time, for example, meeting the class in the yard in front of the school.



### **PHYSICAL EDUCATION**

In Minnetonka, our elementary education program provides the opportunity for students to make physical demands on themselves, to explore and experiment, to learn to cooperate with their peers and to become aware of their own capabilities. Children are encouraged to work on personal goals for improvement. Clear Springs Students meet with the physical education specialist for a total of 100 minutes during the 5 day cycle.

#### **Student Objectives**

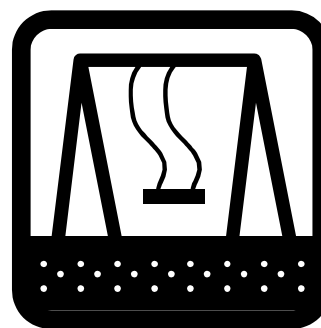
Physical Education is a sequential educational program that teaches students how to:

- Perform the basic motor and ball skills, and build upon these for more enjoyable and rewarding participation in physical activities.
- Understand how their bodies move in different directions, at different speeds and patterns, and how balance and weight shift affect movement.

- Understand and participate in vigorous physical activities that can assist in developing and monitoring physical fitness throughout their lives.
- Understand and improve their sports skills along with recognizing the value of good sportsmanship, cooperation, and respect for individual differences.
- Enjoy using their skills and knowledge as an advantage in establishing a healthy lifestyle
- Incorporate safety skills and habits while participating in games, sports and lifetime fitness activities.
- Enjoy various rhythmic experiences.

### **PLAYGROUND RULES**

1. Use the equipment appropriately.
2. Take turns.
3. Sit and face forward on the slide.
4. Jump only from low areas of the equipment.
5. Dress appropriately for playing.
6. Be courteous to others.



### **PSYCHOLOGIST**

The school psychologist assists teachers in meeting the individual needs of students. The psychologist is in charge of testing to determine whether a child is eligible for special education services. No testing can be done without the parent's written permission in advance.

### **PTO**

The Parent-Teacher Organization is a vital part of the Clear Springs community. Our parents provide important support in the form of fund-raising for school events and equipment, parenting activities, teacher support and many volunteer services.

Your active involvement is needed, not only for what you can contribute to the PTO and the school, but as a statement to your children that their education is a priority for your family.

**For a listing of the PTO Board, PTO Calendar, PTO Meeting schedule, Committees and Volunteer opportunities please see the PTO website at:**

<http://www.minnetonka.k12.mn.us/Schools/ClearSprings/Pages/PTO.aspx>

**Childcare is available for all PTO meetings.**

**PTO EVENTS: What do they all mean?!**

**Here is a listing of our bigger events.**

**Open House** – Held the week before school. This is an hour long event, which allows you and your child to meet your teacher, see your classroom and drop off your school supplies.

**New Family Welcome:** This is a short celebration of our new families held in September. All children and siblings are welcome at this event. Returning parents volunteer to help answer questions.

**Fall Fundraiser:** This is one of two major fundraisers for the PTO. It allows us to fund important activities and resources for all children at Clear Springs. Families are not required to participate.

**Scholastic Book Fairs/Literacy Fairs:** We hold one book fair in the Fall and one in the Spring. Proceeds are used to purchase books for the Media Center, build classroom libraries (through Teacher Wish Lists) and fund PTO events.

**Pancake Breakfast:** This is a great school community event. It has traditionally been our “Dad’s Event”, with dad’s volunteering to cook pancakes and sausage for Clear Springs families. Event traditionally held on a Saturday morning in mid-November.

**Winter Party:** This is another great school community event. Held on a Friday evening in January or February, it is a night full of both indoor and outdoor activities for the entire family!

**Talent Show:** Held in early spring, this is a showcase of our Clear Springs students! Strictly on a volunteer basis, students sign up to perform a variety of talents. Event is held at Excelsior Auditorium.

**Full Bowls Night:** This is an event for our 5<sup>th</sup> grade families, which benefits a local food shelf called ICA. Fifth graders work with the Art teacher throughout the year, to create their own bowl. They reflect on what a “full bowl” means to them, and their written reflections are on display with their bowls at Full Bowls Night. Fifth grade families sign up to bring soups, and they share a meal together. You may view all the wonderful

creations, and make an optional donation for your child's bowl. All the donations collected will be given to ICA. In addition, food donations will be collected.

**Parents Night Out/Silent & Live Auction:** This is another major fundraiser for the school, typically held on a Friday or Saturday night in the spring. It is a parent only event. It is a casual, fun evening, with silent and live auction offerings, as well as raffle drawings and games! This event is typically put on to fund a specific need (i.e. one year it went toward renovating the Courtyard, one year to purchase more books for the library, one year to renovate and stock the Book Room).

**Art Show:** This is a wonderful event, designed to showcase the artistic abilities of all the students at Clear Springs. One piece of artwork from each child will be on display throughout the entire school. The artwork stays up for several weeks, but we dedicate one night that parents and families can come to school and walk the halls that have been transformed into an Art Gallery!

**Grand Friends Day:** This is a day that students can invite a grand parent or any special person in their lives to come to school for a short block of time. Fun activities are planned in each classroom in blocks of time, to help ensure that families with multiple children can each have their visitor present! If you do not have a local grand parent or special friend, your child will be paired up with another child, so nobody feels alone.

**Spring Fling:** This is the last school wide event of the year. Bring the whole family and enjoy a meal and a musical celebration on the back hill of Clear Springs! Each grade level will perform a musical selection, selected and directed by our music teacher. It is a WONDERFUL, fun way to end the year, don't miss it!

### **READING SPECIALIST**

The Reading Specialists in Spanish and English work in many ways to promote language arts and helps children become successful learners:

- Gives diagnostic tests to new students
- Coordinates state and standardized testing
- Consults with staff and parents
- Teaches small groups of children to support their learning
- Promotes reading for pleasure
- Organizes incentive programs
- Promotes February I-Love-To-Read activities
- Extends learning with enrichment activities



## **REGISTRATION**

Parents can register their children for school at the District Service Center anytime during the year. We encourage parents to visit the school in person and bring their children so we can give everyone a warm welcome and a tour of the school. If a personal visit is inconvenient, the forms can be mailed. School office hours are 7:15 am to 4:00 pm.

## **REPORT CARDS**

The Minnetonka school year is divided into four quarters. Report cards are available electronically at the end of each quarter. The report card includes progress on the whole child, including progress in academics, behaviors, effort, and habits. Also included in the report card is attendance information.

## **ROOM PARENTS**

Room Parenting is an excellent opportunity for you to be involved in your child's school life. You may volunteer in any or all of your child's classes.

Lead Room Parent Responsibilities: duties vary between teachers. Generally be the main contact for the teacher, be in charge of classroom party money, help plan parties and help with various tasks.

Room Parent Responsibilities: duties vary between teachers. Generally help plan parties, be a contact between teacher and parents and help with various tasks.

Room Helper Responsibilities: duties vary between teachers. Generally help teacher with projects, help with parties.

## **SAFETY**

### **Fire Drills**

Five fire drills are held during the year to make quick evacuation of the building a familiar routine. There are maps in each classroom showing the route to take outside.

### **Tornado Drills**

Tornado drill is held annually in April.

### **Bus**

The bus evacuation drill is held early in the school year.



## **SCHOOL BOARD**

The Minnetonka School Board sets educational policies and budgets for all the Minnetonka Schools. The board meets at 7:30 pm each first and third Thursday of the month, usually at the Service Center, 5621 Highway #101, Mtna., MN.

The public is welcome at all meetings. Agendas are posted in schools, libraries and city halls the week of the meeting.

The open forum leads off the first meeting of the month. During open forum, the public is welcome to speak to board members about any issue involving education or local schools.

## **SCHOOL CLOSURES:**

In the event that school will need to be cancelled or postponed, you will receive an automated message at each phone number on file with the school. You can also listen to WCCO-AM (830) and KSTP-AM (1500) for announcements of school closings or late starts. Please do not try to call school.

It's important that you and your child have a plan in case school dismisses early because of an approaching storm or a power outage. The plan could include being dismissed to a designated neighbor's house. This plan may be necessary in case you are inadvertently detained downtown or experience another emergency and cannot get home before your child. Be sure your child knows where to go if you are not home. The school office will send home a form each year, with instructions on what the school should do with your child in the event of an unexpected early school closure.

## **SCHOOL TELEPHONE (401-6950)**

The office telephone is for school business and emergency use only. We ask your cooperation in our efforts to restrict student use. Students are not allowed to use the school phone to call for forgotten homework or to make arrangements for after-school play.

Calling home for shoes and snow boots is allowed. So that we have few interruptions in learning, secretaries will take messages for staff and students instead of calling people to the telephone during class time. Please tell the secretary if it is an emergency.

If you need to call a teacher, please call between 7:30 and 8:10am, or leave a message on the teacher's voice mail. Teachers will make every effort to return your phone call on the day it is received.

### **SKYWARD FAMILY ACCESS SYSTEM**

Skyward is an online program available to all parents/guardians in the Minnetonka School District. Parents each receive an individual login and password to access Skyward at the start of each year. Skyward gives you access to: Your child/children's personal and health information, contact information for parents, emergency contact information, attendance records, Food Service information, test Scores and grade book (for Middle and High School levels). You can access Skyward from the district website: [www.minnetonka.k12.mn.us](http://www.minnetonka.k12.mn.us) and then click on Skyward Family Access, or from the Clear Springs website: [www.minnetonka.k12.mn.us/cse](http://www.minnetonka.k12.mn.us/cse) and then click on Skyward Family Access.

### **SNOW**

Clear Springs children spend up to 25 minutes on the playground each school day. The only exception is when the wind chill or actual temperature is -10 or colder. Please make sure your child is properly dressed for the weather.



With over 600 children frolicking on the school grounds, we must enforce these rules:

- *Children must wear boots and snow pants to play outside during winter weather.*
- *All children must go outside on outdoor recess days.*
- *No snowballs can be thrown on the playground.*

### **SOCIAL WORKER**

Clear Springs is fortunate to employ a full time School Social Worker. Social worker services are directed at strengthening ties among the school, home and community by consulting with parents and school staff, the social worker can help assess the particular needs of a student and coordinate efforts, so that the family and school can provide more consistent direction and programming for the student. The functions include, but are not limited to:

- *Collaborating with students, parents, staff to implement early intervention and support strategies for students.*
- *Providing parent education and resources to students and families as needed.*
- *Advocating for children and families.*

- *Teaching classroom lessons to address specific needs within the classroom as requested by the teachers.*
- *Working with parents and students when there are issues relating to family changes. Facilitating small groups such a Family Changes, Friendship, Newcomers, Multi-Cultural Group with children.*
- *Collecting family history in preparation for Special Education Staffing meetings.*
- *Consulting with the Child Study Team and providing direct services to Special Education Students.*

### **SPANISH IMMERSION PROGRAM**

One of the choices parents have when enrolling in kindergarten is the Spanish Immersion program. Students in grades K-2 have 100% of their instruction delivered in Spanish in an immersion classroom. In grade 3, 60 minutes per day of English is delivered, 70 minutes in grade 4 and 80 minutes in grade 5. All instruction in grade K-5 for art, media, music and physical education is delivered in English.

For more information on language immersion, please see the language immersion site at: <http://www.minnetonka.k12.mn.us/academics/immersion/Pages/default.aspx>

### **SPECIAL EDUCATION**

If teachers and parents believe that a student might have a learning or behavioral disability, that child must be evaluated to see if he/she needs special education services. No testing or service can be given without the parent's permission. Testing results are always shared with parents and parents share in the student's program planning.

These special education services are provided in the Minnetonka Schools: pre-kindergarten program, developmental classroom, learning disabilities program, speech and language therapy, educable mentally handicapped education, adapted physical education and emotional/behavior disorders program (EBD).

### **SPEECH AND LANGUAGE SERVICES**

When students have difficulty communicating, assessments may be done to see if the students are eligible for Speech and or Language Services.

The areas of communication that are assessed include: articulation, language, voice and fluency. These special services are offered for children who may need assistance producing correct speech sounds, those needing vocabulary/grammar/comprehension and

verbal expression support, those learning to master speech rhythms, and children who need teaching and practice to control their vocal productions.

Speech and language services are available to individuals from birth to 21 year of age in all District 276 schools from licensed Educational Speech and Language Pathologists.

### **STUDENT PLACEMENT**

Teachers will begin to develop class lists for the following school year in May. The makeup of the class is an important step in planning your child's education.

Teachers use several criteria in order to create the optimal learning situation for all students. It may not be in the best interest of the students as a whole to develop class lists based only on parent requests for a specific teacher. To do so discounts other important criteria and the overall class composition. Parent Input forms are sent home in early spring to allow parents to state their child's particular needs and learning styles.

#### **Parent Observations - Student Placement**

There are no visitations for the purpose of placement. However, parents are always welcome to visit their own child's class by setting up a time with the classroom teacher. Parents are not expected to determine next year's placement for their child. It is not necessary for you to visit next year's classrooms in order for your child to be given fair consideration. We highly recommend, however, that you work with your child's current teacher to communicate your child's needs and strengths for next year's placement.

Your child's current teacher, along with the grade level team, will meet to carefully consider the best placement for your child. The teachers will gather information from parents, specialist teachers, and other support staff to make these placements.

### **STUDENT RECORDS**

#### **What Student Information Do Schools Collect?**

Certain information about students is considered "public" under state and federal laws and school district policy. Unless parents give specific instructions to the contrary, schools will give out this information to anyone who requests it. Public information includes: name, address, phone number, date and place of birth, weight and height (for athletes only), dates of attendance, participation in activities, degrees and awards received, and pictures for school-approved publications, newspapers and videotapes. If you do not wish this information to be given out about your child, please notify your

building principal in writing. All other student records are considered private and are open only to parents and to school personnel with a legitimate interest.

#### Where Is Student Record Information Kept?

While enrolled in Minnetonka, official school records are kept at the home school in the student's Cumulative Record Folder. This folder holds the official student records and other data school officials believe is needed to provide the best instructional services for each student. Census and related administrative information is kept in a computerized form at the district office.

#### Who May See Student Records? Access is limited to:

- Parents or legal guardians.
- Students age 18 and over who present proper identification.
- Staff members of the Minnetonka Public Schools, such as the principal, teachers, counselors, school social workers, and other authorized professional personnel.
- Other schools, upon request, when a student graduates, transfers, or withdraws, unless otherwise restricted.
- Other third parties (employers, social agencies, law enforcement, etc.) may have access to records only with written permission of adult students, parents, or legal guardians.

Exceptions: Directory information (name, address, school, birth date, days of attendance, awards, extra-curricular information) is public information and may be released.

What Happens To The Records When a Student Leaves a Minnetonka School? When a student leaves the school system (graduates, moves away, withdraws), contents of the Cumulative Record Folder are forwarded to other school systems, colleges, vocational institutes, at student request unless the parent (or adult student) signs a form specifically directing the Minnetonka Public Schools **not** to release information. This form may be obtained from the school at the time the student leaves. After the student leaves, the academic record and health form is forwarded to the school district's Student Accounting Department, where these records are microfilmed and preserved.

#### What Are Your Rights Regarding Student Record Information?

- State and federal laws governing school records allow parents, legal guardians, and adult students to examine and/or obtain copies of their records or those of their children upon proper identification.
- The law requires release of student information to a non-custodial parent. Exceptional circumstances should be referred to the Department of Student Accounting.

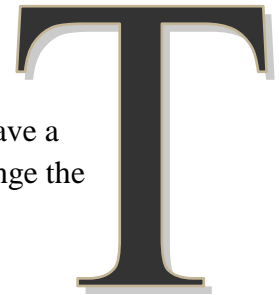
- You may challenge the accuracy of the record. You may request that school officials change it. After consultation, school officials may decide whether to alter the record. If you disagree, you have the right to a hearing.

Who Should You Contact Regarding Questions on Records Procedure?

The Director of Student Accounting is the person authorized by the district to receive concerns about student records and may be contacted at 952-401-5019.

**TARGET “TAKE CHARGE OF EDUCATION” PROGRAM**

By opening a Target VISA card and designating Clear Springs as the beneficiary, the school will earn 1% on all Target store or online purchases. You’ll also save 5% on your Target purchases. If you already have a Target VISA, please consider going online or calling 800-316-6142 to change the beneficiary to Clear Springs.



**TWO HOUR LATE START**

If we announce a “two hour late start” that means that your child’s bus will arrive 2 hours late. School will end at the usual time.

**TECHNOLOGY**

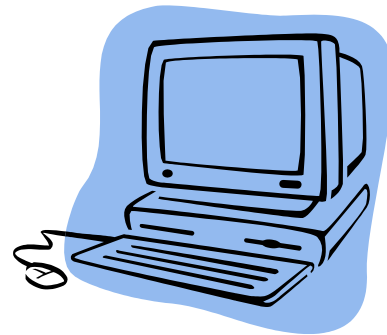
The results of multiyear planning efforts on the part of the district, staff, parents, and the community are evidenced as you walk around Clear Springs School. Various technologies are integrated through the building:

- Computerized lunch checkout system
- Computerized media center checkout system
- PCs and interactive SMARTBoards in all classrooms
- “Sound distribution system” in each classroom

**Media Computer Lab**

Students will spend time in the lab learning to use:

- PC Computers
- Camcorders
- Digital Cameras
- Technology-based curriculum



## **TESTING AND ASSESSMENT**

Minnetonka Public Schools Testing and Assessment program incorporates state-wide testing, local standardized testing, and classroom assignments and observation to provide a complete profile of student achievement and curricular strengths and weaknesses. Compared to both national norms and state-wide test results, Minnetonka students perform exceedingly well.

### **MCA-II Tests**

The MCA-II is an assessment taken by Minnesota students in the Spring of each year, which gives parents, educators, administrators, and state education officials an indication as to how students are performing in math and reading. This allows us all an accurate assessment of how our students are performing and gives us the opportunity to take the steps necessary to improve student achievement.

The launch of the new MCA-II assessment program came in response to the state's more rigorous academic standards. The development of 14 new tests required standard setting, new achievement level descriptors, new cut scores, new scale scores, quality control procedures, and review of alignment to the new academic standards. The MCA-II tests are fully aligned to the new academic standards adopted in 2003. The standards were created by committees made up of a diverse group of Minnesotans, including parents, educators and representatives from business and higher education. The new standards were approved by the legislature. Because they are new tests aligned to new standards, the MCA-II tests cannot be compared to previous years' tests.

These tests help schools and districts measure student progress toward the state's academic standards. The tests are given in grades 3-8, 10 and 11. In 2008 the science MCA-II's will be operational in grades 5, 8 and high school. The high school science test is life science, given at the end of the school year when students finish Biology.

### **NWEA Tests**

Minnetonka students in grades K - 8 participate in District-wide tests in early October and again each March. These tests measure what children already know in **math** and **reading** and what a child still needs to learn, to better assist teachers in targeting instruction to the child's learning level. The March tests assess each child's academic growth during the year.

Students take the tests on a computer. The questions automatically adjust to the child's appropriate level of learning, based on the child's responses. In essence, each test is customized to the student to pinpoint each student's appropriate instructional level. Students who have traditionally found standardized assessments to be too challenging, and therefore frustrating, find a better balance of comfortable and challenging questions. Students who have traditionally breezed through standardized assessments find more challenging questions. With this testing system, high ability students find there is no

longer an artificial ceiling in testing their academic achievement.

This technology allows a student's academic growth to be measured more precisely and more efficiently. The assessments are shorter than traditional standardized assessments and use less class time while still receiving detailed, accurate information about your child's academic ability and growth. Each child spends a total of about three hours in the computer lab completing these assessments during the three week window. Following the assessments, parents receive a report showing their child's baseline score for this fall. On subsequent tests (each spring and fall), parents will also see a growth score to help monitor whether each child is achieving a year's growth in a year's time. Each report also provides a scale of scores in relation to grade level norms and a Lexile score.

Results of both these tests for your child will be shared with you at parent/teacher conferences or sent home to you in the mail. You can also access them through Skyward Family Access.

**Minnetonka teachers also assess reading and language arts with:**

- Benchmark testing in the fall, winter and spring.
- Unit testing

**Teachers use a wide variety of other assessment tools.** Tests, student observations, self-assessments, individual rating sheets and interviews, group work, work samples, skills checklists, audio-tapes, video-tapes and portfolios are just a few of the assessment tools used.

**VISITORS**

For the protection of all children and staff in our school, **all visitors and parents are required to check in and out at the office and to wear an identification badge while in the building.**

**VISITING YOUR CHILD AT SCHOOL**

Parents are welcome to visit their children's classrooms or have lunch at school. Please call the morning you want to visit to check with your child's teacher. Reservations for lunch should be made by 8:30am.

When you arrive, please check in at the office. We require all visitors to check in to ensure the safety of all children.



## **VOLUNTEERS**

We are thrilled to have the help, support and presence of our volunteer parents. We adhere to following procedures to ensure a safe environment for our children:

### **1. Check-in procedure**

It is essential that all volunteers in the building sign in and use identification tags provided by the school. You will also be required to sign out and return tags before leaving the building.

### **2. Confidentiality**

Educators recognize the importance of confidentiality. Everyone is more secure in an environment where the privacy of the child and the child's family is respected. We expect the same commitment to confidentiality from our volunteers as we do from ourselves.

Whether you volunteer for 30 minutes or 1,000 hours, it is important that you register each time you volunteer. This will guarantee the safety of all people in the school community, as well as provide a means to contact volunteers while they are in the building. Please wear your identifying badge while in the building.

## **VOLUNTEERING IN THE CLASSROOM**

Parents are encouraged to volunteer in their children's classroom. Teachers will typically have classroom volunteer opportunity sign-up sheets available at Curriculum Night and will communicate other volunteer needs throughout the year.

## **VOLUNTEER OPPORTUNITIES – PTO**

We have a strong tradition of volunteering at Clear Springs. Parents, guardians, and family members are involved in so many aspects of our children's education. We hope every parent can find at least one way to help this year!

There are many ways to get involved. Many committees are preschool-age child friendly, and you can work as much or as little as you choose. We do not pressure anyone to take on more than they want to or are able to. Any time is appreciated and important to the PTO and the school!

All PTO Volunteer opportunities (with descriptions) are posted on the Clear Springs website at the beginning of each school year. You can access and sign up for these opportunities year round. Computers are set up in the school lobby during Curriculum Nights for you to use to sign up, as well. Throughout the year, various committees may also send home volunteer request forms in the Friday Folders.

*To sign up online:*

Go to [www.minnetonka.k12.mn.us/cse](http://www.minnetonka.k12.mn.us/cse)

Click on the “Volunteer Opportunities” link.

### **WEAPONS POLICY**

All weapons and objects which have the appearance of a weapon are prohibited within all school environments and anywhere near school grounds. Weapons include but are not limited to the following: guns, knives, daggers, brass knuckles, arrows, bullets, chains, fire crackers and fireworks, poisons, razor blades, swords and any object that has been modified to serve as a weapon. **Please see the Discipline section for more information.**

### **WINGS - (See High Potential Program)**