

GENERAL INFORMATION

Emmet D. Williams Elementary School is part of the Roseville Area Public Schools, which provides the curriculum, transportation system, and many of the general policies utilized at the school. The Roseville Area Board of Education, consisting of six elected officials, is the policy making body of the District. Practices at EDW are guided by District Policies found here: <https://www.isd623.org/our-district/school-board/district-623-policies>. The Superintendent of Schools, Dr. Jenny Loeck, is appointed by the Board of Education and administers board policies.

WHEN YOU HAVE QUESTIONS ABOUT:

Transportation/Bus.....	Jim Monroe	651-635-1638
General Information.....	Juli Fick	651-724-6312
Health concerns.....	Britt Johnson	651-724-6316
Classroom/curriculum questions.....	Your child's teacher	651-482-8624
Enrollment changes.....	Theresa King	651-724-6323
Friendship Connection.....	Crystal Moua	651-724-6317

ABSENCES/ATTENDANCE

It is important for each child to be at school every day. Please make every attempt to schedule doctor, dental, and other appointments outside of the school day.

If your child will be absent, please call the Attendance Line at 651-259-1980.

This line is available 24 hours a day.

If you need to have your child dismissed early, please send a note with your child explaining your request. Students will not be released to anyone other than their parent/guardian unless the office is notified by written permission or a phone call to the office. **Anyone picking up a child before the end of the school day is required to come to the office and sign the child out.**

When a student arrives after 9:35 a.m. the student must be signed in by staff in the health office.

ALLERGIES

If your child has a serious allergy this needs to be reported to the Health Office and classroom teacher. Latex balloons are restricted from Roseville Area Schools. We ask that families not bring their pets to school. We have several children with pet allergies. Animals may be brought to school if the animal is a certified therapeutic animal – Upon approval from the principal.

ARRIVAL AND DEPARTURE

STUDENT HOURS:

9:35 AM – 4:00 PM

9:15 AM – 3:45 PM CID Programming

Students are not allowed to enter the building before 9:25 a.m. as there is no supervision. If you need childcare before the school day, you may contact Friendship Connection @ 651-724-6317.

Most students are transported to and from school by bus. Students must ride their assigned bus. If a student will be dropped off or picked up at a different stop, or ride a different bus, they need to bring a note from home giving them permission to do so. Your child will bring the note to the office.

Students being driven to and from school should use the main entrance. Cars should not drive in the bus drop off zone or park in the fire lanes.

When using the drop off/pick up area at the west end of the parking lot, please remember:

- * Pull forward as far as possible before you stop your vehicle
- * Drop your child off on the sidewalk only
- * **NO PARKING** – If you need to leave your car, park in the lot and walk into school

Dismissal:

Any adult picking up a child from school will wait in the main entrance near the office. If you are picking your child up early or before the *second* bell (4 PM), you need to sign your child out in the office.

Student Security

Like many elementary schools we take precautions to ensure student safety.

All entrances remain locked throughout the day and individuals must enter the building through the entrance at the south west side of the building. Our security buzzer is on from 9:45 am-3:45 pm. All visitors must sign in and wear a visitor badge while in the building.

BEHAVIOR EXPECTATIONS/DISCIPLINE

Emmet D. Williams Elementary school is committed to providing a welcoming learning community for all students. We use a variety of interventions and strategies to support the success of all of our students. The approach is grounded in the Responsive Classroom

model and the following core beliefs, which guide our actions and interactions with students and others.

We believe it is essential for staff, students, families, and the community to work together.

- Knowing the families of the children we teach is as important as knowing the children we teach.
- Knowing the children we teach-individually, culturally, and developmentally is as important as knowing the content we teach.
- Parents are partners in a child's education.

We believe in meeting the individual needs of all students.

- Working with the individual child's needs does not mean treating each child the same.
- Children grow through stages of development.
- The growth of a student should be focused on self-control and making ethical decisions.
- Consistency is essential and consequences are necessary and logical.

We believe students have the right to learn.

- There is a specific set of social skills that children need to learn and practice in order to be successful academically and socially: cooperation, assertion, responsibility, empathy, and self-control (CARES).

We believe students learn only when they are in a welcoming, safe and supportive environment.

- All children want to be good.
- All children want to and can learn.
- All people make mistakes.

We believe students learn when engaged in relevant and meaningful work.

- How children learn is as important as what they learn.
- The greatest cognitive growth occurs through social interactions.
- The social curriculum is as important as the academic curriculum.
- Tools to help us – build a caring, inclusive community.
- Build social skills.
- Build academic readiness.

Morning Meeting – gathering as a whole class to greet one another, share news, and warm up for the day ahead. Morning Meetings are held in the homeroom classrooms every morning. We encourage you to join us.

Establishing and sharing Hopes and Dreams – members of the community share the goals they want to achieve.

Creating expectations collaboratively – helping students create classroom expectations that allow all class members to meet their learning goals.

Logical consequences – responding to behavior that does not meet expectations in a way that allows children to learn from their mistakes while preserving their dignity.

When necessary, behaviors that don't meet expectations can be corrected by re-teaching or through some low level intervention, which occurs in the classroom. If the behavior is dangerous, against the law, or continues to disrupt the learning of others, more significant responses may occur. The following behaviors may result in significant measures: sexual, racial and religious harassment, bringing a weapon or look like a weapon to school, verbal and/or physical assault/harassment.

WEAPONS

Students who bring a weapon to school may face immediate suspension and possible expulsion. This includes pocket knives. Any type of play weapon is not allowed. Please make your child aware that under no circumstances should a weapon be carried to school.

FIGHTING

Fighting is mutual conflict in which both parties contribute to the situation by verbal and/or physical action. This includes “play fighting,” which oftentimes leads to real fighting. We teach all students that violence is not an acceptable way of dealing with anger and frustration.

All children need to know how to deal with anger. It is NOT ok to use physical violence when someone disagrees with us, teases us, takes something that belongs to us, or hits us first. In the event that this should happen, students should know how to safely remove him/herself from the problem and report it immediately to the supervisor. Children need to know how to protect themselves when someone is trying to hurt them, not how to hurt that person in retaliation. In other words, “punching back” will not be an acceptable excuse for fighting with another student.

Depending on the severity of the incident, consequences for inappropriate behavior may range from conference with a staff member, loss of privilege to removal from school.

BULLYING

Roseville Area Schools has revised Policy 508- Bullying Prohibition, to comply with the requirements of the Safe and Supportive Schools act, MN Statutes 121a.031. This policy assists the district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other prohibited conduct.

Bullying means: repeated intimidating, threatening, abusive, or harming conduct that substantially interferes with a student's educational opportunities or performance, ability to participate in school functions or activities or receive school benefits, services or privileges. This includes cyberbullying which is the use of technology or other electronic communication transmitted through a computer, cell phone or other electronic device to bully.

No teacher, administrator or other employee of the school district will knowingly permit, condone or tolerate bullying. The school district will investigate complaints of bullying by students and take appropriate action against any student who is found to have violated this policy.

To see the complete Bullying Prohibition Policy 508, refer to the district web page.

BUS

BUS STOP PROCEDURES

Students should arrive at their stop no more than five minutes before the scheduled arrival of the bus. Students need to wait at the bus stop in a safe, courteous manner. Safety means staying out of the street and not playing games near traffic. Courtesy means being respectful of private property near the bus stop. Parents are responsible for their child's behavior and safety; to and from the bus stop, prior to entering and immediately after exiting the bus.

Bus transportation is a privilege extended by the Board of Education; it is not a right. All students are required to obey bus conduct rules which are in place to protect the safety and well-being of all students. Failure to observe these rules may result in the loss of bus privileges.

If your child will be riding a different bus home from school, please send him/her with a note giving them permission to do so.

BUS RULES

1. Immediately follow the directions of the driver and patrols.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Be safe: Do not throw any objects, do not stick your head or arms out the bus windows.
5. Keep your arms, legs and belongings to yourself.
6. Show respect for others (no fighting, harassment, intimidation or horseplay).
7. Treat the bus with respect.
8. No eating or drinking.
9. Do not bring any weapons or dangerous objects on the bus.
10. Obtain permission before riding on any bus to which you are not normally assigned.

If you need to contact us about busing, please call Juli Fick at 651-724-6312.

BUS SAFETY

Roseville Area Schools School Safety Home Training Lesson

Minnesota State law requires that school bus safety be taught in schools during the first weeks of school. The law also suggests that young students receive school bus safety training before they come to school the first day. As a parent, you are your child's most influential teacher. We ask that you teach your child about school bus safety. The information below will help you explain to your child how to be safe on and around the bus. Spend some time with your child on these points. Explain the reasons why they are important, and go over them again three or four times on different days so that your child will have a safer bus ride when school starts.

Thank you,
Jim Monroe
District 623 Transportation

BUS SAFETY GUIDELINES

1. Be ready for the bus at the scheduled time. Bus times are set based on the streets that they run on and with a standard loading time. If a student is late to the stop, and the bus has to wait, the bus will be late to all the rest of the stops and to school. Bus riders who are late to stops often don't act safely, and are in more danger than if they were ready on time.
2. Wait until the bus is stopped before moving toward the bus and getting on. Often students get anxious as the bus arrives, so they run forward while the bus is still

- moving. This is a dangerous practice because a student could slip or fall in front of the bus
3. After getting on the bus, go to a seat, sit down and stay seated. Law requires that students be seated while the bus is moving. Students should sit down quickly so that the bus runs on time. If a student is standing when the bus is moving, he or she may get knocked down or around by the movement of the bus.
 4. Remain quiet on the bus, so you don't distract the driver. While the bus is moving, kids often talk, and that is OK unless it gets too loud. When the bus is loud the driver can't hear important things like sirens or train whistles, or can be distracted by having to pay attention to the kids and miss something important like a stoplight, or a car coming from another direction.
 5. Do what the driver tells you to do. The driver is in charge of the bus, and sometimes has to tell students to be quiet, or to sit down, or to wait to get on or off the bus. The driver is trying to keep students safe and so kids should do what he or she says.
 6. Make sure that you get on the right bus – know your bus number. The bus that takes a student to school may be different from the bus that brings them home at the end of the day.
 7. Be ready to get off the bus when it gets near your stop, don't get out of your seat until the bus is stopped. Many times young students get so involved in a conversation and forget to watch for their stop. This means that the student has to take time to gather their belongings before they get off the bus. Doing this makes other stops late.
 8. After getting off of the bus, move away from the bus. If you have to cross the street, wait until the driver has placed the stop sign in position.

CALLS TO THE CLASSROOM

All calls during the day to classrooms go directly to voicemail. Teachers are expected to return calls within 24 hours. If you need to talk with your child or change pick up plans please notify the office staff directly.

CHANGE OF ADDRESS/PHONE NUMBER

It is extremely important that we have all student records updated. Please be sure to report all changes to the school office.

CLASSROOM AND SCHOOL-WIDE CELEBRATIONS

This activity is on hold at this time

EDW seeks to create a fun educational environment for all learners. Throughout the school-year students and staff come together to demonstrate a sense of pride and strong

community well-being at our Bobcat Pride assemblies. During this time we sing the school song and play interactive/cooperative activities related to our Responsive Classroom core values-**C**ooperation, **A**ssertion, **R**esponsibility, **E**mpathy, and **S**elf-Control-C.A.R.E.S.

To encourage a sense of building-wide community we have fall, winter and spring celebrations. In the fall we celebrate community, team-building and our Responsive Classroom C.A.R.E.S. We kick off our winter celebration of reading with a Bobcat Pride assembly. Students and staff take time at the end of the school year to intentionally engage in a celebration of learning with picnics and classroom community events.

In alignment with Roseville Area Schools' Equity Vision, EDW staff members strive to provide an inclusive learning community for all families regardless of race, gender, sexual orientation, socioeconomic status, ability, home or first language, religion, national origin, age, or physical appearance. To this effect, school-wide and classroom celebrations are not directly linked to calendar holidays.

CLOSING SCHOOL

Families with a television or access to the Internet can find out if school is canceled or starting late. Because our district is small and without rural roads, we often remain open when Minneapolis, St. Paul, and even Mounds View are closed. The District will make an effort to notify families via Robocall or email.

We are part of the Roseville Area Schools. Emmet D. Williams is not listed separately unless the closing is due to a localized problem, such as a broken water main. These sites also will tell you if school is closing early due to severe weather conditions.

KARE 11	Continuous TV listing, email alert process available at www.kare11.com
KSTP TV 5	Continuous TV listing, district information available at www.kstp.com
WCCO TV 4	Continuous TV listing, email alert process available at www.channel4000.com
WCCO Radio 1800 AM	Closings read often during the early morning program.
KMSP 9	Continuous TV listing.

Please talk with your child about where to go and what to do if school closes early and you cannot be reached.

CLOTHING FOR SCHOOL

Positive attitudes and behavior are directly related to appropriate dress and good grooming. Appearance and dress are to be in good taste at all times

Just as outdoor temperatures can vary greatly throughout the day, so can the temperature from one area of our building to the next. It is a good idea to send children to school wearing layered clothing that can be removed or added as needed. We want to promote a healthy, respectful lifestyle so clothing that advertises alcohol or tobacco products, or has a message that is disrespectful of others is not considered school wear.

Winter Weather

We ask students to wear the following clothing items during the winter months: warm jacket or snowsuit, hat, boots and mittens. Snow pants are recommended for students who like to play in the snow. Students without boots at school must remain in areas with blacktop.

DRESS CODE

Appropriate dress will include:

- Must wear shoes at all times (for safety)
- Shorts & skirts must be at least mid-thigh
- Must wear tennis shoes to PE
- Tops must cover midriff
- Shirts with derogatory or offensive language shall be considered improper
- Clothing with alcohol, tobacco or drug statements are not allowed

Students are to wear the following clothing items during the winter months: warm jacket, snow pants, hat, boots, and gloves/mittens.

CONFERENCES

The purpose of the reporting system implemented in the Roseville Area Schools is to communicate to families about academic achievement, progress and learning related behaviors. It is intended to inform families about learning and personal successes and to guide improvement efforts. Conferences are scheduled twice each year (Fall/Winter). Conference sign up sheets are sent home with each student with a selection of dates and times. Conferences are beneficial to students, families and teachers, so we work very hard to provide families with a preferred choice time. Conference dates for 2023/2024 are October & February.

DATA PRIVACY INFORMATION

Roseville Area Schools collects, maintains, and releases information about pupils and their families only for legitimate educational purposes including instruction, guidance and research as provided in federal law and state statutes. Please refer to the district website, www.isd623.org for more information regarding Data Privacy Rights of parents and students.

DRUG FREE ENVIRONMENT

The use of tobacco, alcohol and chemicals is strictly prohibited on school grounds. This includes all activities before, during and after school for all students, siblings, parents and staff.

EMERGENCY DRILLS AND PREPAREDNESS

The Roseville Area School district is working to prepare students and staff for emergencies. As we all are aware, there are many different situations involving safety, health or security, which may occur in our schools. Our goal is to prepare our staff and students to properly react to the various types of problems which might occur. You may hear of our preparations during the school year as your child brings home information or comments on some of the discussions held at school related to these issues. Our emergency response effort includes a variety of situations, including bus accidents, illness or injuries, hazardous accidents, weather emergencies, utility emergencies, assault or intruders, bomb threats, evacuation plans, and missing children. We are required by the State of Minnesota to practice 5 fire drills and 5 lockdowns per school year. We ask that you provide medical emergency information for the students information file. This along with emergency numbers are very important in case of an emergency involving your child. Each building has an ER Team (Emergency Response Team). In the event of an evacuation our site is the Lutheran Church of the Resurrection located on the corner of County Road D and Victoria Street. We feel that it is a good idea to spend some time with your child going over some of the situations that could occur and what you would like to see him/her do in those situations. It is always a good idea for your child to carry a card with name, address, and phone numbers in their backpack. This is helpful especially for very young students who may get on the wrong bus, or do not remember his/her information.

FREQUENTLY ASKED QUESTIONS

What should I do if I want to pick up my child at the end of the day?

Parents/guardians need to send a note with their child. If the decision is made during the school day, the parent should call the school office to make arrangements. We ask that these calls are made before 3:30pm. The adult picking up the child will need to sign the child out in the office before they will be released. Students are not allowed to enter cars in the parking lot unless a parent or other adult is with them.

Do I need to let the school know if I will be on vacation?

Yes. We ask that families send a note to the school with information as to who will be responsible for your child while you are away. Please be sure to add current contact numbers in the event of an emergency/ illness. As with a family vacation, please notify the health office along with the child's teacher.

Who should I talk to if I have a problem?

If you have concerns relating to the classroom we ask that you contact the teacher. If the problem cannot be resolved, the family or teacher is asked to report the issue to the principal.

FRIENDSHIP CONNECTION

Friendship Connection provides year round school age childcare to EDW's K – 6 children. For more information, call Crystal Moua & Norella Pearson at 651-724-6317.

GIFTED AND TALENTED EDUCATION (GATE)

As part of the Roseville Area Schools, EDW provides a Gifted Cluster Model Program in grades 1-6. Students are placed in a heterogeneous classroom with a small gifted cluster group of 4-8 informally or formally identified students. Teachers are trained in the characteristics and needs of gifted students. They are equipped with strategies and differentiation techniques to challenge and support all students.

Each elementary school has a designated GATE Lead Teacher who facilitates enrichment opportunities and represents the school on the Roseville Area Schools Gifted and Talented Advisory Council. Contact information for the GATE Lead Teacher can be found on the district website under GATE Programming and Services. The GATE lead teacher is accompanied by a Parent Representative from EDW on the task force.

Academic competitive programs are offered at the school. EDW has a history of involvement in the Future Problem Solvers and Math Masters programs in grades 5 and 6.

More information about philosophy, identification and other details can be found on the district website under the tab “Teaching and Learning”.

HEALTH SERVICES

Please contact our School Nurse, Britt Johnson or Health Assistant, LuAnne Huseth about health concerns for your child.

Medication Policy: Roseville Schools follow the rules recommended by the State Department.

1. The administration of medication to the student shall be done only in exceptional circumstances. When possible, families arrange to give medication at home.
2. Medication must be administered through the school health office.
3. All medication must be in a pharmacy labeled bottle and will only be administered by our nurse or health assistant.
4. The school does not provide any over the counter medication to students.

Immunizations

State law requires each student to be completely immunized against seven diseases in order to be enrolled in a Minnesota school. The following are immunization requirements:

Students under seven years of age:

- a) Measles, Mumps, and Rubella vaccine given after the age of 12 months. 2nd MMR for kindergarten.
- b) 5 doses of Diphtheria, Tetanus, Pertussis vaccine, unless the fourth dose was given after the child's fourth birthday, then 4 doses are minimum.
- c) 4 doses of Polio vaccine, unless the third dose was given after the child's fourth birthday, then three doses are minimum.
- d) Hepatitis B series
- e) 2 doses of Varicella (Chicken Pox vaccine)

Students seven years and older:

- a) Measles, Mumps and Rubella vaccine given after 12 months of age.
- b) 3 doses of Diphtheria, Tetanus and Pertussis vaccine.
- c) 3 doses of Polio vaccine
- d) 1 dose of Chickenpox vaccine.

KITCHEN

The Ramsey County Health Department has issued guidelines on the use of school district kitchens. The use of the kitchen is only available if a food service employee is present. To make arrangements contact the kitchen staff at 651-724-6322.

Literacy

Literacy includes reading, writing, and oral communication as detailed in the MN standards in reading and language arts, as well as district outcomes.

The literacy program maintains strong alignment to expected content in each grade while also advancing our district's strong focus on equity. The program emphasizes a gradual release of responsibility from teacher to student. Skills first are taught explicitly by the teacher, and then often are practiced together in cooperative settings, with students practicing independently only after strong initial support has been provided. This approach helps to ensure a high likelihood of success for all students.

Students read a wide variety of fiction, nonfiction and poetry across a range of genres. Nonfiction selections are aligned to national science and social studies standards. Selections become more varied as students advance through the grades. Writing instruction aligned to reading, with students often learning to write the same genre as they are studying in their reading groups. Students are taught to write in a variety of forms through a process approach that includes pre-writing, writing, revising, editing, and publishing.

Spelling, grammar, and usage are taught both through specific lessons that help students expand their skills, as well as through applied activities like process writing. Greater emphasis is given to applied/embedded activities as students advance through the program, although specific skills lessons are part of instruction at all grades.

Student motivation is fostered through the varied texts and activities students complete throughout the program. Students have ongoing opportunities to talk about their learning, and to read, write, and think critically throughout their K-6 experiences.

LOST AND FOUND

Lost and found articles are kept in the “Lost and Found” area, which is located in the main hallway. Several times during the school year items are placed on “claiming tables”. Items not collected are donated to an area charity. To guard against lost articles, please

use a marker to label items with your child's first and last name. Items left on the bus can be claimed by calling Centerline Charter at 651-482-1794.

LOST OR DAMAGED SCHOOL PROPERTY

Students who lose or damage library materials, textbooks, or other school property will be assessed a fine to cover the cost of loss or repair. The fine will be refunded if the book or other lost item is found later and returned. Families unable to pay the cost of the item are asked to contact the principal to make arrangements.

LUNCH AND BREAKFAST PROGRAM

All meals are free of charge this school year

Media Center

We are here to serve you and your students!

Mission

To ensure that students and staff are effective users of ideas and information. We do this by:

Facilitating access to ideas and information.

Collaborating with teachers in the teaching of information literacy and technology skills.

Encouraging reading and the use of information skills to promote literacy and lifelong learning.

Media Center Staff

Shawna Dees, Library Media Specialist

Hannah Osen, MTTA

Media/Technology Curriculum

The media/technology curriculum is integrated into the classroom curriculums. For more information on the media/technology curriculum, contact the Library Media Specialist.

Library Media Center Hours

The Media Center is open at all times during the school day. Students may check out books at any time with a pass from their teacher, or during their regularly scheduled library time.

Checkout Policies Students come to the Media Center weekly to check out books. The number of books your student is able to check out depends on his/her grade level*:

Kindergarten& 1st grade: 1-3 books

2nd grade: 3 books

3rd, 4th, 5th& 6th grade: 4 books

*Under certain circumstances students may be permitted to check out fewer or more than the normal number of books for their grade level.

Overdue Books

Overdue notices are sent home with students who have overdue materials. If a child feels s/he has received an overdue notice in error, s/he should check with the library staff who will investigate further.

Taking Care of Books

At the beginning of each year, students are taught how to properly care for library books. Guidelines discussed include:

1. Having a special place at home just for library books.
2. Not eating or drinking while reading.
3. Keeping books out of reach of younger children and pets.
4. Turning the pages from the side or top corner instead of the bottom.
5. Carrying books between home and school in a backpack.
6. Using a bookmark instead of folding the corners of pages to keep your place.

Lost or Damaged Books

Students must pay for lost or damaged Media Center materials. If a lost item is found and returned to the media center within one year of payment, a full refund is given. If payment creates a hardship for the family please talk to Media Center staff for alternative options, which include the option for students to help out in the Media Center to supplement the cost of the book.

Book Selection

Students are encouraged to make their own book selections as part of a learning process to determine which books are right for them. Students take out books for many different and valid reasons. They are encouraged to take many different types of books, both fiction and non-fiction and teachers may have requirements as to the type of books they choose (i.e. one of the books they choose should be a practice reading book, biography, etc.). If you are unhappy with the choice your child makes, discuss it with him or her. Find out why he chose the book and if he enjoyed having it. If he feels he did not make a good choice, discuss what might be a better choice next time. Remind him that the library staff knows almost every book in the library and is always happy to match books with students.

The Media Center has a computerized catalog and circulation system. Students are taught how to conduct computer searches for materials by subject, title, and author.

PARTY INVITATIONS

Invitations to birthday parties and other activities should be mailed from the family's home. We ask that invitations not be handed out at school unless the entire class is invited. Transportation to parties should be made independent of school busing.

PHOTOGRAPHS AND YEARBOOKS

LifeTouch Studios take individual and class pictures for all students in the fall of each year. Picture retakes are taken a month later. Picture packages are available for purchase. In addition, yearbooks are offered for purchase in the spring of each year. Notices are sent home with students in the winter regarding yearbook sales. Scholarships are not available for pictures or yearbooks.

PLAYGROUND SAFETY

Students use the playground only under the supervision of adult staff members. Safety rules are reviewed with the students the first week of school and periodically throughout the year as needed. Our students don't have equipment such as helmets and padding that is required for physical contact sports. To protect their safety, tackling, wrestling, pushing, tripping, hitting, kicking, and other body contact activities are not permitted. The throwing of snowballs, sports equipment, and other objects at another person is also prohibited. Running and chasing others on the playground equipment is unsafe and not allowed. Good sportsmanship is expected at all times. Students who swear, berate others or name call will receive the same interventions as those described above.

PTA – PARENT TEACHER ASSOCIATION

The PTA sponsors a variety of community-wide events including: Fall Fundraiser, Fall Festival, Imagination Book Fair, Science Fair, Family Fun Night and the Spring Ice Cream Social and Book fair. PTA President for the 2023/2024 school year is Nalie Heidt. Meetings will be quarterly on Tuesdays at 6:30 PM. Free childcare is provided.

SCHOOL NEWS

Each Thursday the "Weekly Update" will be emailed to families that have subscribed to the school newsletter link. The link can be accessed through the front page of the EDW website.

SCHOOL SUPPLIES

A list of school supplies can be found on the EDW website. If you need assistance with supplies please call Juli Fick @ 651-724-6312.

SNACKS

Students often are hungry by mid morning. They are encouraged to bring a nutritious snack to eat during their classroom break. Foods such as fruit, vegetables, and cheese will give them the energy they need to make it until lunch is served. Chewing gum is not allowed in the building or on the bus.

SODA POP

In order to promote healthy nutrition, soda pop is not allowed at school. Milk is included with hot lunches and may be purchased by students bringing cold lunches from home.

STUDENT INVOLVEMENT

School Patrol

The job of our volunteers is to help the bus driver safely transport students to and from school, to escort kindergarten students to and from the buses at school, and to help with loading and unloading of buses at school. Some patrols help our walking students cross the street safely.

Technology Acceptable Use Procedures and Policy (AUP)

I understand many important educational resources are accessed using school technology.

I will use technology in schools for educational purposes only. The school has a right to monitor my use of school technology.

I will use respectful language and behavior while using school technology.

I will be mindful of school resources by printing only what is absolutely necessary.

I will not give out personal information about myself or anyone else while using school technology.

TESTING

DEPARTMENT OF EDUCATION Parent/Guardian Guide to Statewide Testing

This document provides basic information to help parents/guardians make informed decisions that benefit their children, schools and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- Students who do not participate will receive a score of "not proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

Academic Standards and Assessments

What are academic standards?

The [*Minnesota K–12 Academic Standards*](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3-8 and in high school in reading and mathematics; given annually in grades 5, 8 and in high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

Are there limits on local testing?

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.state.mn.us/StudentsandFamilies/StatewideTesting/) (education.state.mn.us > Students and Families > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date _____ (This form is **only** applicable for the 20__ to 20__ school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides a *Parent/Guardian Guide to Statewide Testing* on the [MDE website](#) (Students and Families > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading

_____ MCA/MTAS Science

_____ MCA/MTAS Mathematics

_____ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will receive a score of "not proficient" and he/she waives the opportunity to receive a college-ready score that could save time and money by not having to take remedial, noncredit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only.

Student ID or MARSS Number _____

TREATS IN THE CLASSROOM

District Announces Change to Birthday Celebrations for the School Year

Healthy kids learn better. In order to align with federal mandates that aim to provide the best learning environment possible and support student achievement, the school district has announced changes to its wellness policy that will go into effect in all Roseville Area Schools starting with the 2017-2018 school year.

In addition to updates to physical activity, school nutrition, and other district wellness, families will see a change to classroom birthday celebrations. As of the 2017-2018 school year, birthday celebrations will not include food or drink. Parents/families are asked to not send birthday treats with their child to school. The new guidelines help students avoid unhealthy snacks while still providing plenty of room for tradition and fun.

If there is a non-birthday classroom event that calls for families to provide snacks, families are asked to only send nutritious snacks. Information about healthy snacks can be found on the district's Nutrition Services webpage at rosevillennutrition.com.

VISITING THE CLASSROOM

Communication with families is very important to every staff member in our building. We want to be able to take the time to answer questions and address concerns effectively. Talking with families while students are present makes effective conversation difficult and is disruptive to the class. Before and after the student day, teachers often have team, staff, or other meetings scheduled and not always available if a parent stops by. We ask families to call in advance, so the teacher can devote the time needed for a productive conversation. This also allows the teacher to prepare any materials or information that might be helpful for the parent.

VOLUNTEERING IN OUR SCHOOL

We have a very active community of volunteers. We appreciate having help in the Media Center and classrooms. During the year, we have special activities that require extra hands. For parents that can't come to the school during the day we have a variety of projects that can be done at home. For volunteer opportunities please check with your child's teacher, call our Media Center or refer to our website.

WALKERS

Students who don't normally walk to and from school are required to submit written approval from parent or guardian, which will be kept on file for the current school year.