



Oakdale Elementary Family Handbook

2021-2022

Oakdale Elementary School
821 GLENBROOK AVE N, OAKDALE, MN 55128 | OFFICE: 651-702-8500
ATTENDANCE LINE: 651-702-8502



School District 622
NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

District 622 Strategic Plan

December 2016

Core Values

We believe that:

- Strong communities are inclusive and value diversity.
- Trust and transparency are essential to healthy and enduring relationships.
- Continuous learning and service to others are imperative to individual and community progress.
- Individuals learn and thrive through connections in a safe, caring, and supportive environment.
- Every individual has incredible potential and equal intrinsic value.
- High expectations with appropriate supports result in growth.
- School, family, and community partnerships enhance and support learning.

Our Mission

We commit each day to develop and empower lifelong learners who thrive in diverse communities.

Mission Outcomes

1. Each learner will use creativity, critical thinking, and intercultural competence to address real world challenges.
2. Each learner will develop and embrace their identity, strengths, interests, and self-advocacy skills to actively navigate their learning pathway.
3. All students are ready for Kindergarten.
4. All third grade students are proficient readers.
5. All eighth grade students are proficient mathematicians.
6. All students graduate from high school.
7. All students attain college and career readiness.
8. Close achievement gaps for all student groups.

Strategies

1. We will engage our internal and external community to help us achieve our mission and mission outcomes.
2. We will develop and enhance community partnerships that support our mission and align with our core values.
3. We will develop and enhance programs and practices that ensure engagement of our diverse learners to achieve our mission outcomes.
4. We will build competitive 622 E-12 pathways that prepare all students for post-secondary.

WELCOME TO OAKDALE ELEMENTARY SCHOOL

We are so pleased that you are a member of our school community! As a parent or guardian, you are an essential link in your child's education. The information contained in this handbook serves as a valuable communication tool along with regularly scheduled conferences, newsletters, report cards, email and phone calls. All the procedures here assist us in providing maximum benefits to your child's educational program.

OUR MISSION

Students will demonstrate the knowledge, skills and values essential for success in both school and life.

OUR VISION

We create a safe and positive learning environment, which encourages an atmosphere of community and celebrates the strength of our diversity. Staff, students and families work in partnership to promote student achievement.

OUR VALUES

We believe learning matters, so let's get:

Ready

Respectful

Responsible

We have a school-wide plan of expectations for our students. Every day Oakdale students practice behaviors to demonstrate that they are respectful, responsible, and ready to learn and support our school community.

"I promise to Respect myself, others, and my school"- Students practice this through kind behaviors in class, in the hallways, and in the cafeteria.

"I am Responsible for doing my best in reading, math, and the rest" - Oakdale students work very hard with their teachers to learn how to be successful students.

"I promise to be Ready by following all rules and directions" - By making the commitment to be ready each day, to listen well and follow rules and directions throughout the school, Oakdale students are ready for learning and ready for success.

By practicing the skills of being respectful, responsible, and ready, Oakdale students do an excellent job preparing for a lifetime of achievements. Thank you to students and families for your hard work, smiling faces, and commitment to the Oakdale Elementary community. Together, we're GRRReat!!!

Daily Schedule:

Student Hours: 8:50 am - 3:20 pm

Busses arrive at: 8:45am

Families can drop off starting at: 8:40 am

Free Breakfast available at 8:45am

Office Hours: 7:30 am - 4:00 pm

Attendance Line:

651-702-8502

School Website:

www.isd622.org/Oakdale

ATTENDANCE

Our school day begins at 8:50 a.m. every day. Please be sure to have your child/children here on time. Students who are consistently tardy are at a clear disadvantage and usually arrive feeling frantic and unprepared. All students who arrive after 8:50 a.m. must be signed in by the receptionist, in the office.

Since student attendance and academic success are closely related. We hope your child will be with us at school each day. In the event your child will be absent, please call the attendance line, 651-702-8502 to report your child's absence (*even if you have already contacted your child's teacher*).

Attendance Policy

Please note that school attendance is mandatory under Minnesota State Law. State laws are specific in pointing out parental and administrative responsibilities in the matter of school attendance. It is important that students arrive at school on time and are not picked up early from class. Tardies and Early Releases are recorded, and if excessive, are reported to the county. The following guidelines will assist you in following attendance expectations:

- All absences are to be reported to the school by 9:30 am. **The reason for the absence must be stated or the absence will be marked as unexcused.**
- Lawful school absences include sickness, doctor appointments, religious holidays and extreme family emergencies.
- Examples of invalid excuses include: staying home to babysit, too tired, travel, needed at home, the weather (when school has not been called off), missed the bus or removed from the bus, child not immunized, or overslept.
- A student who arrives less than 60 minutes late in the morning will be counted tardy. If the child arrives 60 or more minutes late, s/he will have a 1/2 day absence.
- If a child is excused less than 60 minutes early in the afternoon, s/he will be given an early release. If the student is excused 60 or more minutes early, s/he will have a 1/2 day absence.
- If a parent/guardian has not informed the school of a child's absence, it will be considered unexcused. Once the reason for absence is known, the building administrator has the discretion to change the absence from unexcused to excused.
- Family vacations (planned events of two days or longer) and early dismissals over one hour that are not for medical or family emergencies will be classified as unexcused. Building principals have the discretion to excuse up to 5 (five) days of these absences.
- When parents know their child/ren will be absent for more than three days, a note of explanation should be sent to the office. Parents are to contact the teacher to receive assignments for the time missed.
- The following procedures are common practice when absences and/or tardies are excessive:
 - If a child has 3 unexcused absences (absence without lawful excuse), or 10 out-of-building tardies (meaning the child is not in the school building at the time school begins), the school will send written notification to the family. If the unexcused absences continue, the county agency may exercise progressive steps.
 - A warning letter will be sent out after 7 absences.
 - A doctor's note or examination by the school nurse will be required, when warranted, if absences reach 10 days. Vacation days are included in the absence count.
 - If absences continue without verification of illness from a doctor or the school nurse, or other lawful excuse, the school will notify the appropriate county agency.

BEHAVIOR RULES & EXPECTATIONS

At Oakdale, we use our GRRR expectations to support the creation of a safe, welcoming and positive learning environment. We take time at the beginning of the year teaching what it looks like to be “Ready”, “Respectful” and “Responsible” in each location within the school, so all students can be successful. [GRRR Expectations - Oakdale](#) When students struggle to follow expectations, we approach supporting them in a restorative and respectful manner so that any harm can be repaired and relationships maintained. We will communicate and partner with families to ensure we are meeting the needs of our students and ensure our school community can thrive. We know that when we all work together we will have a GRRReat year!!!

Even with clear expectations and positive reinforcement, sometimes children will misbehave. Discipline issues are divided into major and minor infractions.

- ✓ **Major** infractions are issues that result in time spent out of the classroom - usually in the office environment. Families will always be notified by the principal or Behavior Intervention Specialist about major infractions.
- ✓ **Minor** infractions are behaviors that are disruptive to the learning environment, but are handled by the supervising staff member. If multiple infractions occur due to the same behavior, it will become a major infraction and the office team will address the behaviors. Families will be notified.

When a child repeatedly receives instruction due to their minor or major infractions, families, teachers, support staff and the principal will meet to build an effective behavior intervention plan for that child.

BICYCLES & SKATEBOARDS

Students are NOT allowed to ride bikes to school. Your child’s safety is of utmost importance to us. We have buses, trucks and many cars in our parking lot when students arrive and leave school. It is not a safe place for children on bikes. In addition, we have no way of monitoring the bikes during the school day. Skateboards and scooters are also prohibited.

BIRTHDAYS (TREATS & INVITATIONS)

Due to health and safety concerns, please do not send food items as treats to be shared at school. If your child wishes to share with their classmates in recognition of their birthday, a non-food item is allowable. If your child is having a party in which classmates are invited, please mail the invitations or phone families unless you are inviting the entire class. This is intended to help avoid hurt feelings on the part of anyone in the class that may not be invited to the party.

BULLYING

In order to provide a safe and civil learning environment, the North St. Paul-Maplewood-Oakdale School District strictly prohibits all acts of bullying.

Bullying, as outlined in Policy 528, is defined as any written or verbal expression, physical act or gesture, or pattern thereof, by a student, or group of students, that is intended to cause or is perceived as causing distress to one or more students.

Bullying includes, but is not limited to, conduct by a student against another student that has the effect of harming a student, damaging a student’s property, placing a student in reasonable fear of harm to his or her person or property, or creating a hostile educational environment for a student.

It is the school district’s intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented.

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts to the building principal.

Discipline may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer or remediation. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior.

Oakdale Elementary has a program in place to reduce bullying problems and prevent new bullying behaviors from happening. The program also works to make relationships better among students. It is a program for all students, not just for those who are being bullied or who are bullying others. Parents and guardians play a key role in the program and are asked to contact the school if you have concerns that your child is a victim of bullying behavior.

BUS STOP PROCEDURES & GUIDELINES

651-621-1980

To review the Student Transportation Safety Policy in its entirety, please see District policy EM-020.25.

Bus Stop Procedures

Students should observe the following procedures at bus stops:

- Be at the assigned bus stop **five minutes** before the bus is scheduled to arrive. The bus driver will not wait for late students
- Stay off the road when waiting so the driver has room to stop.
- Respect the property of others while at the bus stop. Don't trample lawns, flowers, or shrubs.
- Line up in an orderly fashion. The bus must come to a complete stop before boarding. Do not crowd or push.
- Use the handrail when getting on the bus. Walk up the steps one at a time.
- No fighting, harassment, intimidation or horseplay. Keep your arms, legs and belongings to yourself
- Use appropriate language
- Students with bare feet will not be allowed to ride the bus.
- Students carrying skateboards will not be allowed to ride the bus.
- After getting off the bus, move away from the bus. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

The School District will assist in solving problems at the bus stops; however, it cannot legally assume responsibility for incidents that occur.

Students may ride a bus other than their assigned one if they have permission. Students must have a note from a parent/guardian approved by the principal. Students are expected to get off the bus at their bus stop unless the driver is presented with a principal approved note.

Seating Procedures

Students should be seated at all times when the bus is moving; sit facing the front of the bus; and remain seated until the bus comes to a complete stop and the driver opens the door. Drivers may assign seats to avoid misconduct and/or to follow any health/safety protocols set forth by the District.

Bus Behavior

The privilege of riding a school bus requires appropriate behavior. Each bus driver is responsible for the safe transportation of all students on his or her bus. Consequently, behavior which interferes in any way with this process may be reported on a Bus Conduct Report.

It is the principal's responsibility to remove a student's bus riding privilege if there are safety code violations. District policy suggests the following guidelines, however based on the severity of a student's conduct, more serious consequences may be imposed at any time.

- 1st violation - warning (unless violation is extremely serious)
- 2nd violation - 3 school-day suspension from riding the bus
- 3rd violation - 5 school-day suspension from riding the bus
- 4th violation - 10 school-day suspension from riding the bus/meeting with parent
- Further violations - individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

Bus Routes Bus route schedules will no longer be posted on our website for security reasons. Families will be mailed yellow postcards for each student listing the bus route and stop information. Postcards for the 2021-22 school year will be mailed the week of August 16th. Your child's bus route and stop information is also posted in Campus Parent (formerly Parent Portal). This data is updated every night throughout the school year.

Bus Route Changes

Bus stop change requests can be made by filling out a Bus Stop Change Request Form, available on the district website: <https://www.isd622.org/Page/10859> Bus drivers are not authorized to make changes.

Daycare/Alternate Address Request

Daycare/Alternate address requests for pick up and/or drop off are to be submitted annually. The daycare/alternate address must be within school boundaries. The form can be found online:

<https://www.isd622.org/Page/10859>.

Lost and Found

Any student who loses an item on the bus should contact the driver the next time he or she rides. Items found by drivers are held on the bus for two days and then transferred to the school district bus garage. Parents may contact the bus garage at 651-621-1980.

CELL PHONES & ELECTRONIC DEVICES / Toys at school

Students should not bring electronic devices such as cell phones or portable gaming devices to school or onto the bus. Some families, based on before- or after-school care arrangements, find it necessary for their child(ren) to have a cell phone. Although this is not encouraged, it is expected that the phone remains in the student's backpack, powered completely off, while they are on school grounds, including on the bus. Cell phones and other electronic devices must be powered off and put away before entering the building, this includes earphones/earbuds. Students possessing and using such devices during the student school day may be required to turn them into the office for parent pick up.

Personal toys are prohibited at school unless it is for an activity arranged by the teacher/staff. We are not responsible for lost or stolen items.

CHANGES TO FAMILY INFORMATION

Please inform the school office (651-702-8500) of any changes in your family status. This information is necessary for our records in case of an emergency.

- a new address
- a new phone number
- a new work phone number
- a change of marital status
- addition or deletion of emergency contact information

COMMUNICATION

Communicating with Your Child's Teacher

Communication between home and school is a vital factor in a student's success at school. Teachers check their email regularly and find this a convenient way to communicate. Classroom phones are generally not answered during the school day but parents may leave a voice message.

Conferences

Formal Parent/Teacher conferences are scheduled twice each school year. These are considered very important, so please make every attempt to attend. Should you wish additional conference time with school personnel, please don't hesitate to let us know. Teachers and staff are happy to meet with parents to discuss any concerns. We will provide in-person and Zoom options this year. Electronic sign ups for conferences will be sent out to families in the fall and spring.

Parent/Teacher Conferences

Fall

Tuesday, October 26th, 4:00 - 7:30 pm

Thursday, October 28th, 4:00 - 7:30 pm

Tuesday, November 2nd, 8:00 am - 4:00 pm

Spring

Tuesday, March 1st, 4:00 - 7:30 pm

Thursday, March 3rd, 4:00 - 7:30 pm

Friday, March 4th, 8:00 am - 4:00 pm

Seesaw Family App

It is important for all our families to sign up for the Family Seesaw app as this will be the primary communication tool between teachers and families - including how our teachers will send out classroom newsletters and updates.

Tiger Tales - School Newsletter

School newsletters, called "Tiger Tales", will be sent out electronically. If you need a paper version printed out and sent home with your child, please contact the main office.

Tiger Folders

Please make time to check your student's folder and backpack daily for any important notes, forms, homework and other materials. Replacement Tiger Folders are available for purchase in the school office for \$0.50.

DATA PRIVACY/DIRECTORY

Student directory information allows the district to announce student names, publish honor rolls, programs and other information. The law states that directory information be open to other groups who request it.

“Directory information” includes the following information relating to a student: the student’s name, gender, grade level, birthdate, participation in officially recognized activities and sports, photographs used in yearbooks or school district publications, honors and awards received. It also includes the name, address, and telephone number of the student’s parent(s). Directory information does not include personally identifiable data, which references religion, race, color, social position or nationality.

The District 622 Opt Out form allows parents & guardians to opt out of Student Directory Information and/or Photos/Videos. The Opt Out form can be found at <https://www.isd622.org/Page/287>.

DISTRICT 622 INFORMATION

District Education Center
2520 E 12th Ave.
North St. Paul, MN 55109
(651) 748-7622
www.isd622.org

DIVORCED FAMILIES

Consistent with the intent of the district to promote the best interests of each student enrolled in its schools in partnership with both parents of each student, it shall be the policy of the district to maintain strict neutrality between parents who are involved in an action affecting the family, unless otherwise directed by court order.

DRESS CODE

Clothing can influence how children feel and act. Some types of clothing detract from the image expected. The District’s Student Dress and Appearance policy (E-016) can be found at <http://isd622.org/Domain/7>. We are concerned about all children’s health and safety, so the following guidelines do apply:

- Clothing should be clean, neat, and in good taste
- Clothing should not expose undergarments
- Students should not wear "short-shorts", low riding pants, saggy pants or tops that expose a lot of skin (i.e. spaghetti strap tank-tops)
- Black-soled shoes that mark tile, are prohibited
- Shoes with wheels in them are not allowed in school
- Hats, caps, scarves, and hoods must not be worn in school. Hats are not allowed in the building except with the approval of the building principal (i.e. medical situations, religious, cultural or ethnic attire, or school-sponsored activity)

All students should be wearing tennis-type shoes to school. All classes are on the playground daily. We have made a commitment to providing daily physical activity for our students. Open-toed shoes, flip-flops, and sandals should not be worn to school. Students are required to wear tennis shoes to participate in gym class. Students are expected to go outside each day unless we have inclement weather. During the winter months, students should be dressed appropriately. We **require** students to wear hats, mittens or gloves, coats, and boots outdoors. Students go outside unless the actual air temperature is below 0 or the wind chill temperature is colder than -10 degrees.

DROP OFF / Morning Arrival Procedures

The safety of our children is of utmost importance. Please put safety first when transporting students to and from school.

School busses drop students off at the main school doors. **Only busses are allowed in the south parking lot entrance between 8:35 -8:50 a.m.** Please YIELD to the busses. **STUDENTS MAY NOT BE DROPPED OFF AT THE MAIN ENTRANCE** while busses are entering/exiting.

The car drop-off area is on the northwest side of the school 8:40-8:50 a.m. Enter the west parking lot off Glenbrook Ave, and proceed to the northwest entrance, door 8N, where there will be an adult present. Stay in one line and pull up to the curb; drop children off from the passenger side of your car at the curb only. Do not allow your children to run between vehicles.

Students should not be dropped off before 8:40 a.m. There is NO supervision for students who arrive on site before 8:40.

[Oakdale Drop off and Pick up Procedures](#)

DRUG FREE ENVIRONMENT

Tobacco, alcohol, and chemical use is strictly prohibited on school grounds, which include the school parking lot, playground and buses.

EMERGENCY INFORMATION

It is very important that you fill out an Emergency Information and Health Form at the beginning of each school year. This information is needed when your child is ill or has sustained an injury. Please fill it out completely so we have accurate, up-to-date information regarding your child. *If any of the information changes throughout the school year, please notify us immediately.*

FEES (for Field Trips and Lost or Damaged Materials)

Students may be invited to make a donation for field trips or other activities. Students can be charged fees for lost or damaged books, materials, supplies and other district-owned equipment. Schools may reduce or waive student fees for students/families unable to pay such fees. District 622 will not prohibit any student from participation in field trips or other fee-related activities because of an inability to pay. Contact your child's teacher if your family needs assistance with fees.

FIELD TRIPS

Our classrooms typically take at least one field trip each year. Field trips engage children in hands-on experiences which enrich our curriculum. Participation is voluntary. You will be notified prior to each trip and asked to return a permission slip for your child. Parent volunteers are often needed to accompany class groups. The classroom teacher will notify you if help is needed. Due to space limitations and the necessity to pre-purchase tickets, the classroom teacher must be made aware of your intent to attend prior to the day of the trip.

FOOD AND NUTRITION SERVICES

Our district offers nutritious breakfast and lunch programs for students each school day. [Nutrition Webpage](#)
Find the ISD 622 menus at <https://family.titank12.com>.

This year breakfast and lunch will be free for all students. Every ISD 622 family should complete an [Application for Educational Benefits](#). The application helps us identify families who need assistance, not only with meals, but also may provide families discounted rates on athletics and activities fees, and testing fees, among others. Completed applications also allow District 622 to receive funding for classroom programming. This funding helps us stretch our local dollars further. Families must complete a new form each school year.

GIFTS TO STAFF

According to district policy 421, staff members must not solicit or accept a gift of greater than nominal value (\$5) from a student or parent or from a person or entity doing business with or seeking to do business with the school district.

HARASSMENT

Everyone at Oakdale has the right to feel respected and safe. Our district has a policy which prohibits racial, religious, or sexual harassment and violence. We take seriously all reports of harassment or violence and appropriate actions are taken. A record of the incident(s) is also forwarded to the District Education Center.

HEALTH SERVICES - ILLNESS or INJURY

Oakdale Health office Phone number 651-702-8515

Oakdale Elementary has the services of a registered nurse who will supervise our health ed assistant, who will dispense medication, determine appropriate action in emergencies, and monitor absences and health concerns of students. The following are points for you to remember about school health services:

1. Please contact the school before 9:30 a.m. to **report absences**.
2. The health office must be informed of students taking any medication in school.
3. **A written order from a physician is required whenever your child is to receive medication at school. This includes prescription and over the counter medications.**
4. **Written orders need to be renewed annually** or whenever medication changes. Care Plan documents are available on the district website. [Health Services](#)
5. Controlled substances such as Ritalin, Dexdrine, Cylert, Aderall, **must be delivered to school by an adult.** Students **should not** bring these medications to school.
6. Prescription medications must come to school in the original container correctly labeled by the pharmacists. Pharmacists will give two bottles upon request. Medications must be accompanied by a written order from your physician.
7. Over the counter medications must come to school in the original labeled container and, according to state law, must be accompanied by a written order from the physician and signed by a parent/guardian.

Our health aide and trained volunteers conduct **vision and hearing screening**. Parents are notified if further testing is suggested.

IMMUNIZATIONS

State law requires children to show evidence of completion of immunizations before they are legally enrolled in school. The North St. Paul-Maplewood-Oakdale School District has a “No Shots, No School” policy, which means that all students must have the proper immunizations, be a conscientious objector, or have a medical exemption BEFORE starting school. Please go to Our District website for more information - [Immunizations](#).

ILLNESS

Many students and parents/guardians are frequently concerned about when students should stay home or attend school. If the student:

- Please see our District’s Health Services page - [Is my child well enough to go to school?](#)
- Please see our District Health Services page for guidance around [COVID 19 related illnesses/questions](#).

If you have any questions, please call the school’s health office or your family health care provider.

If a child becomes ill during the school day, the parent/guardian will be contacted and the child will need to be picked up from school.

If emergency treatment is needed and we are unable to contact those on emergency contact cards, we will notify your family physician or call 911.

HIGH POTENTIAL (SAIL & YOUNG SCHOLARS)

Every elementary school in the district has the services of a teacher for high potential students one to two days a week. The High Potential teacher provides direct services to identified students in grades 3-5 and enrichment groups to students in grades 1 and 2 that are recommended by the classroom teacher.

SAIL staff reviews student data, collects data and administers assessments to students to identify those in need of services. They also act as a resource to classroom teachers in order to provide challenging learning experiences for learners. (See 622’s [Advanced Learning Opportunities](#) Page for more information)

INTERNET/TECHNOLOGY AGREEMENT

All students will use district issued devices. All students must have a signed form on file indicating that they have read and understand the School District policy related to safety and acceptable use of the School District computer system and the Internet and agree to abide by it. They indicate their understanding that they should commit any violation, their access privileges and/or device may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

LEAVING SCHOOL DURING THE DAY

There are times when it is necessary for a child to leave school early for an appointment. Please attempt to schedule these appointments either before or after school or on days when school is not in session. However, when it is necessary for your child to be excused during school hours, we ask that a note be sent with your child about the request to leave. ***Please come to the Office and sign your student out with the Receptionist.*** For safety reasons, students will not be allowed to leave the school building without an adult. Your student will be called down to the office when you arrive.

Leaving early for reasons other than emergencies is highly discouraged. It is very disruptive for the child leaving class as well as to the other students.

LOST AND FOUND

Please put your child's name on everything that he/she brings to school. This includes lunch boxes, hats, mittens, coats, boots, shoes, school bags, etc. We are not responsible for lost or stolen items.

Any student who loses an item on the school bus should contact the bus driver the next time the student rides the bus. Lost items found by drivers are held on the bus for two days and then transferred to the school district bus garage. The phone number to the bus garage: (651) 621-1980.

MEDIA CENTER

Each class has the opportunity to check out materials from the library/media center. Materials are due the next week. Payment will be requested for lost materials. Your assistance in ensuring books are returned on due dates will keep our media center circulation efficient.

MINNESOTA COMPREHENSIVE ASSESSMENTS (MCAs)

The Minnesota Comprehensive Assessments are 3rd, 4th, and 5th grade tests that measure how well a student has mastered the Minnesota Academic Standards in math and reading. Fifth graders also take a science MCA. Students do not pass or fail these tests. These tests are part of the educational accountability system in Minnesota. Schools will use these results to make curricular and instructional decisions for all students.

Please be sure and watch our newsletter for the dates of MCA assessments. It is *extremely* important that your child be in school on testing days.

PARENT PICK-UP / End-of-Day Procedures

If you are picking your child up at school at the end of the school day (3:20 p.m.):

- a) A staff member will be stationed in the parking lot near door S2. Please stop and give the staff member your student's full name and grade level.
- b) Continue to pull up to the curb in front of door S2 and your student will meet you at your car. Please do not park or get out of your car.
- c) A staff member will be at the door to help maintain the safety of our students.
- d) Please stay alert and drive safely as you exit the school drive.

NOTE: *Students may NOT be picked up outside the main office doors at the end of the day.*

[Oakdale Drop off and Pick up Procedures](#)

PARENT-TEACHER ASSOCIATION

The Oakdale Elementary PTA meets monthly. All parents are welcome and encouraged to attend. The association serves as a forum for the exchange of ideas between school and home, as well as for an organizational base of support for our school. The PTA collaborates with the school on many special events, and sponsors various "fun"-draisers, including the annual School Carnival, to purchase items to benefit all students and staff at the school. Please refer to the calendar on our website for meeting and event dates. Questions about PTA? Please email OakdaleMNPTA@gmail.com

PLEDGE OF ALLEGIANCE

State law requires schools to recite the Pledge of Allegiance a minimum of once a week. At Oakdale, we recite the Pledge during announcements once a week. Classroom teachers may choose to recite it on additional days. Students are invited, not required, to participate.

RELIGIOUS OBSERVANCE

If religious beliefs prevent your child from participating in traditional public school activities, please be sure the classroom teacher is aware of your needs.

SAFETY DRILLS

In accordance with state law, Oakdale Elementary will be conducting five (5) fire drills, five (5) lockdown drills, school bus evacuation, and a tornado drill each school year.

SCHOOL CLOSING (Bad Weather / Emergencies)

All delays in school opening, early dismissal of school, or emergency school closings are announced via the School District's emergency calling system and over local radio and television stations. It will also be posted on our District website (www.isd622.org). If you do not hear a closing announcement you may assume that our buses will travel and that school is in session as usual.

It is sometimes necessary, because of an emergency, to send children home during the school day. Please be sure your child knows where to go in these instances.

SCHOOL BOARD

The School Board sets educational policies and the budget for all schools in District 622. The Board meets at the District Education Center, 2520 E 12th Ave., North St. Paul, MN 55109. The public is invited and encouraged to attend these meetings. School Board members' names and phone numbers are listed in the School Calendar and on the District's web site (www.isd622.org).

STUDENT RECORDS

A cumulative school record containing progress and developmental information is maintained for each student. The folder includes such items as copies of report cards, reading record cards, school attendance, etc. These records are confidential. Access to a student's record is restricted to the parents or guardians and persons with a need to know who are directly associated with the student (i.e. teacher, counselor, nurse, etc.). Persons other than authorized school officials will not have access to student records without the written permission of a parent, except where a student's record is formally requested by an authorized investigative agency.

STUDENT RESPONSIBILITY POLICY HANDBOOK

Please refer to the School District website <http://www.isd622.org/Domain/7> for the complete Student Responsibility Policy Handbook.

VISITING SCHOOL

School visitors will be subject to any health and safety protocols in place in ISD 622. When permitted, families are encouraged to visit Oakdale to observe their child's programs in action. All visitors must check in with the receptionist for a visitor's pass. Many teachers would appreciate knowing if you plan to visit their classes. Please feel free to call the teacher's direct line to arrange a visit. If you would like to have a conference with a teacher, please make prior arrangements with him/her. When class is in session, the teacher must focus on the students and cannot hold a parent conference.

VOLUNTEERS

School visitors will be subject to any health and safety protocols in place in ISD 622. Volunteers are an important part of the school program. If you are interested in serving the school in some voluntary capacity, please notify our parent volunteer coordinator (Diane Ericson) at 651-702-8522 or your child's classroom teacher.

WEAPONS

Students and visitors are not allowed to possess, use, or distribute a weapon when in a school location. This includes toy replicas of weapons, as well as knives in lunch boxes. According to School Board policy, immediate out-of-school suspension and notification of parent or guardian will occur. The weapons' policy is given to each family at the beginning of each school year or when a new student registers. (District Policy EM-020.13)

LET'S WORK TOGETHER !!!!

Research reveals many benefits when families are involved in their child's education, including:

- Higher levels of student achievement
- Better attitudes and behavior
- Better school attendance
- More homework completed
- Greater likelihood of graduating from high school
- Better chance of enrolling in postsecondary education

Showing an interest in your child's education, setting high expectations for achievement, and letting your child know you believe in his or her abilities sets a positive context for growth and achievement.



Annual Events and Activities at Oakdale Elementary

Adventure Connection - District sponsored before and after school care for Oakdale students. Hours are 6:30-8:50 am, and 3:20-6:00 pm. Fee based program, applications required. <https://www.isd622.org/ac>

Ashland Productions play - Sponsored by Ashland Productions and based out of the Maplewood Community Center, students have an opportunity to participate in a musical theater experience. This is an extra-curricular activity, and families must pay a participation fee.

Choir - 4th and 5th grades students may participate in choir, in addition to the regular music class held during the day. Choir is optional, not required. Students practice in the morning before school, and parents are responsible for providing transportation to school. The choir sings at special school events like Veterans Day and has performed at outside events such as the Mall of America and community retirement homes.

Conferences - Meetings with teachers held twice per year in the Fall and Spring, with both day and evening hours available. Teachers discuss student progress, studies, or concerns.

Family Dance - A dance night held in January at Oakdale Elementary, with a DJ and snacks available to purchase. Students will have just completed a dance unit in phy ed class, so this is a great opportunity to show off their moves! Admission to the dance is free, and students must be accompanied by an adult.

Family Involvement Day - Families join students at school for special events throughout the day. Held in February.

Family Nights - Evening games and activities for all Oakdale Elementary families, focusing on specific instructional areas such as math or reading. Families learn tips for reinforcing learning at home. Snacks and prizes provided.

5th Grade Graduation - Held on the last day of school. A ceremony to recognize and congratulate the 5th grade class as they move on to middle school.

Frosty Bingo - A fun school-wide activity for students the day before winter break. Students play bingo, and have to sing a song of their choice while running through the halls (the one time a year they are allowed to do so!) to claim their prizes.

Kids Heart Challenge - Takes place during school hours. It's an opportunity to raise money to benefit the American Heart Association.

Kindergarten Information Night - Information night for children who will begin Kindergarten in September of the next year.

Open House - Held an evening the week before school starts, families visit Oakdale Elementary to find out who their teachers are, which classroom they are in, drop off school supplies and put money in their lunch account.

Picture Day - All students have their pictures taken for the yearbook. Families have an option to buy a photo package, but it is not required. Picture day is generally scheduled at the end of September. Picture retakes are scheduled approximately one month after picture day.

Targeted Services - After school enrichment classes targeting specific academic areas in which students may need help. Students who qualify receive invitations to participate, and class sizes are limited.

Track and Field Days - Students participate in activities as part of Phy Ed class - relay races, etc. The events take place during the school day.

Veterans Day Program - A special program honoring Veterans and their families. The Oakdale choir performs, and Veterans are invited to join us as special guests. A light breakfast for visitors is served after the program.

Vocal concerts - Held by grade level throughout the year. An opportunity for students to showcase what they are learning in music class.