

Hugo and Oneka Elementary Schools

2011/2012 School Year

ONEKA



ORIOLES

Student/Parent Handbook



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Principal

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A Letter from the Administration

Dear Parents and Students:

It is our pleasure to welcome you to Hugo and Oneka Elementary Schools. As we expand our student body and our facilities, you can be assured that at both Hugo and Oneka Elementary Schools our goal is to be a close knit "school family". The staff and Parent Teacher Association are committed to providing the best possible educational programs that our talent and resources allow.

This handbook is intended to provide quick reference information for our parents and students. Please take a few minutes to go over the handbook with your child. More details and specifics can be obtained by contacting your child's teacher or the school office. Please feel free to call us if you ever have any questions or concerns.

The staff at Hugo and Oneka Elementary Schools believes that parents are a key part of their child's educational program. To help you make the most of your child's time at our schools we make the following recommendations:

- Get to know your school. Become familiar with your child's classroom, school office, media center, cafeteria and playground.
- Become familiar with your child's teachers and other staff. We are all here to help you.
- Help your child study and learn as much as possible. We encourage you to discuss the daily events at school with your child.

Education is not a passive enterprise. To get the most of their school years, children and their families must take an active role. These are your schools! We want you to feel comfortable and become an active part of it. Parents should feel welcome to come visit us often. Just phone the office or your child's teacher to make arrangements.

There will be times when you will have a question, problem or concern. When you do, please let us know so that we can help. It is impossible to solve a situation without knowing about it. If you have a concern about a classroom issue, start by contacting the classroom teacher. If additional assistance is needed or the problem concerns something beyond the classroom, please call the office and make an appointment to meet with an administrator.

We are proud of our schools, faculty, students and staff! It is our sincere hope that your experience at Hugo and Oneka Elementary Schools will be filled with happiness and success.

Enthusiastically,

Teresa Dahlem, Principal

Jason Healy, Associate Principal

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Absence/Attendance

Regular attendance is essential for good progress in school. We monitor attendance each day to verify when and **why** children are absent. A student is required by law to attend school. If they miss a school day or part of the day, for legitimate reasons, a parent or guardian must notify the school. A parent or guardian may seek an excused absence but a school has the right to accept or deny an application for an excused absence.

Examples of excused absences include:

Sickness (a doctor's note may be required)
Medical or mental health appointments
Religious Holidays
Family Emergency

Examples of unexcused absences include:

Missing the bus
Need of sleep or rest
Sporting Events
Child is not immunized

If a child arrives after 10:00 a.m. or leaves school before 3:00 p.m. they will be considered absent for ½ of the day. Three unexcused tardies will be considered ½ day unexcused absence.

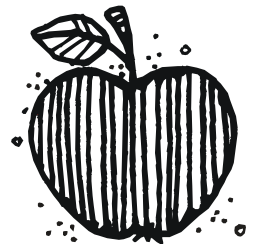
Vacations must be pre-approved by the building administration. Vacations may be considered unexcused if the family has been alerted to an attendance issue or if not preapproved by the building administration. Washington County recommends to school districts to excuse only up to 5 vacation days outside the established breaks in the school calendar.

Schools are required to report excessive absences or 3 unexcused absences to Washington County.

We urge you to carefully consider circumstances that keep your child out of school. Regular school attendance is related to the degree of success in school. You will be notified when your child's attendance records indicate he/she has missed more than **10%** of the school days in session. If the absences continue, a doctor's statement verifying that your child is not to be in school may be required.

Please call the absence line before 9:00 a.m. to report if your child will be late or absent.

Oneka Elementary 651-288-1802
Hugo Elementary 651-653-2621



Should we not hear from you by 10 a.m., it is our practice to call your home or work number to determine the whereabouts of your child.

***When bringing your child in late, an adult must sign him/her in at the office.**

Appointments

Regular attendance is critical to success in school. For the sake of your child's education, please schedule family trips and medical appointments outside of school time. To ensure the safety and protection of your child, we will continue to use a student sign-out procedure. When it is necessary for the student to be taken out of school early, or for a few hours during the day, the parent or guardian must sign the child out of school. A sign-out sheet is located on the counter in the office. Please be prepared to show a photo I.D.

Arrival/Dismissal

Your child's school day begins at 9:15. **For the safety of your child, please do not drop them off before 9:00. There is no supervision for students who arrive early.** The school day ends at Hugo Elementary at 3:35 and at Oneka Elementary at 3:40. Afternoon kindergarten begins at 1:05 and ends at 3:35. Most students are provided with bus transportation to and from school. For safety reasons, K-2 students are not permitted to ride bikes to school without an adult escort.

Student Drop Off and Pick-Up at Hugo

Student drop off is located at along the curb in the east parking lot before school hours. Please have your child exit the vehicle on the curb side. If you wish to escort your child into school please park in a designated parking spot and walk with your child into the building. At no time should a student walk across the parking lot without an adult.

When picking your child up at the end of the school day, you **MUST** park your car in the east parking lot, enter the building and sign your child out with the supervisors in the foyer. Cars with infants or day care vans may apply for a curb side parking pass in the office. Thank you in advance for your cooperation.

Student Drop Off and Pick-Up at Oneka

Student drop off is located at along the curb in the south parking lot before school hours. Please have your child exit the vehicle on the curb side. If you wish to escort your child into school please park in a designated parking spot and walk with your child into the building. At no time should a student walk across the parking lot without an adult.

When picking your child up at the end of the school day, you **MUST** park your car in the south parking lot, enter the building and sign your child out with the supervisors in the cafeteria. Cars with infants or day care vans may apply for a curb side parking pass in the office. Thank you in advance for your cooperation.

Backpacks and Lockers/Hooks

Please note: rolling back packs will not fit into our lockers/hang from our hooks so please save your money and DO NOT buy a rolling back pack. They will not be allowed in the building.

Behavior Expectations

Students in grades K-5 use the terminology “above the line” and “below the line” behavior. When students are observing the following guidelines, their behavior is termed “above the line.” When students are not observing the following guidelines, behavior is termed “below the line.”

Behavior expectations at both buildings include:

- Respect and follow the directions of all supervisors and patrols who work in Hugo and Oneka Elementary Schools the first time they are given.
- Keep hands, feet and objects to yourself
- Respect yourself and others. Use positive and encouraging language.
- Be prepared and try your best.
- Walk and be quiet in the hallways.

These expectations ensure that a positive learning environment is maintained for all students. The elementary years are important when it comes to developing characteristics and traits necessary for a child to do his/her very best in school. With the home and school working together, students can develop to their maximum potential.

Bikes

Only students in GRADES 3, 4 and 5 may ride bikes to school without an adult escort. They must submit a signed permission form from their parent or guardian. Permission forms are available at the office. Students are encouraged to wear a bike helmet and obey all bicycle safety rules. **STUDENTS ARE TO WALK THEIR BIKES ON SCHOOL PROPERTY TO THE BIKE RACKS ON THE NORTH SIDE OF THE BUILDING.** Those students who would have to cross Highway 61 or County Rd. 8/14 to reach school may not ride their bikes to school. For safety reasons, K-2 students are not permitted to ride bikes to school without an adult escort.

Birthdays

If you are having a party for your child, please mail the invitations or phone parents unless you are inviting the whole class. This request is intended to help avoid hurt feelings on the part of anyone in the class who may not have been invited to the party. Birthday treats may be brought in, but must be store bought in order to be compliant with state guidelines. We encourage you to consider a healthy snack or a non edible treat like a goody bag filled with an assortment of crayons, pencils, stickers, etc.



Breakfast Program

Our district offers a nutritious breakfast for students at the start of each day. The menu for breakfast is listed on the back of the Lunch Menu that is sent home every month. The

cost is \$1.60. Breakfast is served at 9:00. Students need to be done eating breakfast at the morning bell which rings at 9:15.

Students are notified when their account is running low by a stamp on their hand.

The computerized prepayment system simplifies payment. www.PayPAMS.com

Bus Policy/Safety

The privilege of riding a school bus requires appropriate behavior. Each bus driver is responsible for the safe transportation of the students on his/her bus. Students must ride their assigned bus to and from school each day and follow these rules:

- Arrive at your stop at least five minutes early
- Stay out of the danger zone
- Follow the driver's instructions. The bus driver is authorized to assign seats.
- Remain seated at all times with your hands to yourself, face front, and keep the aisle clear
- Keep hands, head, etc... inside the bus
- Be courteous—no profane language
- Eating and drinking are prohibited.
- Littering or throwing objects is not permitted

Violations of any of the rules shall be reported by the bus driver to the principal.

- | | |
|-------------------------|---|
| 1 st Report: | Treated as a warning - the student and parent are notified. |
| 2 nd Report: | Student will receive an assigned seat on the bus. Parents will be notified that further violations will result in loss of bus privileges. |
| 3 rd Report: | Loss of bus privileges for five days. |
| 4 th Report: | Additional violations will lead to additional forfeiture for ten days. |
| 5 th Report: | Meeting with the parent/guardian. Possible loss of bus privileges for the remainder of the school year. |

If a student misses the bus going home, their parents will be called and asked to provide transportation home.

Buses are filled to capacity. There is no extra room for students going to scout meetings, sleepovers, etc... **Students are not allowed to ride a different bus to or from school.** In the event of a family emergency a student must have written permission from a parent in advance and have it approved by the principal.

Business Partnerships

Oneka Elementary School collects General Mills box tops, Campbell Soup labels, milk tops and aluminum pop tops to earn points for educational merchandise. Please place any of these items in the appropriate collection box in our main bus entry.

Changes in Family Status

Please inform the school of any changes in your family status. This might include a new address, new telephone number (home or work), parent's occupation, or a change of marital status. This information is necessary for our records in case of an emergency, and it is kept confidential.

Checks

Please make all checks for lunches and field trips payable to WBL Schools #624. All book club checks should be made to the individual book club.

Class Meetings (Daily)

Class meetings are used to teach social skills. This is not a show and tell time, but rather a time used to build community within the classroom and the school.

Class Selection Process

The Oneka staff spends a great deal of time placing students in class groups for the next school year. Our primary concern is to establish productive, heterogeneous classrooms where each child can be provided with the opportunity to be successful and challenged. In doing this several factors are considered:

- Learning style of the student
- Consideration of all academic and social factors
- Heterogeneous groupings: Balancing ethnicity, gender, academic achievement, learning styles, instructional levels, and discipline concerns
- Avoidance of possible personality problems
- Equal class size
- Recommendations of this year's teacher
- Parent input in relation to learning style, teaching style, and educational concerns. Parent input letters must be submitted by May 1st.

Parents must be aware that the final responsibility and authority for all class placements rests with the principal.

Computer Lab

Our computer labs are equipped with PC computers. Our media specialist collaborates with the classroom teachers in planning computer lab activities.

Conferences

Formal conferences are scheduled twice each school year in October and March. We consider these conferences to be very important and beneficial to both the teacher and the parents, so please make every attempt to attend.

When concerns arise please deal with them as soon as possible. Please do not wait until conference time. It is best to direct your concern to the specific school personnel most directly related to your concern.

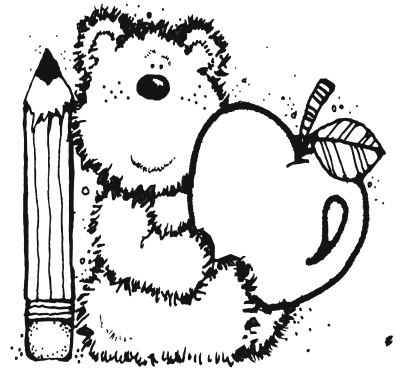
Contacting Teachers

Please refer to the classroom teacher’s “peek-of-the-week” and our school website for a phone number and email address for teacher contact information. In most instances, teachers will be available for calls before and after school. Calls made during the school day will go to voice mail and will be returned as soon as possible.

Curriculum

Hugo Elementary School addresses the district curriculum for Kindergarten during our Meet the Teacher event in August and the two Orientation Days on the Tuesday and Wednesday after Labor Day. First Grade parent orientation occurs during our Meet the Teacher event prior to the first day of school. During this time teachers will walk you through a typical school day and discuss the curriculum that will be covered for the year.

Oneka Elementary School addresses the district curriculum on curriculum night in September. During this time teachers will walk you through a typical school day and discuss the curriculum that will be covered for the year.



Daily Schedule:

7:45 Offices Opens
 9:00 Buses Arrive
 9:15 **School Begins**

Oneka Lunch

12:00 4th Grade
 12:15 5th Grade
 12:30 2nd Grade
 12:55 3rd Grade

Hugo Lunch

11:45 All Day Kindergarten/Extended Day
 12:10 1st Grade

3:40 Dismissal
 4:15 Offices close

Data Privacy

Data Privacy Laws prohibit us from releasing the home telephone number or address of any student or staff member for any reason without permission.

Dress Code for Students

While we have no formal dress code for youngsters, the following concerns do apply:

- During cold weather, students are required to wear hats, mittens or gloves, coats, and boots.
- Tops/pants should not show stomach
- Tank tops must have at least one-inch wide straps.
- Tennis shoes are required for physical education class.

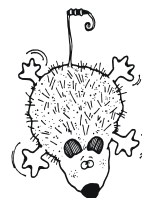
NOT Allowed:

- Tank tops with spaghetti straps
- Hats inside the building unless it's a designated day
- Clothing that presents language not suitable for a school
- Rollerblade tennis shoes
- Painted hair

Drug-Free Environment

Tobacco, alcohol, and chemical use is strictly prohibited on school grounds. This includes all activities before, during, and after school by all students, siblings, parents, and staff.

Emergencies (see district handbook)



Enrichment

Our teachers do an excellent job of enriching all students in their classroom above and beyond the basic curriculum. A variety of school-wide enrichment programs and/or opportunities are provided for students in grades K-5. These opportunities vary from building to building.

A school-wide Enrichment Team is responsible for working with the building principal and staff to organize enrichment opportunities for their building. The PTA provides both financial and volunteer support.

Extended Day

This child care program is provided by the White Bear Community Education Department at a cost to parents. Before and/or after school programming is available from 6:30 a.m. to 6:00 p.m. for Kindergarten and 1st graders at Hugo Elementary School and 2nd through 5th graders at Oneka Elementary School. Please call Community Education Department at 407-7510 if you need additional information.

Field Trips

Participation in field trips is a privilege. Students need to be in good standing in regard to behavior and assignments to be eligible to attend. Buses will be used to transport

students. A field trip takes place during the school day and is part of the curriculum. Since our budget cannot fully finance all activities without additional fundraising, we do request your assistance through suggested donations to be applied toward the grade level trips.

Friday Folders

Friday Folders are sent home at the end of each week. Please take the time to examine the completed assignments and information in the folder. This is an important communication tool between parent, child, teacher, and school.

Gum

Students at Hugo and Oneka Elementary will NOT BE ALLOWED to chew gum at school.

Harassment

It is the policy of District 624 to maintain learning and working environments that are free from religious, racial and sexual harassment or violence. Any complaints will be investigated and reported according to policy (see District Handbook).

Health Services

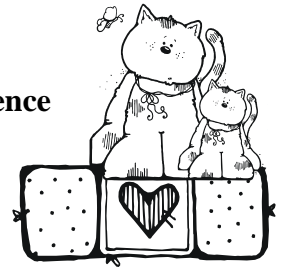
A registered nurse supervises the health aide at both Hugo and Oneka Elementary Schools. Our health aide will dispense medication, determine appropriate action in emergencies, and monitor absences and health concerns of the students.

Attendance Line:

Please call our attendance line before 9:00 a.m. to report your child's **absence or tardiness**. Please also state the reason for your child's absence or tardiness.

Hugo Elementary 651-653-2621

Oneka Elementary 651-288-1802



Medication:

The health aide must be informed about students taking any **medication** during the school day. All medication (prescription and over the counter) must be administered in the Health Office.

-Prescription medications must come to school in the original container, correctly labeled by the pharmacist, and be accompanied by notes from you and your doctor. Pharmacists will give two prescription bottles upon request (one for at home and one for at school)

-Over the counter medication (including cough drops) must be accompanied by a note from the parent or guardian. The note should be specific with respect to dosage,

time of day, duration, etc... If medication is taken longer than two weeks you must send a note from your doctor.

Vision and hearing Screening:

Our school nurse and trained volunteers will conduct vision and hearing screening. Parents will be notified if further testing is suggested.

Homework Policy

Homework is appropriate for elementary aged children. The research done on effective schools tells us that homework should be assigned on a regular basis in connection with the work students have experienced in class. Homework can be assigned to complete unfinished projects, extend classroom activities with enrichment projects, and/or practice activities worked on in class.

Using a ten minute per grade level guideline for the amount of homework assigned on a nightly basis, you can expect approximately the following amounts of homework for your child:

- Grade One: 10 minutes
- Grade Two: 20 minutes
- Grade Three: 30 minutes
- Grade Four: 40 minutes
- Grade Five: 50 minutes

Homework is defined as tasks assigned to students that are not intended to be carried out during the school day. School work not completed by the student during the regular school day, when time was given for assignment completion, is not figured into the timeline.

Illness or Injury

If a child shows any indications of being ill before leaving for school, the child should be kept at home. A child entering school comes in contact with an increasing number of childhood illnesses. Please keep your child home for the amount of time recommended by a doctor if they have any of the following; chicken pox, measles, mumps, ringworm, strep throat, pinkeye, or scabies.

Immunizations

Adequate immunization information must be received for all students enrolled. Minnesota School Immunization Law requires that all children who are enrolled in a Minnesota school be immunized against diphtheria, tetanus, pertussis, polio, mumps, and rubella. **The immunizations need to be submitted by the first day of school or your child will not be allowed to start school.**

Internet Usage

Instruction and guidance on acceptable use of the Internet will be provided to all students by the media specialist and classroom teachers. A copy of the Internet Acceptable Use Policy is available in the school office and is posted on the district Internet web site (<http://www.whitebear.k12.mn.us>).

The Internet is a teaching tool and students will be using it to access online reference materials such as encyclopedias, atlases, magazines, and educational sites to complete assignments. Inappropriate use of the Internet may result in suspension of computer privileges and/or other disciplinary action. Parents may request that their child not use the Internet by notifying the school.

Guidelines for home use of the Internet

- Supervise Internet activities
- Discuss Internet safety, such as not providing personal information
- Practice computer ethics by giving credit for work done by the author
- Discuss that information found on the Internet can be biased or inaccurate

Job

School is your child's job at this stage of their life. Please help them to prepare for success every day with:

- a good night's sleep
- a good breakfast
- completed homework
- backpacks ready



Kindergarten

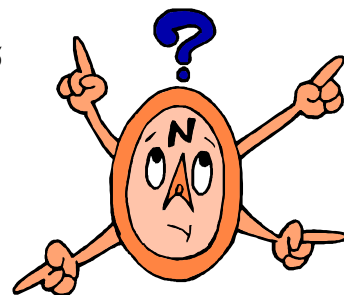
Hugo Elementary School offers parents the choice between ½ day kindergarten or full-day kindergarten (K-Plus). If parents wish their child to be in the full day program, they must pay a sliding scale fee based on free and reduced lunch. Both programs are developmentally appropriate programs designed to meet the needs of all kindergarten students.

During January, the kindergarten teachers hold an informational meeting for all parents who are interested in having their child attend Hugo Elementary School.

All students must be preschool screened and have their immunization records on file before the start of the school year.

Kindergarten Hours are:

All Day Kindergarten	9:15-3:35
AM Kindergarten	9:15-11:45
PM Kindergarten	1:05-3:35



Library (see media center)

Lost and Found

Please put your child's name on **everything** he/she brings to school. For safety reasons, you may put the name inside lunch boxes, school bags, etc... You are welcome to check for missing items in the Lost and Found at any time.

Lost and Found items are set out for display at conference time near the office. Please look through them at that time, as **all remaining items are donated to a local charity after each conference session and after the winter and spring breaks.**

Lunch Program

Hot lunch

Our district provides nutritious meals for our students. The menus, given to each child at the beginning of each month, are planned using federal standards. Lunch costs are \$2.45 for students.

Cold Lunch

Students may bring their own lunch to school and buy milk for \$0.50 if they choose. Please see that your child's name is on his/her lunch box and thermos. We ask that no pop be sent for lunch.

Payment

Each student will be assigned a PIN number to use during the year for their account. This number will need to be memorized. After you deposit money into your child's account, the price of each meal is deducted using their PIN number. Students will have a reminder stamp on their hand when they need more money in their accounts. If a child's account is depleted for more than two days, he/she will be given a cheese sandwich and milk for that day.

Paying by Check—make check payable to WBL Schools #624 and include student PIN on memo line

Paying Online—www.PayPAMS.com

Parents

Parents may join their child for lunch any day. We ask that you call the school prior to 9:30 a.m. or send a note with your child in the morning to let us know that you will be coming. The cost for an adult lunch is \$3.80.

Media Center

This central area of our schools serves as the resource for all print and non-print materials. Books, computers, videos, and other learning aids are located here. Each class has instruction and resource time in our media center. We encourage you to help your child remember to return library books as soon as completed.

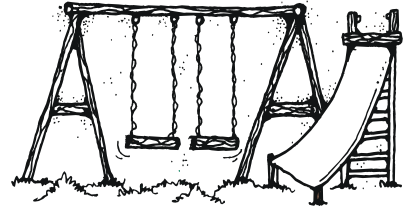
Newsletters

The Hugo and Oneka Elementary newsletter is published monthly and sent home with the youngest or only child in each family. Information of interest about school activities is included. Each classroom teacher at Oneka Elementary also sends a weekly “peek of the week” to inform parents of homework, specialist days, and other important events. Please make it a practice to read through this note with your child each week. Look for these “peek-of-the-weeks” in Friday folders.

Noon Recess

Students will play outside at noon recess unless:

- The temperature or wind-chill is below 0 degrees
- It is raining and/or lightning
- There are other weather conditions which make it unsafe to be outside
- A note from the parent regarding student illness is given to the teacher
- Students not wearing boots will be restricted to the black top when snow is present



Office Hours

The offices at Hugo and Oneka Elementary Schools are 7:45 a.m. to 4:15 p.m.

Parent Teacher Association (PTA)

The Hugo and Oneka PTA is comprised of parents, teachers, and staff all working together in a volunteer capacity. The PTA serves as support for our school in many areas: coordination of volunteers, hospitality, fund raising, and enrichment programs/events. All proceeds from fund raising go directly back to the school in the form of basic supplies, enrichment, field trip, scholarships, and school equipment.

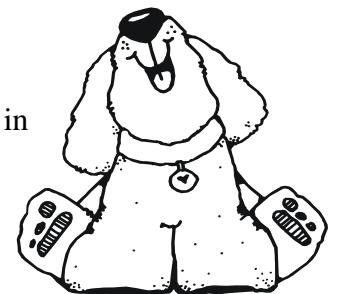
The success of the Hugo and Oneka PTA is dependent on staff and parent volunteers. Volunteering in our school can be a very rewarding experience, and many opportunities are available.

The PTA meets once a month; a schedule of times and dates is available at the start of each year. Times are also noted in the monthly newsletter with updates as needed.

Patrols **Patty Clark, Supervisors**

School Safety Patrol members are an important part of Oneka Elementary in keeping students safe. Every year each 5th grader has the opportunity to sign up to be a patrol as long as they are able to adhere to the guidelines. Their duties as a patrol would include:

- helping younger students get to buses safely
- monitoring exit doors and hallways to help reinforce school rules
- help children cross the intersections that are within a block of the school



To remain a patrol, they are expected to set an example to other students by following school rules at all times. They must keep up with class work, especially completing homework assignments missed while on patrol duty. If they are unable to accept the responsibilities, they cannot remain a patrol. The end of year patrol field trips rewards those who consistently acted as responsible 5th graders. Our school safety patrol is made up of responsible fifth grade students who have been trained in these duties.

Pets

Check with your child's teacher in advance for special permission for parents to bring a pet to school for a brief time. Animals may not remain in school and are not allowed on the bus.



Phone

Our telephones are for school business. Students are not allowed to make calls for forgotten items or to make arrangements for after-school play. **Cell phones are not to be used at school. If a student brings a cell phone to school, the classroom teacher will place it in a safe area until the end of the day.**

Planners

The fourth and fifth grade students at Oneka Elementary have assignment planners to help prepare them for middle school. The cost of the planners is covered by parent/local business donations and our PTA.

Religious Observance

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

Responsive Classroom

Responsive classroom is a class management method used to build a community of learners through the use of morning meetings, sharing, logical consequences, and student responsibility.

Safety and Security

It is our responsibility to be sure our students are safe when they are in school. Hugo and Oneka Elementary Staff wear White Bear Lake School District badges to identify themselves. Parents and visitors **MUST** sign in at the office and wear a visitor badge/sticker while they are in the building. Hugo and Oneka Staff will question any adult in the building without a badge and direct them to the office. All but the main entrance doors will remain locked from the outside during the school day.

School Board

The school board sets educational policies and the budget for all schools in District #624. The Board meets twice each month at the District Center located at 4855 Bloom Avenue, White Bear Lake. The public is invited and encouraged to attend these meetings. A list of school board members and ways to contact them are included in the District Handbook.

Service Learning

At Hugo and Oneka Elementary the students have several opportunities to participate in community service learning. This may be a school-wide project and/or a classroom project. Some projects have included Pennies for Patients, food drives, and Dorothy Day place mats.

Special Education

All students referred for special education assessment must have parent permission prior to assessment. After the assessment, parents will be called for a conference to discuss assessment results.

Special Programs Include:

Adaptive Physical Education (DAPE): A specialist works with children on an individual or small group basis if they have coordination problems or motor development delay.

Occupational Therapy (OT): An occupational therapist assists students with fine motor difficulties.

Physical Therapy (PT): A physical therapist serves students with gross motor difficulties.

LD/EBD: Special education staff work with students who have difficulties in learning and/or in managing their own behavior.

Speech/Language: Speech clinicians work with students who have delayed speech or language development.

Specialists

Our school district has a specialist staff of licensed teachers who provide services beyond those received in the regular classroom in grades 1-5.

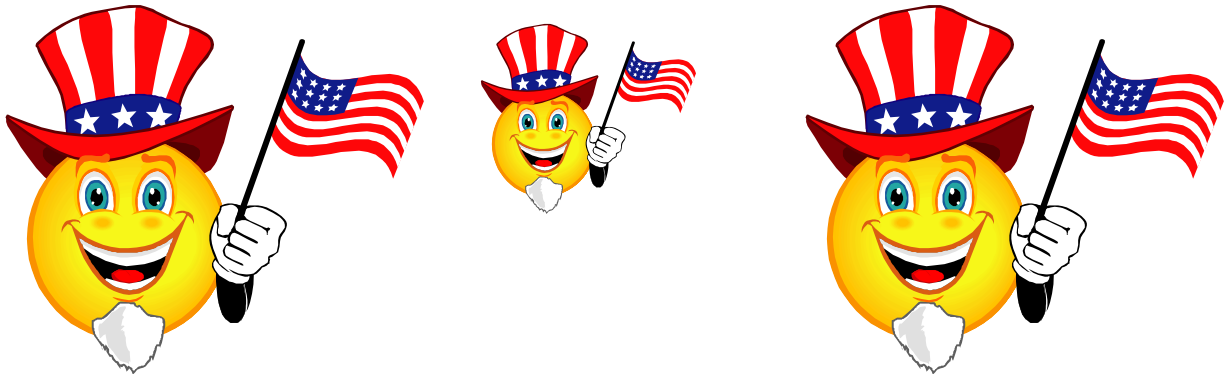


- ***High Potential Teacher (REACH):*** The coordinator organizes the high potential program and works directly with selected students
- ***Media Specialist:*** Students have a regularly scheduled media period. Our media specialist teaches media skills and provides technology education.
- ***Music Teacher:*** Students have a regularly scheduled music class with a specialist.
- ***Physical Education Teacher:*** Students have a regularly scheduled physical education class with a specialist.
- ***Intervention Teachers:*** The intervention teachers work with both students and teachers to provide extra resources in literacy and math.

- *Psychologist:* Our school psychologist meets with students who may have special needs. This is done only after parent permission is obtained.

Student Council Jamie Kovacs, Supervisor

Students from each class (grades two through five) are elected by their classmates to attend monthly meetings. Monthly theme days, service projects, or ways of supporting core values are discussed, voted upon, and implemented.



Supplies

The following supplies are recommended. Items that are shared are indicated as “shared” items. Please keep in mind that consumable items may need to be replaced during the year. Desk space is limited, so please purchase only what is needed. We ask that you do not purchase Trapper Keepers, multiple subject notebooks, or novelty items as they do not fit in student desks. Backpacks with wheels are also not acceptable. All students need a pair of tennis shoes for gym (Velcro/tie) with non-marking soles. Please bring your supplies to Meet the Teacher or on the first day of school. **Please label all supplies except where noted.**



K-5 Recommended List of Supplies

Kindergarten

- 2 - 4oz. Elmer's white school glue
- 12 - All Purpose Glue Sticks
- 1- 5 pk glitter glue, washable
- 3 - 8 ct. Wide Tip Washable Markers
- 3 - 24 ct. Boxes of Crayons
- 1 - 12 ct. Full-length Colored Pencils
- 1 - 8ct. Washable Watercolors w/brush
- 2 - Dozen No. 2 Pencils sharpened
- 2 - box Kleenex tissue
- 1 - box of baby wipes - 80 ct
- 1 - 5" Blunt Fiskars Scissors
- 1 - Ream of copy paper
- 2 - Spiral Notebooks, wide rule w/perforation (blue and red)

Third Grade

- 1 - plastic pencil/school box
- 1 - 5" pointed Fiskars scissors
- 2 - 0.35 oz. washable glue sticks
- 1 - 4 oz. bottle washable school glue
- 1 - 48 ct. box of crayons
- 1 - 8 ct. pkg. full-length colored pencils
- 24 - No. 2 pencils, sharpened
- 1 - 8 ct. pkg. washable markers, classic colors
- 3 - spiral notebooks, 70 pages, wide-ruled (Red, blue, & green)
- 4 - heavy paper two-pocket folders (Red, blue, green, yellow)
- 1 - box of Kleenex tissues
- 1 - pencil sharpener w/receptacle
- 1 - 12" ruler w/standard and metric
- 1 - yellow highlighter
- 1 - Container disinfecting wipes, 35 ct
- 1 - Large pink eraser
- 1 - Storage bags, snack size, 50 ct
- 1 - Storage bags, quart size, 25 ct
- 1 - Storage bags, gallon size, 20 ct
- 1 - Tape, invisible w/dispenser, 3/4"
- 1 - Ream of white copy paper
- 2 - Dry Erase Markers, chisel tip, black, low odor

First Grade

- 12 - No. 2 pencils (sharpened)
- 1 - Erasers, pink, large
- 1 - 24 ct. box of crayons
- 1 - 8 ct. Full-length colored pencils
- 1 - 5" blunt Fiskars scissors
- 1 - box Kleenex tissues
- 1 - plastic pencil/school box
- 3 - spiral notebooks, 70 ct., wide-ruled (1 blue, 1 red, 1 green)
- 1 - 8 ct. washable watercolor set (Prang or Crayola)
- 3 - Two-pocket folders (1 ea blue, red, green)
- 10 - 0.21 oz. washable glue sticks
- 4 - Dry Erase Markers, chisel tip, low odor
- 1 - Box of storage bags, sandwich sized, 50 ct.
- 1 - Ream of white copy paper
- 1 - white dry erase board (9"x12")
- 1 - Boxes of baby wipes, 80 ct.
- 1 - Eraser, dry erase white board

Fourth Grade

- 3 - 0.35 oz. washable glue sticks
- 1 - plastic pencil/school box
- 1 - 7" pointed scissors
- 1 - 3 x 3 Post It Notes, 100 ct.
- 5 - spiral notebooks, 70 pgs, wide-ruled (red, purple, blue, yellow, green)
- 5 - heavy paper two-pocket folders (red, purple, blue, yellow, green,)
- 48 - No. 2 pencils, sharpened
- 2 - 8 ct. pkg. full-length colored pencils
- 2 - Large boxes Kleenex tissues
- 1 - Ruled 3x5" white index cards, 100 ct.
- 2 - Pen/markers, fine point, black
- 1 - yellow highlighter
- 1 - 8 ct. pkg. washable markers, classic colors
- 1 - Ream of white copy paper
- 1 - Tape, invisible w/dispenser, 3/4"
- 4 - Dry Erase Markers, chisel tip, low odor
- 1 - 12" ruler w/standard and metric
- 1 - 4 oz. bottle washable school glue
- 1 - pencil sharpener w/receptacle
- 1 - Large pink eraser
- 1 - Container disinfecting wipes, 35 ct
- 1 - Index cards, 3 x 5, ruled, white, 100 ct

Second Grade

- 12 - No. 2 pencils (sharpened)
- 4 - 0.35 oz. washable glue sticks
- 1 - 4oz. bottle washable school glue
- 4 - spiral notebooks wide-ruled, 70 pages w/perforation (red, blue, yellow, green)
- 5 - heavy-paper two-pocket folders (red, blue, yellow, green, purple)
- 1 - 12" ruler, plastic, standard and metric
- 1 - 24 ct. box crayons
- 1 - 8 ct. box washable markers, classic colors
- 1 - plastic pencil/school box
- 1 - Medium Pink Eraser
- 1 - Box of Kleenex tissue
- 1 - 5" blunt Fiskars scissors
- 1 - 8 ct. washable watercolors w/brush
- 1 - Storage bags, snack size, 50 ct
- 1 - Storage bags, quart size, 25 ct
- 1 - Storage bags, gallon size, 20 ct
- 1 - Pencil & Crayon sharpener, w/ receptacle
- 1 - Yellow highlighter
- 1 - Ream of white copy paper

Fifth Grade

- 2 - 7" pointed scissors
- 1 - 12" ruler w/standard and metric
- 8 - spiral notebooks, 70 pages, wide-ruled w/perforation - (assorted colors)
- 5 - heavy paper two-pocket folders - (red, green, blue, yellow, purple)
- 3 - Flair markers medium point, black
- 24 - No. 2 pencils, sharpened
- 1 - yellow highlighter
- 1 - 8 ct. Markers, thick
- 1 - Large boxes Kleenex tissues
- 2 - Erasable Ink Pens, black
- 2 - rolls of Scotch tape (3/4" x 300")
- 2 - 8 ct. pkg. full-length colored pencils
- 1 - Ream of white copy paper
- 8 - 0.35 oz. washable glue sticks
- 8 - Dry Erase Markers, chisel tip, low odor
- 1 - 8 ct. Wide Tip Washable Markers, classic colors

The following items are also used in classrooms. If you would like to donate any of these items to your child's classroom, it would be greatly appreciated. Highlighters, Sanitizing Wipes, Paper Towels, Paper Plates, Napkins, Ziploc bags (sandwich, quart or gallon size), Stickers, Extra #2 pencils, Dry Erase Markers, Blue Painters Tape, White Copy Paper. Please check with your child's teacher to determine what is specifically needed. Thank you for your support and generosity.

Tardy to School

Students are expected to be in their desks when the 9:15 bell rings. If a student arrives at school after 9:15 they will be marked tardy. **A parent or guardian is required to bring the student into the office and sign in after 9:15.**

Transfers/Withdrawals

Families moving from the district must notify the Hugo and Oneka Elementary office before the student's last day of attendance. This will allow the office and teachers to prepare records for transfer to their new school.

Unnecessary Articles in School

Please do not permit your child to bring unnecessary articles to school, such as toys, radios, hand-held games, Ipods, MP3 players, etc.... The school will not be responsible for these items if they are damaged or lost. Students bringing such items will be asked to leave them in the office. Parents will be contacted and asked to pick up the items at their convenience.

Vacations

Parents and guardians need to contact the building administrator to make sure vacations taken do not get marked down as UNEXCUSED on their child's attendance report. The administrator will look at child's current attendance report to determine if vacation time will be excused. Because of breaks already periodically scheduled in during the school year, only up to five days total during the entire school year can be excused for vacation(s).

Visiting School

Parents and guardians are encouraged to visit Hugo and Oneka Elementary Schools to observe their children's programs in action. Teachers appreciate knowing in advance if you plan to visit their classroom. Please feel free to call the office or your child's teacher to arrange a visit.

All doors are locked at 9:15 except for the main entrance to the building. This is for security reasons. We ask that everyone please stop in the main office to sign in and obtain a visitor's badge.

Volunteer Activities

Parents and adult family members are encouraged to volunteer at our schools and with the White Bear Lake School system. Volunteers provide a valuable service to all students and staff. Volunteers must complete an application and background check before serving students affiliated with White Bear Lake Area Schools. Minnesota requires a school hiring authority to request a criminal history background check from the

superintendent of the Bureau of Criminal Apprehension on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular services to a school, regardless of whether any compensation is paid. Volunteers must also abide by confidentiality and ethic standards set out by the district for all district staff. Volunteer applications are available at all school and district offices. The district will cover the cost of the background check.

Water Bottles

Students are allowed to have water bottles on their tables for them to drink out of throughout the day. Research has shown that students who are properly hydrated learn better. If your child chooses to have a water bottle, it must have a cover and contain only water.

Weapons

Students and visitors are not allowed to possess, use, or distribute a weapon when in a school location. According to school board policy, immediate out-of-school suspension and notification of parent or guardian will occur.

Weapons are defined as:

- all firearms, including pellet and BB guns
- look-alike or replicas of real guns
- any knife, including pocket knives
- matches or any flammable liquid, including lighters or lighter fluid
- any explosives, including fireworks
- bow and arrow or darts
- any object used with the intent to cause bodily harm

Web Page

For an update of happenings at Hugo and Oneka Elementary Schools, please visit our site. It is easiest to find by going to the WBL district site at www.whitebear.k12.mn.us and clicking on the “our schools” link. You will find Hugo and Oneka listed under that link. You can see lunch menus, calendars, supply lists, etc.



Important Oneka Elementary School Phone Numbers

Oneka Elementary Office	651-288-1800
Attendance Line	651-288-1802
Fax Line	651-288-1899
Health Office	651-288-1803

Important Hugo Elementary School Phone Numbers

Hugo Elementary Office	651-653-2798
Attendance Line	651-653-2621
Fax Line	651-653-2800
Health Office	651-653-2622

Important District Center Phone Numbers

Community Services	651-407-7505
District Transportation	651-407-7538
Extended Day (Pat Riebau)	651-407-7510