



DISTRICT ELEMENTARY
(ROCKVILLE-COLD SPRING-RICHMOND)

PARENT/STUDENT

HANDBOOK

2019-2020

ROCORI School District Strategic Roadmap 2020

Mission

Our Core Purpose – “The Why”

Making a difference today to create a better tomorrow.

Core Values

Drivers of Our Words and Actions – “Who We Are”

At ROCORI, we are...

Respectful

Open and Honest

Compassionate

Optimistic

Ready

Inclusive

Vision 2020

What We Intend to Create – “The What”

ROCORI is committed to be Central Minnesota's Public Education
Standard of Excellence

- A place where people choose to learn, work, and live
- A school where students of all identities have equitable access to resources
- A school empowering all students and staff to achieve their greatest potential

Strategic Directions

Paths to Reach Vision 2020 – “The How”

1. Providing a daily experience that is engaging, supportive, and empowering
2. Aligning and strengthening programming
 - A. Focusing on early learners
 - B. Closing the achievement gap
 - C. Preparing citizens with a global perspective
 - D. Developing life, college, and career readiness
3. Building relationships within the district through collaboration and communication
4. Deepening community partnership and pride

ABSENCES

Parents are asked to notify the school office (not the classroom teacher) by 8:30 AM on the day a student is absent. In most cases, a call will be made to the home of each student absent to inquire as to his/her absence unless a call has been received from the parent. A written excuse to the office is required when a student is absent, unless you have made a phone call to the school. The note should include the date of absence, reason for absence, and signature of parent/guardian. All absences should be reported directly to the office, not to the teachers.

If a note or phone call is not received the absence(s) will be considered unexcused until proper verification is received. This absence will count towards the truancy policy.

PRE-PLANNED ABSENCES: The student's parent must notify the building secretary in writing in advance of any planned absence or extended absence. This would include family vacations, etc. It is the student's/parent's responsibility to communicate planned absences with the school and teachers. The student should do school work prior to leaving if requested by the teacher to do so. Upon request, teachers will provide work to the students prior to a planned absence to the best of their ability. Students and parents must recognize that it is difficult to provide work ahead of time due to the following reasons:

1. It may be inappropriate to provide work without the accompanying instruction.
2. Lesson plans and activities change frequently in response to student needs.
3. The planned activities will not fit in the scope and sequence of concept development if provided out of order.

The above factors, in addition to the duration and timing of the work request, will all determine the ability of teachers to provide work. Work will certainly be provided upon a student's return according to the procedures outlined in excused absences below. **IF WORK IS ASSIGNED PRIOR TO A TRIP, IT MUST BE COMPLETED AND TURNED IN UPON RETURN.**

MEDICAL APPOINTMENTS: All medical appointments are considered an excused absence and will count toward your total absences for the term/trimester. If a medical doctor recommends (written verification given to the office) that you should stay home from school for X number of days, then the X number of days will be excused. It is the expectation of school staff that you plan medical appointments after the school day as much as possible unless your medical condition warrants immediate attention.

EXCUSED ABSENCES: Typically for personal illness, emergencies, medical or dental appointments, family trips, or situations where there is agreement between home, school, and student as to the purpose and validity of the absence. Students are required to make up all daily assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Students are allowed 2 days for each day of an excused absence. Any daily work not completed within this period shall result in receiving consequences according to the teacher's procedure. Long-term projects are due on the date that they have been assigned or before. If a student is absent on the long term project due date, the teacher must be notified or the project submitted if no prior arrangements have been made. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

Parents/guardians receive an attendance notification through Skyward when their student has been marked absences if the feature has been enabled by the parent. Students who accumulate 15 days of absences will receive an attendance alert letter. Students who accumulates 18 days of absences will receive a second attendance notification letter requiring medical verification for future absences. If medical verification is not

received for the absence the absence will be considered unexcused. Students that are absent for more than three consecutive days as a result of illness may be required to have a doctor's note to avoid further absences from being counted as unexcused. The school administrator may request medical verification at any time in order to properly characterize an absence.

UNEXCUSED ABSENCES (TRUANCY): An absence which has neither the approval of parent/guardian, school administrator, or failure to notify the school include but are not limited to skipping class(es), oversleeping, missing the bus, shopping, or leaving school at any time for any reason during the school day without permission. The authority to decide whether an absence is excused or unexcused rests with the building principal or building assistant principal. Students who miss class as a result of an unexcused absence will not be allowed to receive credit for missed work during their absence. Continuous truancy (as defined by the Minnesota State Statute 260A.03) will be referred to the Stearns County Attorney's Office.

3 Unexcused Absences = School letter

5 Unexcused Absences = Referral to Truancy Informational Meeting (TIM)

7 Unexcused Absences = Referral to Truancy Petition filed by Stearns County

The school has the right and responsibility to screen and either approve or disapprove excuses submitted by a student and/or parent. The school has the right to declare an absence unexcused even though a parent/guardian may have provided a written excuse. Such disapproval by the school indicates that the absence was not consistent with the reasons for excused absences. Students will receive an unexcused absence and the consequences associated with that type of absence.

ACCIDENTS OR ILLNESSES

If an accident or illness occurs during the school day, parents will be notified. Your cooperation is requested in completing the Enrollment/Emergency Form given at the beginning of the year with all requested information, so that we can easily reach you or an alternate. If you or the designees are unavailable, it is important that the school have your permission to call your doctor or seek professional help as necessary. Please make sure your child is fully recovered and free of a temperature for 24 hours before having him/her return to school.

ARRIVAL TO SCHOOL

Students walking to school, riding their bicycles or coming with parents, **are not to arrive more than ten (10) minutes** before the beginning of the school day. Bus students are to follow the building procedure when arriving at school before the beginning of the day. Cold Spring Elementary students are expected to ride the bus.

ATTENDANCE PROCEDURE

Three (3) days of unexcused absences, parents will be notified with a school letter.

Five (5) days of unexcused absences, a letter will be sent to the Stearns County Attorney's office informing them of the truancy concern with the child.

Seven (7) days of unexcused absences, the school will send a second letter to the Stearns County Attorney informing them of the continued truancy problem.

CONSEQUENCES FOR TARDIES TO SCHOOL

If a student is late for the start of the school day, he/she should report directly to the school office upon arrival at school. The accumulation of tardies will start over at the beginning of each term.

BICYCLES

Parents' discretion is advised when allowing children to bring bicycles to school. Things to consider are safety factors, weather conditions, vandalism and theft. Students who ride bikes are to park them in the designated bike racks. We advise that bikes be locked, as the **school cannot be held liable for theft or damage**. However, any vandalism or missing bike should be reported to the building office. Bikes are to be walked, not ridden, on school grounds. (Cold Spring Elementary students are expected to ride the bus, bikes are not allowed).

BUS REGULATIONS

Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Only regularly scheduled bus students are to ride the school buses. Bus students are to go immediately to the buses as soon as they are dismissed from school.

BUS RIDERSHIP POLICIES

In order to have a better understanding of the rules communicated to the bus drivers, we want to take the opportunity to relay some information to you as parents so you are informed. The following is a list of some of the most important topics for safe bus riding.

➤ **Stop Times**

All buses should run on schedule most days. Please have all students at the sidewalk or the end of the driveway 5 minutes before the scheduled stop time. Expect that the bus could be up to 5 minutes late on any given day. Days where the weather is inclement, please be patient, but don't assume the bus is late. If you find the bus is not arriving within the printed time, or it is varying more than 10 minutes during any given week, please contact the bus company office. (**Richmond: 597-2055 or Rockville/Voights: 251-6649**).

➤ **Live animals and skateboards are prohibited on school buses.**

➤ **Riding Alternate Bus Routes**

District policy indicates that for visiting friends, meetings, or sleepover events, you need to find your own transportation home. In the event of an emergency, you must contact the bus company in advance. Once it is determined whether or not transportation can be provided, you will be instructed how to further document your request. Without proper documentation, your student will not be allowed to ride. **STUDENTS WILL BE TURNED AWAY AT THE LOADING POINT.** The bus company reserves the right to deny any request.

➤ **Danger Zones**

Please communicate with your students about the danger zones around the buses. Please tell them to **NEVER** chase a moving bus. Once the doors close at any school, the bus is gone. It is too hard to watch all four corners of a vehicle at one time, so your help and understanding is greatly appreciated. If your student cannot get to the bus on time, contact the school to see if anything can be adjusted.

➤ **Dress Code for Inclement Weather**

If your student comes to the bus in a T-Shirt and/or "Flip-Flops" when the temperature is below Zero, they could be endangering themselves. Although we try very hard to maintain the best equipment possible, we are not prepared to accept responsibility for those who do not dress for the weather in the event of a breakdown.

➤ **Discipline**

Please be aware that most kids do not have to be told twice on how they need to behave on the bus. At no time will a student have his or her riding privileges revoked without you being contacted either by a school official, a bus company representative or a report coming by US Mail. If your student tells you they were kicked off the bus, which is an invitation to ask several questions about what is going on. Next you should contact the bus company so we can get to the bottom of the issue right away. A statement like that from a student usually means something big is going on and you need to intervene. Our drivers are instructed on several techniques for organizing, minimizing and isolated bad bus behavior. Unless there is a major infraction of the rules, or someone is physically hurt, we will try to help insure everyone is following the bus rules before a report is drafted. If you would like more information about bus ridership policies, please contact your district for more information or a pamphlet.

➤ **Miscellaneous**

If your child is not using the bus in the morning and your family is the only one getting on at your stop, we do appreciate the phone calls letting us know.

Routes will be run as efficiently as possible. That means a rider may be in the bus for an hour. Please make sure restroom visits are done in a timely manner to insure a comfortable ride. Buses cannot stop while driving for restroom visits, and the drivers feel horrible when an accident happens.

Lost and found items will remain on the bus for two days. After two days are up, they will be turned in to the school to be placed in their lost and found bin.

Please feel free to contact the bus company if you have any questions.
(Richmond: 597-2055 or Voigt: 251-6649)

CARE OF PROPERTY

1. Money – Any money brought into school should be placed in an envelope with the name of the student and the destination written on it. No extra money is needed throughout the day as there is nothing to purchase, so please discourage your children from bringing money into the school.
2. School Books and Materials – There will be no charge for student textbooks and certain related materials. All parents should understand, however, that their children are responsible for the care and safekeeping of all school materials provided for their use. Students may be required to pay for lost and/or damaged items issued by the school.
3. Children’s clothing, shoes, and supplies should be labeled with the child’s name on them.

CELL PHONES

All cell phones need to be silenced and left in the child’s backpack during the school day. No one may use their cell phones to take pictures or film individuals without their permission. The school is not liable for lost or damaged personal electronics (cell phones, video games, etc.) Student use of cell phones during school hours is not allowed. If students need to contact parents during the school day, they should go to the office and use the school phone.

DIRECTORY INFORMATION FOR STUDENTS

Student directory information is defined in ROCORI School District as the student’s name, photograph, video images, school of attendance, attendance dates, and information related to activities, degrees, and awards.

Directory information does not include personally identifiable data that references age, sex, religion, race, color, social position, or nationality.

A copy of this [policy](#) is on the District web page.

DISCIPLINARY ACTION

A. Disciplinary action may include but is not limited to:

- Detention
- Loss of school privileges
- Modified school programs
- Removal from class
- Suspension
- Exclusion and
- Expulsion

1. Removal from class is the short-term exclusion of a student from class during which the school retains custody of the student. Students removed from class shall be the responsibility of the Principal or his/her lawful designee. The removal of a student from class shall not exceed one class period. Students may be removed from class for more than one class period after an informal administrative conference with the pupil. Where it appears that the student creates an immediate and substantial danger to him/herself or to other persons or property, the Principal or teacher may impose removal from class. The length of time a student may be removed from class shall be at the discretion of the Principal after consultation with the teacher. Students shall make up all work for the periods they are removed from class.
 2. Suspension is the short-term exclusion of the student from school during which the school is relieved of custody of the child. Suspension, exclusion and expulsion shall be utilized in accord with the [Pupil Fair Dismissal Act of 1974](#) as amended.
- B. Parents will be notified of a violation of the rules of conduct and resulting in disciplinary actions.
- C. If a student receiving special education services has been removed from the classroom, the teacher and principal must confer to determine if there is a need for further assessment or a change in the IEP. A parent may request a copy of the [Pupil Fair Dismissal Act of 1974](#) at their child's school office.

DISTRICT ON-LINE PAYMENT SYSTEM

The ROCORI School District has an on-line payment program to assist parents and residents process school fees and payments. The district uses a system known as [RevTrak](#).

The district website has two "buttons" for users. The "On-line Payment Processing System" button allows users to enter into the system to make payments. The "[RevTrak Help Documents](#)" button allows users to set up an account and to learn more about the system. The "Help" button offers a great deal of guidance and information to allow the processing of payments and fees.

DISTRICT 750 TITLE NOTIFICATION STATEMENT

It is the [policy of School District 750](#) not to be discriminative on the basis of sex in its educational programs, activities, or employment policies as requested by [Title IX of the 1972 Education Amendments](#). Inquiries regarding compliance with Title IX may be directed to the District Office (685-4901). The grievance procedure for any alleged discrimination on the basis of sex has been distributed and may be obtained by contacting the school office.

EMERGENCY SCHOOL CLOSINGS

The superintendent will use the district **School Messenger** system to alert parents of emergency closings. Emergency school closings, late starts or early dismissals, for all district schools, due to weather or for any other reason, will be announced over WJON, KCLD - St. Cloud, and KASM - Albany, radio stations and WCCO, KSTP-5, KARE 11 - Minneapolis, TV stations. These stations will list our school announcement as ROCORI Area Schools (Rockville, Cold Spring, and Richmond) several times during their broadcasting. Parents are asked to listen to any of these stations in the event of inclement weather, and to make necessary arrangements for their children.

HARASSMENT AND VIOLENCE POLICY

It is the policy of Independent School District 750 to maintain a learning and working environment that is free from sexual harassment and violence. The School District prohibits any form of sexual harassment or violence. Any person who believes he/she has been the victim of sexual harassment or violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or violence should report the alleged acts immediately to an appropriate School District official as designated by this policy. The building principal is the person responsible for receiving oral or written reports of sexual harassment or violence at the building level. A copy of this [policy](#) is on the District web page.

HOMEWORK

The amount of homework varies with the teacher and the subject involved. Students are required to complete some lessons at home. You are encouraged to consult the teacher if a problem arises in this matter.

KEEP-IN-TOUCH

K.I.T. session will be scheduled for parents in each grade in school. The K.I.T. program is designed to build stronger home connections and relationships.

Conferences/ Report Cards

Report cards will be issued after each trimester; elementary staff will be available for conferences twice a year (see school calendar). Any questions or concerns, please call your child's teacher immediately.

LUNCH AND MILK PROGRAM

We encourage all children to take part in our lunch program. The menus are planned and prepared by qualified personnel to meet nutritional requirements. We require that each child try all foods served, though not necessarily eat all the portions if he/she is unable. Children not eating hot lunch are required to bring a nutritious lunch. **Candy and pop are not allowed.** Parents are encouraged to make full payment on the first Monday of each month. For those of you who are inconvenienced by this procedure, we have a second option of two payments. The split payment is due on the first and third Monday of each month. Months that have more, or less, than 20 school days will need additional adjustments. Students are notified while going through

the lunch line when their accounts are getting low. ***It is the student's and parent's responsibility to monitor their lunch balance.*** No student will be allowed an extra milk or additional items without money deposited in their lunch account. When an account reaches -\$10.00 students are no longer allowed to charge their lunch. At this time, a personal phone call will be made from the kitchen. If a lunch payment is not made by the following school day a peanut butter sandwich will be provided to the student at no charge up to three times. After that additional arrangement will be made. Our school district has family accounts for the lunch program; so, checks for the lunch program may be made out to any of the schools that your children attend. You need to remember that all children in your family eat off the dollar amount that you put in your family account. Please make sure you have enough in your account to cover all your children.

[RevTrak Link](#)
[NutriSlice Link](#)

MEDICATIONS AT SCHOOL

School District 750 shall require that all medication given to students at school be given by the licensed school nurse, principal, teacher or someone designated by the school nurse. A physician must prescribe medication with authorization signed by the parent. Medication to be administered must be brought to school and maintained in a container labeled by the pharmacy or physician. Only the licensed school nurse may administer medications that are not taken orally or that have the potential of dangerous side effects. A copy of this [policy](#) is on the District web page.

NUISANCE DEVICES

We continue to work on building community in our schools. We believe that if we truly are going to build a caring community, we need to improve our communication. We are finding that kids are becoming more and more isolated. We find that the expensive toys create a class system that does not promote community; rather it encourages competition and the need to keep up with others. It is important for kids to interact with others, their peers, parents, grandparents, neighbors, etc. These skills need to be taught. Parents, as primary teachers, can help demonstrate these skills through their everyday activities. Examples may include playing outside games, board games, listening to them as they share their thoughts and being a role model by giving to others. **To promote communication and community here at school, we are NOT ALLOWING video games, trading cards, I-Pods, headsets, cell phones, personal toys, etc.** Due to of potential danger or injury to other persons, students are subject to disciplinary action(s) if they have harmful toys or nuisance devices in their possession while in school. If confiscated by the school district, the confiscated item, article, object or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.

RELEASE OF STUDENTS

Parents are encouraged to schedule appointments for their children to promote ongoing health care and prevent a breakdown in any of the body systems or functions. Whenever possible, please schedule appointments before or after school, or when school is not in session. If a student must be released from class during the school day, the following procedures are used:

- Students will not be released from school without parental contact either by note or phone.

- At the time they are to leave, they are to report to the office to sign out.

SCHOOL HOURS

Cold Spring Elementary:

First Bell: 8:15 am

Class Time: 8:20 am

First Dismissal Bell: 2:55 pm

Final Dismissal Bell: 3:00 pm

*Parents wishing to drop students off may do so after 8:00 am.

Richmond and John Clark Elementary:

First Bell: 8:20

Class Time: 8:30

First Dismissal Bell: 2:40

Final Dismissal Bell: 2:50

*Parents wishing to drop students off may do so after 8:00 am.

SNACKS AND CELEBRATIONS

Following the district's policy on [Snacks and Wellness](#), celebrations which involve food during the school day (birthday's, etc.) should be limited to one per month. The snack cart is available for each trimester—please look for registration forms at the beginning of each trimester. Snacks brought from home should not be high in sugar or fats but should rather be focused on health and nutrition.

SPECIAL EDUCATION SERVICES

A variety of Special Education Services is available for students that qualify for services. If parents have a concern for their child in any of these areas, they are encouraged to contact their child's teacher. If a teacher feels a child is in need of these services, he/she will contact the parents and follow due process in setting up conferences, testing, and if qualify, programming.

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SPORTSMANSHIP

The behavior of ROCORI students shall, always, be a positive reflection of themselves, their school and their community.

BE A GOOD SPORT...

Do...

- Cheer with enthusiasm
- Support your team
- Be a gracious host – a courteous visitor
- Be respectful during the National Anthem

Don't...

- Boo officials or opposing players

STUDENT DRESS CODE

The student dress code will remain the same for the coming school year and the students will be expected to follow it along with the cooperation of the parents. Any **distractive** or **disruptive** appearances that are detrimental to the purpose or conduct of the school, will not be permitted. Students are expected to wear shoes that they can run in. We are committed to students playing and running around at recess or phy. ed. time, so please bring tennis shoes. Please remember this when you are making purchases for the school year. Other clothes that are not allowed are:

- t-shirts with obscene or questionable double meanings printed on them, drug or alcohol ads, put down statements, etc.
- spaghetti strap tops (less than 1 inch), tube tops, or halter tops
- pants that do not stay up.
- short skirts or short shorts (As a guide, the shorts or skirt bottoms should extend to the length of the student's hand where the fingers and palm meet with the shoulders and arms relaxed.)
- hats, caps, handkerchiefs during the school day.
- Please check the weather and use your best judgment!

SUSPENSION

Length of suspension will be determined by school authorities and will reflect the offense committed. Parents or guardian will be notified of the action taken and will have complete custody and jurisdiction of their child during the suspension. A suspended student may not loiter or appear on school property or at any school-sponsored activity at or away. A student will be readmitted to school after parents and administration agree upon a satisfactory solution to his/her conduct. This follows the Minnesota Department of Education's [Pupil Fair Dismissal Act](#).

TARDY TO SCHOOL

Students should arrive at school on time each day. Students coming late to school are to report immediately to the building office. We will follow state truancy guidelines.

THE SCHOOL AND THE LAW

Any unlawful act taking place on school grounds or buses not only makes the student subject to penalties which the courts may prescribe but also will result in suspension or dismissal from school.

WEATHER

The ROCORI School District applies [Policy 4-5, School Closing Policy](#), regarding changes to the school calendar for emergency weather conditions. The District has related procedures regarding late starts, early closings and other conditions affecting the conduct of school.

Regarding outside play, our goal is to encourage ALL students to get outside through most of Minnesota's wintery weather; however, there will be times to keep students inside during Phy. Ed., recess, or before school. Students will remain indoors if the temperature is below zero, wind chill is ten below or more, or an accumulation of precipitation.

IMPORTANT PHONE NUMBERS:

Cold Spring Elementary: 320-685-7534 Ext. 2
Community Ed/ECFE: 32-685-8631 Ext. 5
Early Childhood/Family Education (ECFE): 320-685-4035
John Clark Elementary: 320-251-8651 Ext. 3
KIDSTOP: 320-685-4959
Richmond Bus: 320-597-2055
Richmond Elementary: 320-597-2016 Ext. 4
Secondary Schools: 320-685-8683 Ext. 1
Superintendent's Office: 320-685-8683 Ext. 6
Translator/Interpreter Info: 320-685-8683 Ext. 7
Voigt Bus: 320-251-6649

SCHOOL SONG

Fight you Spartans, as we cheer you
on to victory.
We will stand beside you, just to
show our loyalty.
Rah! Rah! Rah!
Firm and Strong united are we.
To our colors true we shall be.
Hail to the Red and Silver
Hail to ROCORI High
Fight! Fight!
R-O-C-O-R-I, ROCORI! ROCORI!
ROCORI High!