

Rossman Elementary School

*The Rossman Elementary community
is committed to education
that provides opportunities
for each individual
to reach his or her full potential.*

Parent & Student Handbook
2020-21 School Year

ROSSMAN ELEMENTARY SCHOOL
2020-21 FACULTY AND STAFF

JASON KUEHN, PRINCIPAL
LAJEANNA ECKHOFF, SECRETARY TO THE PRINCIPAL
KELSEY HELBLING, OFFICE SECRETARY
LLOYD ALEXANDER, HEAD CUSTODIAN

KINDERGARTEN

Whitney Benscoter
Amy Boeke
Elissa Braaten
Savanah Sederquist
Molly Wenschlag

FIRST GRADE

Kristin Camrud
Jan Hoganson
Jen Jackson
Teri Holehouse
Addie Onchuck

SECOND GRADE

Becky Itzen
Kristi Joppru
Andrea Judisch
Destany Okeson
Anna Schuld

THIRD GRADE

Fletcher Nelson
Ellie Rutten
April Sunram
Mark Whiting
Kacey Wood

FOURTH GRADE

Nicholas Alton
Briana Bahr
Shelly Gilson
Christina Hein

FIFTH GRADE

Kelli Hanninen
Rain Heimark
Mindy Nielsen
Ryan Zunich

COUNSELOR

Kari Gloege

PSYCHOLOGIST

Sara Ebsen

ADAPTIVE & REGULAR PHYSICAL EDUCATION

Mike Daly
Beth Leighton
Kris Swenson

STEAM SPECIALIST

Ben Pedersen

VOCAL MUSIC

Kara Brager
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INSTRUMENTAL/VOCAL MUSIC

Heather Trowbridge

GIFTED/TALLENATED COORDINATOR

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SPECIAL EDUCATION

Nicole Benson
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SUPPORT SERVICES

Dawn Gode (OT)
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ACADEMIC SUPPORT SERVICES

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Teri Geer-Green
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BEHAVIOR INTERVENTIONALIST

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Pam Daly
Rhonda Fode
Keith Eckhoff
Jill Perkins
Brady Baxter

MEDIA CENTER ASSISTANTS

Sara Aelony
Miranda Mahlum

DISTRICT NURSE

Jean Schwartz

HEALTH ASSISTANT

Jessie Marx

ELL

Meredith Gulseth

DEAR PARENTS/GUARDIANS:

The following handbook is being distributed to inform you of policies related to the instruction of your child(ren) at Rossman Elementary School. I hope it will answer many of your questions and help provide for a close working relationship between home and school. The topic headings are listed in alphabetical order. I hope you realize that should any questions or concerns arise during the year, you are encouraged to call or stop at school to discuss them.

Sincerely,

Jason Kuehn, Principal

Rossman Elementary Mission Statement: Rossman Elementary is committed to an education that provides opportunities for each individual to reach his or her full potential.

ACCEPTABLE USE POLICY

All of our schools have access to the Internet. The school district has adopted an acceptable use policy for staff and students using the Internet. In addition, the district is taking steps to prohibit access by students to inappropriate materials on the Internet. An acceptable use form needs to be signed by student and parent before a student is allowed access to the Internet. This completed form is kept on file and needs to be completed only once. A copy of the entire acceptable use policy is available at any school or the district office.

ADDRESS

Rossman Elementary School
1221 Rossman Avenue
Detroit Lakes, MN 56501
218-847-9268
218-847-1481 (Fax)

APPROPRIATE DRESS

It is our belief that people feel better about themselves when dressed neatly. We also believe that when students feel good about themselves they will work and learn better. Therefore, we encourage parents to see that their children come to school neat and clean and ready for a variety of conditions. Students will not wear caps inside the building, unless special permission has been granted by the principal. Students will not wear clothing with tobacco or alcohol advertising on it. Because of health and safety factors, all students MUST wear shoes while attending school. Tennis shoes are required for PE classes.

ARRIVAL TIME

Breakfast (which is FREE for all students) begins at 7:30 AM. We ask that students not be dropped off prior to 7:30. Any students arriving prior to 7:50 will be asked to go to the Commons Area.

ART MASTERS

We are looking forward to hopefully kicking off another year of the Art Masters program. If you enjoy art and volunteering in your child's classroom or just working with students, we encourage you to sign up for this fun and rewarding experience. All materials and lessons are provided for you to teach. Six times throughout the school year you will go into the classroom to provide them with valuable information about the artist's life and instructions on how to create their own masterpiece in the artist style. Please contact Art Master Coordinators (Rachel Moen or Meg Barker) at : rossmanartmasters@detlakes.k12.mn.us

ATTENDANCE PROCEDURE

Philosophy

School attendance is the combined responsibility of the student, the parents and the school. A student can readily make up missed assignments, but missed time in the classroom cannot be replaced. Therefore, for a student to realize their full learning potential, daily class attendance is important.

Definitions

Excused Absence

This is an absence from school for reasons recognized by the State of Minnesota, the Detroit Lakes Public Schools or those deemed legitimate by administration of the school. The State of Minnesota recognizes the following reasons for absence: Personal illness, death or medical emergency in the immediate family, and inclement weather. Other reasons that could be acknowledged as excused include those that are requested in advance such as medical or legal appointments, religious activities, travel, essential work at home, and family vacations.

Any absence for participation in a school sponsored activity shall be considered an excused absence.

Unexcused Absence

This is an absence from school without a valid excuse. Common examples of unexcused absences include: oversleeping, shopping, hair appointments, missing bus, non-essential work at home, and part or full time work.

Continuing Truant

A child who is subject to the compulsory attendance laws of Minnesota Statute 120.101 and is absent from instruction in school without a valid excuse within a single school year for: (1) three days if the child is in elementary school; or (2) three or more class periods on three days if the child is in middle school, senior high school.

Procedures

Absence Reporting Procedures

Whenever possible, the school should be contacted on the day of absence. If it is not possible to contact the school on the day of the absence, a note signed by a parent/guardian or a phone call from the parent/guardian indicating reason for absence is required upon the return of the child to school. If an absence is not reported by 10:00 AM the Rossman Elementary office will be contacting parents to verify the absence. The building administrator/or designee shall determine if the absence will be excused or unexcused. If the school does not receive a note or phone call when the child returns to school, the absence shall be classified as unexcused until a note or phone call is received. **The district also reserves the right to require a signed note from a doctor or other appropriate medical personnel for absences due to illness or other medical reasons.** If a student has been absent due to participation in a school-sponsored activity, no note or phone call from the parent/guardian is required.

Advance Notice

If a family knows that a child will be absent in advance for reasons such as dental or medical appointments, the district requests that the parent/guardian notify the school in writing or phone call in advance with the reason for the absence. The building administrator shall determine if the absence will be excused or unexcused.

Continuing Truancy

Upon classification as a continuing truant, the school attendance officer or other designated school official shall notify the child's parent or legal guardian by first class mail or other reasonable means, of the following:

- 1) That the child is truant;
- 2) That the parent or guardian should notify the school if there is a valid excuse for the child's absence;
- 3) That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statute 120.101 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statute 120A.34;
- 4) That this notification serves as notification required by Minnesota Statute 127.20;
- 5) That alternative educational programs and services may be available in the district;
- 6) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
- 7) That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings;
- 8) That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction or delay of the child's driving privileges; and
- 9) That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

A copy of this letter shall also be sent to county social services.

On the seventh unexcused absence the county attorney will be notified, requesting a petition of truancy be filed.

Tardy and Absence Guidelines

The following guidelines regarding tardies and absences have been set:

Tardy - Any student who arrives at school after the 8:20 bell in the morning.

Unexcused tardy - Students coming late to school without a note or parent contact. Excessive unexcused tardies will result in disciplinary action.

Morning absence - Students coming after 8:45 AM are considered absent for the A.M.

Afternoon absence - Students leaving before 2:45 p.m. are considered absent for the P.M.

Make Up Work

Students who are absent for any reason will be required to make up work missed in each class. Teachers will encourage and assist the students in this process.

BEHAVIOR EXPECTATIONS

The Rossman Community creates positive relationships, mutual respect, and ownership of behaviors through character education, while providing a foundation for academic success within a safe and caring learning environment. We encourage students to maintain positive behavior using a PBIS model. Student behavior is very important, because we know that if children are behaving in class, at recess, and on the bus, then students are ready to learn.

What is PBIS?

Positive Behavioral Interventions and Support (PBIS) is a systems approach to preventing and responding to school and classroom discipline problems. PBIS develops school-wide systems that support staff to teach and promote positive behavior in all students. By reducing behavioral problems, PBIS creates and maintains safe learning environments where teachers can teach and students can learn.

Character Education

Our school is practicing The 6 Pillars of Character Program. We encourage you to learn about them (ask your child) and ask that you do everything you can to reinforce them at home. Following are the 6 Pillars of Character with definitions.

TRUSTWORTHINESS – Be honest • Don't deceive, cheat or steal • Be reliable – do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal – stand by your family, friends and country

RESPECT – Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

RESPONSIBILITY – Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act – consider the consequences • Be accountable for your choices

FAIRNESS – Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

CARING – Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

CITIZENSHIP – Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

Behavior Rewards







All Rossman Students have the opportunity to receive individual awards for practicing the 6 Pillars of Character. If any adult observes a student using good character, they can give that student a Golden Ticket. The student then places the Golden Ticket in the character box in his/her classroom. These character slips can be entered into weekly prize drawings. Rossman celebrates good character at PERK assemblies (Positive Events for Respectful Kids, a.k.a. Character assembly). Behavior rewards are given at the individual level, classroom level as well as school wide level.

Behavior Interventions

If a student chooses to not follow the behavior expectations indicated in the Character Matrix, the student will be provided with intervention support. This support is based on a teach reteach model and is positive in nature.

1. Students will be given Teachable Moments: student conference with staff member to teach, redirect and warn about the possible consequences of behavior.
2. Fix-It Plan: Student will complete a fix-it plan where the student will learn problem solving skills.
3. Behavior Incident Report (BIR): These reports are for behaviors that are more severe in nature or require more support and interventions. The following steps listed above will be taken if a student receives a BIR.

MATRIX

	Learning Environments	Hallway	Restroom	Lunchroom	Recess Playground	Bus
Voice Level	0 – 3	0	0 – 1	0 – 2	3 – 4	0 - 2
	Body Basics	Body Basics	Body Basics	Body Basics	Body Basics	Body Basics
Respect 	<ul style="list-style-type: none"> *Follow adult direction *Use equipment properly *Use kinds words *Be polite 	<ul style="list-style-type: none"> *Follow adult directions *Maintain personal space *Look, do not touch displays 	<ul style="list-style-type: none"> *Follow adult directions *Use equipment properly *Maintain personal space 	<ul style="list-style-type: none"> *Follow adult directions *Use mannerly words such as "May I", "Please", and "Thank you" *Use equipment properly 	<ul style="list-style-type: none"> *Follow adult directions *Use equipment properly *Keep rocks, sticks, and other objects on the ground 	<ul style="list-style-type: none"> *Follow bus driver's directions *Use appropriate language and manners
Responsibility 	<ul style="list-style-type: none"> *Be on time *Be Prepared *Be on task *Ask Questions *Hand in work on time *Produce quality work 	<ul style="list-style-type: none"> *Walk at all times *Stay to the right *Stay in a single line 	<ul style="list-style-type: none"> *Flush toilets *Wash hands with soap and water 	<ul style="list-style-type: none"> *Raise hand for assistance and to get permission to leave *Use good table manners 	<ul style="list-style-type: none"> *Return recess equipment *Dress for the weather *Line up promptly when whistle blows *Accept consequences 	<ul style="list-style-type: none"> *Enter and exit quietly and orderly *Make good choices *Keep objects and body inside the bus
Citizenship 	<ul style="list-style-type: none"> *Keep area clean *Be helpful 	<ul style="list-style-type: none"> *Keep hallways clean and safe *Hold door open for next person 	<ul style="list-style-type: none"> *Conserve resources *Report unsafe behavior to adults 	<ul style="list-style-type: none"> *Clean up your space *Quietly get ready for recess 	<ul style="list-style-type: none"> *Use restrooms before going out *Follow rules 	<ul style="list-style-type: none"> *Keep bus clean *Follow rules
Trustworthy 	<ul style="list-style-type: none"> *Tell the truth *Do your own work *Return materials to owners *Admit mistakes 	<ul style="list-style-type: none"> *Get There – Get Back *Act with honor 	<ul style="list-style-type: none"> *Honor privacy *Get There – Get Back *Act with honor 	<ul style="list-style-type: none"> *Tell the truth *Report problems to suervision *Go to recess in a timely manner 	<ul style="list-style-type: none"> *Tell the truth *Honor other people's possessions and school property 	<ul style="list-style-type: none"> *Tell the truth *Report problems to bus driver *Admit mistakes
Fairness 	<ul style="list-style-type: none"> *Have a positive attitude *Allow others to work without interruption *Take Turns 	<ul style="list-style-type: none"> *Have a positive attitude *Keep your place in line 	<ul style="list-style-type: none"> *Have a positive attitude *Take Turns 	<ul style="list-style-type: none"> *Have a positive attitude *Eat your own food *Speak only with others next to you 	<ul style="list-style-type: none"> *Take Turns *Share equipment *Settle conflicts peacefully 	<ul style="list-style-type: none"> *Have a positive attitude *Stay seated *Low voices
Caring 	<ul style="list-style-type: none"> *Communicate so others feel safe, comfortable and valued *Compliment others 	<ul style="list-style-type: none"> *Greet others with a silent wave or thumbs up 	<ul style="list-style-type: none"> *Clean up after yourself 1. toilet paper 2. soap and water 3. Paper towels 	<ul style="list-style-type: none"> *Wait patiently *Communicate so others feel safe and valued 	<ul style="list-style-type: none"> *Include others *Compliment others *Play so others feel safe 	<ul style="list-style-type: none"> *Help others *Use kind words *Be safe

BICYCLES / SKATEBOARDS / ROLLER BLADES

Children may ride bikes to school if they are necessary means of transportation; however, we will not allow them to ride the bike on the school grounds during the school day. The school will not be responsible for their security and recommend that they be parked in the bike racks and locked. The riding of skateboards and use of roller blades are not allowed on school grounds.

BUS TRANSPORTATION

Transportation for students will be provided either by Schultz Bus Company (847-9266), Olander Bus Company (847-7533), or district buses (847-9271). The Detroit Lakes school district approved new bus assignment procedures for the 2020-21 school year. To view bus assignment procedures, visit the school district website (www.dlschools.net). Rules for conduct on school buses are listed in detail in the Activity Calendar. The school principal is responsible for dealing with the consequences for discipline problems that arise on the school bus. Failure to abide by rules of conduct will result in disciplinary action. The maintenance of the discipline policy as established by the School Board will be carried out by the bus driver.

CALENDAR

The following calendar has been set by the Board of Education for students in District #22:

- September 14 School Begins 1st – 5th Grade Only
- September 16 School Begins for Kindergarten
- October 2 Late Start #1
- October 15 & 16..... FALL BREAK – NO SCHOOL
- October 22 & 29..... K-5 Parent/Teacher Conferences
- November 4..... Late Start #2
- November 26 & 27..... Thanksgiving Holiday – NO SCHOOL
- December 2..... Late Start #3
- December 4 End of Trimester #1
- December 22 – January 3..... Winter Break – NO SCHOOL
- January 4 Classes Resume
- January 18..... Teacher In-Service Day – NO SCHOOL
- February 11..... Kindergarten Round-Up (Evening)
- February 12..... Kindergarten Round-Up (Morning) **NO SCHOOL FOR KINDERGARTEN STUDENTS**
- February 15 President’s Day NO SCHOOL
- March 3..... Late Start #4
- March 5 End of Trimester #2
- March 12 NO SCHOOL
- March 18 & 23 K-5 Parent/Teacher Conferences
- April 2..... Holiday – NO SCHOOL
- April 5..... Holiday – NO SCHOOL
- May 28 Last Day of School – End of 3rd Trimester

If any days of school are missed due to bad weather the first day missed will be made up on March 12, the second day missed will be made up on April 5. Any further days missed will be determined at the discretion of the school district.

CHANGE OF INFORMATION

Parents are asked to keep the school office informed of any changes of address, phone number, and for emergency information that may occur. It is extremely important that we be able to contact parents in the event of illness or other emergencies.

CHEMICAL USE/ABUSE POLICY AND PROCEDURES

The following statement of philosophy relating to chemical use and/or abuse was adopted by the Board of Education for School District #22 on June 20, 1983. For further information, interpretation or assistance, contact the District Chemical Dependency Counselor at 847-4491, or the building principal.

Statement of Philosophy

The Board of Education of Independent School District #22 endorses a chemical policy and set of procedures predicated upon the following beliefs:

1. A positive relationship exists between successful school experiences and sound physical, mental, social, and emotional health.
2. It is the responsibility of the staff and administration of School District #22 to maintain an atmosphere that will promote quality learning and provide an effective response system to conditions which threaten the atmosphere.
3. The misuse of any mood-altering chemical constitutes a hazard to the learning environment and the positive development of all students.
4. A K-12 educational program, including an awareness of chemical use and dependency as well as the provision of support services for early misuse may assist in preventing chemical dependency.
5. Chemical dependency is a treatable illness; early identification and intervention is conducive to successful treatment.
6. The harmfully involved and chemically dependent cannot always help themselves by themselves. Opportunity for assistance shall be provided to students and their families in obtaining appropriate service.
7. If treatment becomes necessary outside the school setting, every effort must be exerted to affect a successful continuation in/or re-entry into the school system.

CHILD ABUSE/NEGLECT POLICY AND PROCEDURES

The statement of philosophy relating to Child Abuse and/or Neglect was adopted by the Board of Education for School District #22 on June 20, 1983. For further interpretation or assistance, contact the District Social Worker or your Building Administrator.

1. It is the policy of Independent School District #22 to protect children whose health or welfare may be jeopardized through physical or sexual abuse or conditions of neglect.
2. It is the policy of Independent School District #22 to comply with the law requiring the reporting of suspected physical or sexual abuse and conditions of neglect involving children.
3. The reporting of maltreatment of minors shall be strictly in accordance with the provision of Minnesota Statute, Chapter 626.556.

CLOSING

Inclement weather may result in a decision to start late, dismiss early, or to cancel classes for the entire day. Official announcements concerning these will be made over the “**Instant Alert System**”. You will be notified by phone or email. You must have a current phone number on file with the district in order for the alert to reach you! Please contact the office when your number changes. Weather announcements will be posted on the school district’s social media accounts (Facebook/Twitter/Instagram).

Those children living in rural areas should have an alternate place to stay in case the weather is so bad that buses cannot run. Please make arrangements with someone you know in town so your children will have a place to stay in case of an emergency. (This information is requested on your child's registration card.) Children who do not have a storm home will be kept at school if arrangements cannot be made.

EMERGENCIES/ACCIDENTS/ILLNESS

Unfortunately, children may get sick or injured at school from time to time. For this reason, it is very important that we have the name and phone number of a neighbor, relative, or friend in case we cannot get in touch with the parents. In the event that no one with authority to seek medical attention can be contacted, we will do what we consider to be in the best interest of the child.

HAZING POLICY

Hazing means committing an act against a person, or coercing a person into committing an act, that creates a substantial risk of harm to a person, in order for the person to be initiated into or affiliated with an organization, or for any other purpose. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

This is a summary of policy 526. A complete copy of the hazing policy is available from any school or the district office.

HOURS

School hours are from 8:15 a.m. to 3:25 p.m. for grades K –5.

ILLNESS

If your child is in school and doesn't feel well, he or she will be sent to the Health Office to visit the Health Assistant. The following symptoms means the child will be sent home: Fever, vomiting, diarrhea, head lice, impetigo, pink eye, chicken pox, measles, and any other infectious diseases. Complaints of stomachaches and headaches will be treated in the following manner: The child will be allowed to rest in the sick bay area until they feel better. If the child begins to feel better, he or she will be sent back to class. If they do not feel better, the parents will be notified to come and pick up the child.

The school staff cannot administer over the counter medications unless the parent provides the health office with the medicine in its original container and signs a permission slip. **Students are not allowed to carry any medicine on them; it needs to be kept in the health office at all times.**

If your child is required to take prescription medicine during school hours it is imperative that the parents sign a permission slip as well as the doctor. Forms are available in the Health Office. If this is not done, school personnel cannot give the medicine.

It is important for the health office to have current parents' phone numbers as well as having two other emergency contacts on file so the school can contact someone should the need arise.

IMMUNIZATION

Minnesota has a policy that all students must be protected against Rubella (German measles), Rubella (red measles), diphtheria, tetanus, pertussis (whooping cough), polio, mumps, and Hepatitis B before starting school unless there is a religious exemption. Students not protected must be, by law, excluded from school. We will contact the parents of children not in compliance.

INSURANCE

The district does not carry insurance on students. You will, however, have the opportunity to take out insurance at group rates. Information will be sent home to you early in the school year. If you have any questions at that time, please feel free to call and we will try to answer your questions. If you do not have family insurance, you might want to consider enrolling your children.

LEAVING SCHOOL GROUNDS

Children will not be permitted to leave the school grounds once they have arrived at school unless the teachers receive a ***signed and dated note from home granting permission or a phone call from the parent/guardian.***

Parents are asked to come to the office to sign out their children if they are picking them up for appointments before the normal dismissal. They should also sign the student in if the child arrives late to school. There will be a sign in/out book in the office.

LOST AND FOUND

All lost articles found at school are kept where children or parents may claim them. You can assist us at school by marking items to help us find their owners. Please feel free to stop in periodically to check for lost articles. At the end of each month all items will be donated to a local charity.

LUNCH/BREAKFAST PROGRAM

A well-balanced lunch is served each day. **The present cost for elementary school lunch is \$1.95 for each meal.** Parents are encouraged to pay for at least five meals at a time. Students who qualify for free or reduced lunch will not need to pay for lunches or breakfasts. **Information on free and reduced priced lunches was mailed to families in August. If we missed you for any reason, this information is available in the school office throughout the school year. If you are eligible for free or reduced priced meals, you must fill out the application each year and return it to the school office. If you were on free or reduced last year, you'll need to fill out a new form by September 20th. If you fail to do so, you will be put back to normal priced meals.**

If children prefer, they may bring a cold lunch instead. Milk may be purchased for \$.45 by the student (this is also effective for students receiving Free and Reduced lunch pricing that are purchasing a second milk for lunch) who brings a cold lunch from home. Another option is to purchase a bag lunch. This is a cold lunch which meets the same requirements as our hot meals. Children will be offered, rather than served, all items. Students will be able to select three of the four food groups offered. This will eliminate some of the tray waste schools normally experience.

This food service system used is a family based system. **LUNCH MONEY** sent to the district will be deposited in a family account. As your children eat, lunch money will be taken from the **family account**. This means that if you have more than one child in the district, money for lunch has to only be sent to school with one of your children and will be deposited in your account. In addition, there is a system in place that will allow you to deposit money in your lunch account using a credit card via the Internet.

Parents have access to the children's lunch information through the district website including lunch balances, when your child ate and other information.

The **MILK/ JUICE BREAK** program is purely optional. It will begin September 28th. Parents **MUST** pay for the first half of the year in September and the second half will be due in January. There will be NO refund and students must select milk or juice. Students will not be permitted to buy daily.

MEDICINE

All medicines (except cough drops) must be stored in the office and administered by school personnel. If your child needs medication during school hours, we must have a doctor's authorization plus parent's permission to administer the medication. **Medication must be in the original container with name of medication, amount to be given, time of day to be given, and student's name.** Pharmacies will give duplicate bottles for school use upon request. In the interest of student safety, all unauthorized medicines will be taken from children and their parents contacted.

MONEY, VALUABLES, AND PERSONAL PROPERTY

Parents are encouraged to **put money for lunch in a sealed envelope with your child's name on it.** Please pay by check whenever possible. If a child finds or loses any money, he/she should report it to the teacher. The school is not responsible for toys or valuables which get lost or damaged at school. We encourage that cell phones, tablets, electronic devices, toys, jewelry, and large sums of money not be brought to school. If they are brought, they are the responsibility of the student.

PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

Outside of the school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. Instructions for where to obtain a copy of the Student/Parent Alternative To Internet Use Request Form for those parents requesting alternative activities not require Internet access.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to requets alternative educational activities not requiring Internet access and how to exercise this option.
4. A statement that the school district's acceptable use policy is available for parental review.

PARENT/STUDENT RIGHTS IN IDENTIFICATION: EVALUATION AND PLACEMENT (Section 504 of the Rehabilitation Act of 1973)

Section 504 is an Act which prohibits discrimination against persons with disability in any program or activity that receives or benefits from Federal Financial assistance. The Act defines a person with a disability as anyone whom:

1. has a physical or mental impairment which substantially limits one or more major life activities including activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

(34 Code of Federal Regulations Part 104.3)

In order to fulfill its obligations under Section 504, the Detroit Lakes School District #22 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and learners. No discrimination against any person with a disability will be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, provide access to appropriate education services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Action (FERPA) also specifies rights related to educational records. The Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are any questions, please feel free to contact 504 Coordinator for the school district, at 847-9271.

PARENT VOLUNTEERS

Rossman Elementary greatly benefits from the participation and involvement of parents and community members in school activities and functions. Parents wishing to volunteer at school are asked to contact the school office or your child's teacher if you would like to help at anytime.

PARENT TEACHER ORGANIZATION

There is a very active PTO at Rossman School. Everyone with a child in school is automatically a member. There is no membership fee.

The PTO of Rossman Elementary is the link to create a caring partnership between students, family, school and community. To get in contact with the PTO, please contact the Rossman Elementary School office.

PTO OFFICERS: President Amy Hochgraber
 Vice President Miranda Mahlum
 Treasurer Jeff Sliper
 Secretary Kari Solberg

PEST CONTROL MATERIALS USED

Detroit Lakes Public School personnel may apply pest control materials inside or school grounds as needed. Pest control materials are requested by the US Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the district office located at 702 Lake Ave. Parents of student may request to receive, at their expense, prior notification of any application of a pest control material, should an application be deemed necessary on a day different from the days specified in the schedule.

PHYSICAL EDUCATION

All classes will have an organized physical education program. All children are expected to take part in regular physical education classes unless they have a doctor's written recommendation requesting they do not participate.

RECESS

We feel fresh air is invigorating so students go outdoors before school and before/after lunch on most days. Students are asked to dress according to weather conditions. Suggested winter wear for children during cold weather months are a warm coat, hat, mittens, snow pants, and winter boots. All children are expected to go out for noon recess when the weather temperature is at or above 0 degrees or colder than -5 degrees wind chill. Noon supervisors are hired to oversee activities in the hallways and on the playground.

REPORT CARDS / PROGRESS REPORTS

Reports cards will be used in grades K-5. Report cards will be issued at the end of each trimester for all students.

SCHOOL PATROL

We will be organizing the School Patrol in early September. Students in 5th Grade will be given an opportunity to participate. The purpose of the School Patrol is to assist students who walk to school to safely cross Willow Street and Rossman Avenue. All students are to use these crossings and follow the instructions of patrol members on duty.

Patrol members will be on duty from 8:00am – 8:15am and from 3:20 PM – 3:35 PM at the corners of Rossman and Willow. This is the only crossing on Willow that will have School Patrol. All students who must cross Willow are encouraged to use this crossing.

SEARCHES OF LOCKERS, DESKS, PERSONAL POSSESSIONS AND A STUDENT'S PERSON

In an effort to provide a safe and healthful educational experience for students, the School District reserves the right to search school lockers, desks, the personal possessions of students and a student's person. School lockers and desks are the property of the school district and, at no time, does the school district relinquish its exclusive control of lockers and desks that are provided for the convenience of students. Inspection of lockers and desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students and/or a student's person (including, but not limited to purses, backpacks, book bags, packages and clothing) may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

The school district may use contraband-sniffing animals through law enforcement or private certified contractors to conduct a general search of the hallways adjacent to student lockers, common areas, gym areas and parking lots. School administration may also request a limited number of classrooms be checked according to the administrator's choice of a random selection system.

SEXUAL, RACIAL AND RELIGIOUS HARASSMENT AND VIOLENCE POLICY

1. Everyone in the Detroit Lakes Public Schools has a right to feel respected and safe. Consequently, it is important for everyone to know about the district policy to prohibit sexual, racial, or religious harassment or violence of any kind.
2. A harasser may be a student or an adult. Harassment may include, but is not limited to, any of the following when related to race, religion, sex or gender:
 - a. name calling, jokes, or rumors;
 - b. pulling on clothes;
 - c. graffiti;
 - d. notes or cartoons;

- e. unwelcome touching of a person or clothing;
 - f. offensive or graphic posters, book covers; or
 - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, social worker, principal, or the District Human Rights Officer, at 847-9271.
 4. You may also make a written report using your own paper or the district report form available in the principal's office, School District office, or the office of the Human Rights Officer. It should be given to the teacher, counselor, social worker, principal, or the District Human Rights Officer.
 5. Your right to privacy will be respected as much as possible.
 6. We take seriously all reports of sexual, racial, or religious harassment or violence and will take timely and appropriate actions based on your report.
 7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have made a report.
 8. This is a summary of the policy prohibiting sexual, racial, and religious harassment and violence of Independent School District #22. If you would like a copy of the complete policy, have questions or would like further clarification, please contact the District Human Rights Officer at 847-9271 or your building administrator.

SHELTER-IN-PLACE AND LOCKDOWNS

The Detroit Lakes School District wants to ensure the safest and most secure environment possible for students and staff. As part of this practice, all of our schools have adopted policies for a variety of emergency situations. Students should be aware of how to respond during these incidents.

Lockdown drills are mandated by Minnesota State Law and will be practiced a certain number of times per year. Teachers will go through the steps with your child and help to answer any questions he/she may have. There are two types of lockdowns:

CODE YELLOW is a Shelter-In-Place modified lockdown that keeps students secured in rooms and suspends regular school functions but still allows teachers to have classes and assigns other staff members different duties. A Code Yellow may be used for a variety of situations and there is no reason to panic. Students not already in classrooms should report to their homeroom or the nearest classroom promptly.

CODE RED is a Lockdown Emergency where all students and staff must take shelter in a room immediately. It is an unstable and dangerous situation that will stop all school functions and involve law enforcement officers. A Code Red means you must get to the nearest safe place right away. If you are outside of a classroom, get there immediately or hide somewhere safe. If you are outside, you should go to the school evacuation point and wait there.

STUDENT PROMOTION, RETENTION, AND PLACEMENT

It is the belief of the Board of Education, administration, and the teaching staff of School District #22, that promotion, retention, and placement of students must be planned to permit the flexibility that recognizes individual differences. Factors such as academic achievement, student performance, social and emotional factors, and a student's special education Individual Education Plan (IEP) shall be considered. Efforts shall be made to identify the special needs and talents of students early in their school careers so that an appropriate placement can be made. The final decision as to promotion, retention, or placement shall be made by the principal after consultation and review recommendations from teachers, parents and other resource persons. The complete copy of the policy can be obtained at the school or district office.

STUDENT DROP OFF/PICK UP

Student drop-off and pickup areas are designated to the west side of Rossman Elementary. We will have supervised assistance for students crossing to the west side at the corner of Rossman and Willow and the West side of Rossman at the South side of the school building during after school pickup times. **We strongly discourage parents from using the east side parking areas for drop off or pickup for safety reasons. Students will not be allowed to enter or exit the building on this side of the school unless they are riding the bus.**

SURVEILLANCE EQUIPMENT

To help ensure the safety of students and staff, Rossman Elementary uses video cameras for surveillance on school property including, but not limited to, halls, cafeterias, gymnasiums, and parking areas. Video cameras will not be used for classroom surveillance unless the principal and classroom teacher consent to the surveillance. Video cameras will not be used at a time or location that would violate a student's reasonable expectation of privacy including, but not limited to, a locker room, bathroom, or another area where a student may disrobe.

TITLE IX POLICY

It is the policy of the Board of Education of School District #22 not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Title IX coordinator, at 702 Lake Avenue, Detroit Lakes, (218-847-9271), or to the Director of the Office for Civil Rights, Department of Health and Welfare, Washington, D.C.

TOBACCO

Possession and use of all tobacco products is prohibited on K-12 school district property and at school-sponsored activities off school property within district boundaries. This shall include school buildings, grounds, and school-owned vehicles.

VISITORS

You are always welcome to visit school during regular classroom hours to observe your child at work. The experience of watching your child interact with others in the classroom is something we encourage you to do. We also know that when you visit the classroom you give your child a feeling of cooperation between his/her parents and his/her teachers. **You should prearrange the visit with your child's teacher. Children are not to visit school unless accompanied by an adult or unless arrangements have been made with the teacher or the building administrator. All doors except the main west doors are locked for security reasons during regular school hours. Please check in the office when you enter the building for a visit or to check your child out for appointments. You receive a "Visitor" badge when you sign in. Please wear it at ALL TIMES while visiting our school.**

During COVID-19, Rossman Elementary will follow Minnesota Department of Health (MDH) guidelines which may restrict or limit visitors in the building.

WEAPONS

Detroit Lakes Schools and their grounds are a weapons-free zone.

WITHDRAWAL OF STUDENTS FROM SCHOOL

Parents are asked to notify the school at least several days prior to withdrawal to indicate their child's final day of attendance. This allows an orderly transfer of information and records to the new school.