



BACK TO SCHOOL GUIDE

2023-2024 SCHOOL YEAR



OUR MISSION

In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally-minded citizens.

2023-24 School Year Starts Sept 5

It is with anticipation, pride, and excitement that I welcome our students, families, and staff back to what promises to be an exceptional school year.

Having been on the job since July, there is still much for me to learn about our great school district, but it has not taken me long to discover that we have tremendous staff, great facilities, and most importantly a genuine desire to provide a world class education to each and every student. In addition to a strong, viable, standards-based curriculum, we are also committed to providing a safe and nurturing environment that will allow all students to explore personal passions, engage in creative thinking, and to collaborate with peers.

Rockford Area Schools is a special place and through a commitment to a vision of continuous improvement we are only getting better.

Thank you for choosing Rockford Area Schools and let's have the best year yet.

Go Rockets!



ROCKFORD AREA SCHOOLS

MISSION

In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally-minded citizens.

VISION

Rockford Area Schools provides a supportive, rigorous, and relevant learning culture producing courageous learners prepared to enter a global society.

District Office

6051 Ash Street
Rockford, MN 55373
Phone: 763-477-9165
Fax: 763-477-5833
8:00 a.m. - 4:00 p.m.

Galaxy Kids School Age Care

7650 County Road 50
Rockford, MN 55373
Phone: 763-477-7555
Fax: 763-477-4286

Early Childhood

7650 County Road 50
Rockford, MN 55373
Phone: 763-477-7500
AM: 8:05 a.m. - 10:45 a.m.
PM: 12:15 p.m. - 2:55 p.m.

Activities Office

7600 County Road 50
Rockford, MN 55373
Phone: 763-477-5846
Fax: 763-477-6123



Community Education

7600 County Road 50
Rockford, MN 55373
Phone: 763-477-4563
Fax: 763-477-4286

Rockford Elementary Arts Magnet School (REAMS)

7650 County Road 50
Rockford, MN 55373
Phone: 763-477-5837
Fax: 763-477-5025
8:05 a.m. - 3:00 p.m.

Rockford Middle School – Center for Environmental Studies (RMS-CES)

6051 Ash Street
Rockford, MN 55373
Phone: 763-477-5831
Fax: 763-477-5832
7:50 a.m. - 2:45 p.m.

Rockford High School (RHS)

7600 County Road 50
Rockford, MN 55373
Phone: 763-477-5846
Fax: 763-477-6123
8:00 a.m. - 2:50 p.m.

The first day of school for students in grades 5-12 will be **Tuesday, September 5, 2023**. Students grades K-4 will start school on **Thursday, September 7** following two days of assessments (*see REAMS Newsletter for more information on Assessment days*).

Filling out the Application for Educational Benefits

A new Application for Education Benefits is required to be completed each year to qualify for educational benefits. An application can be found on page 3. Please mail the completed application to **Rockford Area Schools District Office, ATTN: Christa Larson 6051 Ash St., Rockford MN 55373**, fax to 763-477-5833, larsonchrista@rockford.k12.mn.us ATTN: Christa Larson. For security reasons, please do not send the application to school with your child. Contact the district office at 763-477-9165 ext. 4000 if you need assistance completing the application.

Dear Parent/Guardian:

Our school offers healthy meals each day. Starting school year 2023-24, we are joining Minnesota's Free School Meals Program. All students can get one breakfast and one lunch free of charge each day at school. Although no application is required to receive this free meal benefit, filling out the Application for Educational Benefits is still important! Your child(ren) may qualify for other benefits like reduced fees at school. Your application may also help the school qualify for education funds, discounts, and other meal programs.

To apply, complete the enclosed Application for Educational Benefits and return it to:

Rockford Area Schools District Office
Attn: Christa Larson
6051 Ash Street
Rockford, MN 55373

Who should complete this application? Children in households participating in the Supplemental Nutrition Assistance Program (SNAP), Minnesota Family Investment Program (MFIP) or Food Distribution Program on Indian Reservations (FDPIR), and foster, homeless, migrant and runaway children qualify without reporting household income. Alternatively, children can qualify if their household income is within the maximum income shown for their household size on the instructions.

COMMON QUESTIONS:

I get WIC or Medical Assistance. Can my children qualify? Children in households participating in WIC or Medical Assistance do not automatically qualify. Children may be eligible depending on other household financial information. Please fill out an application.

Who should I include as household members? Include yourself and all other people living in the household, related or not (such as grandparents, other relatives, or friends).

May I apply if someone in my household is not a U.S. citizen? Yes. You or your children do not have to be U.S. citizens for you to complete an application.

What if my income is not always the same? List the amount that you normally get. If you normally get overtime, include it, but not if you get overtime only sometimes. For seasonal work, write in the total annual income.

Will the income information or case number I give be checked? It may be. We may also ask you to send written proof.

How will the information be kept? Information you provide on the form, and your child's approval, will be protected as private data. For more information, see the back page of the Application for Educational Benefits.

If I don't qualify now, may I apply later? Yes. Please complete an application at any time if your income goes down, your household size goes up, or you start getting SNAP, MFIP or FDPIR benefits.

If you have other questions or need help, call 763-477-9165.

Sincerely,
Rockford Area Schools

How to Complete the Application for Educational Benefits

Complete the Application for Educational Benefits form for school year 2023-24 if any of the following applies to your household:

- Any household member currently participates in the Minnesota Family Investment Program (MFIP), or the Supplemental Nutrition Assistance Program (SNAP), or the Food Distribution Program on Indian Reservations (FDPIR) or
- The household includes one or more foster children (a welfare agency or court has legal responsibility for the child) or
- The total income of household members is within the guidelines shown below (gross earnings before deductions, not take-home pay). Do not include as income: foster care payments, federal education benefits, MFIP payments, or value of assistance received from SNAP, WIC, or FDPIR. Military: Do not include combat pay or assistance from the Military Privatized Housing Initiative. The income guidelines are effective from July 1, 2023 through June 30, 2024.

Maximum Total Income

Household size	\$ Per Year	\$ Per Month	\$ Twice Per Month	\$ Per 2 Weeks	\$ Per Week
1	26,973	2,248	1,124	1,038	519
2	36,482	3,041	1,521	1,404	702
3	45,991	3,833	1,917	1,769	885
4	55,500	4,625	2,313	2,135	1,068
5	65,009	5,418	2,709	2,501	1,251
6	74,518	6,210	3,105	2,867	1,434
7	84,027	7,003	3,502	3,232	1,616
8	93,536	7,795	3,898	3,598	1,799
Add for each additional person	9,509	793	397	366	183

Step 1: Children

List all infants and children in the household, their school and grade if applicable, and birthdate. Attach an additional page if needed to list all children. Check the box if a child is in foster care (a welfare agency or court has legal responsibility for the child).

Step 2: Case Number

If any household member currently participates in SNAP, MFIP or FDPIR, write in the case number and then go to Step 4. If you do not participate in any of these programs, leave Step 2 blank and continue on to Step 3.

Step 3: Adult and Child Incomes / Last 4 Digits of Social Security Number

- Social Security Number/Total Household Members. An adult household member must provide the last four digits of their Social Security number or check the box if they do not have a Social Security number. Report the total number of household members and ensure all household members are listed individually on the application in the child or adult section as applicable.
- Child Income. If any children in the household have regular income, such as SSI or part-time jobs, list the total amount of regular incomes received by all children, and check the box for the frequency: weekly, bi-weekly, twice a month, or monthly. Do not include occasional earnings like babysitting or lawn mowing.
- Adult income. Report the names of adult household members and income earned in this section.
 - List all adults living in the household not listed in Step 1, whether related or not, such as grandparents, relatives, or friends.
 - Gross Earnings from Work. This is usually the money received from working at jobs where a paycheck is received. For each income, check the box to show how often the income is received: weekly, bi-weekly, twice per month, or monthly.
 - List gross incomes before deductions, not take-home pay. Do not list an hourly wage rate. For adults with no income to report, enter a '0' or leave the section blank. For seasonal work, write in the total annual income.
 - Are you Self-Employed or a Farmer? List the net income per month or year after business expenses. Do not list the same income twice on the application. A loss from farm or self-employment must be listed as 0 income and does not reduce other income.
 - Any Other Gross Income. List gross incomes before deductions from all other sources, such as SSI, unemployment, child support, public assistance, social security, rental income or annuities.

Step 4: Signature and Contact Information An adult household member must sign the form. If you do not want your information to be shared with Minnesota Health Care Programs, check the "Don't share" box in Step 4.

- Optional:** Please provide the information on ethnicity and race that is requested on the second page of the form. This information is not required and does not affect approval for school meal benefits. The information helps to ensure we are meeting civil rights requirements and fully serving our community.

2023-24 Application for Educational Benefits

Complete one application per household for all children. Please use pen (not a pencil). Mail or return completed form to: Rockford Area Schools, Attn: Christa Larson, 6051 Ash St. Rockford, MN 55373

STEP 1: List ALL Household Members who are Infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper).

Definition: A Household Member is "Anyone living with you and shares income and expenses, even if not related." Read How to Complete the Application for Educational Benefits for more information. Adults over grade 12 living in the same household should be reported in Step 3. If your children attend different districts or charter/nonpublic schools, return an application at each one.

Child's First Name (list all children in household)	MI	Child's Last Name	School	Grade	Birthdate	Foster Child (V)
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

STEP 2: Do Any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, MFIP or FDIPIR? Medical assistance does not qualify. If NO - Go to STEP 3.

If YES - Enter SNAP, MFIP or FDIPIR Case Number (between 4-9 digits, do not report EBT card number) _____ then go to STEP 4 (Do not complete STEP 3)

STEP 3: Report Income for ALL Household Members (Skip this step if you answered "Yes" to STEP 2)

- A. Last Four Digits of Social Security Number (SSN) of Adult Household Member: XXX-XX-____ Or Check if Adult has No SSN: ☐ Total Number of All Household Members (Children + Adults) ☐
- B. Child Income.

Sometimes children in the household earn or receive income, such as from a part time job or SSI. Please include the TOTAL income received by all children listed in STEP 1. Do not include income received by adults in the box to the right.

Total Income Received by All Children	Weekly	Bi-weekly	2x Month	Monthl y
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- C. All Adult Household Members (including yourself). For each Household Member listed, if they do receive income, report total gross income from any source, write "0" or leave any fields blank. You are certifying (promising) that there is no income to report. Not sure what income to include here? Flip the page and review "Sources of Income" will help you with the Child Income section and All Adult Household Members section.

Names of All Adult Household Members (First and Last)		Gross Earnings from Working at Jobs				Are you Self-Employed or a Farmer?				Any Other Gross Income				
List all Household members not listed in STEP 1 (including yourself) even if they do not receive income. Include children who are temporarily away at school or in college.		Weekly	Bi-Weekly	2x Month	Monthly	Monthly	Yearly	Net income from Farm or Self-Employment. Do not duplicate elsewhere.	Monthly	Yearly	Weekly	Bi-Weekly	2x Month	Monthly
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STEP 4: Contact information and adult signature. "I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

☐ I have checked this box if I do not want my information shared with Minnesota Health Care Program as allowed by state law.

Do Not Fill Out: For School Office Use		Verified? Attach Tracker		Free After Verified		Reduced After Verified		Denied After Verified	
Conversions to Annualize All Income:		Household Size:		Categorical Eligibility		Free		Reduced	
All Total Income (include child and adult income)		X1 Annualize		X2 Monthly		X3 2X Monthly		X4 Bi-weekly	
\$	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Determining Official Signature:		Date:		Date:		Date:		Date:	
Confirming Official Signature:		Date:		Date:		Date:		Date:	

Printed name of adult signing form _____ Daytime Phone _____

Address (if available) _____ Apt# _____ City _____ Zip _____

OPTIONAL: Children’s Racial and Ethnic Identities

We are required to ask for information about your children’s race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children’s eligibility. Respond to both Step One, Ethnicity and Step Two, Race.

Step One: Ethnicity (check one): ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Step Two: Race (check one or more): ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

INSTRUCTIONS: Sources of Income

Sources of Income for Children

Sources of Child Income	Examples
<ul style="list-style-type: none">Earnings from workSocial Security<ul style="list-style-type: none">Disability PaymentsSurvivor’s BenefitsIncome from person outside the householdIncome from any other source	<ul style="list-style-type: none">A child has a regular full or part-time job where they earn a salary or wagesA child is blind or disabled and receives Social SecurityA Parent is disabled, retired, or deceased, and their child receives Social Security benefitsA friend or extended family member regularly gives a child spending moneyA child receives regular income from a private pension fund, annuity, or trust

Sources of Income for Adults

Earnings from Work	Public Assistance / Alimony / Child Support	All Other Income
<ul style="list-style-type: none">Salary, wages, cash bonuses (before deductions or taxes)Net income from self-employment (farm or business)If you are in the U.S. Military:<ul style="list-style-type: none">Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)Allowances for off-base housing, food and clothing	<ul style="list-style-type: none">Cash Assistance from State or local governmentSupplemental Security IncomeUnemployment benefitsWorker’s compensationAlimony paymentsChild support paymentsVeteran’s benefitsStrike benefits	<ul style="list-style-type: none">Social SecurityDisability benefitsRegular income from trusts or estatesAnnuitiesInvestment incomeRental incomeRegular cash payments from outside household

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

At public school districts, each student’s school meal status also is recorded on a statewide computer system used to report student data to MDE as required by state law. MDE uses this information to: (1) Administer state and federal programs, (2) Calculate compensatory revenue for public schools, and (3) Judge the quality of the state’s educational program.

Nondiscrimination statement: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- (2) fax: (833) 256-1665 or (202) 690-7442; or
- (3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

Accidents aren't supposed to happen, but they do.

Rockford Area Schools is not responsible for any accidental injuries that occur to students while under the school's supervision or participating in interscholastic sports.

Our School District has partnered with Student Assurance Services to give families the opportunity to purchase accident insurance for their student(s). When enrolled, this coverage provides financial assistance with your out-of-pocket medical expenses should your student sustain an accidental bodily injury.

Reasons to consider coverage for your student:

1. Your primary health insurance has a high deductible – copay – coinsurance.
2. No other insurance on your student.
3. Your student participates in a sport where unexpected injuries commonly occur.

To Enroll Your Student & Review Medical Benefits Visit:

www.sas-mn.com

If you have any questions regarding this voluntary student accident insurance program, please contact Student Assurance Services at (800) 328-2739. You will speak with a live person who can assist you with your questions.

Notification of Vocational Opportunities at RHS

Rockford Area Schools district offers a variety of vocational opportunities through Business Education and Technology Education Departments. The purpose of this notice is to inform students, parents, employees and the general public that these opportunities are offered regardless of race, color, national origin, sex or disability. Admission in the specific courses is determined by grade level and, in some cases, completion of prerequisite courses.

The district has designated the following individuals at Rockford Area Schools to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and the Title IX of the Education Amendments Act of 1972.

Section 504 Coordinator for RAS:

Samantha Bloom, Guidance Counselor

Office Address: Rockford High School

7600 County Road 50, Rockford, MN 55373

Office Phone Number: 763-477-5846 ext. 3033

Molly Wirth, School Counselor

Office Address: Rockford Middle School—Center for Environmental Studies

6051 Ash Street, Rockford, MN 55373

Office Phone Number: 763-477-5831 ext. 2600

Allison Leistico, School Counselor

Office Address: Rockford Elementary Arts Magnet School

7650 County Road 50, Rockford, MN 55373

Office Phone Number: 763-477-5837 ext. 1006

Title IX Coordinator for RAS:

Robbert Danneker, *Director of Teaching and Learning*

Office Address: Rockford District Office

6051 Ash St., Rockford, MN 55373

Office Phone Number: 763-477-9165 ext. 4005



Be Sure to Update Your Parent Portal

Infinite Campus provides instant access to accurate, current, and confidential information about your student's school attendance, grades, class assignments, emergency contacts, lunch balance, and more! Did you know you can also select to receive text messages for school notices? Customize your contact preferences in your Parent Portal.

Need an Infinite Campus Parent Portal account? Forgot your username or password? Visit the Rockford Schools website at www.rockford.k12.mn.us, click on the Infinite Campus logo and then on Campus Parent to request access.

Check out your Portal today to make sure your information is up-to-date.

If you have any Portal questions, call Connie Leuer at 763-477-9165 or email leuerc@rockford.k12.mn.us.

Once you have logged into your Parent Portal, don't forget to download the Infinite Campus Portal App on your phone.

Complete your Annual Update!

It is very important to ensure the school district has current household and contact information for all students. Before school starts, be sure to log in to your Infinite Campus Parent Portal account to complete the Annual Update. This online update will replace the emergency forms you have received in the past. Keeping household information updated will help families stay connected and be informed of upcoming events, and will ensure you receive information regarding any important announcements. Please be sure to submit your annual update before the first day of school. If you have any questions, please contact Christa Larson at larsonchrista@rockford.k12.mn.us or 763-477-9165.



Food Service Reminders

Rockford Area Schools Food Service Department would like to remind families of a few items for this upcoming school year.

- Visit your Infinite Campus Parent Portal to view your student's account including purchases and deposits.
- Funds can be added via your Infinite Campus Parent Portal.
- When the account balance is \$10 or lower, reminders are sent via email daily.
- No charges can be made on accounts if they are negative \$5 or more.
- Breakfast and Lunch will be provided free of charge for all students through a program subsidized by Minnesota State Legislature.
- All second full meals will be charged at adult meal prices per Minnesota State Legislature.

If you have any questions regarding your lunch account, please contact Harlan Adelman in the high school kitchen at 763-477-5846 ext. 3052 or email adelmanh@rockford.k12.mn.us.

Meal Prices for 2023-24



Lunch Prices

Adult/Second Full Student Meal \$4.95

Breakfast Prices

Adults/Second Full Student Breakfast \$2.25

Extras

Second Entree Only \$3.00

Other Ala Carte Items \$1-\$3

Milk Prices (All Grades) \$0.60

Meal prices pending School Board approval

School Bus Drivers Needed!

Looking to earn a little extra money and to work close to home?

Rockford Bus Service, under 4.0 Services, is now hiring bus drivers. We offer a fun, flexible work environment with a schedule that allows for you to have free time during the day, with opportunities to work more if desired. Now offering a **SIGNING BONUS!** Training is provided. No experience necessary.

E-mail xiongt@rockford.k12.mn.us or call 763-477-6100 for more information.

Have You Recently Moved or Had a Baby?

If you have recently had a new baby, or have moved to our school district and have children ages birth through five, it is important that they are included in the school census. This ensures that you receive notification about early childhood classes, early childhood screening, kindergarten round-up, and other school-related information. If you are not sure whether your children are listed on the school census, please contact the Early Childhood Office at 763-477-7500 or go to our website at www.rockford.k12.mn.us under the Community Ed tab and look for Early Childhood Programs.

Employment Opportunities

Rockford Area Schools follows Minnesota Statute 123B.03 and District Policy 404 requiring a criminal history background check on employees and other individuals who provide services to the school. Rockford Area Schools is hiring!

Please visit the <https://www.applitrack.com/rockfordmn/onlineapp/> to learn about current opportunities and apply.



TAHER is Hiring!!!

If you like to work in a fun, fast-paced environment with guaranteed hours and in the same schedule than your kids, we want you on our team! We need: servers, cashiers, prep cooks, and kitchen leads. For more information, email Chef Harlan at adelmanh@rockford.k12.mn.us



School Supply Lists

School and classroom supply lists are available our website at www.rockford.k12.mn.us under Resources—Back to School Information

Transportation Notifications

The student transportation services at Rockford Area Schools are provided by 4.0 School Services. Finalized bus schedules for the upcoming school year will be emailed to families by the end of August and will be posted on the Rockford Area Schools website at www.rockford.k12.mn.us, under the Departments tab, then Transportation at the end of August.

Transportation notifications will be sent out to families in an email **by the end of August 2023.**

Safety and Security

The safety of students and staff is our top priority. Given recent events throughout the country, school safety and security continues to be top of mind. Below are safety protocols that are in place to keep our school community safe.

- **Secured Entry** – RAS will continue to secure outside doors during the school day. All visitors are required to buzz in and state the reason for the visit. Exterior doors should not be propped open for any reason. Please communicate to your student the importance of this safety protocol and report violations to the main office immediately.
- **ID Badges** – All RAS employees and visitors including substitutes, contractors, and other agency personnel need to wear an ID badge.
- **Cameras** – We are increasing camera surveillance both inside and outside our campuses including the bus garage.
- **Training** – We will continue to train our staff and students on how to respond to a security breach. This includes protocols for evacuation and reunification.
- **Safety Drills** – Minnesota schools are required to practice a series of safety drills each year including: fire evacuation drills, lockdown drills and tornado drills. We will continue to practice authentic drills to increase the effectiveness of our response.
- **Law Enforcement** – Both Wright County and Hennepin County Sheriff's departments have assigned an officer to our school district. Both officers work in tandem to provide an additional layer of security at all three buildings.
- **Signage** – This year we are improving our signage by posting room numbers inside every classroom and stickers on our phones on how to access an outside line. Sounds simple, but most students (and adults) are not familiar with the requirement to dial 8 for an outside line. 8-9-1-1
- **RAS Annually updates and distributes district emergency manuals as required by MDE.** The manual outlines response procedures for emergency situations such as, bomb threats, hazardous materials, intruders, lock downs, temporary evacuations and other emergencies
- **Each site has a First Aid team, Crisis Response Team, and Crisis Prevention Intervention Team,** responsible for planning training and responding to emergencies.
- **First responder training** – RAS will continue to allow first responders and law enforcement to use our schools as a training site. This partnership allows first responders to train in a school setting and become more familiar with our school layout. These drills occur on non-student contact days.
- **Communications** - If there is an emergency, parents will be notified via Infinite Campus.
- In addition to the protocols above, Rockford administrators and counselors meet regularly with law enforcement, court officials and human services personnel to share resources on how to better serve our community.

Although we cannot predict every scenario. We will continue to train our staff and students to respond to various emergency situations. Our greatest resource in mitigating a threat to our school community is us. Please encourage your student that if they **see something, say something.**

Safety First

Rockford Area Schools annually updates and distributes district emergency manuals as required by the Minnesota Department of Education. In cooperation with local public safety departments, the manual outlines responses and procedures for emergency situations such as bomb threats, hazardous materials, intruders/ strangers on campus, lock downs, temporary evacuations, and other emergencies.

Our schools also prepare and maintain site-specific emergency procedures manuals. Each site can appoint a volunteer First Aid Team, Crisis Response Team, and Crisis Prevention Intervention Team, responsible for planning, training, and responding to issues in the Emergency Procedures Manual.

Crisis plans are tested annually, and each site is required to participate in drills to help increase the ability to provide a quick response to emergencies. Mandatory drills include five fire drills, one tornado drill, and five lock down drills.

Asbestos Management Plan

Rockford Area Schools has on file a complete and updated Management Plan for dealing with asbestos-containing building materials within the school district's buildings. A copy of this plan can be found in the Director of Buildings and Grounds Office at the Rockford High School and is available for viewing by interested parties upon advanced notice. Copies will be made available for reproduction at a nominal cost.

Rockford Elementary Arts Magnet School was designed without specifying or requiring the use of asbestos containing building materials. Rockford Middle School Center for Environmental Studies has asbestos inside fire doors. The asbestos containing materials at Rockford High School have been abated.

As required by federal law, the condition of asbestos in our schools is surveyed every six months and inspected every three years as part of an ongoing operations and maintenance program.

If you have any questions or concerns, please contact the Director of Building and Grounds at 763-477-9165 ext. 4007.

Maintaining a Pest-free Environment

People agree that they want students to learn in a safe and clean environment. One of the ways to keep that environment clean is by eliminating pests to help prevent contamination, property damage, and the spread of disease. Rockford Area Schools contracts with a licensed, professional pest control service to prevent and control rodents, insects, and other pest in and around school buildings to use baiting and trapping methods. The minimal use of chemicals helps meet the needs of those with health sensitivities and also helps create a safer school environment.

The State of Minnesota requires the district to report what chemical (if any) have been applied and when they have been applied. The program includes:

1. Inspection and monitoring to determine if pests are present or if treatment is needed.
2. Recommendations for maintenance and sanitation to help eliminate pests without using pest control materials.
3. Utilization of non-chemical measures such as traps, caulking and screening.
4. Application of Environmental Protection Agency registered pest control materials when needed.

Tentative schedules of exterior and interior pest control inspections and possible treatments, as well as herbicide treatments, will be available at the Rockford Area Schools district office when they are determined. Parents/guardians may request prior notification of pest control material or herbicide applications occurring on a day not specified in the tentative schedules.

E-Learning Due to Inclement Weather

"E-learning day" is when we have weather-related school cancellations. E-Learning allows schools to offer access to online instruction provided to the students due to inclement weather. While E-Learning Days cannot replace the face-to-face time students have with their teachers, they can provide better continuity when inclement weather inhibits a full day of in-person instruction.



In the event of a school cancellation due to inclement weather, families will receive an automated phone call, text message, and/or e-mail from Rockford Area Schools with at least 2-hours notice prior to the normal school start time. Messages will also be posted on the District website, social media, and will appear on local media outlets. E-Learning Days will be announced at the same time as the school cancellation announcement.

NWSISD Closing Procedures

As a reminder for our NorthWest Suburban Integration School District(NWSISD) families, please visit the NWSISD website for transportation information regarding school closing information, and other guidelines. To view the NWSISD website, please visit www.nws.k12.mn.us, click on the Transportation tab on the left side.

If a closing of our school district is not posted on our website, school will be in session.

Technology Information

1:1 Student Technology

This fall the district intends to distribute chrome books to students. The elementary will hold the student devices in the classroom while the middle school and high school students will be encouraged to take their devices home. Parents can expect to receive additional information regarding student technology use throughout the school year.

Online Registration Program

The Online Registration Program is now available for families to update existing records. Parents can update their students' demographic, health provider, allergy, health conditions, emergency contact, and sign important annual documents online. This fall parents will be asked to complete the online registration update and complete a digital equity survey. The school district has been asked to collect data and report broadband connectivity data to the Minnesota Department of Education this fall to support state and federal efforts to improve broadband connectivity to our community.

Home Internet Needs?

Since the Middle and High School students will have the opportunity to be on a 1:1 school technology program, some families may encounter issues of connectivity at home. Families who may need help with the internet at home can contact Jeff Kienitz at kienitzj@rockford.k12.mn.us or call 763-477-7508 for additional information.

Free and Reduced Lunch Applications

The F/R lunch applications are now available in the parent portal. The parent portal can be accessed through the school website and clicking on Resources – Families. Rockford Area Schools encourages families to apply for the program. Many programs, including technology funding, are directly impacted by the number of people who apply.

Immunizations

There are certain immunizations required by the state in order for your child to attend public schools. If your student is entering Kindergarten, 7th, or 12th grade, they may need booster shots. Please see the form below for further information. If you have any further questions, please contact the school nurse.

Vaccine	Immunizations required for child care, early childhood programs, and school.				At Kindergarten	At 7th grade	At 12th grade
	Birth to 6 months	12 - 24 months					
Hepatitis B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diphtheria, Tetanus, Pertussis (DTaP, DT, Td)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Haemophilus influenzae type b (Hib)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pneumococcal (PCV)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Polio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Measles, Mumps, Rubella (MMR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chickenpox (varicella)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hepatitis A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tetanus, Diphtheria, Pertussis (Tdap)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meningococcal (MCV4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enter the dates for each vaccine your child has received to date. Specify the month, day, and year of each dose such as 01/01/2010.

Birth date

Name

Minnesota law requires children enrolled in child care, early childhood education, or school to be immunized against certain diseases, unless the child is medically or non-medically exempt.

Instructions for parent or guardian:

- Fill out the dates in chronological order even if your child received a vaccine outside of the age/grade category that the box is in. Depending on the age of your child, they may not have received all vaccines; some boxes will be blank.
 - If you have a copy of your child's immunization history, you can attach a copy of it instead of completing the front of this form.
 - Your doctor or clinic can provide a copy of your child's immunization history. If you are missing or need information about your child's immunization history, talk to your doctor or call the Minnesota Immunization Information Connection (MIIC) at 651-201-3980 or 800-657-3970.
- Sign or get the signatures needed for the back of this form.
 - Document medical and/or non-medical exemptions in section 1.
 - Verify history of chickenpox (varicella) disease in section 2.
 - Provide consent to share immunization information (optional) in section 3.

Instructions: Complete section 1 to document a medical or non-medical exemption, section 2 to verify history of varicella disease, and section 3 to consent to share immunization information.

Name _____

1. Document a medical and/or non-medical exemption (A and/or B).

Place an X in the box to indicate a medical or non-medical exemption. If there are exemptions to more than one vaccine, mark each vaccine with an X.

Vaccine	Medical Exemption	Non-Medical Exemption
Diphtheria, Tetanus, and Pertussis		
Polio		
Measles, Mumps, Rubella		
<i>Haemophilus influenzae</i> type b		
Chickenpox (varicella)		
Pneumococcal		
Hepatitis A		
Hepatitis B		
Meningococcal		

A. Medical exemption: By my signature below, I confirm that this child should not receive the vaccines marked with an X in the table for medical reasons (contraindications) or because there is laboratory confirmation that they are already immune.

Signature: _____ Date: _____

(of health care practitioner*)

2. History of chickenpox (varicella) disease. This child had chickenpox in the month and year _____

My signature below means that I confirm that this child does not need chickenpox vaccine because:

- ☐ I am a health care practitioner and this child was previously diagnosed with chickenpox or the parent provided a description that indicates this child had chickenpox in the past.
- ☐ I am the parent or guardian and this child had chickenpox on or before September 1, 2010.

Signature: _____ Date: _____

(of health care practitioner*, representative of a public clinic, or parent/guardian). Parent can sign if chickenpox occurred before September 2010.

* Health care practitioner is defined as a licensed physician, nurse practitioner, or physician assistant.

Minnesota Department of Health - Immunization Program (2019)

B. Non-medical exemption: A child is not required to have an immunization that is against their parent or guardian's beliefs. However, choosing not to vaccinate may put the health or life of your child or others they come in contact with at risk. Unvaccinated children who are exposed to a vaccine-preventable disease may be required to stay home from child care, school, and other activities in order to protect them and others.

By my signature, I confirm that this child will not receive the vaccines marked with an X in the table because of my beliefs. I am aware that my child may be required to stay home from child care, school, and other activities if exposed.

Signature: _____ Date: _____

(of parent or guardian in presence of notary)

Non-medical exemptions must also be signed and stamped by a notary:

This document was acknowledged before me

on _____ (date)

Notary Stamp

by _____ (name of parent or guardian)

Notary Signature: _____

STATE OF MINNESOTA, COUNTY OF _____

3. Consent to share immunization information: This school is asking for permission to share your child's immunization record with Minnesota's immunization information system. Giving your permission will:

- Provide easier access for you and your school to check immunization records, such as at school entry each year.
- Support your school in helping to protect students by knowing who may be vulnerable to disease based on their immunization record. This can be important during a disease outbreak.

Under Minnesota law, all the information you provide is private and can only be released to those authorized to receive it. Signing this section of the form is optional. If you choose not to sign, it will not affect the health or educational services your child receives.

I agree to allow my child's school to share my child's immunization documentation with Minnesota's immunization information system:

Signature: _____ Date: _____

(of parent/guardian)

Rockford Area Schools

2023-2024 School Calendar

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

 School Closed

 Start of the quarter

 Staff Development/Work Time (no school for students)

 End of the quarter

 Half Day Staff Development/Work Time (no sch for students)

 New teacher days

May 30 - Seniors last day

1st Qtr.	September 5 to November 3 =	41
2nd Qtr.	November 7 to January 19 =	43
3rd. Qtr.	January 23 to March 21 =	42
4th Qtr.	April 1 to June 4 =	46
		172 days

May 31 - Commencement

REAMS EVENTS	DATES	HOURS
Assessment Days	9/05, 9/06	16 hrs
Fall Conferences	11/6, 11/9	8 hrs
Spring Conferences	3/14, 3/18	8 hrs
Kindergarten Round Up	03/07	

RMS-CES EVENTS	DATES	HOURS
Open House	8/30	4 hrs
Fall Conferences	10/17	4 hrs
Winter Conferences	1/11	4 hrs
STEM, Art and Academic Showcase	4/18	4 hrs

New Staff Days	8/15, 8/16	
Workshop Week	8/28, 8/29, 8/30, 8/31	4
SD Days/Work Days	10/18, 11/06, 1/15, 1/22	5
	3/22 (.5), 6/05 (.5)	
		172
		+ 181
2 PM days = 16 hrs		183

RHS EVENTS	DATES	HOURS
Open House	8/30	4 hrs
Fall Conferences	10/26	4 hrs
Spring Conferences	3/14	4 hrs
Curriculum Night	12/12	4 hrs
Commencement	5/31	Extra

Communications

Rockford Area Schools is committed to providing prompt and continuous communication. The district sends email communications through Infinite Campus to keep families informed of the happenings in our district. The district also maintains social media accounts on Facebook, Twitter, Instagram, and YouTube.

- **Emails**—Our district communicates with families through email to keep them informed of the happenings on the schools as well as important information sent by the Superintendent.
- **Infinite Parent Portal**—Schools use the Infinite Campus Parent Portal to communicate with families as well. Families are able to check their students attendance, grades, student information, etc.
- **Social Media**—RAS uses four different channels on social media: Facebook (@ISD883), Instagram (@ISD883), Twitter (@ISD883), and YouTube (Rockford Area Schools MN).
- **Rocket Report**—RAS sends out biannually Rocket Reports to the communities in Wright and Hennepin counties. Our Rocket Report includes the happenings of the district throughout the year.

Important Contact Information

Dr. Jeff Ridlehoover, *Superintendent* 763-477-9165

Michael McNulty, *Director of Finance & Operations* 763-477-9165

Cindy Gapinski, *HR, Payroll & Benefits Coordinator* 763-477-9165

Rob Danneker, *Director of Teaching and Learning* 763-477-9165

Jeff Kienitz, *Director of Technology* 763-477-9165

Emily Seitzer, *Special Education Coordinator* 763-477-5837

James Leuer, *Director of Buildings and Grounds* 763-477-9165

Becca Morgan, *District Nurse* 763-477-9165

Paul Menard, *High School Principal* 763-477-5846

Paul Warzecha, *Middle School Principal* 763-477-5831

Brenda Nyhus, *Elementary School Principal* 763-477-5837

Dan Pratt, *Activities Director* 763-477-5846

Melissa Joseph, *Community Education Director* 763-477-4563

Tiffany Reinhard, *Early Childhood Coordinator* 763-477-7500

Cody Hallahan, *Galaxy Kids - School Age Child Care* 763-477-7555

Harlan Adelman, *Taher Food Service* 763-477-5846

Tou Xiong, *4.0 Transportation Manager* 763-477-6100

Attendance Line

763-477-7525

Contacto en Español

Angelica Swanson

763-477-5846

School Board

Eric Gordee—*Chair*

Amy Edwards—*Vice-Chair*

Jenny Kneeland—*Treasurer*

Jessica Johnson—*Clerk*

Beth Praska—*Director*

Jamie Hillstrom—*Director*

763-477-9165

board@rockford.k12.mn.us





IS NOW ENROLLING for the 2023-2024 school year

For more information, visit our District Office
(6051 Ash Street Rockford, MN 55373), call at
763-477-9165 or visit our website:

www.rockford.k12.ms.us

click on the ENROLL NOW button

OUR CORE VALUES

Excellence: To be our best, expect our best; to be inspired daily to become the very best we can be

Students First: A safe, healthy environment to challenge, engage and inspire all students

Community: It's about all of us, all the time

Integrity: Align actions and words with values and beliefs while respecting differences

Stewardship: Care and responsibility with our resources including natural and social environments

Student Experience: All students have access to engage in a rich arts and academics environment, and an abundance of extracurricular opportunities

Independent School District 883

ROCKFORD AREA SCHOOLS

6051 Ash Street

Rockford, MN 55373



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Rockford Area
Schools MN