Riverview Elementary School

Student & Family Handbook

4100 208th St W
Farmington, MN 55024
(651) 460-1600

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Welcome to Riverview Elementary School!

The mission of Riverview Elementary School, a learner-centered community that transforms the future of learning, is to ensure each individual continuously grows emotionally, socially, and academically to have a positive impact in their communities through:

- Honoring the diverseness of our communities
- Learning experiences driven by passions, sparks, and interests
- Reflection on the learning process and real-life experiences
- Collaborative relationships, trust, and open communication

Our Objectives:

- Each learner continuously demonstrates academic and personal growth.
- Each learner develops the skills to understand how they learn best.
- Each learner possesses the skills to advocate for themselves and others.
- Each learner continuously explores personal interests and passions to drive their learning.

Riverview Elementary
4100 208th St W
Farmington, MN 55024
Main Office – 651-460-1600
Attendance Line – 651-460-1605
Emergency School Closing Information – 952-985-1100

Office Team

Shawn Peck, Principal	651-460-1600
Nick Hooper, Learner Support Specialist	651-460-1603
Jessica Alladin, Counselor	651-460-1647
Lyndsi Meier, Family Support Worker	651-460-1629
Sally VanValkenburg, Administrative Assistant	651-460-1604
Jen Cole, Administrative Assistant	651-460-1605
Bri Froehling, School Nurse	651-460-1606

Frequently used numbers

Attendance	651-460-1605
Media Center	651-460-1653
Chartwells Food Service	651-460-3820
District Emergency	952-985-1100
Marschall Lines Bus Company	651-463-8689

School Hours

7:00 - Teachers arrive
7:25 - Doors open for students
7:40 – Academic bell (students should be in their classrooms at this time)
2:10 - School is dismissed

Please do not drop your children off before 7:25 AM as there is no supervision available until then. Parents/Guardians should arrange to pick students up on time.

Go to www.farmington.k12.mn.us for more information.

ATTENDANCE

Parents should call the attendance line at 651-460-1605 or communicate via the Riverview Student Attendance Form. If you call and the administrative assistant does not answer, please leave a message giving your child's name, grade and reason for the absence. Failure to do so by 9:00 on the day of the absence will result in an automated message that your child is not in school. This is to ensure your child's safety. If you do not call the school back within that day, the absence will be recorded as unexcused.

Guidelines for keeping a child home due to illness include:

- When a child has a fever of 100 or more, a child should stay home for 24 hours after the temperature returns to normal (without needing medication to keep the temperature down).
- When a child has vomited or had diarrhea, a child should stay home until 24 hours after the last episode.
- When a child has any rash that may be disease-related or you do not know the cause, check with your family physician before sending your child to school.
- When your child is not running a fever, but is having excessive secretions, continual coughing or excessively tired it may also be good to keep him/her at home. Extra sleep, fluids, and medication can be effective in resolving these symptoms and preventing a relapse.

Please have an "emergency plan" for the care of your child should he/she need to be home due to illness and someone available to pick up your child from school and care for them should they become ill at school.

If you have any questions, you may call the district nurse, Michelle Pepera, 651-460-1965.

Attendance is an important part of your child's education. Please reference the ISD 192 Attendance Policy (Policy #1019) to learn more about how absences are defined as excused or unexcused.

Along with absenteeism, tardiness is a serious concern. Please make sure your child is at school and ready to learn on time.

Copies of all attendance letters will be placed in the child's cumulative folder. If your child expresses reluctance about going to school, or complains of illness simply to stay home, please contact us. We want to work with you to make school a positive experience for you and your child. Our nurse and/or counselor may be able to help you with concerns of this type.

BEHAVIOR EXPECTATIONS

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student conduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district

shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. The District will adhere to the Administrative Guidelines for Disciplinary Action. Disciplinary action may include, but is not limited to one or more of the following:

✓	Student conference with teacher, principal, counselor or other school district personnel, and verbal warning
✓	Parent/guardian contact
✓	Parent/guardian conference
✓	Removal from class
✓	Restorative Practice
✓	In-school suspension
✓	Loss of school privileges
✓	Modified school programs
✓	Referral to in-school support services
✓	Referral to community resources or outside agency services
✓	Financial restitution
✓	Out-of-school suspension under the Pupil Fair Dismissal Act
✓	Preparation of an admission or readmission plan
✓	Other disciplinary action as deemed appropriate by the school district

See Minnesota Pupil Fair Dismissal Act at the link below:
https://education.mn.gov/mdeprod/groups/educ/documents/basic/mdaw/mda2/~edisp/006059.pdf

BICYCLES

RVES students are allowed to ride their bikes to school. Racks are provided outside for students to park and secure bicycles. Students are encouraged to bring a lock to secure the bike on the rack. **Security of the bike is the responsibility of the student.** Families are highly encouraged to review bike rules at home prior to the student riding a bike to school.

BREAKFAST AND LUNCH

With the passage of the MN Free School Meals Program, each enrolled student will be able to receive one free eligible breakfast and one free eligible lunch each academic school day.

Applications for free and reduced price meals should still be completed in order to determine eligibility for other programs throughout the district. Applications can be found online (https://www.farmington.k12.mn.us/departments-services/educational-benefits), in the main office of your school or at the food service office located at 510 Walnut Street. All completed forms should be returned to the food service office at the Walnut Street location.

Menu information and pricing can be found at:
https://www.farmington.k12.mn.us/departments-services/food-services-chartwells

Every student has their own PIN number. Each child keys the PIN number into the computer at lunchtime. Teachers will have a record of student's pin numbers if they do not have them memorized. Every time the student makes a purchase, the PIN number is keyed in and the appropriate amount is deducted from each family's Food Service Account. Students participating in the Breakfast Program will use this same PIN number.

BUS SAFETY AND DISCIPLINE

Providing learners a safe and pleasant bus ride is a priority in the Farmington Area School District. Every passenger on a school bus has a part in keeping the school bus safe. Please review the Bus Safety Handout which includes the school bus discipline plan with your child(ren) and let them know that you expect them to do their part to follow the rules and help keep their bus safe.

If you have any questions regarding transportation, please contact Marschall Lines at 651-463-8689.

CARES

Riverview Elementary utilizes the acronym C.A.R.E.S to help communicate behavioral expectations for students, staff, visitors, and guests. We believe that when we show COOPERATION, ASSERTIVENESS, RESPONSIBILITY, EMPATHY, and SELF-CONTROL, we make Riverview a safe and fun place to learn. These CARES values are specifically taught to our learners and we celebrate them when they exhibit these behaviors in the classroom, on the bus, in the cafeteria, on the playground, and in other settings around our school.

CELLULAR PHONES/SMART WATCHES

In order to maintain focus on the educational process, **we require that cell phones stay inside your child's backpack and be turned off/ silenced throughout the duration of the school day.** We understand that families may need to communicate with their child throughout the day, however, families need to communicate through the main office to deliver important messages. Students wearing watches should not be using the watch to make calls or send/receive messages during the school day. If the phone or watch is causing a distraction to learning, the phone/watch will be placed in the office for the remainder of the day and the student may pick it up at dismissal time. If it continues to be a concern, the phone/watch will be placed in the office and a parent will need to come pick it up.

*The school district will not be responsible for any lost or stolen personal items.

Policy 1022 - Student Use of Personal Mobile Phones, Digital Imaging Devices and Other Electronic Devices

CHANGE IN AFTER SCHOOL DESTINATION

If your child is not going to his/her regular after school destination, please notify the Riverview Main Office **AND** your child's teacher via phone call, email, or written note no later than 12:00 PM on the day of the necessary change.

CLASSROOM ASSIGNMENTS

By district procedure established by the Superintendent, final authority for classroom placement resides with each building principal. It is the principal's responsibility to inform families of the criteria, provide a means for providing input into classroom assignment, and engage professional staff in a process that meets the educational needs of students. Parent/Guardian input is welcome and encouraged, however requests for specific teachers will not be considered. For convenience, a Parent Input Form is available in the school office. This must be submitted to the building principal by the established deadline.

CONFERENCES

Parent-teacher conferences take place twice during the school year. Information regarding conferences will be communicated to families prior to both the fall and spring conferences. Parents will have an opportunity to sign up for conferences on-line. If internet access is not available you can make an appointment by calling the school office.

COMMUNICATION BETWEEN HOME AND SCHOOL

Maintaining a connection between home and school is a top priority at Riverview Elementary. We have several means of communicating important information to families. Staff may not be immediately available due to their responsibilities with students during the school day, but will try to respond to any messages within 24 business hours.

Phone Calls: If you need to contact your child's teacher you may call 651-460-1600 and you will be directed to your child's teacher or the teacher's voicemail. The teacher will get back to you as soon as possible. The best time to contact your child's teacher is before 7:20 a.m. or after 2:10 p.m. To maintain an effective learning environment, teachers and students are not called away from the classroom for phone calls except for an emergency.

E-mail/Seesaw/Schoology: These are platforms Riverview uses to engage with families and students. Both Seesaw and Schoology platforms have family messaging options. You are also able to communicate with the school through email. For most staff members the email address is the staff member's first initial followed by the staff member's last name, then @farmington.k12.mn.us.

If you have an urgent message regarding pick up arrangements or an urgency to reach your child, please call the office as teachers do not often check email during instruction.

Web Sites: Information about ISD 192 can be found on the district's website: www.farmington.k12.mn.us. Information about Riverview can be found by clicking on the "Our Schools" tab and choosing "Riverview Elementary."

E-News & Phone Messages: We send a weekly family newsletter called "The Riverview Reader" to the email address of all RVES parents/guardians. It is important that you read this information to stay up to date on important school matters. We also use the SchoolMessenger system to send out text messages, emails, and pre-recorded voice messages when there is important information we need to convey to our families. As a result, it is vital that we have

accurate contact information (phone, email, address, etc.) for all parents/guardians. Please be sure to notify the office of any email address or phone number changes.

DRESS AND LOST AND FOUND

Students should come to school dressed in clothing that allows them to appropriately participate in the classroom, specialist, and recess environments to the best of their ability. Students are not allowed to wear hats throughout the school day unless special permission is given for unique circumstances. Clothing that creates a disruption to the learning environment is not allowed. Such dress may include, but is not limited to clothing with suggestive or derogatory messages, representations that are inappropriate or demeaning to any groups, or apparel deemed to be disruptive to the educational process.

Boots, coats, hats, mittens, sweaters, lunch boxes etc. make up the bulk of the items that end up in the "Lost and Found" each year. Please mark these items. The lost and found is located near the office and may be checked at any time by students and parents. Any items that are not claimed are donated to charity.

EMERGENCY CLOSING OF SCHOOL

In the event of an emergency school closing, these procedures will be followed:

- The district will try to make decisions to close by 6 a.m.
- Messages will be sent out using our school messaging system. Please make sure your contact information is always up to date.
- Our emergency school closing line (952-985-1100) is in operation with a recorded message for parents and employees regarding school-closing information.
- As parents, you have the final decision as to whether or not to send your child to school in times of inclement weather. If you do not feel it is safe, please feel free to keep your children home and report their absence to their school in the usual manner.

An EMERGENCY RELEASE FORM with more information is included in the Fall Information Packet. It is very important that this form is filled out and returned to school promptly. It is important for you to make your own arrangements for supervision of your children when they are sent home early because of an emergency school closing.

FAMILY SUPPORT WORKER

For assistance regarding community resources and supporting your child's school success, please call 651-460-1629 to talk to the 360 Communities Family Support Worker assigned to Riverview.

FIELD TRIPS

Occasionally your child's teacher will extend classroom instruction and concepts through a field trip experience. The teacher will provide rationale for the trip and request that permission slips be signed by the parent/guardian.

Several times during the school year a classroom may take walking or local field trips within our school district. A **"blanket permission form**" will be requested to cover these local excursions. No student will be allowed to participate without written permission.

FLEXIBLE LEARNING DAYS/E-LEARNING DAYS

The term "flexible learning day" refers to a school day when instead of coming to a school building teachers and students communicate online using Schoology or SeeSaw, our digital communication platforms. Teachers share assignments and are available online. Flexible learning days may be planned in advance or held in the event of unplanned school closures due to situations such as severe weather or a power outage.

FOOD ALLERGIES/MEDICAL CONDITIONS

Federal Regulations require participating schools to make substitutions for students with food allergies and/or medical conditions**. A medical statement from the child's doctor must be on file in the Food Service Office.** If you have any questions regarding this, please call the Food Service Office at 651-460-3820. Because of allergies and medical conditions, we are asking that no food treats will be brought into classrooms. Thank you!

Injury/Illness: If your child becomes ill or is injured at school, first aid will be administered. A parent/guardian will be contacted as needed. 911 will be called if necessary and the student will be transported to the nearest medical facility or the facility you indicate on the emergency form.

Immunizations: Please send in the dates of any immunizations that your child receives throughout the year to the health office. Students in grades K-4 should have received 3 doses of Hepatitis B immunizations.

Questions: Please contact Michelle Pepera, Licensed School Nurse, 651-460-1965 or the building nurse. If you have any questions re: the information above, or if you wish to discuss your child's health.

****Contact the bus garage before the first day of school with any major health concerns regarding your child (e.g. seizures, diabetes, bee sting allergy, asthma, etc.) It is the parents'/guardians' responsibility to notify the bus garage.**

iPADS

Farmington School District is a one to one iPad district. Teachers within the district are committed to using iPads intentionally to enhance student learning by prioritizing active rather than passive use of technology. Active use involves engaging students in tasks that require critical thinking, creativity, collaboration, and problem-solving. Examples of active use would include but are not limited to creating digital presentations, conducting research projects, coding, or interactive educational apps that promote skill development.

In contrast, passive use, would include but is not limited to watching videos or browsing content without an intentional purpose connected to the learning objective.

Parents are encouraged to support this approach at home by guiding their children to use the iPad in ways that promote active engagement and learning. Examples include exploring educational apps together, encouraging creative projects, or setting specific goals for how the device will be used for homework or enrichment activities.

All Students (K-5) may use iPads daily and may take their iPad home as needed.

When iPads are sent home from school, it will be solely for an educational purpose aligned with the student's learning goals. Parents will be notified in advance about the schedule for when iPads will be sent home, along with the specific educational purpose for which the device is being provided. Parents are encouraged to review this information and determine the amount of time their child will have access to the iPad while at home. Families have the right to manage and monitor their child's use of the device to best support their educational needs and household routines.

If a parent prefers that their child does not bring the iPad home, they may contact the school to discuss alternative options to support their child's learning.

Please refer to the ISD 192 Acceptable Use Policy/iPad Loan Agreement for further guidance and information for at home use.

LEAD IN WATER NOTIFICATION

Farmington Area Public Schools is committed to providing a safe working and learning environment for employees and students. We have developed a Lead-in-Water Management Plan to reduce the potential for exposure to lead in drinking water and to comply with Minnesota Statute 121A.335, the Minnesota Department of Health (MDH), and the Minnesota Department of Education (MDE). This plan will also endeavor to comply with the recommendations of the Minnesota Department of Health's "Reducing Lead in Drinking Water: A Technical Guidance for Minnesota's School and Child Care Facilities" recommendations and be inclusive of the United States Environmental Protection Agency's "Ensuring Drinking Water Quality in Schools During and After Extended Closures" fact sheet and the United States Environmental Protection Agency's "3Ts Toolkit for Reducing Lead in Drinking Water in Schools and Child Care Facilities" manual.

Minnesota Statute 121A.335 requires public school buildings serving pre-kindergarten through grade 12 to test for lead in potable water sources (water for consumption) every 5 years. We test all of our buildings every five years. The previous testing cycle occurred during the 2021-2022 school year. We will test again during the 2026-27 school year.

Anyone interested in discussing the district Lead in Drinking Water program or test results, please contact the Director of Operations, Dan Miller, at 651-463-5058 or dmiller@farmington.k12.mn.us. Information is also available on the district website at https://www.farmington.k12.mn.us/departments-services/buildings-grounds/environmental-health-and-safety

MEDICATIONS

Please read over your EMERGENCY INFORMATION FORM, specific to your child and make any needed corrections. This form is extremely important and needs to be returned immediately. We need to have current information on how to reach you if your child becomes ill or injured. If there are any changes that occur during the school year please call the health office/nurse.

MEDICATIONS AT SCHOOL: **Please note due to recent policy changes**.
If medications are to be given at school the following procedure must be followed:

1. A parent/guardian must complete the parent authorization form. Forms are available from the health office or by visiting our health services website at https://www.farmington.k12.mn.us/departments-services/health-services/medication-and-required-forms
2. We must receive a doctor's order to give the medication. (This can be faxed to 651-460-1610 if that is helpful.)
3. An adult must bring medication to school for safety reasons.
4. Prescription medication must be in the original bottle that is labeled with the correct name, medication dose and time it is to be given.
5. We need written parent permission to give over the counter medications for up to 3 times. After the third dose, we will require a doctor's order to continue giving the medication.
6. Over the counter medications need to be brought to school in the original container. **No "baggies" of medication will be accepted.**
7. Medications need to be kept in the nurse's office unless arrangements have been made with the Licensed School Nurse**.**
8. If a medication needs to be given 3 times a day we encourage you to give it to your child in the morning, after school, and in the evening rather than sending it to school.

PARENTS/VISITORS TO OUR SCHOOL

For the safety of all our children, all visitors and parents are required to use the main entrance door during regular school hours and check in at the office/reception desk. If you are picking your child up from school, please park in the visitor parking lot/area and meet your child in the office area/atrium, and sign them out on the sheet provided if your child is leaving before the end of the day.

For the safety of all of our students, parents are not allowed to drive/park in the bus corral or playground area during school hours. Principals have the authority and responsibility of determining who is allowed in the school building during regular school hours. All approved visitors and volunteers are required to wear a visitor's badge with their name to ensure the safety of all students and staff. Students from other schools are not allowed in the school building during regular school hours except when part of an approved program.

PARENT/TEACHER PARTNERSHIP (PTP)

All parents are invited and encouraged to become involved with the Riverview Elementary Parent/Teacher Partnership. Our PTP meets the first Tuesday evening of the month during the school year. Check the calendar for the dates. It is a great way to be a partner in your child's education. For more information, please contact PTP President Tamara Barum at presidentrvesptp@gmail.com.

PERSONAL PROPERTY

The school is not responsible for lost or broken articles. Students should not bring games, toys, expensive electronic items (such as cell phones or watches), trading cards, expensive jewelry, money, or any other expensive items that would cause concern if lost or broken. These items tend to distract from learning.

PLEDGE OF ALLEGIANCE

The school board recognizes the need to provide instruction in the proper etiquette, display, and respect of the United States flag. Learners in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. Any learner or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Learners must respect the choice of others not to recite the pledge.

POLICIES

Minnesota School districts must provide notification of the following policies that have been adopted by our Farmington Area School Board. You can find all district policies by clicking this link: https://www.farmington.k12.mn.us/about-us/policies

Some important policies to pay attention to include:

- Policy #413: Harassment and Violence
- Policy #419: Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices
- Policy #506: Student Discipline
- Policy #514: Bullying Prohibition Policy
- Policy #515: Protection and Privacy of Pupil Records
- Policy #522: Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
- Policy #526: Hazing Prohibition
- Policy #527: Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches
- Policy #529: Staff Notification of Violent Behavior by Students
- Policy #534: School Meals Policy
- Policy #609: Religion
- Policy #709: Student Transportation Safety Policy

RECESS

At Riverview, we believe that students should have time to play outside each day when possible. Our policy is that the students will go outside to play at recess time unless the temperature and/or wind chill is below zero or if it is raining outside. If a parent/guardian wishes to have their child excused from outdoor recess, they must have a doctor's written approval. Please send your child properly dressed for the weather each day even if you think that it may be an inside day because the weather may change. A warm coat, mittens or gloves, hat and boots are necessary for Minnesota winters.

SCHOOL AGE CHILD CARE- KID CONNECTION

If you are looking for child-care before and/or after school, 6:00 a.m. to 6:00 p.m, please contact Community Education at 460-3209. This program is intended to provide a service for parents who are working, attending school or are unable to be home with their children before or after the school day. Farmington School Age Care is a great program and provides children with a safe environment and meaningful activities. For information about our program contact Community Education at **460-3209**.

SCHOOL CALENDAR

Click here to view the district calendar for 2026-2027
Visit our website to view the calendar of special events at Riverview for 2025-2026

SCHOOL PICTURES

School Pictures will be taken in August and picture retakes will be in September. All pictures are on a pre-pay plan or order online after picture day. The specific dates will be shared with families via the newsletter and on our school website once they are determined. Information on how to order pictures will be shared with all parents/guardians via email and/or the family newsletter.

SNACKS

Many classrooms will offer an optional snack break during the school day. Students are to bring healthy snacks from home during this time. Classroom teachers will notify families of any allergies in the classroom and a list of approved items. For the safety of all students, please adhere to the safe snack list. Candy, gum, and/or sugary or caffeinated beverages are not allowed.

STUDENT DROP-OFF AND PICK-UP

We appreciate your support during drop off and pick up times, they can be busy and stressful. Here are a few reminders:

- Use pick-up and drop-off lanes only.
- Parents are asked to always use the crosswalks in the parking lot when parking and walking their student into the building.

- Students will be asked to wait on the sidewalk for a parent who chooses to park and walk to the curb to pick up their child. Students will not be permitted to walk across the street without parent supervision.
- No U-turns in front of the building.

SUICIDE PREVENTION SUPPORT

We can all help prevent suicide. If you or someone you know is struggling emotionally or in crisis there are resources and supports available. If you, a friend, or a loved one are thinking about suicide and in need of emotional support contact a mental health support staff (school counselor, school psychologist, school social worker, or school nurse) within your building during the school day or use the resources and supports listed below. These resources provide free support to people in suicidal crisis or emotional distress.

Suicide and Crisis Lifeline: Call or Text 988
Línea De Prevención Del Suicidio Y Crisis 988
Text 'HOME' to 741741 (English) or Texto 'AYUDA' to 741741 (Spanish)
Dakota County Crisis Response: 1-952-891-7171
Immediate Emergency: 911
All supports listed are 24/7, 365 days a year

SUPPLY LIST

Click here to view the 26-27 school supply list. You can also access it by visiting the Riverview Elementary website, then click on "Families", and the "25-26 Student Supply List".

Families also have the option of ordering directly from Sprout School Supplies. This allows families to purchase everything on the supply list all at once. Simply visit https://sproutsupplies.com/order and enter in our school code: RES004 before July 9, 2025 for a fast, easy way to obtain your child's supplies for next school year.

TESTING

In Farmington schools, students' progress and knowledge are measured by a number of assessments, including annual state standardized tests, district FastBridge assessments, and various classroom assessments. All of these tests are part of the district's efforts to ensure all students are learning. To learn more about these assessments, including the testing calendar, please find it here: https://www.farmington.k12.mn.us/learning/assessments

TRANSPORTATION

Anyone who has moved within the school boundaries should contact the school and fill out new transportation forms.

PLEASE CONTACT THE SCHOOL OFFICE IF YOU MOVE FROM OUR DISTRICT AND CONTINUE TO TRANSPORT YOUR CHILD TO OUR SCHOOL. Necessary forms are available in the school office.

ALSO, anyone being transported to or from somewhere other than their home address (i.e. Day Care) should fill out a new transportation form each year, regardless if they were transported from that address the previous year. We need to start fresh each year. If no form is turned in, the Bus Company will assume that your child will be transported to and from home.
Any changes in transportation arrangements during the year need to be reported to the school office in advance. A new transportation form needs to be filled out by the parent/guardian.
Bus routes and schedules, and the Bus Discipline Policy are included in the fall packet.

If it is necessary for your child to ride a different bus or if you are picking your child up from school, you need to send a note to your child's teacher and bus driver. Students are not allowed to ride different buses without a note from their parents. Parents are not allowed to drive in the bus corral.

If changing end of the day transportation, please contact the main office by 12:00 that day.

VOLUNTEERS

Each year we have many families helping us out in various ways. Field trips, teacher helpers, academic support, fundraising, picture day helpers, book fair, and classroom party organizers are just some of the ways to get involved. You can either get started by contacting the PTP President, Tamara Barum at presidentrvesptp@gmail.com or by reaching out to the RVES main office at 651-460-1600.