



Come Grow with Us!

2017-18 Parent Student Handbook

**River Grove: A Marine Area Community School
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Mission Statement:

The mission of River Grove is to utilize the area's natural resources, history, arts, and civic stewardship of the community as a foundation for the study of language arts, mathematics, science, social studies, physical education, art, and other curriculum subjects. The place-based learning environment will be student-centered, designed by teachers, and reinforced and supported by the local community.

PRIDE:

We show PRIDE at River Grove in our daily activities at school. We look for students who can demonstrate high standards and be role models in our community showcasing PRIDE in their everyday lives. PRIDE is represented by:

Perseverance
Respect
Integrity
Discovery
Excellence

Our Governance Structure and Teacher-Powered Philosophy:

River Grove is teacher-powered! At a teacher-powered school, teachers have the collective autonomy to make decisions influencing the school. The Teaching Team reports directly to the Board of Directors and will have the responsibility to develop, implement, and evaluate the learning program. The School Administrator reports directly to the Board and will be responsible for the day-to-day management of the school. The Teaching Team has board representation.

The Teaching Team and School Administrator will share the responsibility of developing school level policy which is ratified by the Board, evaluating colleagues and addressing issues in direct and respectful ways.

To learn more about teacher-powered schools visit:

www.teacherpowered.org

Authorizer Role and What Is a Charter School?

River Grove is a non-districted public charter school. A charter school is an independently run public school granted greater flexibility in its operations in return for greater accountability for performance. The school is led by the Teaching Team, supervised by the Board of Directors and authorized by the Minnesota Guild of Public Charter Schools. River Grove is governed by the Minnesota Guild along with the Minnesota Department of Education. More information about the Minnesota Guild can be found at: <https://guildschools.org/>.

Equal Opportunity Statement:

It is the policy of River Grove to provide equal educational opportunity for all persons. The school does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. The school also makes reasonable accommodations for disabled students.

This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities or other rights or privileges of enrollment. It is the responsibility of every school employee to comply with this policy conscientiously. Any student, parent or guardian having any questions regarding this policy should discuss it with the Administrator.

Enrollment:

Enrollment information for the 2018-2019 school year will be released by December 1st. Current classroom openings will be offered to prospective students in waiting list order until classrooms are full. Classroom capacity is 25 students. Our complete enrollment procedure and policy is listed on our website.

ARRIVAL AND DEPARTURE PROCEDURES

Arrival:

School supervision is NOT available before 8:45 a.m. unless the student is registered for before school care. For safety reasons students may arrive no earlier than 8:45 a.m. and will not be allowed into school grounds, with the exception of the parking and administrative office until 8:45am. The school office opens at 8:30am.

Carpooling:

School families are may arrange carpool transportation for their children to and from school. The school cannot arrange the carpools, but will provide a family directory so that parents can make their own arrangements.

Arrival Procedures–Bus:

Students using bus transportation will be released from their bus by their bus driver to a staff member who will escort them to their class building.

Dismissal Procedures–Bus:

Students using bus transportation will be picked up from their class buildings by a staff member and escorted to the bus lot. They will be dismissed to their bus when their bus driver is ready for them.

Bus/Transportation:

Bus transportation is provided by MN Central. For specific questions and requests about bus routes please contact them at 651-430-3311. Students not residing within District 834 may not have busing provided. Please report any bus-related incidents to both MN Central and our School Administrator.

Arrival Procedures–Parent Transportation:

Parents arriving with students must park in Guest Parking and walk their students to their buildings for the start of the school day.

Dismissal Procedures–Parent Transportation:

Students will be picked up by a staff member from their class buildings and escorted to the Guest Parking to await their ride. Students will be released by a staff member to their vehicle.

Late Arrival / Early Release:

All late arrivals and early release students must be signed in and out from the school office. Students can only be released early to those listed as a

parent/guardian on their school contact form or other adults previously approved in writing. Parents picking up their child early, please inform their child's teacher as well as the office. Students are considered late if they arrive at school after 9:00 a.m. Early releases and late arrivals will be tabulated each quarter. Excessive or regular late arrivals and early releases may result in an unexcused absence at the discretion of the school administration.

Procedures for Early Release:

- Parents park in guest parking lot and check in at the office.
- Parents pick up a visitor badge and sign their student out.
- Parents walk to the student's classroom to pick up their student.
- Parents check back into the office, drop off visitor badge, and may depart with their student.

Procedures for Late Arrival:

- Parents park in guest parking lot and check in at the office with their student.
- Parents pick up a visitor badge and walk their student to the student's classroom.
- Parents stop back at the office, drop off visitor badge and may depart.

ATTENDANCE

Attendance Requirements:

As a public school, we are required to follow Minnesota mandatory attendance laws. Students are expected to come to school every day and on time. Regular attendance is directly related to academic success. School attendance is a joint responsibility to be shared by students, parents/guardians, teachers and administrators. It is the student's responsibility to attend all assigned classes and follow the correct procedures when absent from an assigned class. It is the responsibility of the parent/guardian to ensure the student is attending school, to inform the school of a student absence, and to work cooperatively with the school and student to solve any attendance problems that may arise.

Procedure for an Absence (phone number is 651-409-3122):

1. Call the school office by 9:00 a.m. to report any absence each day the student is absent.
 - a. Failure to do so will result in the school calling home to check in on the location of a student.
 - b. Please leave your name, child's name, child's grade, reason for absence, and your child's teacher's name.
 - c. All student absences will be considered unexcused unless verified as excused by a parent/guardian.
2. When leaving during school hours, a parent/guardian must report to the office to sign their child out. The parent/guardian must pick up a visitor badge from the office and walk to the child's classroom to pick up their student.
3. If a student is late arriving, they must have a parent sign them in at the office and escort them to their classroom.
4. A student who will be absent for two or more days must present to the office a signed note from a parent/guardian or the office must receive an email indicating the days they will be absent.
5. No student is to leave school grounds during the school day without the school's permission.

Excused Absences:

An absence from school or class for any of the following reasons is recognized by the school as excused:

1. Illness that is verified by a parent/guardian or doctor.
2. Family emergency; unforeseen occurrence such as a serious illness, injury, or death of a family member.
3. Medical/dental/other appointment: If possible, please arrange appointments outside of school hours. A written excuse from

the doctor/dentist/etc. is recommended if the student is missing any school time.

4. Court appearance: When a student is being court ordered to appear and absence is previously arranged by the student with the school.
5. Bus transportation: Problems related transportation that is provided by the school.
6. Religious holidays.

Unexcused Absences:

An absence from school or class for a reason that is not recognized by the school as excused, whether or not verified by a parent/guardian. Examples of unexcused reasons for absences and tardiness include but are not limited to:

1. Overslept/running late.
2. Need for sleep or rest, or a personal day.
3. Needed at home / babysitting.
4. Missed the bus.
5. Leaving school during the regular school day without approval of the School Administrator.
6. Not in assigned location while at school.
7. Other non-emergency situations such as family vacations and sporting events.

Guidelines for Health Related Absences:

1. Please call the school office whenever a student is home with an illness. School staff may contact parent if the student misses school frequently or has an extended illness.
2. Any illness beyond three consecutive days may need a doctor's note upon return in order to be excused.
3. If a student is ill, it is expected they remain at home until they are symptom-free or have been on antibiotics for 24 hours.
4. If a student misses 10 or more days per year due to illness, school administration will require a doctor's note and coordination between parents and school.

Consequences for Excessive Absences:

Any absences in excess of 10 consecutive days may result in your child being withdrawn from the school and your child's spot given to the next family on the waiting list. A student absent for any reason for 15 consecutive days must be dropped from the school and must formally re-enroll to be admitted to the school. If a student has an extended long-term illness, required make-up work and grade will be determined by the school.

Consequences for Unexcused Absences:

River Grove works with Washington County Truancy Services and follows their guidelines. According to the Washington County “School Attendance Intervention Program” brochure (8-12), “The law is ‘designed to provide a continuum of intervention and services to support families and children in school and in combating truancy.’” At 3-5 unexcused absences, the school will notify the parent or guardian that the child is a ‘continuing truant.’ Students and parents will also receive a letter from the County Attorney’s Office. “If a child has 7 unexcused absences they are then considered ‘habitually truant.’ The school is required to report the student to Washington County after 7-10 unexcused absences.”

Make Up Work:

When a student is absent, they are expected to make-up the missed work. Arrangements for make-up work are the responsibility of the student. A period of two days for each day missed is the general rule unless other arrangements have been made with the teacher. Teachers are not expected to provide homework ahead of time for pre-planned absences. It is the teacher’s job to plan lessons for the students who are in attendance. A failing grade will be recorded for all make-up work not completed.

HEALTH AND WELLNESS

Immunizations:

The Minnesota School Immunization Law requires that all students be properly vaccinated to remain enrolled in school. Each student's immunization record must be current and on file with the school BEFORE the student can attend class. A conscientious objection requires a notarized form stating a complete examination or specifying which immunizations are being withheld.

Health Conditions:

If a student has a health condition such as diabetes, asthma, seizures, frequent ear infections, or allergies, please notify the school before the start of the school year through the registration process.

Communicable Diseases:

You are required to inform the school if your child has a communicable disease so the school can take steps to limit the spread to other students. Communicable diseases requiring exclusion from school include, but are not limited to, bronchitis, pink-eye, hand foot and mouth disease, fifth's disease, impetigo, ringworm, head lice, scabies and strep throat. Schools are required by law to report some highly contagious diseases to the state health department, such as pertussis (whooping cough), Lyme disease, some cases of influenza, measles, mumps, rubella, and chickenpox. The information will be kept confidential.

Emergency Health:

Parents and guardians are required to complete an emergency contact information form through the school registration process and to update that information annually.

River Grove does not employ a full-time nurse on campus nor are staff allowed to provide treatment beyond basic first aid. Students will be immediately sent to the front office at the teacher's discretion, with the purpose of being collected by a parent, if they exhibit signs of illness or serious injury at school and/or are unable to participate in routine activities without more staff supervision than usual.

Students who are exhibiting the following symptoms of illness should remain at home, until symptoms improve or a health care provider has determined that the child can return to school:

- Vomiting or diarrhea within the previous 24 hours

- Fever 100 degrees or higher within the previous 24 hours, without the use of fever reducing medication
- Pink Eye or eye drainage with fever and/or eye pain
- Mucus/sputum that is green or yellow and cannot be contained
- Signs of possible severe illness such as uncontrolled coughing, difficulty breathing, unusual tiredness or unexplained irritability
- Mouth sores with drooling
- Rashes or an open wound that cannot be covered
- Unusual color of skin, eyes, stool or urine

Medications at School:

The front office (Nurse) will not administer medicines and prescription drugs unless given permission and instructions by the parent/guardian of the student per the policy of the Minnesota Department of Education. If the student is required to take prescription medicine at school, please provide written instructions and the medicine in its original container to the receptionist. Teachers will not give students any product of a medicinal or therapeutic nature under any circumstances. This includes cough drops, herbal/antibiotic ointments, and pain relievers. All medicines must be distributed through the office unless authorized by a doctor.

Bug Spray, Sunscreen, Lip Balm Waiver: Parents wishing their students to be allowed bug spray, sunscreen, and lip balm during the course of the school day will need to sign the Waiver of the Distribution of Bug Spray, Sunscreen, and Lip Balm. Bug spray, sunscreen, and lip balm will need to be labeled with student's name, kept in the classroom, and will need to be applied by staff.

SAFETY AND SECURITY

Visitor Procedures:

All visitors must check in at the Main Office building. For the safety of our staff and students, all visitors, including parent volunteers and community members, must wear a visitor badge when on school grounds. Visitors must check out and return their badge before departing school grounds.

Safety Drills:

As a proactive measure, our school will practice fire, tornado, and lockdown drills throughout the school year. We urge you to talk to your students about these drills at home. We explain lock down drills to our students as a situation where a stranger did not check in at the office and we need to stay in our classrooms until we know it's safe. If you are on school grounds during a drill, you will be expected to participate.

Video Surveillance:

River Grove authorizes the use of video/electronic surveillance systems to monitor activity on school property as a means to protect the health and safety of students, staff, and visitors.

Emergency Procedures:

River Grove has put in place procedures to ensure the safety of all students in an emergency. Staff hold fire, severe weather, and lockdown drills throughout the school year.

In case of an emergency, River Grove will first ensure the safety of students and faculty on sight and then we will communicate with families. River Grove will communicate with parents:

- Through phone calls and/or e-mails about the incident that occurred.
- Implement the plan to manage parents who arrive at the school.
- Information regarding possible reactions of their children and ways to talk with them about the incident.
- When and where school will resume.

Family Responsibilities Include:

- Ensure that the school has the most up-to-date contact information to ensure timely communication.
- Encourage and support school safety, violence prevention, and incident preparedness programs within the school.
- Understand the family role during a school emergency.

- Understand that in case of an evacuation or lockdown emergency, families should NOT come to the school. The school will contact families with information and protocols as soon as we are able.

STUDENT CODE OF CONDUCT

Student Dress Code:

Garments must be seasonally appropriate for both indoor and outdoor educational activities. It is recommended students wear a t-shirt or buttoned collar shirt and shorts, skirts or pants. Closed-toed shoes MUST be worn at all times. Clothing may get wet/dirty during a typical school day. Items of clothing that are considered inappropriate include:

- Clothing with derogatory sayings or pictures that are deemed inappropriate for school
- Tube tops, backless, strapless or spaghetti strapped tops
- Holes in pants, saggy pants
- Leggings (unless covered by a skirt, shirt, or dress)
- Shorts or skirts above fingertip length
- Hats, hoods, and bandanas (recess only)

*Other articles not listed may be deemed disruptive or inappropriate; therefore, staff and administration has the prerogative to ask students to change.

Code of Student Conduct:

Every student has the right to an education in a safe, respectful, and welcoming school environment. The following are examples of unacceptable student behavior subject to disciplinary action. This list includes examples of student misconduct but by no means covers every situation:

- **Attendance Problems:** truancy, excessive absenteeism, tardiness, skipping classes, exiting the school buildings or leaving school grounds without permission.
- **Attire:** Lack of attire or inappropriate attire that causes a danger or disruption to the educational process.
- **Communication Devices:** Unauthorized illegal use and/or possession of hardware, software, programs, school provided internet access.
- **Disrespectful Language:** Use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades school staff, students or others.
- **Disruptive acts:** Disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insubordination, failure to identify oneself, and physical and verbal threats.
- **Drugs/Tobacco/Alcohol Use:** Use of drugs for non-medical purposes, alcohol and tobacco.
- **Forgery:** Falsifying or altering any records, documents and signatures via handwriting or computer access.

- **Fire:** Tampering with the fire alarm system or failure to exercise caution, resulting in a fire in a building or on school property, or failure to follow emergency fire procedures during a drill.
- **Possession of Nuisance Devices:** Objects which unauthorized use of, cause distractions, including but not limited to: pagers, radios, phones, headphones, handheld video games, music devices, and any fidget device not part of a student's IEP or 504 Plan.
- **Scholastic Dishonesty:** Cheating on a school assignment or test or plagiarism
- **Terroristic Acts:** Direct or indirect crime of violence or threat with purpose to terrorize another or to cause the evacuation of a building.
- **Violations Against Persons:** Assault, fighting, harassment, bullying, and any act that endangers the health, safety or welfare of school staff, students or others.
- **Violations Against Property:** Damage to, destruction of or failure to return school property, school textbooks or materials, or the property of others, theft, vandalism.
- **Violation of Transportation Policy and Procedures:**
- **Weapons:** Possession or use of a weapon when on school grounds.

School Discipline Policy:

Students who engage in activities that are disrespectful to themselves, others, or the school norms or property will be subject to disciplinary action. This policy applies to all school buildings, school grounds and parking lots, school property, all adjacent property, school vehicles, school-contracted vehicles and any other vehicles approved for school purposes, the area of entrance or departure from school premises or events and the vicinity of the school property. It also applies to any school sponsored activity, all school-sponsored trips including all overnight trips and school-related functions as well as activities that start or end at River Grove whether sanctioned or not sanctioned by the school. This policy also applies to any student conduct at any time or in any place, including off-campus behaviors and the use of electronically generated images and communications, which interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, faculty, visitors or community members.

Progressive discipline will be utilized to the extent reasonable and appropriate based upon the specific facts and circumstances on a case-by-case basis, consistent with the student's prior behavior record and the

seriousness of the offense. Nothing in this policy shall be construed as requiring River Grove School to begin by imposing a minimum consequence before progressing to more serious forms of discipline. It is our best practice to employ consequences that are relevant and restorative.

The specific form of discipline chosen in a particular case is solely within the discretion of the school. Disciplinary action may include but is not limited to one or more of the following:

- Student conference
- After school work time
- Parent contact
- Parent conference
- Removal from class/setting
- In-school suspension
- Out-of-school suspension
- Suspension from extracurricular activities
- Restriction or loss of school privileges
- In-school monitoring
- Referral to in-school support services
- Referral to outside agency services
- Referral to police or other law enforcement
- Other disciplinary action as deemed appropriate by the school

*Exceptions will be made to the above policy for students with Individual Education Plans (IEP).

Racial, Religious, Sexual Harassment, and Hazing

The school prohibits any form of religious, racial or sexual harassment, and/or hazing. If shall be a violation of this policy for any student or personnel to:

- Harass a student or any school personnel through conduct or communication of a sexual nature or regarding race or religion.
- Haze any student, whether on or off school property, during or after school hours.

Zero-Tolerance For Violence Policy:

Violence, threats of violence, attempts at violence, bomb threats, or any action negatively affecting the safety and security of River Grove, its pupils, faculty, or community members shall have the minimum consequence of suspension with the school reserving the right to consider and impose expulsion and/or exclusion proceedings consistent with the Pupil Fair Dismissal Act.

Weapons Policy:

This policy is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession use or distribution of weapons by students. River Grove will determine the seriousness of the offense, consider a variety of approaches and consequences to hold the student accountable for their behavior, and take into account mitigating circumstances. No student or non-student, including adults and visitors shall:

- Possess, use or distribute a weapon or other dangerous object when in a school location or direct vicinity (A weapon means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury).
- Possess use or distribute ammunition including, but not limited to bullets or other projectiles designed to be used in or as a weapon.
- Possess, use, or distribute explosives or any compound or mixture, the primary or common purpose of intended use of which is to function by explosion.
- Throw pennies, change/coins, or other projectiles to include spit-balls and other items.

Minnesota statute requires River Grove to, as soon as practical, refer to the criminal justice or juvenile delinquency system, as appropriate, a pupil who brings a firearm to school unlawfully.

The consequence for possessing, using, or distributing weapons may include: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the school board chairperson of dismissal to include up to expulsion. Pursuant to Minnesota law, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school. The board may modify this expulsion requirement for a pupil on a case-by-case basis. A student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

River Grove Response and Action Table:

This table outlines potential disciplinary actions and potential responses by teachers and administrators. This list is not intended to be comprehensive, but to provide examples of disciplinary expectations at River Grove.

| | |
|---|---|
| LEVEL 1 Responded by Classroom Teachers | |
| Actions: <ul style="list-style-type: none"> • Disruptions • Refusal to work • Not following instructions • All minor 'code of conduct' instances • Negativity | Responses: <ul style="list-style-type: none"> • Teacher follow up: with student immediately or afterwards to reinforce expectations. • A fitting natural consequence tied to the action based on classroom expectations. |
| LEVEL 2: Responded to by Classroom teachers for the first 2 incidences. | |
| Actions: <ul style="list-style-type: none"> • Repetitive Level 1 actions • Academic dishonesty • Being disrespectful to community • Throwing objects • Lying / forgery • Disregard for personal space of others • Use of toys and electronics | Responses: <ul style="list-style-type: none"> • Documentation going home • Phone call to parents • Natural consequence in school • Making amends |

| | |
|---|---|
| LEVEL 3: Administration Immediately Responds | |
| Actions: <ul style="list-style-type: none"> • Repetitive Level 2 actions or accumulated Level 2 instances that have included meetings, plans and communications with parents. • Aggressive / physical behavior • Destruction of property • Fighting • Running away from teachers • Sexual harassment / comments • Significant emotional outburst • Bullying / cyber-bullying | Responses: <ul style="list-style-type: none"> • Communicate with parents to plan for re-entry (typically a meeting) • Documentation • Suspension either part or all of a day, either in or out of school. |
| LEVEL 4: Immediate Administration Action | |
| Actions: <ul style="list-style-type: none"> • Repetitive Level 3 actions or accumulated Level 2 instances that have included meetings, plans and communications with parents. • Major or repeated harassment • Assault • Weapons • Controlled substance use, possession of dealing • Threatening behavior • Theft | Responses: <ul style="list-style-type: none"> • Meeting with parents to set up a restitution and re-entry plan. • Suspension • Police contact • County / social work contact • Expulsion recommendation |

SCHOOL PROPERTY

Wilder Forest:

The Wilder Forest is our outdoor classroom where students learn a variety of subjects and address academic standards while gaining an appreciation and awareness of natural resources. It is a place that will enhance students' appreciation of nature and heighten community pride and involvement. Being immersed in this environment allows students to develop self-esteem and outdoor skills, create a sense of community and build critical thinking skills.

In order to respect and maintain the integrity of Wilder Forest all students, parents, and visitors will be following "Leave No Trace" guidelines using only designated walkways and play areas. All students must be under the direct supervision of a staff member at all times. Students are not allowed to remove items from the forest at any time.

Replacement Fees:

Families will be charged the replacement value for any school property that is intentionally damaged. A replacement fee may also be issued for school books or workbooks that are lost or damaged.

Search Protocol:

Desks, storage units and school technologies are all properties of the school. Faculty members for any reason may conduct inspection of the interior of these items at any time, without notice, without student or parent consent and without a search warrant. The personal possessions of students including, but not limited to, purses, backpacks, book bags, packages or clothing may be searched only when a faculty member has a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Parents/Guardians will be notified of the search either prior to or after the search based upon the discretion of the Director.

Other

Student Personal Property:

Please mark all personal property with your name. **Students should NOT bring valuables, personal electronics, games, or toys to school. Cell phones should be left turned off and left in backpacks. Any of the above listed valuables or items seen or used during the school day without staff permission will be confiscated and parents will be asked to pick these items up.** River Grove staff are not

responsible for electronics, cell phones and other technologies brought in by students or investigating theft of these devices.

Warner Nature Center:

River Grove is a partner school with the Lee & Rose Warner Nature Center. The students attend the nature center for a full-day field trip as well as participate in two outreach sessions with a Warner Nature Center naturalist. Students get a well-rounded nature center experience by visiting during different seasons and by receiving appropriate lessons for their grade level, specifically aligned to state science standards.

Outside Recess / Outdoor Activities:

River Grove is an environmentally aware school. It is important that students are appropriately prepared for all weather conditions. Warm coats, hats, gloves, boots, snow pants, and rain gear are necessities as students will be outside in all weather conditions.

- If the temperature is 32 degrees F or below, a coat, hat or hood, and gloves or mittens are required.
- Snowpants and boots are required when snow is present.
- When the wind chill falls between 0 and -10 F, recess may be abbreviated at the discretion of the staff.
- Students will not go outside for recess or gym classes when cold weather conditions reach zero degrees and/or a wind chill of -10 degrees.

Inclement Weather Policy:

River Grove takes decisions on closing school very seriously. The decision is largely based on abilities of the bus capabilities to travel the roads safely, the conditions the bus riders will face when waiting for buses and the safety of all staff, students and families while transporting students to and from school.

School closing, delay or early dismissal information will be posted on our school website and school Facebook page. You can also listen and watch for an announcement on any of the local television stations (WCCO Channel 4, KSTP Channel 5, FOX Channel 9, and KARE 11) or listen to WCCO radio.

SCHOOL COMMUNICATIONS AND DATA

School Board:

River Grove's founding board meets once a month. Meetings are listed on our school's website at <http://www.marineareaschool.org/mac-board/>. Meeting agenda and minutes are also available on the website.

Founding Board Contact Information

Board Chair: Kristina Smitten ksmitten@marineareaschool.org
 Board Co-Chair: Lisa White: lwhite@marineareaschool.org
 Secretary: Lisa Dochniak: ldochniak@marineareaschool.org
 Treasurer: Jon Dettmann: jdettmann@marineareaschool.org
 Director Glen Mills: gills@marineareaschool.org

An Operational Board will be forming. Updates will be posted on the website.

School Staff Contact Information:

| Name | Title | Email |
|-----------------|----------------------|--------------------------------|
| Drew Goodson | School Administrator | dgoodson@marineareaschool.org |
| Jessica Hansen | Kindergarten | jhansen@marineareaschool.org |
| Jackie Henschen | 1st Grade | jhenschen@marineareaschool.org |
| Renee Anderson | 2nd Grade | randerson@marineareaschool.org |
| Michelle Cauley | 3rd Grade | mcauley@marineareaschool.org |
| Jody Dick | 3rd Grade | jdick@marineareaschool.org |
| Luke Hallbeck | 4th Grade | lhallbeck@marineareaschool.org |
| David Cauley | 5th Grade | dcauley@marineareaschool.org |
| Adam Johnson | 6th Grade | ajohnson@marineareaschool.org |
| Molly Kaliher | Special Education | mkaliher@marineareaschool.org |

| | | |
|---------------------|----------------|-------------------------------------|
| | Music | |
| | Art | |
| Erika Hammerschmidt | Band/Orchestra | ehammerschmidt@marineareaschool.org |
| Ele Anderson | Office | eanderson@marineareaschool.org |

Conflict Resolution Procedure:

The conflict resolution procedure for resolving issues with teachers is as follows:

1. Direct communication with the teacher.
2. Meeting with the school level leadership team.
3. Meeting with a representative Board of Directors via written request (forms are located at the front office).

School to Home Communication:

Staff at River Grove are working hard to keep you up to date on how your child is doing at school. Your child will also be taking an active part in communicating with you about their progress.

- *Conferences:* Conferences will be held on November 3rd and March 16th.
- *Report Cards:* Report cards will be provided four times a year and distributed via USPS.
- *Planner:* Students in grades 2-6 will be sending daily communications home with your child via their planners. This is a great piece used for communication of absences, reading minutes, and questions. All homework notes will be written down daily in this book.
- *Classroom Newsletters:* Teachers in each grade will send home weekly or bi-weekly newsletters home to alert families of upcoming classroom events.
- *School Newsletters:* The school will be sending out updates via monthly newsletters.

Student Records and Data Privacy:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds. FERPA gives parents certain rights with respect to their child's education records. Under FERPA, parents and students have the following rights:

- Inspect and review the student's education records maintained by the school within 10 working days of the date a written request is received. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. Contact your school Administrator to seek access to your child's record. You will be notified of the place and time the record(s) may be available for review.
- Request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify the part of the record you are requesting to be changed and why it is inaccurate or misleading. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination.
- Control the disclosure of their child's personally identifiable information from their education record. Parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the school; a person serving on the school board; a person or company with whom the school has contracted to perform a special task; a parent or student serving on an official committee; or an official of another school in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility.

Directory Information:

FERPA also requires the school, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you have advised the school to the contrary in accordance with school procedures. The school has designated the following as Directory Information:

- Student name
- Student photograph/image/recording
- Awards/honors received
- Grade level completed
- Participation in school sponsored activities and sports
- Dates of attendance

The primary use for Directory Information by the school is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications include:

- A playbill or program showing your child's role in a drama or music production
- School yearbook
- Honor roll or other recognition lists
- School/student directory
- School website
- Classroom newsletters

Directory Information may also be disclosed to outside organizations without a parent/guardian prior written consent, regardless of the reason for or source of the requested data. A student's photograph/image/recording is also directory information and may be released. Photographs or videos of students participating in school activities and events may be taken by school personnel (and by the media with permission of school/staff) for use in publications, marketing materials or online communications.

Parents who wish to refuse to have any or all of the directory information made public, including student images, must notify the School Administrator by October 1 in writing each year.

GENERAL SCHOOL OVERVIEW

School Website:

For updated school information please visit our website at: <http://www.marineareaschool.org/>. Events and news will also be shared via newsletter and on our Facebook page.

School Calendar:

River Grove will follow as closely as possible the District 834 calendar. A school calendar will be distributed upon enrollment and posted on the school website.

Supply List:

School supplies will vary by teacher and grade. Supply lists for all teachers will be distributed electronically and posted on our website a minimum of two weeks before the first day of school.

School Hours:

River Grove school day begins 9:00 a.m. and will end 4:00 p.m. The earliest students may arrive on campus is 8:45 a.m. The front office closes at 4:30 p.m. and students need to be off campus at 4:00 p.m. unless enrolled in after-school activities.

Lost and Found:

The lost and found is located at the back of the cafeteria. All unclaimed items at the end of each semester and after conferences will be distributed or donated at the school's discretion.

Animals and Pets:

No personal animals or pets may be brought to school, with the exception of service animals. Please see the School Administrator for the complete Service Animal Policy.

Field Trips:

Field trips enhance educational experiences of the students. All efforts will be made to keep costs to a minimum. A signed permission slip must be returned for a child in order for them to attend.

Homework:

At River Grove, we believe in daily purposeful practice outside of the classroom to reinforce skills taught during the school day. Each teacher will assign homework based on student needs throughout the year.

Typical homework will involve reading, math, and spelling but may also include project-based activities, science, and history assignments.

Band and Orchestra:

Fourth-, fifth-, and sixth-grade students may choose to be in band or orchestra. The selection and rental of an instrument and individual lessons are handled by our music director. Additional information relative to the program will be provided by the director.

Pledge of Allegiance:

State law requires that all students shall recite the Pledge of Allegiance to the Flag of the United States of America one or more times each week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so.

Birthday Celebrations:

Celebrating birthdays and handing out of birthday treats will be handled at the discretion of each individual teacher. It is our strong recommendation that birthday invitations be passed out outside of the school. A student directory will be distributed to parents with each student's shared contact information for this purpose.

Lunch:

River Grove offers healthy meals each day from our contracted vendor. Menus will be published on our website. If you choose to provide your students with their own lunch, River Grove encourages students to eat nutritious and healthy meals. Students who bring their lunch from home will not be allowed to access microwaves or refrigerators.

Grading:

River Grove assesses students based on the Minnesota Education Standards for each grade. River Grove's grading scale is as follows:

- E - Exceeds the requirements for this standard / unit.
- M - Meets all of the requirements for this standard / unit.
- P - Progressing towards meeting the requirements for this standard or unit.
- N - Standards or requirements for the unit have not been met or there has been no forward progress in meeting this standard.
- I - Incomplete data to assess this unit or standard. May result from a student being absent from this unit.

Getting Involved:

There are many ways to be involved in your child's learning.

- River Grove PTO
- Board Committees
- Attending back to school events, curriculum nights, parent-teacher conferences and special events.
- Working with your child at home by reading and doing homework together.
- Getting to know your child's teacher and visiting with the School Administrator.
- Volunteering in the classroom or during special events.

Parent Volunteers/Donations:

River Grove greatly values volunteer's efforts of all types. Daily volunteers will be needed for before/after school supervision and lunch duty. Other volunteer opportunities will be posted on our website, Facebook page and newsletter. Parents are also encouraged to share additional ways to contribute their time or talents to River Grove with the School Administrator and Teaching Team. **All volunteers** who work with children must complete a background check once every three years and complete a volunteer training through the school. Times and dates of these will be posted on the school website. Parents are encouraged to volunteer in classrooms; please speak with your child's teacher about these opportunities.

River Grove is also accepting financial contributions and holds 5013c non-profit status for tax-beneficial charitable donations. Checks can be made out to "Marine Area Community School" and dropped off at the school office or mailed to: Marine Area Community School, PO Box 178, Marine on St Croix, MN 55047

WAIVER FOR THE DISTRIBUTION OF SUN SCREEN/INSECT REPELLENT/LIP BALM

This waiver gives River Grove permission to apply sun screen (SPF 15 or higher), lip balm, and/or insect repellent that is supplied from home.

Child's Name: _____ Home Phone: _____

I hereby acknowledge and request that River Grove staff, its employees and/or duly authorized agents administer or assist in administering sunscreen, lip balm and/or insect repellent to above named child while child is under the supervision of River Grove. In consideration of the administering or assistance in administering sunscreen, lip balm and/or insect repellent, I hereby forever release, discharge, hold harmless and agree to indemnify River Grove, its employees and duly authorized agents of and from any and all claims, demands, suits, actions, and liabilities or responsibilities of whatsoever kind or nature, arising out of connection with the administering or assistance in administering of said sunscreen, lip balm, and/or insect repellent.

Sunscreen Name Brand: _____

Insect Repellent Name Brand: _____

Lip Balm: Name Brand: _____

I understand that these will only be applied right before outdoor play and as needed during outdoor play.

Guardian/parent Name (print): _____

Signature (guardian/parent): _____ Date: _____

No, I do not wish to allow River Grove staff, its employees and/or duly authorized agents to administer or assist in administering sunscreen, lip balm and/or insect repellent to above named child while child is under the supervision of River Grove.

Guardian/parent Name (print): _____

Signature (guardian/parent): _____ Date: _____

Acknowledgement and Verification:

The River Grove School Parent and Student Handbook is designed to provide the rules and procedures of a quality, disruptive-free education that treats all students and families equally.

By signing this page, you are acknowledging and verifying that you have received and take the responsibility to review the policies and procedures referenced in the River Grove School Parent/Student Handbook, including without limitation, the school's policies on discipline, academic requirements, attendance, transportation, bullying, due process and dress code.

As a parent/guardian of River Grove, I pledge:

- To maintain high expectations for my daughter/son and the school
- To demonstrate interest in my son/daughter's progress at school
- To support my son/daughter's best efforts
- To support and work with school staff to promote my son/daughter's learning

Parent Signature_____ Date_____

As a student of River Grove, I pledge:

- To be respectful
- To be accountable
- To be truthful

Student Signature_____ Date_____