

River Grove Quick Reference Guide 2021-22

PO Box 178 • 14189 Ostlund Tr N • Marine on St Croix, MN 55047

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— DISMISSAL CHANGES AND ABSENCES: attendance@marineareaschool.org —

ABSENCES OR TARDIES

- Call 651-409-3122 or email attendance@marineareaschool.org by 10:00 am if your child is sick, late, or absent for any reason.
- If arriving late, check into the office in Earth, then walk your student to his/her classroom.

DAILY DISMISSAL CHANGES

- If there is a change to your child's normal dismissal, call 651-409-3122 or email attendance@marineareaschool.org by NOON (except for emergencies), or use the online form.
- For the safety of your child, we cannot rely on verbal directions given by the child. We must receive notification from a parent/guardian or we will require the child to use their normal dismissal transportation.

EARLY RELEASE?

- Contact us **at least one hour ahead of pick-up** so we can alert the teacher. Meet your child in the school office, where you can sign your child out for the day.

PARENT DROP OFF AND AFTERNOON PICK-UP

- Please see the 2021-22 Arrival and Dismissal Procedures.
- Please enter the "Guest" parking lot in the far entrance (north-ern). Exit by the south. **DO NOT block the road by turning around.**
- To make things run smoothly, stay in your cars at pick-up. Do not park and meet your kids. Staff will bring your kids to your car.

- **Do not park on the service road.**

OLDFIELD ROAD RESTRICTION

- **Do not use** Oldfield Road north of Hwy 7 to Ostlund Trail N. This road is not an approved route for River Grove traffic, and usage may affect our Conditional Use Permit.

WE ARE A SCHOOL ZONE!

- We may not have the signs, but we are still a school zone.
- Only delivery, emergency, and handicap-authorized vehicles are allowed on our service roads.
- When picking up a student, park in the "Guest" parking lot. Do not drive or park on the service road except in an emergency.
- Drive slowly on campus and on area roads.
- Watch for kids walking and biking, please!



LOST AND FOUND

- Located in the Commons.

STAY UP-TO-DATE AND IN CONTACT

- Go to our [calendar on the website](#).
- Go to our [list of staff emails](#).

PARENT PORTAL

- Go to rivergrove.onlinejmc.com to log in.
- Contact the office if you need your username/password.

LUNCHES

- 2021-22 lunches are FREE!
- Please place your order every other week via the lunch order form on our website.



MEDICATIONS

- Drop off any medications to be administered in school in the Health Office.
- Medication form signed by a physician is required for prescriptions.
- The OTC form is required for non-prescription such as Tylenol.

COVID POLICIES FOR 2021-22

- Please see the separate document and website.

WELLNESS POLICY

- River Grove is an Allergy Aware school. In order to protect the safety and wellness of all our students, it is our policy that food items are NOT given out as classroom rewards or for birthday parties and celebrations. Please see your child's teacher for ideas to celebrate important events using non-food items.

HEALTH CONDITIONS AND ALLERGIES

- Please contact the school nurse, Megan Lapos (mlapos@marineareaschool.org), if your child has any serious health concerns or allergies.

LIBRARY

- Please return library books in good condition. If a book is lost or damaged, we ask for a \$5 replacement fee.

VISITING AND VOLUNTEERING

- Check in at the Main Office in Earth. For the safety of our staff and students, all visitors, including parent volunteers and community members, must wear a visitor badge. Please check out and return the badge before departing.
- Please track your hours on the Volunteer Time Tracker form.
- If you would like to visit or volunteer in a classroom, please contact the teacher directly in advance to schedule a time that works for all. Please do not bring siblings or extra guests.

CLOTHING POLICIES

- A reminder that closed-toed shoes MUST be worn at all times. The students play outside where there are sticks, rocks, and other things that could potentially injure little feet. No sandals.
- Rain/mud boots are highly recommended!

COLD WEATHER POLICY

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 winter coat, hat or hood, and gloves or mittens are required.
- Snow gear, including snow pants and boots, are required when any snow is present, even a trace.
- When the wind chill falls between 0 and -10 degrees F., recess may be abbreviated at the discretion of the staff.
- Students will not go outside for recess or gym classes when the air temperatures reach 0 degrees F. and/or a wind chill of -10 degrees F. or colder.

DIRECTORY INFORMATION

- Every year, we publish a school directory that includes student names, parent names, addresses, parent emails, and parent phone numbers. If you do not want your information to be included in the directory, please complete the directory opt-out form by September 1 of each year.
- This form also defines use of student images on social media and the school's website.