ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

A Tradition of Excellence, One Student at a Time

Agenda for April 18, 2022
6:30 PM
Rockford Community Center
7600 County Rd 50
Rockford, MN 55373

1. **CALL MEETING TO ORDER**
   - A. Pledge of Allegiance
   - B. Board Roll Call
2. **APPROVAL OF AGENDA**
3. **PUBLIC COMMENTS**
4. **CONSENT ITEMS**
   - A. Consent--Approval of Minutes 3
   - B. Consent--Personnel 16
   - C. Consent--Approval of Bills and Wire Transfers 17
   - D. Consent--Approval of Open Enrollments 33
5. **HIGH STUDENT ACHIEVEMENT**
   - A. Deep Portage Field Trip 34
   - B. Anaheim Choir and Band Trip Report 43
   - C. REAMS Principal Report 51
6. **SAFE & WELCOMING ENVIRONMENT**
   - A. Rockford Community Education Update 53
   - B. Staff Recognition Program 2021-22 54
7. **FISCAL RESPONSIBILITY**
   - A. Resolution of Acknowledgement of Contributions/Donations 56
   - B. Student and Worker Fees 57
8. **EFFICIENT & EFFECTIVE OPERATIONS**
   - A. Policy 503R 61
   - B. RAS Parent and Student Handbook 2022-2023 70
   - C. REAMS Handbook 2022-2023 120
   - D. RMS-CES Handbook 2022-2023 137
   - E. RHS Handbook 2022-2023 162
   - F. Galaxy Handbook 2022-2023 188
   - G. Early Childhood Handbook 2022-2023 216
9. **BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS**
   - A. Work Session of the Board of Education: Monday, May 16th at 5:30 pm, in the Rockford Community Center.

Regular Meeting of the Board of Education: Monday, May 16th at 6:30 pm, in the Rockford Community Center.

B. Board Committee Updates

10. **ADJOURNMENT**

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

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

Rockford Board of Education

Brady Anderson
Amy Edwards
Eric Gordee
Jessica Johnson
Jenny Kneeland
Beth Praska
Superintendent Rhonda Dean

Independent School District #883

Regular School Board Meeting

March 21, 2022

Chair Edwards called the meeting to order at 6:30 p.m.

Pledge of Allegiance

The meeting opened with the Pledge of Allegiance.

Board Roll Call

Members present: *Anderson, Edwards, Gordee, Johnson, Kneeland, and Praska.* Also present were *Superintendent Rhonda Dean, Buildings and Grounds Director James Leuer, Business Manager Tanley Lego, Student Services Director Rob Danneker, Community Education Director Melissa Joseph, Teaching and Learning Director Kevin Keller, Activities Director Dan Pratt, RHS Business Teacher Joe Huber, RMS-CES STEM Coordinator Jamie Madson, Michael Hart from PMA and Ryan Hoffman from ICS.*

APPROVAL OF AGENDA

Motion by Gordee, seconded by Praska to approve the agenda as presented. Motion passed unanimously.

PUBLIC HEARING REGARDING A PROPOSED PROPERTY TAX ABATEMENT

There were no comments during the public hearing. Public Hearing closed at 6:34pm

PUBLIC COMMENTS

There were no public comments.

CONSENT ITEMS

Motion by Johnson, seconded by Anderson to approve the consent items as presented. Motion carried unanimously.

- ***Minutes:***
  February 23, 2022 Regular Meeting
  March 7, 2022 Special Meeting

- ***Personnel:***

Status	First Name	Last Name	Position	Date(s)
Hire	Tehya	Reinbold	Substitute	2/7/2022
Hire	Michael	Belland	SPED Para	3/7/2022
Retirement	Julie	Lingo	RMS Phy Ed Teacher	6/6/2022
Resignation	Erin	Raukar	Director of Human Resources	3/9/2022
Hire	Cathleen	Egbert	Paraprofessional REAMS	2/14/2022
Hire	Ian	Collins	Gymnastics Assistant Coach	2021-2022 Season
Hire	Kelsey	Sinclair	LT Substitute 3rd Grade	3/7/2022
Hire	Victoria	Thompson	PT Seasonal AVID Tutor	2021-2022
Hire	Patricia	Friendshuh	RCC Gymnastics Coach	2021-2022
Resignation	Gabi	Hennen	Dance Head Coach	2022-2023
Resignation	Kelsey	Smith	Dance Assistant Coach	2022-2023
Resignation	Brooke	Lemke	C-Squad Girls Basketball coach	2022-2023
Temporary Assignment	Robert	Danneker	Interim RMS-CES Principal	3/07/2022

- ***Bills and Wire Transfers:***

February 2022 (listing attached)

Fund 01	$1,362,680.82
Fund 02	$78,302.33
Fund 04	$17,397.33
Fund 07	$3,980,077.29
Fund 21	$2,863.71
Fund 45	$20.83
Total:	$5,441,342.31

Note: Reconciled as of 3/15/2022 by Tanley Lego, Business Manager

- ***Open Enrollments:***

Resident Students Attending Other Schools

Grade	Non-Resident District	Number	Date Effective	NR/OE

Non-Resident Students Attending Rockford

Grade	Resident District	Number	Date Effective	NR/OE
2	Brooklyn Center	286	11/1/2021	NR
6	Brooklyn Center	286	11/1/2021	NR
K	Buffalo	877	1/19/2022	NR
3	Buffalo	877	1/19/2022	NR
5	Dassel-Cokato	466	1/1/2022	NR

FISCAL RESPONSIBILITY

Johnson motioned, seconded by Gordee, to approve the following resolution as presented:

- **Resolution of Acknowledgement of Contributions/Donations**

  WHEREAS Minnesota Statute 123B.02 permits school boards to "receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. On that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof."

  THEREFORE, be it resolved by the School Board of Rockford Area Schools, Independent School District 883 that the School Board accepts, with appreciation, the contributions detailed below.

Donor	***Amount***	***Fund***
Brady, Mali, Chase & Ian Anderson	$1,500.00	Class of 2032
Marlene Socher	$50.00	RHS Science Department--In Memory of Mr. Crosby
Rockford Education Foundation	$255.00	General Fund (Document Camera for RMS Writing Classroom)
Rockford Education Foundation	$124.95	General Fund (Music K8 subscription)
Rockford Education Foundation	$419.03	General Fund (Music Play subscription and music supplies)
Rockford Education Foundation	$297.24	General Fund (REAMS Phonics Teaching Materials)

Rockford Education Foundation	$296.90		General Fund (Readers for RMS and RHS EL Students)
Rockford Education Foundation	$964.09		General Fund (REAMS Music Supplies & RMS Art Sketchbooks)
Rockford Education Foundation	$2,488.00		General Fund (Interactive Board for Preschool Special Education Students)

On a roll call vote, the following voted in favor: Gordee, Johnson, Kneeland, Praska, and Edwards. And the following voted against: None. The following abstained: Anderson.

Whereupon said resolution was declared duly passed and adopted.

- **Bus Loop and Other Parking Lot Improvements** - Ryan Hoffman from ICS and James Leuer presented information regarding the two bus loops at RMS-CES and at REAMS/RHS and other parking lot projects.
- **Resolution to Approve Property Tax Abatement Related to Infrastructure Improvements within the District**

RESOLUTION APPROVING PROPERTY TAX ABATEMENT RELATED TO INFRASTRUCTURE IMPROVEMENTS WITHIN THE DISTRICT

BE IT RESOLVED by the Board of Education (the "Board") of Independent School District No. 883 (Rockford Area Schools), Wright and Hennepin Counties, Minnesota (the "District"), as follows:

Section 1. Recitals.

1.01. The District has contemplated granting a property tax abatement in order to help finance infrastructure improvements primarily consisting of district-wide parking lot improvements, including at the District's Elementary School, Middle School, and High School facilities (the "Project"), which will benefit certain property in the District, all pursuant to Minnesota Statutes, Sections 469.1812 through 469.1815, as amended (the "Abatement Act").

1.02. Pursuant to Section 469.1813, subdivision 1 of the Abatement Act, the District may grant an abatement of all or a portion of the taxes imposed by the District on a parcel of property to pay for all or part of the cost of acquisition or improvement of public infrastructure, whether or not located on or adjacent to the parcel for which the tax is abated.

1.03. The District has identified four hundred twenty (420) parcels located in the District, identified in EXHIBIT A attached hereto (the "Abatement Property"), which will be benefitted by the Project and from which the District proposes to abate a portion of the District's share of taxes to help finance the Project, subject to all the terms and conditions of this resolution.

1.04. The District is authorized under the Abatement Act and Minnesota Statutes, Chapter 475, as amended (collectively, the "Act"), to issue one or more series of general obligation bonds, all or a portion of which will be designated as tax abatement bonds, currently anticipated to be issued in the aggregate principal amount $3,100,000 (the "Abatement Bonds"), which will be issued to pay the costs of the Project pursuant to the Act, and which are expected to be paid primarily through the collection of Abatement revenues (as defined herein).

1.05. On the date hereof, the Board conducted a duly noticed public hearing on the Abatement at which the views of all interested persons were heard.

Section 2. Findings.

2.01. It is hereby found and determined that the benefits to the District from the Abatement will be at least equal to the costs to the District of the Abatement, because (a) the Abatement will help finance the Project, which is necessary to provide improved transportation and safety in the District and to provide improved access to school facilities for the community as a whole; and (b) the increased District taxes collected from the Abatement Property upon termination of the Abatement are expected to far RC520\66\779703.v2 41 exceed the amount of the Abatement collected from the Abatement Property during the term of this resolution.

2.02. It is hereby found and determined that the Abatement is in the public interest for the reasons described in Section 2.01 hereof.

Section 3. Actions Ratified; Abatement Approved .

3.01. The Board hereby ratifies all actions of the District's staff and consultants in arranging for approval of this resolution in accordance with the Abatement Act.

3.02. Subject to the provisions of the Abatement Act, the Abatement is hereby approved and adopted subject to the following terms and conditions:

(a) The term "Abatement" means the District's share of the real property taxes generated from the Abatement Property, in the amounts described in this Section:

(i) The aggregate Abatement paid by the District during the term of this resolution will not exceed the amount necessary to pay the principal of and all or a portion of the interest on the Abatement Bonds, up to a maximum of $4,200,000.

(ii) Notwithstanding anything to the contrary herein, the Abatement payable on any August 1 and subsequent February 1, combined, will not exceed the amount produced by extending the District's total tax rate for the applicable year against the tax capacity of the Abatement Property, as of January 2 in the prior year.

(iii) In accordance with Section 469.1813, subdivision 8 of the Abatement Act, in no year shall the Abatement, together with all other abatements approved by the District under the Abatement Act and paid in that year, exceed the greater of ten percent (10%) of the District's net tax capacity for that year or $200,000 (the "Abatement Volume Cap"). The District may grant any other abatements permitted under the Abatement Act after the date of this resolution, provided that to the extent the total abatements in any year exceed the Abatement Volume Cap, the allocation of Abatement Volume Cap to such other abatements is subordinate to the Abatement under this resolution.

(b) The District will pay the Abatement over a term not exceeding fifteen (15)years, in semiannual installments each February 1 and August 1, commencing August 1, 2023. The District will pay the Abatement solely to finance the cost of the Project, through application of Abatement amounts toward debt service payments on the Abatement Bonds (including any bonds issued to refund the initial Abatement Bonds).

(c) This resolution may be modified only with the prior written approval of the District, and any modification is subject to Section 469.1813, subdivision 7 of the Abatement Act.

(d) In accordance with Section 469.1815 of the Abatement Act, the District will add to its levy in each year during the term of the Abatement the total estimated amount of current year Abatement granted under this resolution.

3.03. The Chair and District Clerk are authorized and directed to execute and deliver any agreements, certificates, or other documents that the District determines are necessary to implement this resolution.

Gordee motioned, seconded by Praska, to approve the Resolution Approving Property Tax Abatement Related To Infrastructure Improvements Within The District over a term not exceeding 15 years.

On a roll call vote, the following voted in favor: Anderson, Gordee, Johnson, Kneeland, Praska, and Edwards. And the following voted against: None.

Whereupon said resolution was declared duly passed and adopted.

- **10 year Long Term Facilities Maintenance Plan** - Ryan Hoffman and James Leuer presented information on the 10 year LTFM plan.

  Motion by Gordee, seconded by Anderson, to approve the 10 year District's Long-Term Facilities Maintenance Plan. Motion carried unanimously.

- **Resolution Adopting The School District's Long Term Facilities Maintenance Plan** -

RESOLUTION ADOPTING THE SCHOOL DISTRICT'S LONG-TERM FACILITIES MAINTENANCE PLAN

BE IT RESOLVED by the Board of Education (the "Board") of Independent School District No. 883 (Rockford Area Schools), Wright and Hennepin Counties, Minnesota (the "District") as follows:

1. Authority to Fund Long-Term Facilities Maintenance Plan. It is hereby determined and declared as follows:

(a) Minnesota Statutes, Section 123B.595, as amended ("Section 123B.595") establishes a long-term facilities maintenance revenue program for school districts, charter schools, intermediate districts and other cooperative units to fund a ten-year facility plan developed by a school district, intermediate school district, or cooperative. A school district may use revenue under Section 123B.595 for (i) deferred capital expenditures and maintenance projects necessary to prevent further erosion of facilities; (ii) increasing accessibility of district facilities; (iii) health and safety capital projects under Minnesota Statutes, Section 123B.57; or (iv) by board resolution, to transfer money from the general fund reserve for long-term facilities maintenance for long-term facilities maintenance to the debt redemption fund to pay the amounts needed to meet, when due, principal and interest on general obligation bonds issued under subdivision 5 of Section 123B.595.
(b) The District has developed at ten-year plan for long-term facilities maintenance consistent with Section 123B.595 (the "Long-Term Facilities Maintenance Plan" or "Plan").
(c) The District intends to issue bonds to finance the Plan.
(d) The Plan includes: (i) provisions for implementing a health and safety program that complies with health, safety, and environmental regulations and best practices, including indoor air quality management and remediation of lead hazards, and (ii) a debt service schedule demonstrating

that the debt service revenue required to pay the principal and interest on the bonds each year will not exceed the projected long-term facilities revenue for that year.

2. Adoption of Long-Term Facilities Maintenance Plan. The District hereby adopts the Long-Term Facilities Maintenance Plan.

3. Authorization to Submit Long-Term Facilities Maintenance Plan to the Commissioner for Approval.
(a) District administration is hereby authorized and directed to submit the Plan to the Commissioner of the Minnesota Department of Education (the "Commissioner") and such additional documents and information as may be necessary to secure the approval of the 161 Commissioner for the Plan and the issuance of general obligation bonds to finance the Plan, as required by Section 123B.595.
(b) The District further covenants to comply with all procedures now or hereafter established by the Minnesota Department of Education pursuant to Section 123B.595 and otherwise to take such actions as necessary to comply with that statute. The Chair, District Clerk, Superintendent or Business Manager are authorized to execute any applicable Minnesota Department of Education forms.

Motion by Gordee, seconded by Johnson to approve the Resolution Adopting The School District's Long-Term Facilities Maintenance Plan. In a roll call vote, the following voted in favor: Anderson, Gordee, Edwards, Kneeland, Johnson, and Praska. The following voted against: none.

Whereupon said resolution was declared duly passed and adopted.

- ***Resolution to Issue and Sale of General Obligation LTFM and Tax Abatement Bond Series 2022A***

RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF GENERAL OBLIGATION FACILITIES MAINTENANCE AND TAX ABATEMENT BONDS, SERIES 2022A, SUBJECT TO CERTAIN PARAMETERS; DECLARING THE OFFICIAL INTENT OF THE DISTRICT TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF SUCH BONDS; AND TAKING OTHER ACTIONS WITH RESPECT THERETO

BE IT RESOLVED by the Board of Education (the "Board") of Independent School District No. 883 (Rockford Area Schools), Wright and Hennepin Counties, Minnesota (the "District") as follows:

1. Facilities Maintenance Bonds.
(a) The District is authorized under the provisions of Minnesota Statutes, Chapter 475, as amended (the "Municipal Debt Act"), and Section 123B.595, as amended (collectively, the "Facilities Maintenance Act"), to issue general obligation bonds for the purpose of financing certain facilities and site maintenance projects included in a ten-year facilities maintenance plan approved by the Commissioner of the Minnesota Department of Education (the "Commissioner").
(b) Pursuant to a resolution adopted by the Board this same date, the Board has adopted the District's ten-year facilities maintenance plan (the "Plan") and has authorized and directed District staff to submit to the Commissioner the Plan and such additional documents and information as may be necessary to secure the approval of the Plan by the Commissioner and the issuance of bonds to finance the Plan pursuant to the Facilities Maintenance Act.

(c) It is necessary and desirable that the District issue its general obligations in the approximate principal amount of $4,000,000 (the "Facilities Maintenance Bonds"), pursuant to the Facilities Maintenance Act, to finance certain facilities maintenance projects included in the Plan (collectively, the "Facilities Maintenance Projects").

2. Abatement Bonds.

(a) The District is authorized under the provisions of the Municipal Debt Act and Minnesota Statutes, Sections 469.1812 through 469.1815, as amended (collectively, the "Abatement Act"), to (i) grant a property tax abatement on specified parcels in order to accomplish certain public purposes, including the provision or construction of public infrastructure and (ii) to issue one or more series of general obligation bonds, all or a portion of which will be designated as tax abatement bonds, to pay the costs of said public infrastructure pursuant to the Abatement Act, which are expected to be paid primarily through the collection of abatement revenues.

(b) Pursuant to a resolution adopted this same date (the "Abatement Resolution") following a duly noticed public hearing, the Board approved a property tax abatement (the "Abatement") in the maximum amount of $4,200,000 for certain parcels of property in the District (the "Abatement Parcels") over a term specifically set forth therein (the "Authorized Term"), in an amount sufficient to pay the debt service on bonds issued to finance infrastructure improvements primarily consisting of district-wide parking lot improvements, including at the District's Elementary School, Middle School, and High School facilities (the "Infrastructure Improvements").

(c) In the Abatement Resolution, the District specified the nature and extent of the public benefits which the District expects to result from the Abatement and found and determined that the benefits to the District from the Abatement will be at least equal to the costs to the District of the Abatement and that the aggregate Abatement paid by the District during the Authorized Term will not exceed the amount necessary to pay the principal of and all or a portion of the interest on the Abatement Bonds (as defined below).

(d) It is necessary and desirable that the District issue its general obligation bonds in the approximate principal amount of $3,100,000 (the "Abatement Bonds"), pursuant to the Abatement Act, to finance all or a portion of the costs of the Infrastructure Improvements.

3. Sale of Bonds.

(a) The Board finds it necessary and desirable that the District issue its General Obligation Facilities Maintenance and Tax Abatement Bonds, Series 2022A, comprised of the Facilities Maintenance Bonds and the Abatement Bonds (the "Bonds"), in the approximate aggregate principal amount of $7,100,000, pursuant to the Facilities Maintenance Act and the Abatement Act (collectively, the "Act"), in order to provide financing for the Facility Maintenance Projects and the Infrastructure Improvements (collectively, the "Projects")

(b) The District is authorized by Section 475.60, subdivision 2(9) of the Act to negotiate the sale of the Bonds, it being determined that the District has retained an independent municipal advisor in connection with the sale of the Bonds. The actions of the District staff and its municipal advisor in negotiating the sale of the Bonds are ratified and confirmed in all aspects.

4. Procedure for Review of Proposals and Selection of Purchaser. The Board authorizes the Superintendent and a Board Officer designated by the Superintendent (the "Authorized officials"), with the advice of PMA Securities, LLC, the District's municipal advisor (the "Municipal Advisor"), to review the proposals for the purchase of the Bonds and award the sale of the Bonds to the prospective purchaser (the "Purchaser") on or about May 11, 2022, based on the recommendation of the Municipal Advisor, and take any other appropriate action with respect to the Bonds, including but not limited to the execution and delivery of a purchase agreement

with respect to the Bonds, provided that the following conditions are met: (i) the principal amount of the Bonds shall not exceed $7,100,000; and (ii) the true interest cost of the Bonds shall not exceed 4.00%.

5. Acceptance of Proposal. The Board will meet at a regular meeting on May 16, 2022, after acceptance by the Authorized Officials of the proposal of the Purchaser, to ratify such acceptance and take any other appropriate action with respect to the Bonds.

6. Authority of Municipal Advisor. The Municipal Advisor is authorized and directed to advertise the Bonds for sale in accordance with the terms of proposal to be prepared for the Bonds.

7. Authority of Bond Counsel. The law firm of Kennedy & Graven, Chartered, as bond counsel for the District ("Bond Counsel"), is authorized to act as bond counsel and to assist in the preparation and review of necessary documents, certificates and instruments relating to the Bonds. The officers, employees and agents of the District are hereby authorized to assist Bond Counsel and the Municipal Advisor in the preparation of such documents, certificates, and instruments.

8. Covenant as to State Credit Enhancement. (a) The District hereby covenants and obligates itself to notify the Commissioner of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55, as amended (the "State Credit Enhancement Act"), to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the registrar and paying agent for the Bonds (the "Registrar") or any successor paying agent three (3) business days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner that it will be unable to make all or a portion of that payment. The Registrar is authorized and directed to notify the Commissioner if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Registrar. The District understands that as a result of its covenant to be bound by the provisions of the State Credit Enhancement Act, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.
(b) The District further covenants to comply with all procedures now and hereafter established by the Minnesota Departments of Management and Budget and Education pursuant to subdivision 2(c) of the State Credit Enhancement Act and otherwise to take such actions as necessary to comply therewith. The Chair, Clerk, Superintendent, or Business Manager of the District is authorized to execute any applicable Minnesota Department of Education forms.

9. Covenants. In the resolution ratifying the sale of the Bonds, the Board will set forth the covenants and undertakings required by the Act.

10. Official Statement. In connection with the offer and sale of the Bonds, the officers or employees of the District are authorized and directed to cooperate with the Municipal Advisor and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the District upon its completion.

11. Declaration of Official Intent to Reimburse Certain Costs from Proceeds of the Bonds.
The District hereby makes this declaration of official intent (the "Declaration") to reimburse the expenditures made for certain costs of the Projects, from the proceeds of the Bonds in accordance with Treasury Regulations, Section 1.150-2 (the "Reimbursement Regulations"). All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement

Regulations. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of tax-exempt bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of $100,000 or 5 percent of the proceeds of an issue; or (c) "preliminary expenditures" up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the District to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

12. Publication of Notice of Intended Facilities Maintenance Projects and Intent to Issue the Facilities Maintenance Bonds. The District Clerk is authorized to publish a notice of the intended Facilities Maintenance Projects and the District's intent to issue the Facilities Maintenance Bonds in the official newspaper of the District, in substantially the form attached as EXHIBIT A hereto, as soon as reasonably practicable after adoption of this resolution, but in any event, at least twenty (20) days before the earlier of the issuance of the Facilities Maintenance Bonds or the final certification of levies.

Motion by Gordee, seconded by Kneeland to approve the Resolution Providing For The Issuance And Sale Of General Obligation Facilities Maintenance And Tax Abatement Bonds, Series 2022A, Subject To Certain Parameters; Declaring The Official Intent Of The District To Reimburse Certain Expenditures From The Proceeds Of Such Bonds; And Taking Other Actions With Respect Thereto. In a roll call vote, the following voted in favor: Anderson, Gordee, Edwards, Kneeland, Johnson, and Praska. The following voted against: none.

Whereupon said resolution was declared duly passed and adopted.

- **Project Service Agreement** - Ryan Hoffman and James Leuer requested approval for the Superintendent and district legal counsel to work with ICS in the project service agreement for the design, management and implementation of the Abatement and LTFM Bond projects.

  Motion by Praska, seconded by Kneeland to approve Superintendent and district legal counsel to work with ICS in the project service agreement for the design, management, and implementation of the Abatement and LTFM Bond projects. Motion carried unanimously. .

- **Proposed Early Childhood Fees for 2022-2023** - Melissa Joseph, presented the proposed fees for Early Childhood for the 2022-2023 school year.

  Johnson motion, Anderson seconded to approve the proposed Early Childhood Fees for the 2022-2023 school year as presented. Motion carried unanimously.

- **Purchasing Approval for 2022-2023** - Superintendent Dean presented a proposal to approved purchase orders for a selective, necessary educational or maintenance items prior to the 2022-23 budget approval.

  Johnson motion, Gordee seconded to approve the proposed Early Childhood Fees for the 2022-2023 school year as presented. Motion carried unanimously.

HIGH STUDENT ACHIEVEMENT

- **POSA Report -** Robert Danneker presented information regarding summer programming for summer 2022.

- **Director of Teaching and Learning Report -** Kevin Keller presented testing/assessment and data overview.

- **Activities Director Report** - Dan Pratt gave an update on the high school athletics and activities.

- **Student and Event Worker fees** - Dan Pratt presented a proposal for the board to approve the student fees for the 2022-23 school year as well as the fees for the events worker. The Board decided to bring this item back at the next board meeting for approval.

- **DECA Nationals Trip Approval -** Business teacher Joe Huber presented information regarding the DECA Nationals trip and requested approval from the board for the trip.

  Johnson motion, Kneeland seconded to approve the proposed DECA Nationals Trip as presented. Motion carried unanimously.

- **Osprey Wilds Field Trip -** STEM Coordinator Jamie Madson, presented information and is requesting approval from the board for the extended 7th-grade field trip to Osprey Wilds Environmental Learning Center from October 10 - 12, 2022.

  Johnson motion, Praska seconded to approve the proposed 7th grade extended field trip to Osprey Wilds Environmental Learning Center from October 10-12, 2022 as presented. Motion carried unanimously.

SAFE AND WELCOMING ENVIRONMENT

- **Buildings and Grounds** - James Leuer, presented an update on the facilities committee, winter, continuing education, goals, weed control, etc.

EFFICIENT AND EFFECTIVE OPERATIONS

- **Policies 102, 406, 413, 425, 501, 507, 515, 524, and 534 second and final reading** - Superintendent Dean presented these policies for a second reading and if no changes are made, she requested approval from the board.

  Gordee motion, Johnson seconded to approve policies 102, 406, 413, 425, 501, 507, 515, 524, and 534 as presented. Motion carried unanimously.

- **Intent to Negotiate - SEIU Local 284 -** Superintendent Dean informed the board that she received a letter of intent to negotiate the Master Agreement with SEUI Local 284.

- **Intent to Negotiate - Principals -** Superintendent Dean informed the board that she received a letter of intent to negotiate the Master Agreement with the Principals.

BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS

The Board and Superintendent gave updates on their committee assignments and events attended.

- Kneeland - Community Ed Advisory meeting
- Anderson - No updates
- Gordee - NWSISD meeting, Office of Higher Ed meeting, Senator meeting, Facilities Committee
- Johnson - MAWSECO meeting, attended SEE Day at the Capitol, pre-meeting with the MYP visit, attended the MYP visit, and band concert.
- Edwards - Pre-meeting with Superintendent Dean, HR interviews, AMSD School board member meeting, and community facilities meeting.
- Praska - Legislature, MSBA Coffee Chats, SEE Day at the Capitol, pre-meeting with Superintendent and Chair.
- Superintendent Dean - pre-meeting with the board chair and co-chair, ICS meetings, PMA meetings, Kindergarten round-up, basketball games, chamber luncheon, HR interviews, started the process for the middle school principal, meet and greet with the new auditor, Day at the Capitol, facilities meeting with community stakeholders, meeting with Rockford administrators, MYP visit meetings, and community ed dance recital.

Gordee motioned to adjourn the meeting at 9:59 p.m. Anderson seconded. *Motion carried unanimously.*

Ivonne Padilla
Recorder

Jessica Johnson
Clerk

ROCKFORD AREA SCHOOLS

Independent School District 883
School Board Work Session Minutes
Monday, March 21, 2022

The Rockford Board of Education met in a work session on Monday, March 21, 2022. Beth Praska called the work session meeting to order at 5:30 pm.

Board Roll Call

Members Kneeland, Gordee, Praska, Anderson, and Johnson were present. Also present were Superintendent Rhonda Dean, Teaching and Learning Director Kevin Keller, Michael Hart from PMA, and Ryan Hoffman from ICS.

Amy Edwards arrived at 5:31pm.

Approval of the Agenda

Johnson motioned to approve the agenda, as presented. Gordee seconded. *Motion carried unanimously*.

Abatement Bonds Update

Michael Hart presented an update regarding the abatement funds.

Technology Integration Specialist

Director of Teaching and Learning, Kevin Keller, presented information regarding the Technology Integrationist position and its important role in the school district.

Board Announcements

A regular Board Meeting is scheduled for Monday, March 21, 2022, at 6:30 p.m. in the RCC.

Adjournment

Gordee motioned to adjourn the meeting at 6:19pm. Johnson seconded the motion. Motion carried unanimously.

Ivonne Padilla
Recorder

Jessica Johnson
Clerk

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Consent Personnel

Meeting Date: April 18, 2022

Prepared By: Superintendent's Office

Date Prepared: April 18, 2022

	Information		Briefing	X	Action		Enclosure Item(s)

Personnel Items:

Status	First Name	Last Name	Position	Date(s)
Hire	Joe	Ramstad	Agriculture Teacher	2022-2023
Resignation	Janis	Walkup	Speech Language Pathologist	3/24/2022
Resignation	Kevin	Keller	Director of Teaching and Learning	6/30/2022
Hire	Jeff	Knute	MS Softball Coach	4/18/2022
Resignation	Lana	Halldorson	Paraprofessional REAMS	6/3/2022
Resignation	Shawn	Weddel	8th Grade Science Teacher - RMS	6/30/2022

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Consent Bills and Wires in March 2022

Meeting Date: April 18, 2022

Prepared by: Tanley Lego

Date Prepared: April 1, 2022

x	Information		Briefing	X	Action	x	Enclosure Item(s)

March 2022 (listing attached)

Fund 01	$1,354,249.22
Fund 02	$91,238.30
Fund 04	$12,664.69
Fund 07	$0.00
Fund 21	$9,361.17
Fund 45	$20.83
Total:	$1,467,534.21

Note: Reconciled as of 4/1/2022 by Tanley Lego, Business Manager

Rockford ISD #0883
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000				F	Cash & Cash Equiv		0883	55513	AS2	1	8170	remit	US BANCORP GOVN'T I	202209	0883	7867	0.00	7,569.12
											0883	55515	AS2	1	8385		Allison Masessa	202209	0883	7867	0.00	1,043.42
											0883	55516	AS2	1	1016		WRIGHT-HENNEPIN CC	202209	0883	7867	0.00	83.85
											0883	55516	AS2	1	1016		WRIGHT-HENNEPIN CC	202209	0883	7867	0.00	347.40
											0883	55517	AS2	1	1020	remit	PITNEY BOWES GLOBA	202209	0883	7867	0.00	903.54
											0883	55518	AS2	1	1102		JW PEPPER	202209	0883	7867	0.00	22.99
											0883	55519	AS2	1	1180		CENTERPOINT ENERG	202209	0883	7867	0.00	291.35
											0883	55519	AS2	1	1180		CENTERPOINT ENERG	202209	0883	7867	0.00	1,506.04
											0883	55520	AS2	1	1230		RATWIK, ROSZAK & MA	202209	0883	7867	0.00	587.50
											0883	55521	AS2	1	1269		T-MOBILE	202209	0883	7867	0.00	1,260.00
											0883	55522	AS2	1	1825		BARTH, BRIAN	202209	0883	7867	0.00	123.00
											0883	55523	AS2	1	1828		TRAEN, TODD	202209	0883	7867	0.00	99.00
											0883	55525	AS2	1	3403		RANDY'S SANITATION I	202209	0883	7867	0.00	2,030.99
											0883	55526	AS2	1	3563		CENTER FOR THE COL	202209	0883	7867	0.00	205.20
											0883	55528	AS2	1	3692		STATE OF MN DEPT PL	202209	0883	7867	0.00	25.00
											0883	55528	AS2	1	3692		STATE OF MN DEPT PL	202209	0883	7867	0.00	25.00
											0883	55529	AS2	1	3880		SCHERBER DREW	202209	0883	7867	0.00	123.00
											0883	55530	AS2	1	4055	REM	TIERENY BROTHERS IN	202209	0883	7867	0.00	1,850.00
											0883	55531	AS2	1	4335		4 POINT 0 SCHOOL SEI	202209	0883	7867	0.00	90,643.17
											0883	55532	AS2	1	4366		REGION 5A SECRETAR	202209	0883	7867	0.00	150.00
											0883	55533	AS2	1	4613		KENNEDY AND GRAVEI	202209	0883	7867	0.00	1,856.50
											0883	55533	AS2	1	4613		KENNEDY AND GRAVEI	202209	0883	7867	0.00	611.00
											0883	55533	AS2	1	4613		KENNEDY AND GRAVEI	202209	0883	7867	0.00	540.50
											0883	55534	AS2	1	4955	remit	HENNEPIN CO ACCOUI	202209	0883	7867	0.00	67.00
											0883	55535	AS2	1	5252		PROFESSIONAL WIREL	202209	0883	7867	0.00	99.00
											0883	55536	AS2	1	5524		HEALY AWARDS INC.	202209	0883	7867	0.00	94.57
											0883	55537	AS2	1	5665		DEHNICKE, ADAM	202209	0883	7867	0.00	123.00
											0883	55538	AS2	1	5853	remit	ALL STATE COMMUNIC	202209	0883	7867	0.00	8,015.00
											0883	55539	AS2	1	6031		POSTMASTER	202209	0883	7867	0.00	1,134.46
											0883	55540	AS2	1	6279		SHI INTERNATIONAL C	202209	0883	7867	0.00	2,532.00
											0883	55542	AS2	1	6437		TASC	202209	0883	7867	0.00	2.25
											0883	55543	AS2	1	6623		ADVANCED IMAGING S	202209	0883	7867	0.00	5,449.00
											0883	55544	AS2	1	6791		BARFKNECHT, ALAN	202209	0883	7867	0.00	123.00
											0883	55545	AS2	1	6814		EIYNCK, TERRY	202209	0883	7867	0.00	123.00
											0883	55546	AS2	1	6829		DRUSCH, MERLYN	202209	0883	7867	0.00	123.00
											0883	55547	AS2	1	7387	remit	SFRC	202209	0883	7867	0.00	4.32
											0883	55547	AS2	1	7387	remit	SFRC	202209	0883	7867	0.00	3.07
											0883	55547	AS2	1	7387	remit	SFRC	202209	0883	7867	0.00	3.39

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000				F	Cash & Cash Equiv		0883	55547	AS2	1	7387	remit	SFRC	202209	0883	7867	0.00	3.57
											0883	55547	AS2	1	7387	remit	SFRC	202209	0883	7867	0.00	9.77
											0883	55547	AS2	1	7387	remit	SFRC	202209	0883	7867	0.00	3.63
											0883	55547	AS2	1	7387	remit	SFRC	202209	0883	7867	0.00	33.65
											0883	55547	AS2	1	7387	remit	SFRC	202209	0883	7867	0.00	37.69
											0883	55548	AS2	1	7417		INSIDE TRACK CLUB	202209	0883	7867	0.00	500.00
											0883	55549	AS2	1	7480		CORPORATE MECHAN	202209	0883	7867	0.00	2,918.00
											0883	55549	AS2	1	7480		CORPORATE MECHAN	202209	0883	7867	0.00	255.50
											0883	55550	AS2	1	7545		TEACHERS ON CALL	202209	0883	7867	0.00	4,603.55
											0883	55551	AS2	1	7638		JACOBSON, WAYNE	202209	0883	7867	0.00	85.00
											0883	55552	AS2	1	7697		MARISELA V NELSON II	202209	0883	7867	0.00	80.00
											0883	55552	AS2	1	7697		MARISELA V NELSON II	202209	0883	7867	0.00	35.00
											0883	55553	AS2	1	8029		SFM	202209	0883	7867	0.00	28,493.00
											0883	55554	AS2	1	8253		VITALSIGNS	202209	0883	7867	0.00	10,100.00
											0883	55555	AS2	1	8346	remit	ROBERT HALF	202209	0883	7867	0.00	720.00
											0883	55556	AS2	1	8384		MINNESOTA TRUE TEA	202209	0883	7867	0.00	160.00
											0883	55557	AS2	1	1215		XCEL ENERGY	202209	0883	7867	0.00	25,651.77
											0883	55558	AS2	1	7981		AT&T MOBILITY	202209	0883	7867	0.00	38.23
											0883	55561	AS2	1	1113		GRAINGER	202209	0883	7867	0.00	32.49
											0883	55561	AS2	1	1113		GRAINGER	202209	0883	7867	0.00	390.48
											0883	55562	AS2	1	1180		CENTERPOINT ENERG	202209	0883	7867	0.00	744.10
											0883	55562	AS2	1	1180		CENTERPOINT ENERG	202209	0883	7867	0.00	16,014.51
											0883	55562	AS2	1	1180		CENTERPOINT ENERG	202209	0883	7867	0.00	425.17
											0883	55563	AS2	1	1181		CITY OF ROCKFORD	202209	0883	7867	0.00	563.87
											0883	55563	AS2	1	1181		CITY OF ROCKFORD	202209	0883	7867	0.00	363.94
											0883	55563	AS2	1	1181		CITY OF ROCKFORD	202209	0883	7867	0.00	10.71
											0883	55563	AS2	1	1181		CITY OF ROCKFORD	202209	0883	7867	0.00	1.62
											0883	55563	AS2	1	1181		CITY OF ROCKFORD	202209	0883	7867	0.00	97.04
											0883	55564	AS2	1	1200		CUB FOODS	202209	0883	7867	0.00	81.08
											0883	55564	AS2	1	1200		CUB FOODS	202209	0883	7867	0.00	61.01
											0883	55565	AS2	1	1369		ABC LETTERING	202209	0883	7867	0.00	903.50
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	139.57
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	454.50
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	236.68
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	589.35
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	202.69
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	49.00
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	150.78

Rockford ISD #0883
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000				F	Cash & Cash Equiv		0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	86.97
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	99.00
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	140.28
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	39.97
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	122.17
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	64.14
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	194.38
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	46.23
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	1,045.60
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	95.10
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	399.90
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	2,166.99
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	774.50
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	7.69
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	441.61
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	359.96
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	34.22
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	372.65
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	114.00
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	319.93
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	90.99
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	141.78
											0883	55567	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	140.00
											0883	55568	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	284.96
											0883	55570	AS2	1	2323		HOUSE OF PRINT	202209	0883	7867	0.00	3,456.40
											0883	55572	AS2	1	4055	REMI	TIERENY BROTHERS IN	202209	0883	7867	0.00	157.76
											0883	55572	AS2	1	4055	REMI	TIERENY BROTHERS IN	202209	0883	7867	0.00	3,117.00
											0883	55572	AS2	1	4055	REMI	TIERENY BROTHERS IN	202209	0883	7867	0.00	11,250.00
											0883	55573	AS2	1	4207		LAURSEN STEVEN C	202209	0883	7867	0.00	110.00
											0883	55573	AS2	1	4207		LAURSEN STEVEN C	202209	0883	7867	0.00	440.00
											0883	55574	AS2	1	4366		REGION 5A SECRETAR	202209	0883	7867	0.00	359.00
											0883	55575	AS2	1	4535		ROCKFORD/GREENFIE	202209	0883	7867	0.00	15.00
											0883	55576	AS2	1	4719		TRACTOR SUPPLY CRE	202209	0883	7867	0.00	49.98
											0883	55577	AS2	1	4937		RUSSELL SECURITY RE	202209	0883	7867	0.00	710.00
											0883	55578	AS2	1	5149		TOLL COMPANY	202209	0883	7867	0.00	21.72
											0883	55579	AS2	1	5806	remit	UNIVERSAL ATHLETIC,	202209	0883	7867	0.00	893.66
											0883	55580	AS2	1	5992		ECM PUBLISHERS, INC	202209	0883	7867	0.00	79.15
											0883	55581	AS2	1	6279		SHI INTERNATIONAL C	202209	0883	7867	0.00	18,440.00

Rockford ISD #0883
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000				F	Cash & Cash Equiv		0883	55582	AS2	1	6356		MITEL NETSOLUTIONS	202209	0883	7867	0.00	3,478.87
											0883	55583	AS2	1	6481		GRADY'S ACE HARDW/	202209	0883	7867	0.00	862.99
											0883	55584	AS2	1	6569		NWEJE, KARLA	202209	0883	7867	0.00	181.35
											0883	55584	AS2	1	6569		NWEJE, KARLA	202209	0883	7867	0.00	2,700.00
											0883	55586	AS2	1	7480		CORPORATE MECHAN	202209	0883	7867	0.00	1,416.00
											0883	55587	AS2	1	7519		COMMON THREAD CU	202209	0883	7867	0.00	240.00
											0883	55588	AS2	1	7545		TEACHERS ON CALL	202209	0883	7867	0.00	5,022.02
											0883	55589	AS2	1	7607		OXHERD PIZZA, INC.	202209	0883	7867	0.00	69.04
											0883	55590	AS2	1	7697		MARISELA V NELSON II	202209	0883	7867	0.00	140.00
											0883	55590	AS2	1	7697		MARISELA V NELSON II	202209	0883	7867	0.00	30.00
											0883	55590	AS2	1	7697		MARISELA V NELSON II	202209	0883	7867	0.00	90.00
											0883	55590	AS2	1	7697		MARISELA V NELSON II	202209	0883	7867	0.00	305.00
											0883	55591	AS2	1	7738	REM	GRANITE TELECOMMU	202209	0883	7867	0.00	719.44
											0883	55592	AS2	1	8292		JOHNSON, KIMBERLY	202209	0883	7867	0.00	68.00
											0883	55593	AS2	1	8361		KAMIDA CONCRETE C(	202209	0883	7867	0.00	3,192.50
											0883	55594	AS2	1	8387		MARTIN LAW FIRM	202209	0883	7867	0.00	200.02
											0883	55594	AS2	1	8387		MARTIN LAW FIRM	202209	0883	7867	0.00	17,484.00
											0883	55610	AS2	1	1091		SCHMITT MUSIC CENT	202209	0883	7881	0.00	70.00
											0883	55610	AS2	1	1091		SCHMITT MUSIC CENT	202209	0883	7881	0.00	77.00
											0883	55610	AS2	1	1091		SCHMITT MUSIC CENT	202209	0883	7881	0.00	88.00
											0883	55611	AS2	1	1102		JW PEPPER	202209	0883	7881	0.00	4.00
											0883	55613	AS2	1	1180		CENTERPOINT ENERG	202209	0883	7881	0.00	4,515.17
											0883	55613	AS2	1	1180		CENTERPOINT ENERG	202209	0883	7881	0.00	6,373.21
											0883	55614	AS2	1	1213		MINNESOTA CHILDRE	202209	0883	7881	0.00	650.00
											0883	55615	AS2	1	1290		ISD 466 DASSEL-COKA	202209	0883	7881	0.00	56.00
											0883	55616	AS2	1	1566		ISD 2687-HLWW	202209	0883	7881	0.00	26.00
											0883	55617	AS2	1	2081		MAPLE LAKE PUBLIC S	202209	0883	7881	0.00	39.00
											0883	55618	AS2	1	2216		MENARDS INC	202209	0883	7881	0.00	149.31
											0883	55619	AS2	1	3062		SOUTHWEST MN STAT	202209	0883	7881	0.00	3,300.00
											0883	55620	AS2	1	3824		HANOVER INSURANCE	202209	0883	7881	0.00	2,792.16
											0883	55621	AS2	1	4335		4 POINT 0 SCHOOL SE	202209	0883	7881	0.00	10,737.78
											0883	55622	AS2	1	4366		REGION 5A SECRETAR	202209	0883	7881	0.00	862.00
											0883	55623	AS2	1	4366		REGION 5A SECRETAR	202209	0883	7881	0.00	1,264.00
											0883	55624	AS2	1	6122		ANDYMARK, INC.	202209	0883	7881	0.00	472.85
											0883	55625	AS2	1	6282		SOUTHWEST METRO E	202209	0883	7881	0.00	3,451.34
											0883	55626	AS2	1	6866		FOLEY, AMY	202209	0883	7881	0.00	75.00
											0883	55626	AS2	1	6866		FOLEY, AMY	202209	0883	7881	0.00	145.00
											0883	55627	AS2	1	6913		NEE INVESTMENT 9, LL	202209	0883	7881	0.00	211.98

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000				F	Cash & Cash Equiv		0883	55627	AS2	1	6913		NEE INVESTMENT 9, LL	202209	0883	7881	0.00	163.09
											0883	55628	AS2	1	7419		HOLMES, ERIN	202209	0883	7881	0.00	50.00
											0883	55628	AS2	1	7419		HOLMES, ERIN	202209	0883	7881	0.00	145.00
											0883	55629	AS2	1	7570		CST MN - BIN # 170065	202209	0883	7881	0.00	79,327.20
											0883	55630	AS2	1	7697		MARISELA V NELSON II	202209	0883	7881	0.00	215.00
											0883	55630	AS2	1	7697		MARISELA V NELSON II	202209	0883	7881	0.00	90.00
											0883	55630	AS2	1	7697		MARISELA V NELSON II	202209	0883	7881	0.00	160.00
											0883	55630	AS2	1	7697		MARISELA V NELSON II	202209	0883	7881	0.00	30.00
											0883	55630	AS2	1	7697		MARISELA V NELSON II	202209	0883	7881	0.00	30.00
											0883	55631	AS2	1	7771	remit	MRI SOFTWARE, LLC	202209	0883	7881	0.00	28.00
											0883	55633	AS2	1	8068	remit	NOBLE CONSERVATIOI	202209	0883	7881	0.00	8,920.52
											0883	55633	AS2	1	8068	remit	NOBLE CONSERVATIOI	202209	0883	7881	0.00	1,292.24
											0883	55633	AS2	1	8068	remit	NOBLE CONSERVATIOI	202209	0883	7881	0.00	5,792.11
											0883	55633	AS2	1	8068	remit	NOBLE CONSERVATIOI	202209	0883	7881	0.00	1,946.70
											0883	55633	AS2	1	8068	remit	NOBLE CONSERVATIOI	202209	0883	7881	0.00	7,505.31
											0883	55633	AS2	1	8068	remit	NOBLE CONSERVATIOI	202209	0883	7881	0.00	334.56
											0883	55634	AS2	1	8261		TOTAL NETWORX, INC.	202209	0883	7881	0.00	427.50
											0883	55635	AS2	1	8279		CADY BUSINESS TECH	202209	0883	7881	0.00	340.00
											0883	55635	AS2	1	8279		CADY BUSINESS TECH	202209	0883	7881	0.00	1,105.00
											0883	55636	AS2	1	8333		HERDEGEN, CHARLES	202209	0883	7881	0.00	5,718.75
											0883	55636	AS2	1	8333		HERDEGEN, CHARLES	202209	0883	7881	0.00	383.76
											0883	55637	AS2	1	8388		ACDA-MN	202209	0883	7881	0.00	372.00
											0883	55638	AS2	1	8389		RUMJUNGLE MEDIA, IN	202209	0883	7881	0.00	16,825.75
											0883	55639	AS2	1	8391		US OMNI & TSACG COI	202209	0883	7881	0.00	315.36
											0883	55639	AS2	1	8391		US OMNI & TSACG COI	202209	0883	7881	0.00	297.84
											0883	55640	AS2	1	8392		KLEINDL, KEVIN	202209	0883	7881	0.00	50.00
											0883	55640	AS2	1	8392		KLEINDL, KEVIN	202209	0883	7881	0.00	145.00
											0883	55641	AS2	1	1039		MINNESOTA ELEVATOF	202209	0883	7881	0.00	442.84
											0883	55642	AS2	1	1044		MAWSECO #938	202209	0883	7881	0.00	16,896.71
											0883	55643	AS2	1	1057		HILLYARD	202209	0883	7881	0.00	258.78
											0883	55643	AS2	1	1057		HILLYARD	202209	0883	7881	0.00	35.53
											0883	55643	AS2	1	1057		HILLYARD	202209	0883	7881	0.00	114.57
											0883	55643	AS2	1	1057		HILLYARD	202209	0883	7881	0.00	38.67
											0883	55643	AS2	1	1057		HILLYARD	202209	0883	7881	187.80	0.00
											0883	55643	AS2	1	1057		HILLYARD	202209	0883	7881	0.00	38.67
											0883	55643	AS2	1	1057		HILLYARD	202209	0883	7881	0.00	1,568.43
											0883	55643	AS2	1	1057		HILLYARD	202209	0883	7881	0.00	830.80
											0883	55643	AS2	1	1057		HILLYARD	202209	0883	7881	0.00	2,149.40

Rockford ISD #0883
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000				F	Cash & Cash Equiv		0883	55643	AS2	1	1057		HILLYARD	202209	0883	7881	0.00	1,230.17
											0883	55643	AS2	1	1057		HILLYARD	202209	0883	7881	0.00	25.78
											0883	55643	AS2	1	1057		HILLYARD	202209	0883	7881	0.00	1,115.48
											0883	55644	AS2	1	1102		JW PEPPER	202209	0883	7881	0.00	19.99
											0883	55644	AS2	1	1102		JW PEPPER	202209	0883	7881	0.00	175.35
											0883	55644	AS2	1	1102		JW PEPPER	202209	0883	7881	0.00	31.50
											0883	55644	AS2	1	1102		JW PEPPER	202209	0883	7881	0.00	432.89
											0883	55645	AS2	1	1113		GRAINGER	202209	0883	7881	0.00	1,321.85
											0883	55646	AS2	1	1154		MSBA	202209	0883	7881	0.00	210.00
											0883	55646	AS2	1	1154		MSBA	202209	0883	7881	0.00	210.00
											0883	55647	AS2	1	1841		WRIGHT TECHNICAL C	202209	0883	7881	0.00	2,919.34
											0883	55648	AS2	1	3207	REM	HOUGHTON MIFFLIN H	202209	0883	7881	0.00	178.55
											0883	55649	AS2	1	4335		4 POINT 0 SCHOOL SEF	202209	0883	7881	0.00	65,131.88
											0883	55651	AS2	1	4639		MENARDS MAPLE GRC	202209	0883	7881	0.00	56.08
											0883	55652	AS2	1	4673		INTEGRIPRINT	202209	0883	7881	0.00	177.93
											0883	55653	AS2	1	4937		RUSSELL SECURITY RE	202209	0883	7881	0.00	610.00
											0883	55653	AS2	1	4937		RUSSELL SECURITY RE	202209	0883	7881	0.00	70.00
											0883	55653	AS2	1	4937		RUSSELL SECURITY RE	202209	0883	7881	0.00	610.00
											0883	55654	AS2	1	5252		PROFESSIONAL WIREL	202209	0883	7881	0.00	158.00
											0883	55655	AS2	1	5992		ECM PUBLISHERS, INC	202209	0883	7881	0.00	71.24
											0883	55655	AS2	1	5992		ECM PUBLISHERS, INC	202209	0883	7881	0.00	126.64
											0883	55655	AS2	1	5992		ECM PUBLISHERS, INC	202209	0883	7881	0.00	815.25
											0883	55655	AS2	1	5992		ECM PUBLISHERS, INC	202209	0883	7881	0.00	71.24
											0883	55656	AS2	1	6282		SOUTHWEST METRO E	202209	0883	7881	0.00	566.04
											0883	55657	AS2	1	6282		SOUTHWEST METRO E	202209	0883	7881	0.00	24,178.97
											0883	55658	AS2	1	7480		CORPORATE MECHAN	202209	0883	7881	0.00	4,012.75
											0883	55658	AS2	1	7480		CORPORATE MECHAN	202209	0883	7881	0.00	446.00
											0883	55658	AS2	1	7480		CORPORATE MECHAN	202209	0883	7881	0.00	5,624.00
											0883	55658	AS2	1	7480		CORPORATE MECHAN	202209	0883	7881	0.00	888.37
											0883	55658	AS2	1	7480		CORPORATE MECHAN	202209	0883	7881	0.00	600.37
											0883	55658	AS2	1	7480		CORPORATE MECHAN	202209	0883	7881	0.00	594.87
											0883	55659	AS2	1	7545		TEACHERS ON CALL	202209	0883	7881	0.00	7,356.74
											0883	55660	AS2	1	7570		CST MN - BIN # 170065	202209	0883	7881	0.00	40,000.00
											0883	55661	AS2	1	7697		MARISELA V NELSON II	202209	0883	7881	0.00	30.00
											0883	55661	AS2	1	7697		MARISELA V NELSON II	202209	0883	7881	0.00	80.00
											0883	55661	AS2	1	7697		MARISELA V NELSON II	202209	0883	7881	0.00	35.00
											0883	55662	AS2	1	7786	REM	TERRAFORM PHOENIX	202209	0883	7881	0.00	122.74
											0883	55663	AS2	1	7857		MCLEOD COMMUNITY :	202209	0883	7881	0.00	1,140.11

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000				F	Cash & Cash Equiv		0883	55664	AS2	1	7858		MEEKER COMMUNITY S	202209	0883	7881	0.00	1,479.04
											0883	55665	AS2	1	8102		CORNERSTONE EDCU/	202209	0883	7881	0.00	950.00
											0883	55666	AS2	1	8346	remit	ROBERT HALF	202209	0883	7881	0.00	720.00
											0883	55667	AS2	1	8362		FARMTEK	202209	0883	7881	0.00	7,629.36
											0883	55668	AS2	1	8375		GROWERS HOUSE OP	202209	0883	7881	0.00	662.15
											0883	55669	AS2	1	8386	remit	THE GOLF WAREHOUS	202209	0883	7881	0.00	383.40
											0883	55670	AS2	1	2009		EDUCATION FOUNDAT	202209	0883	7881	0.00	4,229.27
											0883	55671	AS2	1	2009		EDUCATION FOUNDAT	202209	0883	7881	0.00	4,180.61
											0883	55672	AS2	1	2009		EDUCATION FOUNDAT	202209	0883	7881	0.00	48.66
											0883	55673	AS2	1	1644		ISD #883 EDUCATION F	202209	0883	7881	0.00	227.85
											0883	55674	AS2	1	1644		ISD #883 EDUCATION F	202209	0883	7881	0.00	187.85
											0883	55675	AS2	1	1644		ISD #883 EDUCATION F	202209	0883	7881	0.00	225.85
											0883	55676	AS2	1	1644		ISD #883 EDUCATION F	202209	0883	7881	0.00	2.00
											0883	55677	AS2	1	1969		SCHOOL SERVICE EMF	202209	0883	7881	0.00	773.53
											0883	55678	AS2	1	1969		SCHOOL SERVICE EMF	202209	0883	7881	0.00	773.53
											0883	55679	AS2	1	1492		ADAM'S PEST CONTRC	202209	0883	7881	0.00	121.24
											0883	55679	AS2	1	1492		ADAM'S PEST CONTRC	202209	0883	7881	0.00	83.04
											0883	55679	AS2	1	1492		ADAM'S PEST CONTRC	202209	0883	7881	0.00	83.04
											0883	55680	AS2	1	1792		THREE RIVERS PARK D	202209	0883	7881	0.00	2,189.46
											0883	55682	AS2	1	2208		TECH/CHECK	202209	0883	7881	0.00	140.00
											0883	55683	AS2	1	4207		LAURSEN STEVEN C	202209	0883	7881	0.00	220.00
											0883	55684	AS2	1	4366		REGION 5A SECRETAR	202209	0883	7881	0.00	60.00
											0883	55685	AS2	1	5507		CITY OF GREENFIELD \	202209	0883	7881	0.00	33.00
											0883	55685	AS2	1	5507		CITY OF GREENFIELD \	202209	0883	7881	0.00	1,279.06
											0883	55686	AS2	1	5795	remit	MEDCO SURGICAL SUI	202209	0883	7881	0.00	46.35
											0883	55687	AS2	1	6210	remit	PRO-ED INC.	202209	0883	7881	0.00	166.10
											0883	55688	AS2	1	7545		TEACHERS ON CALL	202209	0883	7881	0.00	7,951.91
											0883	55690	AS2	1	7697		MARISELA V NELSON II	202209	0883	7881	0.00	30.00
											0883	55690	AS2	1	7697		MARISELA V NELSON II	202209	0883	7881	0.00	80.00
											0883	55691	AS2	1	7885		AMPLIFIED IT, LLC	202209	0883	7881	0.00	1,250.00
											0883	55692	AS2	1	8068	remit	NOBLE CONSERVATIOI	202209	0883	7881	0.00	7,505.32
											0883	55693	AS2	1	8170	remit	US BANCORP GOVN'T I	202209	0883	7881	0.00	7,569.12
											0883	55694	AS2	1	8346	remit	ROBERT HALF	202209	0883	7881	0.00	720.00
											0883	55695	AS2	1	8394		TRUMP, STEPHANIE	202209	0883	7881	0.00	9.36
											0883	55695	AS2	1	8394		TRUMP, STEPHANIE	202209	0883	7881	0.00	145.00
											0883	55696	AS2	1	8395		THEIMER, AXEL	202209	0883	7881	0.00	71.96
											0883	55696	AS2	1	8395		THEIMER, AXEL	202209	0883	7881	0.00	145.00
											0883	55697	AS2	1	8396		CP DIAMOND	202209	0883	7881	0.00	275.00

Rockford ISD #0883
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000				F	Cash & Cash Equiv		0883	55699	AS2	1	1192		VERIZON WIRELESS	202209	0883	7881	0.00	350.14
											0883	55700	AS2	1	1937		PUBLIC EMPLOYEES R	202209	0883	7881	0.00	19,589.50
											0883	55700	AS2	1	1937		PUBLIC EMPLOYEES R	202209	0883	7881	0.00	133.20
											0883	55700	AS2	1	1937		PUBLIC EMPLOYEES R	202209	0883	7881	0.00	22,525.69
											0883	55701	AS2	1	1938		TRA	202209	0883	7881	0.00	1,041.08
											0883	55701	AS2	1	1938		TRA	202209	0883	7881	0.00	54,998.97
											0883	55701	AS2	1	1938		TRA	202209	0883	7881	0.00	57,493.44
											0883	55702	AS2	1	1962		MINNESOTA DEPT OF F	202209	0883	7881	0.00	18,067.79
											0883	55702	AS2	1	1962		MINNESOTA DEPT OF F	202209	0883	7881	0.00	300.68
											0883	55702	AS2	1	1962		MINNESOTA DEPT OF F	202209	0883	7881	0.00	18,623.94
											0883	55703	AS2	1	1977		BLUE CROSS BLUE SH	202209	0883	7881	0.00	70,510.87
											0883	55703	AS2	1	1977		BLUE CROSS BLUE SH	202209	0883	7881	0.00	373.40
											0883	55703	AS2	1	1977		BLUE CROSS BLUE SH	202209	0883	7881	0.00	70,379.41
											0883	55704	AS2	1	2006		US GOVERNMENT	202209	0883	7881	0.00	145.56
											0883	55704	AS2	1	2006		US GOVERNMENT	202209	0883	7881	0.00	110,660.94
											0883	55704	AS2	1	2006		US GOVERNMENT	202209	0883	7881	0.00	110,301.48
											0883	55704	AS2	1	2006		US GOVERNMENT	202209	0883	7881	0.00	1,625.94
											0883	55705	AS2	1	2470		MSRS	202209	0883	7881	0.00	7,602.22
											0883	55705	AS2	1	2470		MSRS	202209	0883	7881	0.00	150.00
											0883	55705	AS2	1	2470		MSRS	202209	0883	7881	0.00	7,752.22
											0883	55706	AS2	1	3370		MN CHILD SUPPORT PI	202209	0883	7881	0.00	323.50
											0883	55706	AS2	1	3370		MN CHILD SUPPORT PI	202209	0883	7881	0.00	323.50
											0883	55707	AS2	1	4050		AFLAC	202209	0883	7881	0.00	210.16
											0883	55707	AS2	1	4050		AFLAC	202209	0883	7881	0.00	210.16
											0883	55709	AS2	1	5459		LEGAL SHIELD	202209	0883	7881	0.00	110.17
											0883	55709	AS2	1	5459		LEGAL SHIELD	202209	0883	7881	0.00	110.17
											0883	55710	AS2	1	6069		METLIFE	202209	0883	7881	0.00	2,199.81
											0883	55710	AS2	1	6069		METLIFE	202209	0883	7881	0.00	4.13
											0883	55710	AS2	1	6069		METLIFE	202209	0883	7881	0.00	12.43
											0883	55710	AS2	1	6069		METLIFE	202209	0883	7881	0.00	2,228.99
											0883	55711	AS2	1	6431		HR SIMPLIFIED	202209	0883	7881	0.00	6,870.38
											0883	55711	AS2	1	6431		HR SIMPLIFIED	202209	0883	7881	0.00	110.41
											0883	55711	AS2	1	6431		HR SIMPLIFIED	202209	0883	7881	0.00	7,482.05
											0883	55712	AS2	1	7649		TSA CONSULTING GRC	202209	0883	7881	0.00	5,083.06
											0883	55712	AS2	1	7649		TSA CONSULTING GRC	202209	0883	7881	0.00	4,201.29
											0883	55712	AS2	1	7649		TSA CONSULTING GRC	202209	0883	7881	0.00	8,480.14
											0883	55712	AS2	1	7649		TSA CONSULTING GRC	202209	0883	7881	0.00	5,083.06
											0883	55712	AS2	1	7649		TSA CONSULTING GRC	202209	0883	7881	0.00	218.75

Rockford ISD #0883
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000				F	Cash & Cash Equiv		0883	55712	AS2	1	7649		TSA CONSULTING GRC	202209	0883	7881	0.00	8,646.80
											0883	55712	AS2	1	7649		TSA CONSULTING GRC	202209	0883	7881	0.00	3,982.54
											0883	55713	AS2	1	8119		GIS BENEFITS, INC.	202209	0883	7881	0.00	3,798.55
											0883	55713	AS2	1	8119		GIS BENEFITS, INC.	202209	0883	7881	0.00	488.02
											0883	55713	AS2	1	8119		GIS BENEFITS, INC.	202209	0883	7881	0.00	264.09
											0883	55713	AS2	1	8119		GIS BENEFITS, INC.	202209	0883	7881	0.00	4.39
											0883	55713	AS2	1	8119		GIS BENEFITS, INC.	202209	0883	7881	0.00	19.52
											0883	55713	AS2	1	8119		GIS BENEFITS, INC.	202209	0883	7881	0.00	278.49
											0883	55713	AS2	1	8119		GIS BENEFITS, INC.	202209	0883	7881	0.00	700.96
											0883	55713	AS2	1	8119		GIS BENEFITS, INC.	202209	0883	7881	0.00	488.02
											0883	55713	AS2	1	8119		GIS BENEFITS, INC.	202209	0883	7881	0.00	3,763.82
											0883	55713	AS2	1	8119		GIS BENEFITS, INC.	202209	0883	7881	0.00	268.13
											0883	55713	AS2	1	8119		GIS BENEFITS, INC.	202209	0883	7881	0.00	278.49
											0883	55713	AS2	1	8119		GIS BENEFITS, INC.	202209	0883	7881	0.00	700.96
											0883	55713	AS2	1	8119		GIS BENEFITS, INC.	202209	0883	7881	0.00	4.04
											0883	55714	AS2	1	4718		MN TRUST	202209	0883	7881	0.00	298.34
											0883	55715	WEST	1	1962		MINNESOTA DEPT OF F	202209	0883	7886	0.00	43.00
											0883	55717	WEST	1	1962		MINNESOTA DEPT OF F	202209	0883	7888	0.00	2.00
											0883	55718	WEST	1	1968		BANKWEST ROCKFOR	202209	0883	7890	0.00	2,765.16
																	Account Total:				$187.80	$1,354,437.02
0883	B	02	101	000				F	Cash & Cash Equiv		0883	55650	AS2	1	4387		TAHER INC - BIN# 1350	202209	0883	7881	0.00	91,238.30
																	Account Total:				$0.00	$91,238.30
0883	B	04	101	000				F	Cash & Cash Equiv		0883	55516	AS2	1	1016		WRIGHT-HENNEPIN CC	202209	0883	7867	0.00	89.85
											0883	55524	AS2	1	2895		ROCKET BOOSTERS	202209	0883	7867	0.00	2,075.00
											0883	55527	AS2	1	3679	remit	INNOVATIVE OFFICE S	202209	0883	7867	0.00	74.74
											0883	55531	AS2	1	4335		4 POINT 0 SCHOOL SEI	202209	0883	7867	0.00	2,136.20
											0883	55541	AS2	1	6377		DISH	202209	0883	7867	0.00	113.06
											0883	55550	AS2	1	7545		TEACHERS ON CALL	202209	0883	7867	0.00	209.26
											0883	55564	AS2	1	1200		CUB FOODS	202209	0883	7867	0.00	148.78
											0883	55564	AS2	1	1200		CUB FOODS	202209	0883	7867	0.00	67.41
											0883	55564	AS2	1	1200		CUB FOODS	202209	0883	7867	0.00	25.67
											0883	55564	AS2	1	1200		CUB FOODS	202209	0883	7867	0.00	99.98
											0883	55564	AS2	1	1200		CUB FOODS	202209	0883	7867	0.00	15.56
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARI	202209	0883	7867	0.00	400.00
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARI	202209	0883	7867	0.00	61.50
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARI	202209	0883	7867	0.00	79.90
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARI	202209	0883	7867	0.00	36.85

Rockford ISD #0883
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	04	101	000				F	Cash & Cash Equiv		0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	271.21
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	107.98
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	105.18
											0883	55569	AS2	1	1471		MCEA	202209	0883	7867	0.00	209.00
											0883	55585	AS2	1	7333		WEISSMAN	202209	0883	7867	0.00	77.01
											0883	55585	AS2	1	7333		WEISSMAN	202209	0883	7867	0.00	157.91
											0883	55590	AS2	1	7697		MARISELA V NELSON II	202209	0883	7867	0.00	80.00
											0883	55612	AS2	1	1159		BANKWEST-CASH	202209	0883	7881	0.00	450.00
											0883	55649	AS2	1	4335		4 POINT 0 SCHOOL SEF	202209	0883	7881	0.00	1,553.60
											0883	55659	AS2	1	7545		TEACHERS ON CALL	202209	0883	7881	0.00	149.28
											0883	55688	AS2	1	7545		TEACHERS ON CALL	202209	0883	7881	0.00	627.75
											0883	55699	AS2	1	1192		VERIZON WIRELESS	202209	0883	7881	0.00	100.04
											0883	55718	WEST	1	1968		BANKWEST ROCKFOR	202209	0883	7890	0.00	3,141.97
																	Account Total:				$0.00	$12,664.69
0883	B	21	101	000				F	Cash & Cash Equiv		0883	55512	AS2	1	6187		MN FFA	202209	0883	7867	0.00	299.00
											0883	55514	AS2	1	1159		BANKWEST-CASH	202209	0883	7867	0.00	237.00
											0883	55566	AS2	1	1394		MBNA/BUSINESS CARD	202209	0883	7867	0.00	106.44
											0883	55571	AS2	1	2398		PERFORMANCE TOURS	202209	0883	7867	0.00	2,120.00
											0883	55632	AS2	1	7878		HERITAGE EMBROIDEF	202209	0883	7881	0.00	1,719.73
											0883	55681	AS2	1	2014		J & R SCHOOL SUPPLIE	202209	0883	7881	0.00	389.00
											0883	55689	AS2	1	7688		CLAYS RESTAURANT	202209	0883	7881	0.00	250.00
											0883	55698	AS2	1	8398		ROCKFORD LIONS CLU	202209	0883	7881	0.00	4,240.00
																	Account Total:				$0.00	$9,361.17
0883	B	45	101	000				F	Cash & Cash Equiv		0883	55708	AS2	1	4718		MN TRUST	202209	0883	7881	0.00	0.00
											0883	55716	WEST	1	4718		MN TRUST	202209	0883	7886	0.00	20.83
																	Account Total:				$0.00	$20.83
																	Report Total:				$187.80	$1,467,722.01

Rockford ISD #0883
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2		55700		Wire	1	1937		PUBLIC EMPLOYEES RETIREMENT ASS		No	No	No	03/30/2022	42,248.39
AS2		55701		Wire	1	1938		TRA		No	No	No	03/30/2022	113,533.49
AS2		55702		Wire	1	1962		MINNESOTA DEPT OF REVENUE		No	No	No	03/30/2022	36,992.41
AS2		55703		Wire	1	1977		BLUE CROSS BLUE SHIELD of MN		No	No	No	03/30/2022	141,263.68
AS2		55704		Wire	1	2006		US GOVERNMENT		No	No	No	03/30/2022	222,733.92
AS2		55705		Wire	1	2470		MSRS		No	No	No	03/30/2022	15,504.44
AS2		55706		Wire	1	3370		MN CHILD SUPPORT PMT CENTER		No	No	No	03/30/2022	647.00
AS2		55707		Wire	1	4050		AFLAC		No	No	No	03/30/2022	420.32
AS2		55708		Wire	1	4718		MN TRUST		No	No	No	03/30/2022	0.00
AS2		55709		Wire	1	5459		LEGAL SHIELD		No	No	No	03/30/2022	220.34
AS2		55710		Wire	1	6069		METLIFE		No	No	No	03/30/2022	4,445.36
AS2		55711		Wire	1	6431		HR SIMPLIFIED		No	No	No	03/30/2022	14,462.84
AS2		55712		Wire	1	7649		TSA CONSULTING GROUP, INC.		No	No	No	03/30/2022	35,695.64
AS2		55713		Wire	1	8119		GIS BENEFITS, INC.	S Corporation	No	No	No	03/30/2022	11,057.48
AS2		55714		Wire	1	4718		MN TRUST		No	No	No	03/30/2022	298.34
AS2		55512	101938	Check	1	6187		MN FFA		Yes	No	No	03/01/2022	299.00
AS2	28	55513	101939	Check	1	8170	remit	US BANCORP GOVN'T LEASING & FINA	C Corporation	Yes	Yes	No	03/01/2022	7,569.12
AS2		55514	101940	Check	1	1159		BANKWEST-CASH		Yes	Yes	No	03/03/2022	237.00
AS2		55515	101941	Check	1	8385		Allison Masessa		Yes	Yes	No	03/04/2022	1,043.42
AS2		55531	101942	Check	1	4335		4 POINT 0 SCHOOL SERVICES		Yes	Yes	No	03/04/2022	92,779.37
AS2		55543	101943	Check	1	6623		ADVANCED IMAGING SOLUTIONS		Yes	Yes	No	03/04/2022	5,449.00
AS2		55538	101944	Check	1	5853	remit	ALL STATE COMMUNICATIONS, INC		Yes	Yes	No	03/04/2022	8,015.00
AS2		55544	101945	Check	1	6791		BARFKNECHT, ALAN		Yes	Yes	No	03/04/2022	123.00
AS2		55522	101946	Check	1	1825		BARTH, BRIAN		Yes	Yes	No	03/04/2022	123.00
AS2		55526	101947	Check	1	3563		CENTER FOR THE COLLABORATIVE CL		Yes	Yes	No	03/04/2022	205.20
AS2		55519	101948	Check	1	1180		CENTERPOINT ENERGY		Yes	Yes	No	03/04/2022	1,797.39
AS2		55549	101949	Check	1	7480		CORPORATE MECHANICAL, INC.		Yes	Yes	No	03/04/2022	3,173.50
AS2		55537	101950	Check	1	5665		DEHNICKE, ADAM	Ind/Sole Proprietor	Yes	Yes	No	03/04/2022	123.00
AS2		55541	101951	Check	1	6377		DISH		Yes	Yes	No	03/04/2022	113.06
AS2		55546	101952	Check	1	6829		DRUSCH, MERLYN		Yes	Yes	No	03/04/2022	123.00
AS2		55545	101953	Check	1	6814		EIYNCK, TERRY	Ind/Sole Proprietor	Yes	Yes	No	03/04/2022	123.00
AS2		55536	101954	Check	1	5524		HEALY AWARDS INC.		Yes	Yes	No	03/04/2022	94.57
AS2		55534	101955	Check	1	4955	remit	HENNEPIN CO ACCOUNTS RECEIV		Yes	Yes	No	03/04/2022	67.00
AS2		55527	101956	Check	1	3679	remit	INNOVATIVE OFFICE SOLUTIONS		Yes	Yes	No	03/04/2022	74.74
AS2		55548	101957	Check	1	7417		INSIDE TRACK CLUB		Yes	Yes	No	03/04/2022	500.00
AS2		55551	101958	Check	1	7638		JACOBSON, WAYNE		Yes	Yes	No	03/04/2022	85.00
AS2		55518	101959	Check	1	1102		JW PEPPER		Yes	Yes	No	03/04/2022	22.99
AS2		55533	101960	Check	1	4613		KENNEDY AND GRAVEN		Yes	Yes	No	03/04/2022	3,008.00
AS2		55552	101961	Check	1	7697		MARISELA V NELSON INTERPRETING		Yes	Yes	No	03/04/2022	115.00

Rockford ISD #0883
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2		55556	101962	Check	1	8384		MINNESOTA TRUE TEAM TRACK		Yes	Yes	No	03/04/2022	160.00
AS2		55517	101963	Check	1	1020	remit	PITNEY BOWES GLOBAL FINANCIAL SE		Yes	Yes	No	03/04/2022	903.54
AS2		55539	101964	Check	1	6031		POSTMASTER		Yes	Yes	No	03/04/2022	1,134.46
AS2		55535	101965	Check	1	5252		PROFESSIONAL WIRELESS COMMUNI(		Yes	Yes	No	03/04/2022	99.00
AS2		55525	101966	Check	1	3403		RANDY'S SANITATION INC		Yes	Yes	No	03/04/2022	2,030.99
AS2		55520	101967	Check	1	1230		RATWIK, ROSZAK & MALONEY, P.A.		Yes	Yes	No	03/04/2022	587.50
AS2		55532	101968	Check	1	4366		REGION 5A SECRETARY		Yes	No	No	03/04/2022	150.00
AS2		55555	101969	Check	1	8346	remit	ROBERT HALF	C Corporation	Yes	Yes	No	03/04/2022	720.00
AS2		55524	101970	Check	1	2895		ROCKET BOOSTERS		Yes	Yes	No	03/04/2022	2,075.00
AS2		55529	101971	Check	1	3880		SCHERBER DREW		Yes	Yes	No	03/04/2022	123.00
AS2		55553	101972	Check	1	8029		SFM		Yes	Yes	No	03/04/2022	28,493.00
AS2		55547	101973	Check	1	7387	remit	SFRC		Yes	Yes	No	03/04/2022	99.09
AS2		55540	101974	Check	1	6279		SHI INTERNATIONAL CORP.		Yes	Yes	No	03/04/2022	2,532.00
AS2		55528	101975	Check	1	3692		STATE OF MN DEPT PUBLIC SAFETY		Yes	Yes	No	03/04/2022	50.00
AS2		55542	101976	Check	1	6437		TASC		Yes	Yes	No	03/04/2022	2.25
AS2		55550	101977	Check	1	7545		TEACHERS ON CALL		Yes	Yes	No	03/04/2022	4,812.81
AS2	29	55530	101978	Check	1	4055	REMIT	TIERENY BROTHERS INC.		Yes	Yes	No	03/04/2022	1,850.00
AS2		55521	101979	Check	1	1269		T-MOBILE		Yes	Yes	No	03/04/2022	1,260.00
AS2		55523	101980	Check	1	1828		TRAEN, TODD		Yes	Yes	No	03/04/2022	99.00
AS2		55554	101981	Check	1	8253		VITALSIGNS	S Corporation	Yes	Yes	No	03/04/2022	10,100.00
AS2		55516	101982	Check	1	1016		WRIGHT-HENNEPIN COOP. ELECTRIC		Yes	Yes	No	03/04/2022	521.10
AS2		55558	101983	Check	1	7981		AT&T MOBILITY		Yes	Yes	No	03/07/2022	38.23
AS2		55557	101984	Check	1	1215		XCEL ENERGY		Yes	Yes	No	03/07/2022	25,651.77
AS2		55565	101985	Check	1	1369		ABC LETTERING		Yes	Yes	No	03/11/2022	903.50
AS2		55562	101986	Check	1	1180		CENTERPOINT ENERGY		Yes	Yes	No	03/11/2022	17,183.78
AS2		55563	101987	Check	1	1181		CITY OF ROCKFORD		Yes	Yes	No	03/11/2022	1,037.18
AS2		55587	101988	Check	1	7519		COMMON THREAD CUSTOM APPAREL		Yes	Yes	No	03/11/2022	240.00
AS2		55586	101989	Check	1	7480		CORPORATE MECHANICAL, INC.		Yes	Yes	No	03/11/2022	1,416.00
AS2		55564	101990	Check	1	1200		CUB FOODS		Yes	Yes	No	03/11/2022	499.49
AS2		55580	101991	Check	1	5992		ECM PUBLISHERS, INC.		Yes	Yes	No	03/11/2022	79.15
AS2		55583	101992	Check	1	6481		GRADY'S ACE HARDWARE		Yes	Yes	No	03/11/2022	862.99
AS2		55561	101993	Check	1	1113		GRAINGER		Yes	Yes	No	03/11/2022	422.97
AS2		55591	101994	Check	1	7738	REMIT	GRANITE TELECOMMUNICATIONS, LLC		Yes	Yes	No	03/11/2022	719.44
AS2		55570	101995	Check	1	2323		HOUSE OF PRINT		Yes	Yes	No	03/11/2022	3,456.40
AS2		55592	101996	Check	1	8292		JOHNSON, KIMBERLY		Yes	Yes	No	03/11/2022	68.00
AS2		55593	101997	Check	1	8361		KAMIDA CONCRETE CONSTRUCTION,	S Corporation	Yes	Yes	No	03/11/2022	3,192.50
AS2		55573	101998	Check	1	4207		LAURSEN STEVEN C		Yes	Yes	No	03/11/2022	550.00
AS2		55590	101999	Check	1	7697		MARISELA V NELSON INTERPRETING		Yes	Yes	No	03/11/2022	645.00
AS2		55594	102000	Check	1	8387		MARTIN LAW FIRM	Ind/Sole Proprietor	Yes	Yes	No	03/11/2022	17,684.02

Rockford ISD #0883
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2		55566	102001	Check	1	1394		MBNA/BUSINESS CARD		Yes	Yes	No	03/11/2022	10,149.69
AS2		55567	102002	Check	1	1394		MBNA/BUSINESS CARD		Yes	Yes	No	03/11/2022	140.00
AS2		55568	102003	Check	1	1394		MBNA/BUSINESS CARD		Yes	Yes	No	03/11/2022	284.96
AS2		55569	102004	Check	1	1471		MCEA		Yes	Yes	No	03/11/2022	209.00
AS2		55582	102005	Check	1	6356		MITEL NETSOLUTIONS		Yes	Yes	No	03/11/2022	3,478.87
AS2		55584	102006	Check	1	6569		NWEJE, KARLA		Yes	Yes	No	03/11/2022	2,881.35
AS2		55589	102007	Check	1	7607		OXHERD PIZZA, INC.		Yes	No	No	03/11/2022	69.04
AS2		55571	102008	Check	1	2398		PERFORMANCE TOURS		Yes	Yes	No	03/11/2022	2,120.00
AS2		55574	102009	Check	1	4366		REGION 5A SECRETARY		Yes	No	No	03/11/2022	359.00
AS2		55575	102010	Check	1	4535		ROCKFORD/GREENFIELD CHAMBER C		Yes	Yes	No	03/11/2022	15.00
AS2		55577	102011	Check	1	4937		RUSSELL SECURITY RESOURCE INC		Yes	Yes	No	03/11/2022	710.00
AS2		55581	102012	Check	1	6279		SHI INTERNATIONAL CORP.		Yes	Yes	No	03/11/2022	18,440.00
AS2		55588	102013	Check	1	7545		TEACHERS ON CALL		Yes	Yes	No	03/11/2022	5,022.02
AS2		55572	102014	Check	1	4055	REMIT	TIERENY BROTHERS INC.		Yes	Yes	No	03/11/2022	14,524.76
AS2		55578	102015	Check	1	5149		TOLL COMPANY		Yes	Yes	No	03/11/2022	21.72
AS2		55576	102016	Check	1	4719		TRACTOR SUPPLY CREDIT PLAN		Yes	Yes	No	03/11/2022	49.98
AS2	30	55579	102017	Check	1	5806	remit	UNIVERSAL ATHLETIC, LLC		Yes	Yes	No	03/11/2022	893.66
AS2		55585	102018	Check	1	7333		WEISSMAN		Yes	Yes	No	03/11/2022	234.92
AS2		55621	102019	Check	1	4335		4 POINT 0 SCHOOL SERVICES		Yes	Yes	No	03/18/2022	10,737.78
AS2		55637	102020	Check	1	8388		ACDA-MN		Yes	Yes	No	03/18/2022	372.00
AS2		55624	102021	Check	1	6122		ANDYMARK, INC.		Yes	Yes	No	03/18/2022	472.85
AS2		55612	102022	Check	1	1159		BANKWEST-CASH		Yes	Yes	No	03/18/2022	450.00
AS2		55635	102023	Check	1	8279		CADY BUSINESS TECHNOLOGIES, INC		Yes	Yes	No	03/18/2022	1,445.00
AS2		55613	102024	Check	1	1180		CENTERPOINT ENERGY		Yes	Yes	No	03/18/2022	10,888.38
AS2		55629	102025	Check	1	7570		CST MN - BIN # 170065		Yes	Yes	No	03/18/2022	79,327.20
AS2		55626	102026	Check	1	6866		FOLEY, AMY		Yes	Yes	No	03/18/2022	220.00
AS2		55620	102027	Check	1	3824		HANOVER INSURANCE GROUP		Yes	Yes	No	03/18/2022	2,792.16
AS2		55636	102028	Check	1	8333		HERDEGEN, CHARLES	Ind/Sole Proprietor	Yes	Yes	No	03/18/2022	6,102.51
AS2		55632	102029	Check	1	7878		HERITAGE EMBROIDERY & DESIGN		Yes	Yes	No	03/18/2022	1,719.73
AS2		55628	102030	Check	1	7419		HOLMES, ERIN	Ind/Sole Proprietor	Yes	No	No	03/18/2022	195.00
AS2		55616	102031	Check	1	1566		ISD 2687-HLWW		Yes	Yes	No	03/18/2022	26.00
AS2		55615	102032	Check	1	1290		ISD 466 DASSEL-COKATO		Yes	Yes	No	03/18/2022	56.00
AS2		55611	102033	Check	1	1102		JW PEPPER		Yes	Yes	No	03/18/2022	4.00
AS2		55640	102034	Check	1	8392		KLEINDL, KEVIN	Ind/Sole Proprietor	Yes	Yes	No	03/18/2022	195.00
AS2		55617	102035	Check	1	2081		MAPLE LAKE PUBLIC SCHOOLS		Yes	No	No	03/18/2022	39.00
AS2		55630	102036	Check	1	7697		MARISELA V NELSON INTERPRETING		Yes	Yes	No	03/18/2022	525.00
AS2		55618	102037	Check	1	2216		MENARDS INC		Yes	Yes	No	03/18/2022	149.31
AS2		55614	102038	Check	1	1213		MINNESOTA CHILDREN'S MUSEUM		Yes	Yes	No	03/18/2022	650.00
AS2		55631	102039	Check	1	7771	remit	MRI SOFTWARE, LLC		Yes	Yes	No	03/18/2022	28.00

Rockford ISD #0883
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2		55627	102040	Check	1	6913		NEE INVESTMENT 9, LLC		Yes	Yes	No	03/18/2022	375.07
AS2		55633	102041	Check	1	8068	remit	NOBLE CONSERVATION SOLUTIONS		Yes	Yes	No	03/18/2022	25,791.44
AS2		55622	102042	Check	1	4366		REGION 5A SECRETARY		Yes	Yes	No	03/18/2022	862.00
AS2		55623	102043	Check	1	4366		REGION 5A SECRETARY		Yes	Yes	No	03/18/2022	1,264.00
AS2		55638	102044	Check	1	8389		RUMJUNGLE MEDIA, INC.	S Corporation	Yes	Yes	No	03/18/2022	16,825.75
AS2		55610	102045	Check	1	1091		SCHMITT MUSIC CENTER		Yes	Yes	No	03/18/2022	235.00
AS2		55625	102046	Check	1	6282		SOUTHWEST METRO EDUCATIONAL C		Yes	Yes	No	03/18/2022	3,451.34
AS2		55619	102047	Check	1	3062		SOUTHWEST MN STATE UNIVERSITY		Yes	Yes	No	03/18/2022	3,300.00
AS2		55634	102048	Check	1	8261		TOTAL NETWORX, INC.	S Corporation	Yes	Yes	No	03/18/2022	427.50
AS2		55639	102049	Check	1	8391		US OMNI & TSACG COMPLIANCE SERV	C Corporation	Yes	Yes	No	03/18/2022	613.20
AS2		55649	102050	Check	1	4335		4 POINT 0 SCHOOL SERVICES		Yes	Yes	No	03/21/2022	66,685.48
AS2		55665	102051	Check	1	8102		CORNERSTONE EDCUATIONAL CONSU		Yes	Yes	No	03/21/2022	950.00
AS2		55658	102052	Check	1	7480		CORPORATE MECHANICAL, INC.		Yes	Yes	No	03/21/2022	12,166.36
AS2		55660	102053	Check	1	7570		CST MN - BIN # 170065		Yes	Yes	No	03/21/2022	40,000.00
AS2		55655	102054	Check	1	5992		ECM PUBLISHERS, INC.		Yes	Yes	No	03/21/2022	1,084.37
AS2		55667	102055	Check	1	8362		FARMTEK	S Corporation	Yes	Yes	No	03/21/2022	7,629.36
AS2	31	55645	102056	Check	1	1113		GRAINGER		Yes	Yes	No	03/21/2022	1,321.85
AS2		55668	102057	Check	1	8375		GROWERS HOUSE OPERATIONS, LLC	LLC - C Corp	Yes	Yes	No	03/21/2022	662.15
AS2		55643	102058	Check	1	1057		HILLYARD		Yes	Yes	No	03/21/2022	7,218.48
AS2		55648	102059	Check	1	3207	REMIT	HOUGHTON MIFFLIN HARCOURT		Yes	Yes	No	03/21/2022	178.55
AS2		55652	102060	Check	1	4673		INTEGRIPRINT		Yes	Yes	No	03/21/2022	177.93
AS2		55644	102061	Check	1	1102		JW PEPPER		Yes	Yes	No	03/21/2022	659.73
AS2		55661	102062	Check	1	7697		MARISELA V NELSON INTERPRETING		Yes	Yes	No	03/21/2022	145.00
AS2		55642	102063	Check	1	1044		MAWSECO #938		Yes	No	No	03/21/2022	16,896.71
AS2		55663	102064	Check	1	7857		MCLEOD COMMUNITY SOLAR ONE LLC		Yes	Yes	No	03/21/2022	1,140.11
AS2		55664	102065	Check	1	7858		MEEKER COMMUNITY SOLAR ONE LLC		Yes	Yes	No	03/21/2022	1,479.04
AS2		55651	102066	Check	1	4639		MENARDS MAPLE GROVE		Yes	Yes	No	03/21/2022	56.08
AS2		55641	102067	Check	1	1039		MINNESOTA ELEVATOR, INC		Yes	Yes	No	03/21/2022	442.84
AS2		55646	102068	Check	1	1154		MSBA		Yes	Yes	No	03/21/2022	420.00
AS2		55654	102069	Check	1	5252		PROFESSIONAL WIRELESS COMMUNI		Yes	Yes	No	03/21/2022	158.00
AS2		55666	102070	Check	1	8346	remit	ROBERT HALF	C Corporation	Yes	No	No	03/21/2022	720.00
AS2		55653	102071	Check	1	4937		RUSSELL SECURITY RESOURCE INC		Yes	Yes	No	03/21/2022	1,290.00
AS2		55656	102072	Check	1	6282		SOUTHWEST METRO EDUCATIONAL C		Yes	Yes	No	03/21/2022	566.04
AS2		55657	102073	Check	1	6282		SOUTHWEST METRO EDUCATIONAL C		Yes	Yes	No	03/21/2022	24,178.97
AS2		55650	102074	Check	1	4387		TAHER INC - BIN# 135092		Yes	Yes	No	03/21/2022	91,238.30
AS2		55659	102075	Check	1	7545		TEACHERS ON CALL		Yes	Yes	No	03/21/2022	7,506.02
AS2		55662	102076	Check	1	7786	REMIT	TERRAFORM PHOENIX II ARCADIA		Yes	Yes	No	03/21/2022	122.74
AS2		55669	102077	Check	1	8386	remit	THE GOLF WAREHOUSE LLC	LLC - C Corp	Yes	Yes	No	03/21/2022	383.40
AS2		55647	102078	Check	1	1841		WRIGHT TECHNICAL CENTER		Yes	Yes	No	03/21/2022	2,919.34

Rockford ISD #0883
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2		55670	102079	Check	1	2009		EDUCATION FOUNDATION - EMR		Yes	No	No	03/24/2022	4,229.27
AS2		55671	102080	Check	1	2009		EDUCATION FOUNDATION - EMR		Yes	No	No	03/24/2022	4,180.61
AS2		55672	102081	Check	1	2009		EDUCATION FOUNDATION - EMR		Yes	No	No	03/24/2022	48.66
AS2		55673	102082	Check	1	1644		ISD #883 EDUCATION FOUNDATION		Yes	No	No	03/24/2022	227.85
AS2		55674	102083	Check	1	1644		ISD #883 EDUCATION FOUNDATION		Yes	No	No	03/24/2022	187.85
AS2		55675	102084	Check	1	1644		ISD #883 EDUCATION FOUNDATION		Yes	No	No	03/24/2022	225.85
AS2		55676	102085	Check	1	1644		ISD #883 EDUCATION FOUNDATION		Yes	No	No	03/24/2022	2.00
AS2		55677	102086	Check	1	1969		SCHOOL SERVICE EMPLOYEES		Yes	No	No	03/24/2022	773.53
AS2		55678	102087	Check	1	1969		SCHOOL SERVICE EMPLOYEES		Yes	No	No	03/24/2022	773.53
AS2		55679	102088	Check	1	1492		ADAM'S PEST CONTROL INC		Yes	Yes	No	03/25/2022	287.32
AS2		55691	102089	Check	1	7885		AMPLIFIED IT, LLC		Yes	No	No	03/25/2022	1,250.00
AS2		55685	102090	Check	1	5507		CITY OF GREENFIELD WATER & SEWE		Yes	No	No	03/25/2022	1,312.06
AS2		55689	102091	Check	1	7688		CLAYS RESTAURANT		Yes	Yes	No	03/25/2022	250.00
AS2		55697	102092	Check	1	8396		CP DIAMOND		Yes	No	No	03/25/2022	275.00
AS2		55681	102093	Check	1	2014		J & R SCHOOL SUPPLIES		Yes	No	No	03/25/2022	389.00
AS2		55683	102094	Check	1	4207		LAURSEN STEVEN C		Yes	No	No	03/25/2022	220.00
AS2	32	55690	102095	Check	1	7697		MARISELA V NELSON INTERPRETING		Yes	No	No	03/25/2022	110.00
AS2		55686	102096	Check	1	5795	remit 2	MEDCO SURGICAL SUPPLY SERVICE		Yes	Yes	No	03/25/2022	46.35
AS2		55692	102097	Check	1	8068	remit	NOBLE CONSERVATION SOLUTIONS		Yes	Yes	No	03/25/2022	7,505.32
AS2		55687	102098	Check	1	6210	remit	PRO-ED INC.		Yes	No	No	03/25/2022	166.10
AS2		55684	102099	Check	1	4366		REGION 5A SECRETARY		Yes	No	No	03/25/2022	60.00
AS2		55694	102100	Check	1	8346	remit	ROBERT HALF	C Corporation	Yes	No	No	03/25/2022	720.00
AS2		55698	102101	Check	1	8398		ROCKFORD LIONS CLUB		Yes	No	No	03/25/2022	4,240.00
AS2		55688	102102	Check	1	7545		TEACHERS ON CALL		Yes	Yes	No	03/25/2022	8,579.66
AS2		55682	102103	Check	1	2208		TECH/CHECK		Yes	Yes	No	03/25/2022	140.00
AS2		55696	102104	Check	1	8395		THEIMER, AXEL	Ind/Sole Proprietor	Yes	No	No	03/25/2022	216.96
AS2		55680	102105	Check	1	1792		THREE RIVERS PARK DISTRICT		Yes	No	No	03/25/2022	2,189.46
AS2		55695	102106	Check	1	8394		TRUMP, STEPHANIE	Ind/Sole Proprietor	Yes	No	No	03/25/2022	154.36
AS2		55693	102107	Check	1	8170	remit	US BANCORP GOVN'T LEASING & FINA	C Corporation	Yes	No	No	03/25/2022	7,569.12
AS2		55699	102108	Check	1	1192		VERIZON WIRELESS		Yes	No	No	03/25/2022	450.18
													Bank Total:	$1,461,561.25
WEST		55715		Wire	1	1962		MINNESOTA DEPT OF REVENUE		No	No	No	03/31/2022	43.00
WEST		55716		Wire	1	4718		MN TRUST		No	Yes	No	03/31/2022	20.83
WEST		55717		Wire	1	1962		MINNESOTA DEPT OF REVENUE		No	No	No	03/31/2022	2.00
WEST		55718		Wire	1	1968		BANKWEST ROCKFORD		No	Yes	No	03/31/2022	5,907.13
													Bank Total:	$5,972.96
													Report Total:	$1,467,534.21

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Open Enrollments

Meeting Date: April 18, 2022

Prepared by: Business Office

Date Prepared: April 12, 2022

[ ] Information [ ] Briefing [X] Action [ ] Enclosure Item(s)

Resident Students Attending Other Schools

Grade	Non-Resident District	Number	Date Effective	NR/OE

Non-Resident Students Attending Rockford

Grade	Resident District	Number	Date Effective	NR/OE
5	Delano	879	3/1/2022	NR
11	Osseo	279	4/11/2022	NR
2	Buffalo	877	4/1/2022	NR
3	Buffalo	877	4/1/2022	NR

Note : Non-resident agreements will not be signed for families requesting a release from our school district. The students listed above are covered under MN Statute 124D.03, thus meeting the legal requirements for open enrollment.

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: 2022 6th Grade Deep Portage Trip

Meeting Date: 4/18/22

Prepared by: Jamie Madson

Date Prepared: 4/7/22

☐ Information ☐ Briefing ■ Action ■ Enclosure Item(s)

The purpose of this presentation will be to request Board of Education approval for an extended field trip for 2022-23 RMS-CES 6th graders to attend Deep Portage from Monday, September 26, 2022 - Wednesday, September 28, 2022. This is atrip that thas been a long standing tradition at RMS-CES and is returning after two years of being cancelled due to Covid restrictions. RMS-CES Magnet Co-Coordinator Jamie Madson will conduct the presentation and will be supported by RMS-CES Interim Principal Rob Danneker.

Rockford Area Schools – ISD 883

EXTENDED FIELD TRIP APPLICATION – PRELIMINARY APPROVAL

An Extended Field Trip is one that exceeds one night or more. Preliminary approval must be granted prior to the announcement of the trip to students or parents. Approval of this application authorizes the teacher/advisor to determine student and parent interest, acquire cost information, and generally assess the feasibility of the trip.

School: Rockford Middle School - Center for Environmental Studies

Group/Class: 6th Grade - Class of 2029

Teacher(s)/Advisor(s) submitting request: Jamie Madson

Estimated number of students participating: 130

Destination: Deep Portage Learning Center

Address: 2197 Nature Center Dr NW, Hackensack MN 56452

Education and/or activity objectives: Multi Day Environmental Learning Experience

Dates of the trip: 9.26 - 9.28 2022

Days absent: When school is in session: 3

Non-school days/vacation time: —

Estimated cost per student: 150

Source of funding: Student: — District: — Other: Rockford Lions

APPROVAL:

Preliminary approval requires the following signatures.

School Principal: _____ Date: 3/25/2022

Superintendent (or designee): _____ Date: 4/4/2022

Final Approval should be submitted to the Superintendent no later than: _____

STEP Two: Preliminary Trip Planning

☐ Consult Policy 610R Field Trips for detailed guidelines for trip planning and preparation.
☐ Meet with parents and students to determine interest.
☐ Ensure that reasonable accommodations are made for students with disabilities.
☐ Prepare and submit the FINAL APPROVAL form and submit to the building principal.
- o **DO NOT** make final plans or expend funds toward the trip without first receiving FINAL APPROVAL.
- o Teachers/trip advisors **may not** sign contracts with outside agencies. These contracts must be signed at the district level. Please submit the contract in advance of seeking final approval.

STEP Three: Secure FINAL APPROVAL

☐ Submit FINAL APPROVAL form.
☐ Allow for at least **six weeks** for the Extended Field Trip FINAL APPROVAL application to pass through the entire approval process.
☐ FINAL APPROVAL for travel outside the Continental United States must be **granted at least five months** prior to the trip.

Distribution: *Original to Principal, signed copies to teacher(s)/advisor(s) submitting the application, office copy*

03/22

Rockford Area Schools – ISD 883

EXTENDED FIELD TRIP APPLICATION – FINAL APPROVAL

Final approval must be granted prior to engaging in securing contracts and collecting fees from students. Approval of this final application authorizes the teacher/advisor to proceed with trip planning, including expending the appropriate funds.

School: Rockford Middle School - Center for Environmental Studies

Group/Class: 6th Grade - Class of 2029

Teacher(s)/Advisor(s) submitting request: Jamie Madson

# of students: 130 # of school personnel: 9 # of chaperones: 8

Destination: Deep Portage Address: 2197 Nature Center Drive NW Hackensack, MN 56452

Have students received teachers' approval to miss class? Yes ✓ No ____

Departure Date: 9/26/22 Departure Time: 8:30 Return Date: 9/28/22 Return Time: 3:30

Days absent: When school is in session: 3 Non-school days/vacation time: —

Have reasonable accommodations been made for students with disabilities? Yes ✓ No ____

For trips that contract a tour service, has the contract been reviewed and approved by the Business Manager? Yes____ No____

For trips outside the Continental US and those using a travel services, provide the name of the travel service:

_____

For trips outside of the Continental US, please attach your emergency procedures.

Who has signed off on discussing school discipline policies with students? _____

Who has signed off on discussing school discipline policies with staff and chaperones? _____

TRANSPORTATION: Attach request if using district transportation.

School buses and/or 7 or 8 person vans: 3 N/A: _____

_____ Public Transportation _____ Contracted Transportation: _____
(Name of Service; attach contract)

Place of lodging: _____ Dates: _____

COSTS: (Estimate per student)

Transportation	$_____
Meals	$_____
Substitute Teachers	$_____
Lodging	$_____
Other (fees, ins)	$150
Total	$150

Expenses to be paid by the district $ Transportation covered by a

Expenses to be paid by special funds $ combination of district & donations.

Explain special funding and/or procedures for handling instances of economic need: Scholarships will be available to cover a portion of the trip expense. Funds will be utilized from the Molly Malechek scholarship fund and Rockford Lions Club donations.

The following documentation must be attached:

- Emergency procedures
- Tentative itinerary
- Signed memo of contract/insurance approval from Business Manager

APPROVAL: Final approval requires the following signatures.

School Principal: _____ Date: 3/25/2022

Superintendent (or Designee): _____ Date: 4/4/2022

Board Approval: Yes _____ No _____ Date: _____

Comments _____

Distribution: *Original to Principal, signed copies to teacher(s)/advisor(s) submitting application, office copy* 03/22

Deep Portage Trip

September 26-28, 2022



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

Deep Portage



We are a nonprofit **residential environmental education center** located on more than **6,000 acres of lakes, bogs, rivers, and woodlands**. For nearly fifty years, we have provided extraordinary outdoor experiences for **school groups**, campers, families, and all who love the great outdoors.

Trip Details



- September 26-28, 2022
- $150/student
  - students have fundraised to offset cost
- 130 students, 10 staff, 8 chaperones, **1 school nurse**
  - **everyone** is welcome

Student Experience



- nine classes
  - canoeing
  - Charlie to Base
  - TEAM
- outside 90% of the time
- dorm style rooms
- all meals included

Funding



- chaperones 50% cost share
- Molly Malececk Yerger Scholarship Fund
- transportation
  - Rockford Lions


ROCKFORD AREA SCHOOLS
A TRADITION OF EXCELLENCE
1856
ISD 883
A LOVE OF LEARNING
ROCKFORD • GREENFIELD • CORCORAN

Thank You.

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Band/Choir Trip Report

Meeting Date: 4/18/22

Prepared by: Miriam Augsburger + Jerald Fordig

Date Prepared: 4/11/22

☒ Information ☐ Briefing ☐ Action ☐ Enclosure Item(s)

Band/Choir Trip 2022

Anaheim, CA



Tour of LA



Band Workshop



Band Workshop

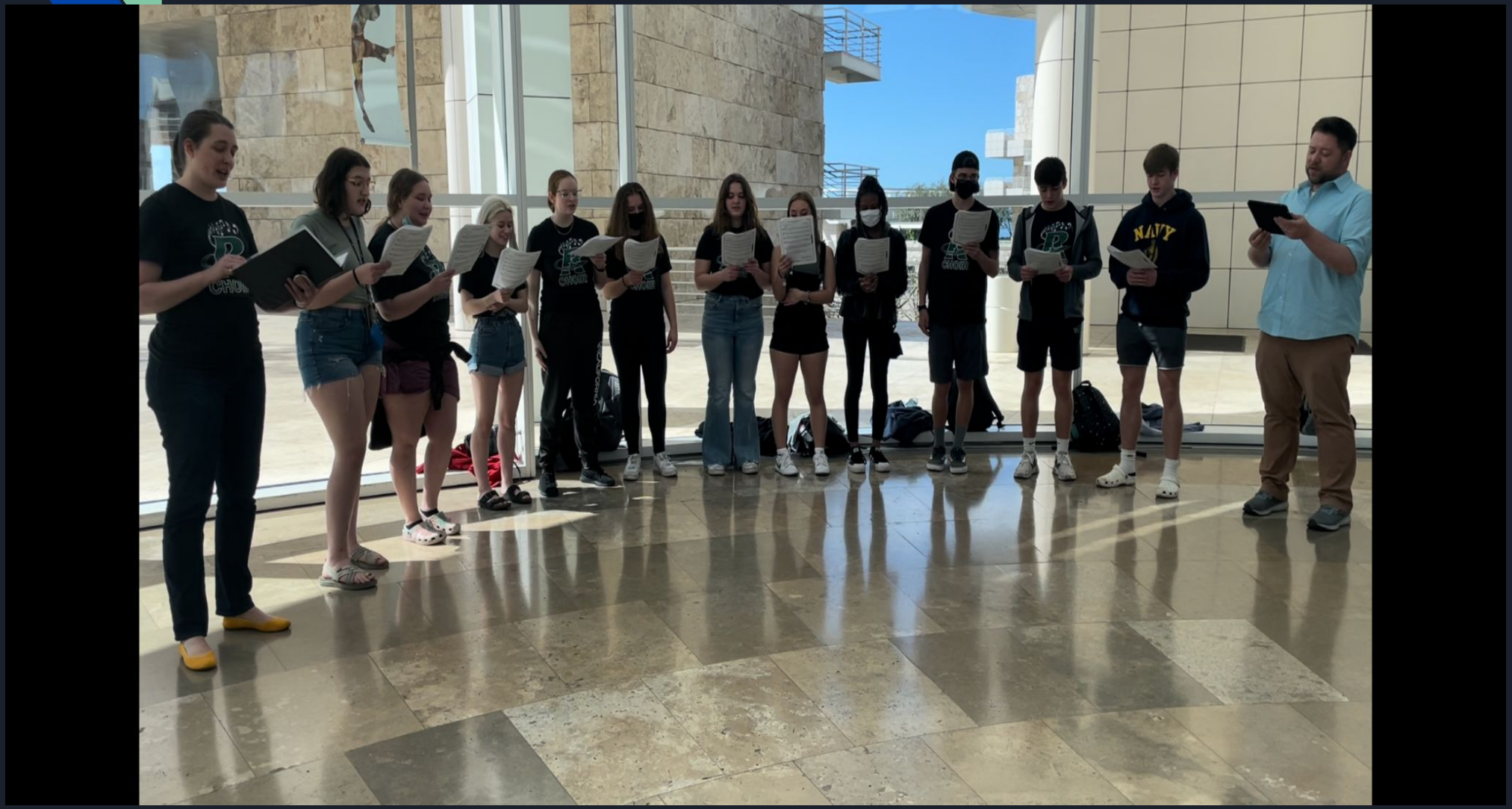


California Adventure/Disneyland





Choir Performance/Getty Center



Students at the Getty Center





ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

ITEM: 5C

Subject: Elementary Principal's Report

Meeting Date: April 18, 2022

Prepared by: Brenda Nyhus

Date Prepared: April 13, 2022

X	Information		Briefing		Action		Enclosure Item(s)

REAMS Celebration

Heart Healthy Program-Randy Griffith and Treynor Smith

REAMS SIP Plan
Culturally Responsive Classrooms

Strategic Directions

A. Improving our educational programs and partnerships

REAMS staff will utilize the partnerships and resources to invest and enrich in quality curriculum materials to address the cultural needs of students.

B. Aligning and developing proactive training and response protocol for increased safety and security

REAMS staff will have ongoing ALICE training, communication with families, and practice strategies with students

C. Improving supports for students and their learning

REAMS staff will improve support for student learning and social emotional learning by providing collaboration time for teachers to team teach, and providing students with tools to meet their social emotional needs.

D. Strengthening instructional practices, processes, curriculum and assessment

The REAMS teachers will read a chapter and implement one strategy each month within their PLC group to increase staff cultural awareness and teaching strategies using the book "Unpack Your Impact" by Lanesha Tabb and Naomi O'Brian.

E. Improving parent, community and staff awareness and engagement

100% of teachers will use digital tools to communicate with families in the 2021-2022 school year

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Community Education Report

Meeting Date: 04/18/22

Prepared by: Melissa Joseph

Date Prepared: 04/12/22

x	Information		Briefing		Action		Enclosure Item(s)

Community Education- General:
Winter we offered 55 classes and had 431 registrations.

Highlights: Gymnastics, adult pickleball league, and Senior Bingo.

Summer registration will open the week of April 18th with the brochure following shortly after.

Rentals:
Rentals have increased again since 2020 due to more groups operating again. We are due receive anywhere between $30,000-$35,000 in Rental fees.

Community Expo:
The 2022 Expo was one of the best yet! Having the last Expo in 2019, it was great to welcome 60 vendors and around 1,000 visitors to the RCC for the event.

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Staff Recognition Program

Meeting Date: April 18, 2022

Prepared by: Superintendent's Office

Date Prepared: April 4, 2022

☐	Information	X	Briefing	X	Action	☐	Enclosure Item(s)

Rockford Area Schools
Independent School District 883
Staff Recognition Program

It is the intent of the Rockford Area Schools, ISD 883 to recognize district employees in the following manner:

RETIREMENTS: (Employees who have retired in the past school year)

Teachers/Support Staff	engraved clock
Administration	crystal globe
Board Members	brass bell
	(all at a nominal cost per state statute)

YEARS OF SERVICE:

(Actual Years Worked-hire date less any unpaid leaves)

5 years	certificate
10 years	certificate
15 years	certificate
20 years	framed certificate
25 years	framed certificate
30 years	framed certificate

If approved annually by the Rockford Education Foundation or alternate donor,

20 years	gift certificate for $40
25 years	gift certificate for $45
30 years	gift certificate for $50

SCHOOL BOARD STAR AWARDS:

For those who went above and beyond to benefit the students in our school district. Nominations are completed by staff and are due at a date determined annually by the Board with a Board committee finalizing the award winners. Plaques are given to individual finalists or group.

RECOGNITION THROUGH RESOURCE TRAINING AND SOLUTIONS

Leaders in Educational Excellence Award—Annual. The District will cover the cost, provided by Resource, of the following:

Banquet and Plaque	Up to 3 honorees
Banquet	Each Honoree's guest and supervisor (up to 3 total supervisors)

Educational Support Staff Award—Annual. The District will cover the cost, provided through Resource, of the following:

Banquet and Plaque	Up to 4 honorees
Banquet	Each Honoree's guest and supervisor (up to 4 total supervisors)

Timeline:

- Presentation to the DAT team - 4/21
- Nominations forms going out- Superintendent Memo on 4/22
- Deadline to submit nominations – 5/01 at 11:59 pm
- Selection Committee meeting – Week of May 2nd
- Recognition - 6/06 during the end of the year celebration

ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

Subject: Acknowledgement of Contributions Resolution

Meeting Date: April 18, 2022

Prepared by: Business Office

Date Prepared: April 12, 2022

	Information		Briefing	X	Action		Enclosure Item(s)

RESOLUTION

Whereas Minnesota Statute 123B.02 permits school boards to "...receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof."

Therefore, be it resolved by the School Board of Rockford Area Schools, Independent School District 883 that the School Board accepts, with appreciation, the contributions detailed below.

Donor	***Amount***	***Fund***
Anna Heebl	$2,300.00	RHS Band Department--new percussion equipment in memory of JD Ramirez (Rockford Class of 1997)
Half Price Books	5 boxes of books	REAMS Classroom Libraries
Medtronic	$800.00	RHS Robotics
Medtronic	$200.00	RHS Robotics
Denise Willenbring & Jeff Litfin	$1,000.00	DECA
Rocket Boosters	$2,000.00	DECA

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Activities update

Meeting Date: 4-18-22

Prepared by: Dan Pratt

Date Prepared: 4-7-22

☐ Information ☐ Briefing ☒ Action ☐ Enclosure Item(s)

- Participation fees
- Event worker fees

Rockford Fee Summary
2022-2023

Activities Department				
HS FEES	**Current**	**Proposed**		
Fees for High School Students and/or Varsity level play				
High School (Grades 9-12) Sports Fee (Includes the following sports: Baseball, Boys and Girls Basketball, Boys and Girls Cross Country, Cheerleading, Dance Team, Football, Boys and Girls Golf, Gymnastics, Boys and Girls Soccer, Softball, Boys and Girls Tennis, Boys and Girls Track and Field, Volleyball, Wrestling, Boys and Girls Hockey Co-op, Lacrosse Co-op.)	$165.00	$180.00	Family Maximum: $900.00	Dan Pratt
High School (Grades 9-12) Co-curricular Fee (Includes the following activities: Mock Trial, Musical, One-Act Play, Robotics, Speech)	$105.00	$120.00	Family Maximum: $900.00	Dan Pratt
Grades 8-12 Trap Shooting Fee (District fee only; does not include league fee) (If under 50 participants, Grade 7 students may be accepted)	$150.00	$165.00	Family Maximum: $900.00	Dan Pratt
MS FEES				
Fees for Middle School Students (if MS student plays at JV/Varsity Level, the fee will be JV/Varsity level fees.)				
Middle School (Grades 7-8) Sports Fee (Includes the following sports: Baseball, Boys and Girls Basketball, Boys and Girls Cross Country, Cheerleading, Dance Team, Football, Boys and Girls Golf, Gymnastics, Boys and Girls Soccer, Softball, Boys and Girls Tennis, Boys and Girls Track and Field, Volleyball, Wrestling, Boys and Girls Hockey Co-op, Lacrosse Co-op)	$121.00	$135.00	Family Maximum: $900.00	Dan Pratt
Middle School (Grades 7-8) Co-curricular Fee (if there is not a dedicated MS co-curricular program, the fee will be the HS co-curricular fee) (Includes the following activities: Mock Trial, One-Act Play, Robotics, Speech)	$75.00	$90.00	Family Maximum: $900.00	Dan Pratt
Middle School (Grades 5-8) Musical Participation Fee	$75.00	$90.00	Family Maximum: $900.00	Dan Pratt
PASS FEES				
Sr Citizen Annual Pass-age 65 and out of district	$33.00	$40.00	If purchased online, add $2.19 in processing fees ($42.19)	Dan Pratt
Sr Citizen Annual Pass-age 65 and in district	free	free		Dan Pratt
Student Annual Pass	$33.00	$40.00	If purchased online, add $2.19 in processing fees ($42.19)	Dan Pratt
Adult Annual Pass	$85.00	$95.00	If purchased online, add $3.84 in processing fees ($98.84)	Dan Pratt
Family Annual Pass	$242.00	$280.00	If purchased online, add $9.39 in processing fees ($289.39)	Dan Pratt
ADMISSION FEES				
Student Admission per event (Includes the following sports and is set by the conference--Boys and Girls Basketball, Football, Gymnastics, Boys and Girls Soccer, Volleyball, Wrestling, Boys and Girls Hockey Co-op, Lacrosse Co-op.) Special events and post-season fees may apply to all sports.	$5.00	$5.00	If purchased online, add $.65 in processing fees ($5.65)	Dan Pratt
Adult Admission per event (Includes the following sports and is set by the conference--Boys and Girls Basketball, Football, Gymnastics, Boys and Girls Soccer, Volleyball, Wrestling, Boys and Girls Hockey Co-op, Lacrosse Co-op.) Special events and post-season fees may apply to all sports.	$7.00	$7.00	If purchased online, add $1.20 in processing fees ($8.20)	Dan Pratt

HS Musical/Three-Act Play Student Admission	$5.00	$5.00	If purchased online, add $.65 in processing fees ($5.65)	Dan Pratt
HS Musical/Three-Act Play Adult Admission	$7.00	$7.00	If purchased online, add $1.20 in processing fees ($8.20)	Dan Pratt
MS Musical Student Admission	$3.00	$5.00	If purchased online, add $.65 in processing fees ($5.65)	Dan Pratt
MS Musical Adult Admission	$5.00	$7.00	If purchased online, add $1.20 in processing fees ($8.20)	Dan Pratt
High School Fees				
Instrument Rental	$60.00	$60.00	(does not include percussion)	Paul Menard
AP Testing	$53.00	$53.00	(per test)	Paul Menard
ACT Testing	$68.00	$68.00		Paul Menard
Graduation Participation Fee	$40.00	$40.00		Paul Menard
Combination Lock Fee	$5.00	$5.00		Paul Menard
Middle School Fees				
Instrument Rental	$60.00	$60.00	(does not include percussion)	Rob Danneker
PE Shirt (grades 7-8)	$7.00	$7.00		Rob Danneker
Combination Lock Fee	$5.00	$5.00		Rob Danneker
Combo PE Shirt/Lock Fee	$10.00	$10.00		Rob Danneker

Event Workers Pay Rates (board approved as of 2013-14)

Red is purposed increase

FALL

Activity	Level	Position	$ per event	
Football	Varsity	Site Manager	$100	$110
		~~Ticket Manager~~	~~$75~~	
		Supervisors 3-6	$45	$55
		Ticket Seller - 2	$45	$55
		Ticket Taker - 2	$45	$55
		Chain Crew - 4	$30	$55
		Clock	$45	$55
		Announcer	$45	$55
		Computer	$45	$55
		Student Assistant	$20	$30
Football	JV/C/MS	Site Manager	$45	$55
		Supervisors	$30	$40
		Chain Crew - 3	$20	$30
		Clock/Announcer	$30	$40
		Computer	$30	$40
		Student Assistant	$20	$30
Soccer	Varsity/JV/C	Site Manager	$45	$55
		~~Ticket Manager~~	~~$45~~	
		Supervisors	$30	$40
		Ticket Seller	$30	$40
		Ticket Taker	$30	$40
		Ball Runners - 2	$15	$25
		Clock/Announcer	$30	$40
		Computer/Spotter	$30	$40
		Student Assistant	$20	$30
Volleyball	Varsity/JV/C	Site Manager	$45	$55
		~~Ticket Manager~~	~~$50~~	
		Supervisor	$30	$40
		Ticket Seller	$30	$40
		Ticket Taker	$30	$40
		Line Judges - 2	$30	$40
		Scorebook	$30	$40
		Clock/Announcer	$30	$40
		Music	$20	$40
		Libero tracker	$30	$40
		Student Assistant	$20	$30
Cross Country	Varsity/JV	Timers	$30	$40
		Electronic Time	going rate	
		Starter	going rate	
		Lead Cart	$30	$40
		Chute	$30	$40

WINTER

Activity	Level	Position	$ per event	
Basketball	Varsity/JV/C	Site Manager	$45	$55
		~~Ticket Manager~~	~~$50~~	
		Supervisors	$30	$40
		Ticket Seller	$30	$40
		Ticket Taker	$30	$40
		Scorebook	$30	$40
		Clock	$30	$40
		Music/Announcer	$30	$40
		Student Assistant	$20	$30
Wrestling	Varsity/JV	Site Manager	$45	$55
		~~Ticket Manager~~	~~$50~~	
		Supervisors	$30	$40
		Ticket Seller	$30	$40
		Ticket Taker	$30	$40
		Scorebook	$30	$40
		Clock/Announcer	$30	$40
		Student Assistant	$20	$30
Gymnastics	Varsity/JV	Site Manager	$45	$55
		~~Ticket Manager~~	~~$50~~	
		Supervisors	$30	$40
		Ticket Seller	$30	$40
		Ticket Taker	$30	$40
		Scorebook	$30	$40
		Clock & Announcer	$30	$40
		Student Assistant	$20	$30

SPRING

Activity	Level	Position	$ per event	
Track & Field	Varsity/JV	Site Manager	$45	$75
		~~Ticket Manager~~	~~$50~~	
		Starter	going rate	
		All Workers	$40	$50
		Student Assistant	$20	$30
Baseball / Softball		Site Manager	$45	$55
		~~Ticket Manager~~	~~$50~~	
		Supervisors	$30	$40
		Ticket Seller	$30	$40
		Scoreboard, Music & Announcer	$30	$40
		Student Assistant	$20	$30

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Policies Revision - Policy 503R

Meeting Date: April 18, 2022

Prepared by: Superintendent's Office

Date Prepared: April 5, 2022

☒ Information ☐ Briefing ☐ Action ☒ Enclosure Item(s)

Most important changes to policy 503R - Student Attendance. Other changes took place, please review the complete policy attached to see all the changes.

Section II.A.2. Parent or Guardian's Responsibility - addition of "to request missed assignments due to absence for elementary students, and to update changes to contact information and preferences at least annually to allow school staff to make contact about attendance."

Section II.A.3. Teacher's Responsibility - addition of "the teacher's responsibility to provide any student who has been absent with any missed assignments upon return."

Section II.B.1.c. - delete "Work missed because of absence must be made up within _2_ days from the date of the student ' s return to school. Any work not completed within this period shall result in " no credit " for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances."

Section II. B. 2. b. 4. b. - delete "(b) Disciplinary action may also include but is not limited to detention, suspension, etc. as deemed appropriate by the building administrator".

Section III. Addition - "RELIGIOUS OBSERVANCE ACCOMMODATION - Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to building principal."

Adopted: 07/09/01 *Orig. 1995*
Reviewed: 2013
Revised: 04/20/15, 4/18/2022

503R STUDENT ATTENDANCE

I. PURPOSE

A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the secondary student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, ~~and~~ to work cooperatively with the school and the student to solve any attendance problems that may arise, to request missed assignments due to absence for elementary students, and to update changes to contact information and preferences at least annually to allow school staff to make contact about attendance.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures ~~uniformly~~ appropriately~~appropiately~~. It is also

Commented [1]: appropriately

the teacher's responsibility to provide all students with information on a digital platform and to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures ~~uniformly~~ appropriately to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

b. The following reasons shall be sufficient to constitute excused absences:

(1) Illness.

(2) Serious illness in the student's immediate family.

(3) A death or funeral in the student's immediate family or of a close friend or relative.

(4) Medical, dental, or orthodontic treatment, or a counseling appointment.

(5) Vacations with family.

(6) Personal trips to schools or colleges.

(7) Court appearances occasioned by family or personal action.

(8) Religious instruction not to exceed three hours in any week.

(9) Physical emergency conditions such as fire, flood, storm, etc.

(10) Official school field trip or other school-sponsored outing.

(11) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

(12) Family emergencies.

(13) Active duty in any military branch of the United States.

(14) A student's condition that requires ongoing treatment for a mental health diagnosis.

c. Consequences of Excused Absences

(1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher and/or building principal.

(2) ~~Work missed because of absence must be made up within 2 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.~~

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

(1) Truancy. An absence by a student which was not approved by the parent and/or the school district.

(2) Any absence in which the student failed to comply with any

reporting requirements of the school district's attendance procedures.

(3) Work at home without prior approval of the building principal.

(4) Work at a business, except under a school-sponsored work release program.

(5) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

(1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

(2) Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.

(3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

(4) Students with unexcused absences shall be subject to discipline in the following manner:

(a) *The parent or guardian will be notified by phone or by mail after three unexcused absences by the student. At the time of notification, the student or his/her parent/guardian will be urged to set up a conference with school officials regarding the student's absences and any prescribed consequences.*

(b) ~~*Disciplinary action may also include but is not limited to detention, suspension, etc. as deemed appropriate by the building administrator*~~

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

a. Students tardy at the start of school must report to the school office for an admission slip.

b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

a. Illness.

b. Serious illness in the student's immediate family.

c. A death or funeral in the student's immediate family or of a close friend or relative.

d. Medical, dental, orthodontic, or mental health treatment.

e. Court appearances occasioned by family or personal action.

f. Physical emergency conditions such as fire, flood, storm, etc.

g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

b. *Tardiness between periods will be handled by the teacher.*

c. ~~A total of three unexcused tardies will be treated as an unexcused absence at the high school level.~~

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs. This policy aligns with the Minnesota State High School League Attendance Bylaw 102.00.

2. School-initiated absences will be accepted and participation permitted.

3. A student in~~student in~~ grade 7-12 may not participate in any activity or program if he or she has an unexcused absence from any class during the day.

4. If a student is suspended from any class, he or she may not participate in any activity or program that day.

5. *Grade ~~7~~9-12 students involved in athletics or activities must be in school all day*

to be eligible for practice or competition. The exceptions to this rule are as follows:

- *7-12 students may have an excused absence from all or part of first and/or second block (until 10:30 am).*
- *7-12 students may be excused for a medical appointment, in which case the absence will be allowed for any part, or all, of the school day. Upon returning to school, the student will furnish written notification from the medical office, verifying the visit.*

Students, in grades 7 & 8, must not have an unexcused absence, as determined by the Middle School Attendance Policy.

Consequences: a student whose absence from school does not comply with this policy will lose eligibility to practice or play in any school activity that same day.

6. *The Activities Director and/or the Principal will make the ultimate decision on a student's eligibility when there are extenuating circumstances to be considered.*

III. III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

IV. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

1. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or

2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;

2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;

3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;

4. That this notification serves as the notification required by Minn. Stat. § 120A.34;

5. That alternative educational programs and services may be available in the child's enrolling or resident district;

6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;

7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;

8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under

Minn. Stat. Ch. 260A.

Legal References:
Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truant)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

Subject: District Parent-Students Handbook 2022-23

Meeting Date: April 18, 2022

Prepared by: Superintendent's Office

Date Prepared: April 8, 2022

	Information	x	Briefing		Action	x	Enclosure Item(s)

This is a listing of changes, other than dates and staffing changes. Formatting and page numbers will be adjusted in the final version and placed on the district website once approved.

- **Addition** of Mission, Vision, Core values, and strategic directions page.
- **Addition** of RAS school calendar image
- Lunch prices are pending release from MDE.
- **New assignment of Title IX Coordinators**: *Robert Danneker, pending HR Director hire*
- **New assignment of 504 District Wide coordinator**: *Robert Danneker*
- **Removal** of Monthly Building newsletter paragraph.
- **Addition** of E-Learning day information
- **Addition** of the following paragraph under Academic Integrity: *Rockford High School follows the International Baccalaureate (IB) policies that were approved by the Rockford Area School Board and authorized by the International Baccalaureate Organization (IBO). These policies can be viewed on the Rockford High School website.*
- **Addition** of Weighted Grading updated information and Courses required: *Additional weight is given for courses where the curriculum is significantly more challenging, such as College in the School (CIS) courses and International Baccalaureate (IB) courses. College courses taken by PSEO students, deemed by Rockford High School to be equivalent to its CIS courses, are eligible for weighted grading, per District Policy 620R. If a student takes a weighted class at Rockford High School, that student cannot receive weighted grading for the equivalent class taken at college.*

Required Areas of Study	Credits
English	**8**
Social Studies	**7**
Math (All students must complete Algebra II)	**6**
Science (All students must complete Chemistry	**6**

or Physics)	
Physical Education	**1**
Health	**1**
Fine Arts	**2**
Career & Technical	**1**
Electives	**18**
TOTAL	**50**

- **Addition** of Gambling section under Rules and Discipline: *Participation in gambling activities for money or other collateral or incentives is prohibited on school grounds without a state-approved gambling license. Students who are found in violation of this expectation may be subject to disciplinary action up to or including suspension or expulsion.*
- **Addition** to the Public notice appendix: *Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the school district's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.*
- **Addition** to Unpaid Meal Charges under section II, III, IV and section V (see Appendix 7, Unpaid meal charges for all the changes).

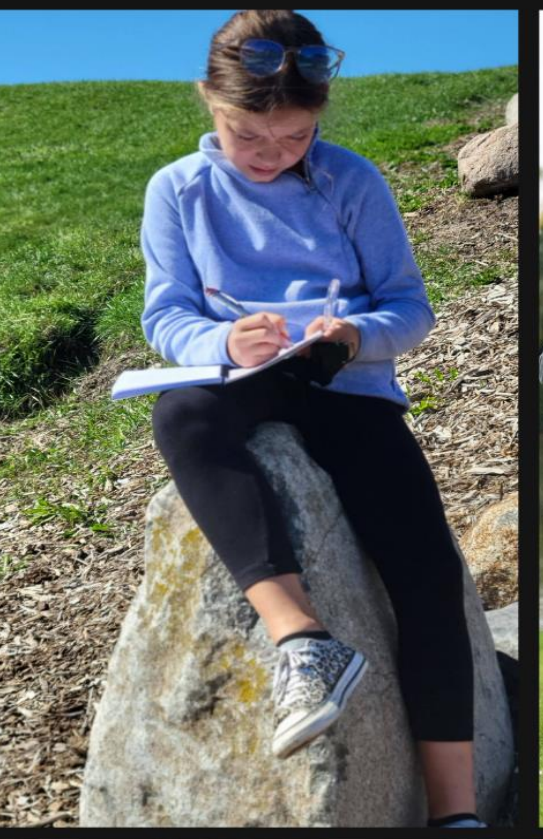
A complete redline draft of this handbook is included in the Board packet.

STUDENT-PARENT HANDBOOK

2022-2023 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.

www.rockford.k12.mn.us | 6051 Ash St. Rockford, MN 55373 | 763-477-9165

20221-20232 District Student-Parent Handbook

Table of Contents

PART I – INFORMATION

Introduction 1
RAS School Calendar 2022-2023 2
Arrival and Dismissal Hours
School Day Hours 3
Calendar 1
Class Assignments 1
Complaints 1
Eighteen-Year-Old Students 1
Employee Directory 1
Employment Background Checks [*] 2
Equal Access to School Facilities 2
Fees [*] 2
Food in the Classrooms 2
Birthday Treats 2
Fundraising 2
Gifts to Employees 3
Gits and Deliveries to Students 3
Graduation Ceremony 3
Holiday Celebrations and Parties 3
Infinite Campus 3
Insurance 3
Interviews of Students by Outside Agencies 3
Library / Media Center 3
Lockers 3
Lost and Found 3
Lunch 3
Lunch Prices 4
Lunch Balances 4
Messages to Students 4
Money 4
Nondiscrimination [*] 4
Section 504 of the Rehabilitation Act of 1973 [***] 4
Grievance Procedure for Complaints of Discrimination [***] 5
Vocational Opportunities Annual Notification [***] 5
Section 504 and Title IX Coordinators [***] 5
Notice of Violent Behavior by Students [**] 5
Outdoor Recess 5
Parent and Teacher Communications 5
Automated Information System 5

Parent Portal through Infinite Campus 5
Progress Reports/Report Cards 5
Teacher Classroom Calendar 5
Weekly Building Bulletin 6
Monthly Building Newsletter 6
Parent and Teacher Conferences 6
Parent Volunteers 6
Photographs 6
Pledge of Allegiance [*] 6
Return Check Notification 6
Schedule 6
School Activities 6
School Closing Procedures 6
NWSISD Closing Procedures 7
E-Learning Day 7
Searches 7
Cell Phones and Other Electronic Communication Devices 7
Lockers and Personal Possessions Within a Locker [*] 7
Desks 7
Personal Possessions and Student's Person 7
Vehicles on Campus [**] 7
Patrols and Inspections 7
Search of the Interior of a Student's Motor Vehicle 7
Student Publications and Materials 8
Distribution of Non-School-Sponsored Materials on School Premises [**] 8
School-Sponsored Student Publications 8
Student Records [*] 8
Family Educational Rights and Privacy Act 8
Student Surveys [*] 9
Telephone Access 9
Transportation of Public School Students 9
Extracurricular Transportation 9
Video and Audio Recording 9
School Buses 9
Photos/Recordings Taken on School Property 9
Places Other Than Buses 9

PART II — ACADEMICS

Academic Integrity 10
- Standard 10
- Cheating and Plagiarism 10

Acceleration and Retention 10
Alternative Educational Opportunities 10
Early Entrance to Kindergarten 10
Early Graduation 10
Extended School Year Opportunities 11
Field Trips 11
- Field Trip Eligibility 11

Grades 11
- Grades 7-12 11
- Incompletes 11
- Pass/Fail Grading 11
- Weighted Grading 11
- Weighted Classes 11
- Grades K-6 12

Graduation Requirements [*] 12
- Course Credits Required 12
- Minnesota Academic Standards 12

Homework 12
Parent Right to Know 12
- Right to Review Curriculum and Tests 12

Post-Secondary Enrollment Options 12
Repeating Courses 13
Schedule Changes 13
Summer School 13
Student Testing 13
Student Participation in Statewide Testing 13
Withdrawal Procedure 13

PART III — RULES AND DISCIPLINE

Attendance [**] 14
- Absence Notification 14
- Excused Absence 14
- Illness 14
- Make-Up School Work 14
- Tardies 14
- Unexcused Absences or Tardies 14
- Closed Campus 14
- Leaving During School Hours 14
- Vacation and Vacation Lesson Plans 15

Withdrawal Procedures 15
Behavior 15
Retaliation 15
Bullying Prohibition [**] 15
Buses – Conduct on School Buses and Consequences for Misbehavior [**] 15
Bus Passes 16
Cell Phones and Other Electronic Communication Devices 16
Discipline [**] 17
District 883 Technology Devices 17
Dress and Appearance 17
Drug-Free School and Workplace 17
Harassment and Violence Prohibition [*] 17
Hazing Prohibition [*] 18
Internet Acceptable Use 18
Parking on School District Property 18
Students 18
Snowmobiles 18
Visitors 18
Tobacco-Free Schools [**] 18
Vandalism 19
Weapons Prohibition 19

PART IV — HEALTH AND SAFETY

Accidents 20
Asbestos Management Update [*] 20
Clean Indoor Act 20
Crisis Management 20
Emergency Contact Information 20
Health Information 21
Communicable Diseases 21
DNR-DNI Orders 21
First Aid 21
Health Service 21
Immunizations 22
Medications at School During the School Day 22
Medication Administration 22
Epinephrine Auto-Injectors/Inhalers 22
Over-the-Counter Medication 23
Screenings 23
Student Accident Report Procedure 23
Pesticide Application Notice [*] 23
Safety 23
Custody 23

Visitors in District Buildings 24

APPENDIXES

1. Policy Cross Reference Table 25
2. Rockford High School Academic Honors 26
3. Student Records [*] 27
4. Student Surveys [*] 30
5. Parent/Guardian Refusal for student Participation in Statewide Assessment 31
6. Grievance Procedure for Complaints of Discrimination [***] 34
7. Unpaid Meal Charges 36
8. Activities: Attendance & Academic/School Regulations 37
9. Fan Behavior Policy 38

Acknowledgement Form 39

Disclaimer: The Rockford Area School district reserves the right to alter or vary the application of these rules and procedures. As new policies or regulations are developed by the school board or State or Federal statutes, additions or deletions will be made to this handbook. Any conflicts between language in this handbook and a school district policy will be resolved in favor of the policy.

INTRODUCTION

This handbook includes an overview of District #883 policies, regulations, and procedures about student rights and responsibilities. Those documents are updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since the previous version was printed in fall 2021. District policies can be found on our website at www.rockford.k12.mn.us. If you have questions or would like more information about a specific issue, please contact the building principal.

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.

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

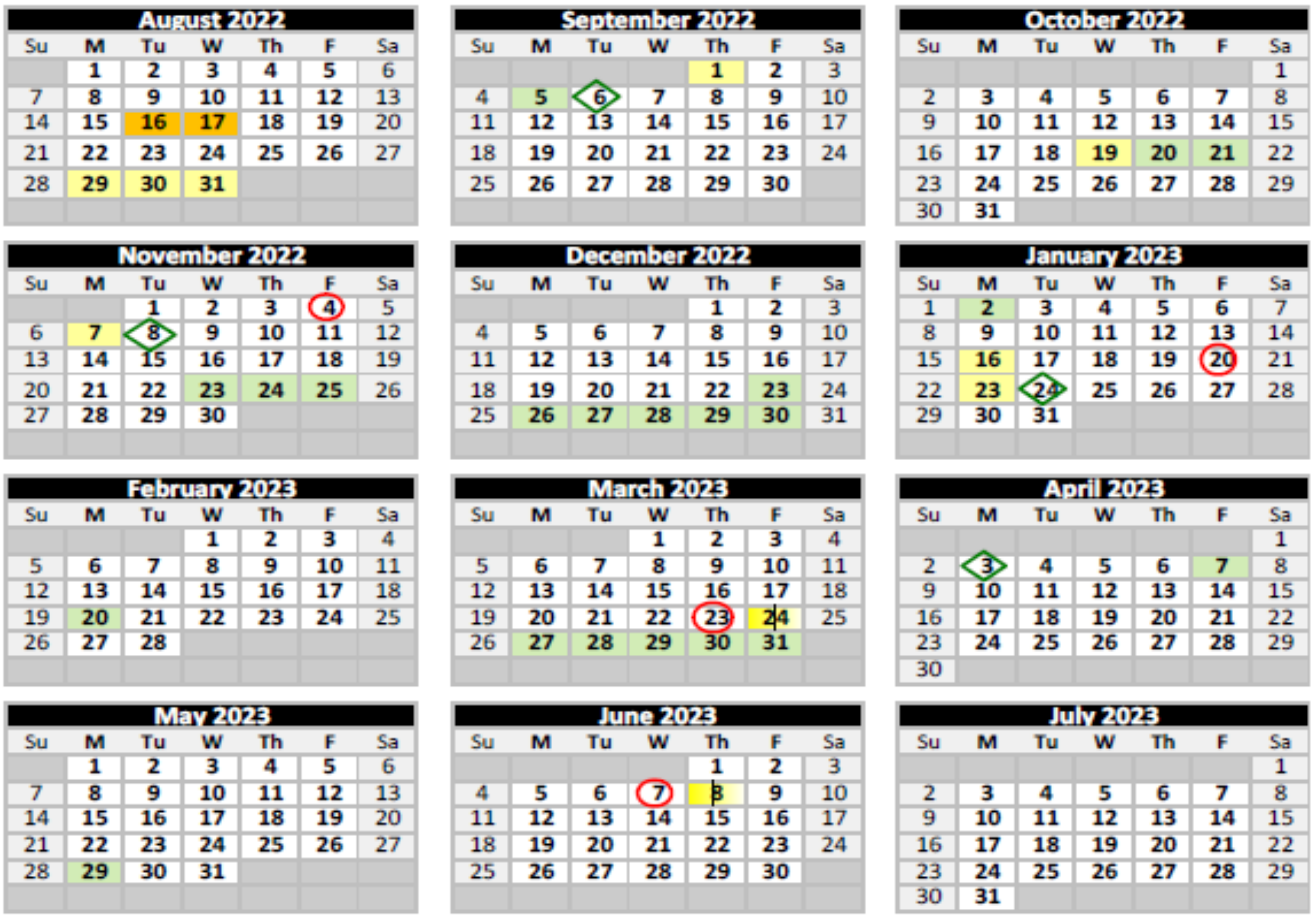
Student Experience: All students have access to engage in a rich arts and academics environment, and an abundance of extracurricular opportunities

STRATEGIC DIRECTIONS

1. Improving our educational programs and partnerships
2. Aligning and developing proactive training and response protocol for increased safety and security
3. Improving supports for students and their learning
4. Strengthening instructional practices, processes, curriculum and assessment
5. Improving parent, community and staff awareness and engagement

ROCKFORD AREA SCHOOL SCHOOLS
CALENDAR FOR 2022-2023 SCHOOL YEAR

Approved 2-23-2022



School Closed

Staff Development/Work Time (no school for students)

Half Day Staff Development (no school for students)

Start of Quarter

End of Quarter

New teacher days

June 1 - Seniors last day

1st Qtr.	September 6 to November 4 =	41
2nd Qtr.	November 8 to January 20 =	43
3rd. Qtr.	January 24 to March 23 =	42
4th Qtr.	April 3 to June 7 =	46
		172 days
	June 2 - Commencement	

New Staff Days	8/16, 8/17	
Workshop Week	8/29, 8/30, 8/31, 9/01	4
SD Days/Work Days	10/19, 11/07, 1/16, 1/23, 3/24 (.5), 6/08 (.5)	5
		172
		+ 181
2 PM days = 16 hrs		**183**

REAMS EVENTS	DATES	HRS
Assessment Days	9/06, 9/07	16 hrs
Fall Conferences	11/7, 11/10	8 hrs
Spring Conferences	3/09, 3/13	8 hrs
Kindergarten Round Up	03/02	

RMS-CES EVENTS	DATES	HRS
Open House	8/31	4 hrs
Fall Conferences	10/18	4 hrs
Winter Conferences	1/12	4 hrs
STEM, Art and Academic Showcase	4/20	4 hrs

RHS EVENTS	DATES	HRS
Open House	8/31	4 hrs
Fall Conferences	10/27	4 hrs
Spring Conferences	3/16	4 hrs
Curriculum Night	12/13	4 hrs
Commencement	6/2	Extra

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

PART I – INFORMATION

~~About This Handbook~~

~~This handbook includes an overview of District #883 policies, regulations, and procedures about student rights and responsibilities. Those documents are updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since the previous version was printed in fall 2020. District policies can be found on our website at www.rockford.k12.mn.us. If you have questions or would like more information about a specific issue, please contact the building principal.~~

Arrival and Dismissal Hours

School day hours at each building are:

REAMS 8:05am-3:00pm
ECSE AM Section: 8:05am-10:45am
ECSE PM Section: 12:15pm-2:55pm
RMS-CES 7:50am-2:45pm
RHS 8:00am-2:50pm

School begins for each child as he/she enters the door and appropriate behavior is expected in all areas of the building at all times. For the welfare and safety of all students, it is requested that students do not arrive at school any earlier than necessary. If you choose to pick-up your child at the end of the school day, please be sure to sign-in at the front office and obtain a visitor's sticker. Unless participating in a school-sponsored activity or working with a teacher, students should not be in the building without supervision.

Calendar

Refer to District Policy 602

The school calendar is adopted annually by the school board. A copy of the school calendar can be found in the introduction section and on the school district's website at www.rockford.k12.mn.us.

Class Assignments

Refer to District Policy 515

Students will receive instruction in required courses/classroom assignments throughout the school year. Parents and guardians will assist their child in selecting elective courses at RMS-CES and RHS. This selection is a term-long commitment. Schedules are subject to change due to academic needs and availability.

Complaints

Refer to District Policy 103

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under the Family Educational Rights and Privacy Act (FERPA), transfer to the student. However, although the rights under FERPA have now transferred to the student, a school may disclose limited information from an "eligible student's" education records to the parents/guardians of the student, without the student's consent, if the student is a dependent for tax purposes. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records, and the right to file a complaint with the US Department of Education. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

In an effort to keep parents/guardians included in their student's educational progress, an Authorization form is available at the high school office. Parents/guardians are asked to review this Authorization with their child and obtain their consent on or after their 18th birthday. All signed Authorizations may be returned to the high school counseling office and records will be updated to reflect the 18-year old child's consent to allow his/her parents or guardians to have access to all educationally related matters.

All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

Employee Directory

Refer to District Policy 406

Most district employees' email addresses follow the format: last name first initial@rockford.k12.mn.us. More information is located on our website at www.rockford.k12.mn.us.

Employment Background Checks [*]

Refer to District Policy 404

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Equal Access to School Facilities

Refer to District Policy 801

It is the intention of the Rockford School Board to make available, whenever possible, the facilities of the school system by organizations and groups in the community. For more information, please call Community Education at 763-477-4563. Appropriate and sufficient personnel are required to be present when facilities are in use. Charges will be made to groups when services of personnel are required when they normally are not on duty. Rental fees will be charged according to School Board Policy.

The school district has created a limited open forum for secondary students to conduct non-curriculum-related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be school sponsored; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

Fees [*]

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students *are* expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the school office.

Food in the Classrooms

Refer to District Policy 533

Food and beverages are to be consumed in the designated areas and are not permitted in the other areas without permission. No food or beverage of any kind is allowed in the auditorium, media center, or computer labs. If students bring food into the classrooms, please comply with our district wellness policy. Please be cognizant that many students have severe food allergies that may limit foods permitted in the classroom.

Birthday Treats

Please let the teacher know ahead of time if you would like to send treats to the class to celebrate your child's birthday. All treats must be store bought and commercially prepared. Healthy classroom treats can be ordered through our food service department.

Fundraising

Refer to District Policy 511

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the Activities Director (if extracurricular activity), building Principal, Business Manager and Superintendent. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day. The required paperwork to receive the required approval can be found at ~~www.rockford.k12.mn.us.~~the school office.

Gifts to Employees

Refer to District Policy 421
Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value.
Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Gifts and Deliveries to Students
Gifts, balloons, flowers, etc. will not be delivered during the school day with the exception of school-sponsored activities. Any deliveries will be kept in the office and delivered at the end of the day.

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal(s).

Holiday Celebrations and Parties

Rockford Area Schools observes various holidays throughout the school year. Students who are unable to participate in holiday celebrations are excused from these events. Parents/guardians should contact the building principal in advance to excuse an absence. Please refer to the district calendar in the introduction of this handbook or on the website www.rockford.k12.mn.us

Infinite Campus

Parent Portal, located on the school's website, allows parents to connect to school anytime from any place that has Internet access. This program allows you to access your child's school records such as: attendance, academic progress reports, report cards, health records and lunch account. Student fees are assigned on your child's fee tab on your Parent Portal. Fees, including lunch payments, can be paid directly in your Campus account. To sign up, you need a photo ID, such as a driver's license, for assurance of confidentiality of your child's records. You can sign up at any building office.

Insurance

The school district does not provide any type of health or accident insurance for injuries incurred by your child at school or school sponsored activities. Accident insurance information is available on our district website at www.rockford.k12.mn.us or at www.k12specialmarkets.com regarding a school day or 24-hour accident insurance plan for school age children. The service is provided through a private agency for your convenience. It is optional.

Interviews of Students by Outside Agencies

Refer to District Policy 519
Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

Library/Media Center

The library/media center hours will be available at each building's office and on the district website.
Students are welcome in the Media Center when a supervisor is present and are expected to follow the same rules as classroom behavior.

Lockers

Pursuant to Minnesota statutes, school lockers are the property of the school district. Students are to keep lockers neat and orderly and are to use the locker they are assigned. All hall lockers have combination locks. The district's insurance does not cover the loss of personal items. If using locker room lockers, students are **strongly encouraged to put and use locks on them.** Locks for locker room lockers may be purchased at school for $5.00 or students may bring their own lock. If supplying their own lock, the combination MUST be shared with the school. Information regarding locker searches can be found under the Searches section.

Lost and Found

Please feel free to check the Lost and Found when you are at school and remind your child to check if they are missing anything. Items left at school will be donated to charity periodically throughout the year.
Parents/guardians should give the following point's careful consideration to help eliminate lost items:

1. Clearly label your child's coats, jackets, sweaters, caps, boots, etc., with his/her full name and grade.
2. Use caution in allowing articles of sentimental or monetary value to be brought to school.
3. When an article is lost, don't let time elapse before you or your child tries to locate it.

Lunch

Refer to District Policy 534
A complete and nutritional breakfast/lunch program is available at our school. Menus are published on the Rockford Area Schools website at www.rockford.k12.mn.us. Students may purchase lunch at school or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought

from home. Student beverages must comply with our District's Wellness Policy (refer to District Policy 533).

Lunch is to be eaten in designated areas only, unless other arrangements are made. The right of the student to eat in the lunchroom or commons area is coupled with the responsibility of keeping the area presentable for others. Students are expected to demonstrate respectful behavior and observe school policies and rules during lunch. All schools have a closed campus as well as a closed lunch period~~;~~. Students are not allowed to leave the lunchroom/commons area during lunch and visitors need to check in at the building office.

Lunch times vary by classroom, grade level or schedule. Lunch schedules may change at quarter and/or semester breaks for some students. Students will be notified of their assigned lunch time on the first day of class at each trimester/quarter.

~~2021~~2022-202~~2~~3 LUNCH PRICES

Breakfast $1.85
Elementary Lunch $2.65
Middle/High Lunch $2.90
Adult Lunch/2nd Lunch $3.85
Milk $.60

Lunch Balances

Students are encouraged to participate in the food service program on a daily basis. Sustained participation ensures a better program at lower costs.

Parents/guardians will be notified by email or letter when their students balance is at a positive $10.00. Students will not be permitted to charge meals to their account if they have a $-5.00 in their account. Sandwiches and milk will be provided until funds have been deposited to bring their account to a positive balance.

Parents/guardians can make deposits to student lunch accounts in the Infinite Campus Portal or mailing a check to the high school kitchen, attention: ~~Deb Graunke~~Harlan Adelman. Students can also bring deposits to their building office. You can view your child's lunch balance by logging on to your Parent Portal on Infinite Campus. Students who have insufficient funds to pay for a meal may receive an alternate meal. Details on negative account balances and unpaid meal charges can be found in **Appendix 7**.

Students may be eligible for free and reduced price lunches and/or breakfasts. Free and reduced price eligibility forms are available at each school office, the district office and on the district website. For more information regarding eligibility for free and reduced-price meals, contact 763-477-9165.

Messages to Students

Office telephones are available for students' use. Students will not be called out of class to receive phone messages except in the event of an emergency.

Personal cell phone use during the instructional day is prohibited at the elementary school, but allowed during non-instructional times at the middle and high schools. Students will not accept telephone calls in their classroom. Students are to use the phone only with their teacher's permission and only for very important messages. Making arrangements for after-school social affairs is not considered an acceptable reason to use the phone. Please make plans at home to take care of personal business (i.e., Cub Scouts, Brownies, and other after school activities).

Please see Cell Phones, MP3 Players and Other Electronic Devices section under Section III Rules and Discipline for further information.

Money

Please emphasize with your child(ren) the danger of leaving money or valuables in their desk or other places at school. The school assumes no responsibility for the loss of money or valuables.

Nondiscrimination [*]

Refer to District Policy 102, 401, 521, 522 and 528

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not 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, including gender identity and expression, or age in its programs and activities. The school board has designated the building principal, as the district's human rights officer to handle inquiries regarding nondiscrimination. Persons who wish to make a complaint regarding a disability discrimination matter may use the Student Disability Discrimination Grievance Report Form found on our website at www.rockford.k12.mn.us. The form should be given to ADA/Section 504 coordinator.

Section 504 of the Rehabilitation Act of 1973

The school district recognizes its obligation under Section 504 of the Rehabilitation Act of 1973. No discrimination against any person with a disability will knowingly be permitted in any of the programs and activity in the school system. If there are questions

regarding Section 504, contact a building principal or the counselor.

Grievance Procedure for Complaints of Discrimination

The school district has developed a grievance procedure to comply with federal laws by providing due process standards that provide for the prompt and equitable resolution of complaints of sex discrimination under Title IX of the Education Amendments Act or for complaints of disability discrimination under Section 504 of the Rehabilitation Act. See **Appendix 6** for full procedure.

Vocational Opportunities Annual Notification

Rockford Area Schools offers a variety of vocational opportunities through the Business Education and Career 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.

Section 504 and Title IX Coordinators

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

Title IX Coordinators

~~Matthew Scheidler, POSA~~ Robert Danneker
Office Address: Rockford ~~Elementary Arts Magnet~~ High School, 76~~5~~00 County Road 50, Rockford MN 55373
Office Phone Number: 763-477-5837 X ~~1006~~3057

TBD, Director of Human Resources
Office Address: 6051 Ash St.
Rockford, MN 55373
Office Number: 763-477-9165 x 4009

Section 504 Coordinator

Rob Danneker, Director of Student Services~~Matthew Scheidler, POSA~~
Office Address: Rockford ~~Elementary Arts Magnet~~High School School, 76~~05~~0 County Road 50, Rockford MN 55373
Office Phone Number: 763-477-5837 ~~X1006~~X3057

Notice of Violent Behavior by Students [**]

Refer to District Policy 529

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Outdoor Recess

All children must go outside on outdoor recess days. The temperature and wind-chill factor are considered when the decision is made for outdoor recess. The elementary school uses the following weather guidelines for preparing students to go outdoors at recess:

1. Warmer than 0ºF -- outside recess for all students.
2. Between 0ºF and -10ºF -- recess time may be shortened.
3. Colder than -10ºF -- indoor recess.

Parent/Guardian and Teacher Communications

Automated Information System

Our automated alert system has the capability to provide important messages electronically via computer, telephone and/or text message. This system is used for emergency situations only (e.g. school closings, threats, etc.).

Parent Portal through Infinite Campus

Parent Portal gives parents/guardians and students easy online access to current grades, attendance, test scores, health information, lunch account balances, etc. Teachers are required to update grades weekly. At times, the update may go beyond one week because of the grading of a major project. If you have questions or are having difficulty logging in, contact the building office.

Progress Report/Report Cards

Report cards will be available online at the end of each grading period. Printed copies are available upon request.

Teacher Classroom Calendar

Visit our website at www.rockford.k12.mn.us and find your school's tab, then the academics tab to find the teacher's website to view your child's upcoming assignments and class activities. This link is designed to help you monitor your child's homework, quizzes, tests, and major assignments. Information is updated regularly.

Weekly Building Bulletin

The weekly building bulletin is emailed on the last day of each school week. It features highlights from the current week and previews upcoming events.

~~***Monthly Building Newsletter***~~
~~The newsletter is emailed once per month and includes previews about what to expect in the coming month and other pertinent information.~~

Parent/Guardian and Teacher Conferences

Parent/guardian and teacher conferences will be held throughout the school year. Parents are strongly encouraged to attend and visit with teachers regarding student progress. In addition to the scheduled conferences, parents/guardians are invited to confer with teachers at any time. For more information on the conference dates for 2022~~0~~-2~~1~~3 school year, please check out the 2020~~2~~-2~~1~~3 academic calendar in the Introduction part of this handbook, visit our website www.rockford.k12.mn.us, or contact the building office.

Parent/Guardian Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer. To volunteer in the school building or classroom, parents/guardians should contact the building office. Parents/guardians who visit the school must sign in at the building office before entering a classroom.

Photographs

Throughout the year, photographs are taken in classrooms and at school activities. Some of these photos may be published in local newspapers or in Rockford Area Schools' publications, emails or websites. Parents may request that their child's photographs and identifying names not be published. The request must be made in writing and sent to the district office attention to Christa Larson. (This does not apply to pictures of school events taken by the news media.)

Pledge of Allegiance [*]

Refer to District Policy 531
Students will recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

Return Check Notification

If your check is returned, it may be represented electronically. You authorize service charges and processing fees, as permitted by state law, to be debited from the same account by paper draft or electronically, at our option. The use of a check for payment is your acknowledgement and acceptance of this policy and its terms. If you have any questions about this service, please contact the business office at 763-477-9165.

Schedule

Refer to District Policy 602
A schedule is needed to ensure the smooth operation of the school. The daily school schedule is often building specific and within the authority of the building principal to determine. A general building schedule can be found at the beginning of the handbook.

School Activities

Refer to District Policy 510
The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health; however, instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline and parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

~~The~~ Rockford Area School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the Activities Director.

School Closing Procedures

Refer to District Policy 806
School may be cancelled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible.

School closings due to severe weather or other emergency reasons will be posted on the district website at www.rockford.k12.mn.us. A media message will be announced over TV stations, KARE 11 TV, WCCO 4, KSTP 5 and KMSP 9, ~~and also~~ placed on KRWC 1360 radio and our social media channels. Complementing the media messages is our family notification system through Infinite Campus.

The school district may conclude that students can be safely transported to and from school and keep school open, but an individual parent may disagree with our decision. Under such conditions, parents/guardians must exercise their judgment regarding the attendance of their child(ren). We will respect all reasonable decisions in these circumstances and excuse any absence.

NWSISD Closing Procedures

As a reminder for our NWSISD families, please go to NWSISD website for transportation information regarding school closings information, and other guidelines. To view the NWSISD website, please go to www.nws.k12.mn.us, click on the Transportation tab on the left side.

E-Learning Day

Instead of a school closure, we might decide to have an E-Learning Day. E-Learning allows schools to offer access to online instruction provided by the students due to inclement weather. While E-Learning days cannot replace students' face-to-face time with their teachers, they can provide better continuity when inclement weather inhibits a full day of in-person instruction.

Searches

Refer to District Policy 502 and 527R

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles, including snowmobiles, parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Cell Phones and Other Electronic Communication Devices

If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. A student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement.

Lockers and Personal Possessions Within a Locker [*]

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks

School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Vehicles on Campus [**]

Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles, including snowmobiles~~,~~ of students. Such patrols and inspections may be conducted without

notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle
The interior of a student's motor vehicle in a school district location, including the glove and trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon the request of a school official.

Student Publications and Materials

Refer to District Policy 505 and 512
The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non-school-sponsored publications may not be distributed without prior approval.

Distribution of Non-school-Sponsored Materials on School Premises [**]
The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. Any student or employee wishing to distribute (as defined in this policy) non-school sponsored material must first submit for approval a copy of the material to the building principal who will review the request and render a decision. For detailed information, see the complete "Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees" policy 505 on the district's website at www.rockford.k12.mn.us.

School-Sponsored Student Publications
The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

Student Records [*]

Refer to District Policy 515
Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, please see **Appendix 3** in the back of this handbook.

"Authorized representative" means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs. A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at any school office or on the district website at www.rockford.k12.mn.us.

Family Educational Rights and Privacy Act (FERPA)

Refer to District Policy 515
Rockford Area Schools recognize its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. Rockford Area Schools recognize that only pertinent and factual information shall be in the permanent records of the district's students and that a parent or eligible student has a right to inspect and review student's educational records.

Student Surveys [*]

Refer to District Policy 520
Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see **Appendix 4** in the back of this handbook. A complete copy of the school district's "Student Surveys" policy may be obtained at any school office or on the district website at www.rockford.k12.mn.us.

Telephone Access

A courtesy phone is available for student use in the school office and Community Center when permission from the office staff is given. Students will not be called out of class to receive phone messages except in the event of an emergency. Students may be prohibited from using cell phones during instructional time; expect to wait for a text response from your child until cell phone use is permitted. **In the case of an emergency, please contact the school office instead of contacting your child directly.**

Please see Cell Phones, MP3 Players and Other Electronic Devices section under Section III Rules and Discipline for further information.

Transportation of Public School Students

Refer to District Policy 707, 709R and 710
Riding the school bus is a privilege, not a right. The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.

Extracurricular Transportation
Refer to District Policy 710
The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

Video and Audio Recording

School Buses
Refer to District Policy 711
The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increase the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the student's' misconduct on the bus.

Photos/Recordings Taken on School Property
Any picture or video taken on school grounds with a school-owned or personal digital camera, cell phone, etc. is the property of the school.

Places Other Than Buses
Refer to District Policy 712
The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

PART II — ACADEMICS

The Rockford Area Schools' curriculum fulfills the requirements of the Minnesota Content Area Standards.

Academic Integrity

Refer to District Policy 506

Standard

Rockford High School follows the International Baccalaureate (IB) policies that were approved by the Rockford Area School Board and authorized by the International Baccalaureate Organization (IBO). These policies can be viewed on the Rockford High School website.

All students are expected to demonstrate academic integrity which includes honesty, trust, fairness, respect and responsibility.

All work submitted for credit in any class is expected to be produced by and be the original work of the student submitting it. Students who allow their work to be copied will receive the same or equal penalties to those who do the copying.

Consequences may include:

- redoing the assignment
- completing a new assignment
- loss of credit for the assignment/s
- loss of credit for the course
- removal from the course
- suspension from school

Cheating and Plagiarism

Refer to District Policy 506

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment may be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy.

Acceleration and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the school counselor or building principal.

Acceleration: Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of the school year.

***Retention*:** Retention of a student may be considered when professional staff and parents feel that it is the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The superintendent's decision shall be final.

***Program Design**:* The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A procedure for screening and identifying students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options.

The school district will adopt procedures for the academic acceleration of gifted and talented students. This procedure will include how the district will assess a student's readiness and motivation for acceleration; and match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for the student.

Alternative Educational Opportunities

Refer to District Policy 605

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions

about these programs should contact the school counselor or building principal.

Early Entrance to Kindergarten

Refer to District Policy 550

Minnesota Statute 120A.20 requires kindergarten students to be at least five years of age on or before September 1. The School District recognizes that children develop physically, emotionally and intellectually at their unique rates, resulting in varying levels of school readiness. An order determination for early entrance into kindergarten has been established by the Board of Education of Independent School District #883, Rockford Minnesota. Please contact the building principal for more information regarding processes for Early Admission Kindergarten.

Early Graduation

Refer to District Policy 613R

Students may be considered for early graduation after completing the conditions provided in district policy.

Extended School Year Opportunities

Refer to District Policy 508

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the student's Case Manager.

Field Trips

Refer to District Policy 610R

Field trips may be offered to supplement student learning. Field trips may be optional and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

Field Trip Eligibility

Refer to District Policy 610R

Field Trips are an extension of the regular curriculum and is part of the educational experience. While on field trips, all children are expected to demonstrate the same expectations and behavior as in school.

Grades

Parents and guardians may access student records electronically via the Parent Portal through the district website at www.rockford.k12.mn.us. To ensure the confidentiality of student information, parent/guardian accounts must initially be set up at any of the building offices with a photo ID, such as a driver's license. This account will provide access to information regarding a student's attendance, academic progress, report cards, health records, student fees, and lunch account and serves as an important communication tool between the school and home.

Every student has the right to be informed of his/her academic progress. Progress information will be available for students in grades 7-12 regularly. Report cards will be available after the conclusion of each marking period. Report cards will be available electronically for parents/ guardians to review. Parents are encouraged to routinely check their child's information in the Parent Portal.

Grades 7-12

Grades shall be in letters A, B, C, D, and F for grades 7-12 and will be recorded on report cards and permanent records accordingly. The letter grade is transposed to number equivalents as follows for computing grade point average:

Grade	Grade Pt. Value
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.0 (no credit given)
I (incomplete)	No value

Incompletes

In order for an "incomplete" to be granted for a final semester grade, the student and teacher must meet to discuss the circumstances. All work must be completed within two weeks of the last day of the semester or the grade will be considered an F; unless there are extenuating circumstances at the discretion of the Principal.

Pass/Fail Grading

Pass/Fail grading is **NOT** an option for students **in REQUIRED classes,** unless a student's individualized education plan stipulates otherwise. Elective courses may be taken on a pass/fail basis, with the permission of the instructor, and the approval of the principal. **Any such**

request must be made to the instructor and approved by the building principal during the marking period.

Weighted Grading

Additional weight is given for courses where the curriculum is significantly more challenging, such as College in the School (CIS) courses and International Baccalaureate (IB) courses. College courses taken by PSEO students, deemed by Rockford High School to be equivalent to its CIS courses, are eligible for weighted grading, per District Policy 620R. If a student takes a weighted class at Rockford High School, that student cannot receive weighted grading for the equivalent class taken at college. ~~Additional weight is given for courses where the curriculum is significantly more challenging, such as College in the School (CIS), Advanced Placement (AP) courses and International Baccalaureate (IB) courses. College courses taken by PSEO students, deemed by Rockford High School to be equivalent to its CIS or AP courses are eligible for weighted grading, per District Policy 620R. If a student takes a weighted class at Rockford High School, that student cannot receive weighted grading for the equivalent class taken at college.~~

Weighted Classes

Refer to District Policy 613R

Weighted classes will receive a two grade increment increase. On a 4.0 scale, weighted classes will be given a .66 boost. (Example: 3.0 grade in a weighted class on 4.0 scale becomes 3.66.)

Grades K-6

Standards Rubric

1 - Does Not Meet
2 - Partially Meets
3 - Meets
4 - Exceeds
__ NE - No evidence
__ - A blank entry indicates a standard has not been addressed during a given grading period.

Graduation Requirements [*]

Refer to District Policy 613R

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from **Rockford High School**.

Course Credits Required

In order to receive a diploma, students must successfully complete the following credits and comply with the following high school level course requirements as listed.

Required Areas of Study	Credits
English	8
Social Studies	7
Math (All students must complete Algebra II)	6
Science (All students must complete Chemistry or Physics)	6
Physical Education	1
Health	1
Fine Arts	2
Career & Technical	1
Electives	18
TOTAL	50

Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Ed. K-12
Minnesota Academic Standards, Arts K-12

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the counselor or building principal.

Homework

Refer to District Policy 506 and 612.1

Homework assignments are determined by the teachers. The amount of homework varies by teacher and subject area. The school district asks for parents/guardians and family members to encourage their child(ren) to complete homework thoroughly and promptly.

Students are responsible to request and complete the work that was missed during their absence(s) immediately upon return. A student (or parent) may also request homework prior to a student's return to school. Students and parents may also request homework in advance of an absence, or while absent.

Parent Right to Know [*]

If a parent/guardian requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

Right to Review Curriculum and Tests

Refer to District Policy 606

Textbooks and instructional materials are a vital component of the school's curriculum and may be reviewed by parents upon request. District #883 has adopted a procedure whereby parents and/or staff may initiate a request for reconsideration of instructional materials. The final decision for the use of controversial material rests with the school board.

Post-Secondary Enrollment Options

Refer to District Policy 613R and 620

Tenth, eleventh, and twelfth grade students may apply to enroll in Post-Secondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by **March 1**. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the Rockford High School counselor by **May 30** for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact Rockford High School counselor.

Repeating Courses

With the permission of the instructor and the administration, a student may elect to repeat a course at Rockford High School that he/she has passed, but that will not replace the previous grade that was earned.

Schedule Changes at Rockford High School

Schedule changes will be made the first three days of the semester per the following criteria:

- Did not receive a course required for graduation
- Registered and enrolled in a course for which you have not met the prerequisite
- Do not have a full schedule of seven classes per semester
- Received a course you did not request as an original or alternate during registration
- Students who request a "Guided Study Hall" after the start of the semester will be added at the midterm break. The dropped course and grade will be added to the student's transcript.

Summer ~~School~~Programming

Refer to District Policy 623

For students who qualify, the school district may provide summer school learning opportunities. For more information, contact the ~~building principal~~Director of Student Services or the S~~s~~pecial E~~e~~ducation C~~e~~oordinator.

Student Testing

In the spring, all students in grades 3-8, 10, and 11 take state tests to measure proficiency in the Minnesota Academic Standards. See the Teaching and Learning's page on the district website, www.rockford.k12.mn.us., for more information.

Student Participation in Statewide Assessments

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. The Parent/Guardian Guide to Statewide Testing document provides some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. See Appendix 4a.

Withdrawal Procedure

Please notify the school office and the teacher at least three days prior to withdrawing your child from school. You will be asked to indicate the last date of attendance

and the name and address of the new school or school district. This information needs to be received by the school at least two days before the student's last day of attendance. This will enable us to properly close our school records for your child. Also, our regulations require that we have your signature on a Release Form, obtained from the receiving school, giving us permission to forward your child's records to the receiving school.

At the Rockford High School, the student needs to report to the counseling office the morning of his/her day of withdrawal. We are concerned about students who leave high school before completion. Should a student choose to withdraw from school, please:

- Contact a counselor to explore alternatives.
- Complete an Exit Interview.
- Obtain the Withdrawal Form from the counseling office.
- Return all books and pay all fees or fines.

PART III — RULES AND DISCIPLINE

Attendance [**]

Refer to District Policy 503R

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the "Student Attendance" policy on the district website at www.rockford.k12.mn.us.

Absence Notification

Parents/guardians are required to call the attendance line at 763-477-7525 or the building office staff each day a child is absent or tardy. Whenever an absence is pre-arranged (doctor, dentist, etc.) the student should bring a written permission slip from home in advance of the absence.

Excused Absence

Excused absences need to be verified upon the student's return to school. Parents are requested to send a written excuse stating the reason for the absence; it must be dated and signed by the parent. Excused absences from school include, but are not limited to, student illness, medical or dental appointment, family emergency, religious observance or family vacation, and other absences which are pre-approved. While the school recognizes the value of family time and trips, we encourage parents to schedule trips that will coincide with scheduled school vacations.

Illness

Regular attendance at school is of utmost importance. However, we suggest that you do not send your child if he/she has a rash, fever, upset stomach, severe cold, undiagnosed red eyes, or sore throat. The school reserves the right to require medical verification in cases where student absences are excessive. From time to time, we receive notes from parents requesting that their child be excused from recess and/or physical education. Normally, children who are too ill to go outside for recess or participate in physical education are too ill to be at school. Any child who is to be excused from recess and/or phy ed for an extended period of time must have a doctor's written excuse, which has been approved by our Health Service Office.

Make-up School Work

Make-up schoolwork may be obtained at the end of the school day after the third day of illness. Contact the school office the morning of the third day to make arrangements to have your child's make-up work prepared.

Tardies

Students arriving after the morning bell will be considered TARDY. Students must report to the school office to obtain a Student Pass to class. Tardies in which students have an excused pass from a teacher or administrator will not count against the student's attendance. There may be consequences for excessive tardiness.

Unexcused Absences or Tardiness

Absences or tardiness, which could have been avoided or prior approval was not made through the building principal's office, are considered unexcused. This absence includes when the student has been absent from school with the consent of the parents but the excuse presented by the parents is not acceptable to school authorities. Examples include oversleeping, shopping, babysitting, working from home and missing the bus.

Closed Campus

Rockford Area Schools maintain closed campuses. Students who leave the building without adult supervision or permission are in violation of school policy and are subject to school consequences. This includes student lunch time. Students who leave for any reason must sign out through the front office before they leave. **Notes to excuse an absence when a student leaves without signing out through the office will not be accepted**. Entrance to the school during the day is limited; all doors are locked for the protection of students and staff. During school hours, all visitors need to report to the school office.

Leaving During School Hours

All children need to be dismissed through the Main Office. Once the parent/guardian has completed the Student Sign Out Log, school office personnel will call the classroom requesting that the child report to the office for dismissal. Parents are strongly encouraged to send a note to their child's teacher indicating that they will be picking their child up early from school. No child will be allowed to leave his/her classroom early

without authorization from the school office. We need your cooperation on this matter to assure the safety of your children.

Note to Parent: As a result of state and federal expectations, it is essential that our students be in attendance on all testing dates. Under Every Child Succeeds Act, school districts are required to test at least 95% of eligible children. As family plans are made, testing dates should be avoided. Should you have any concerns regarding testing times, please seek the advice of your child's teacher.

Vacation and Vacation Lesson Plans
The building principal and staff recognize the educational value of family trips, although we encourage parents to plan their trip to coincide with scheduled school vacations. Absences due to a family vacation should be arranged, in advance, with the building principal and make-up work should be arranged, with the teacher, before the child leaves school.

Withdrawal Procedure
Please notify the school office and the teacher at least three days prior to withdrawing your child from school. You will be asked to indicate the last date of attendance and the name and address of the new school or school district. This information needs to be received by the school at least two days before the student's last day of attendance. This will enable us to properly close our school records for your child. Also, our regulations require that we have your signature on a Release Form, obtained from the receiving school, giving us permission to forward your child's records to the receiving school.

Behavior

All students are required to cooperate in creating an atmosphere that will make learning possible. Any behavior that interferes with learning, regardless of the degree, is considered disruptive. Students should conduct themselves at all times in a manner that will reflect positively upon themselves and Rockford Area Schools.

Retaliation
Rockford Area Schools strives to protect students from retaliation for good faith actions in reporting behavior that is against the law or the district rules outlined in this handbook. Every reasonable effort will be made to stop retaliation immediately, to conduct a complete and thorough investigation of alleged acts of retaliation in a timely manner, and to provide prompt corrective action if retaliation is found to have occurred. Students found guilty of retaliation may face consequences up to and including expulsion.

Bullying Prohibition [**]

Refer to District Policy 514
The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, on school transportation and by misuse of technology. Any incidents need to be reported immediately to the building principal. For detailed information regarding the school district's "Bullying Prohibition" policy.~~, see **Appendix 6.**~~

Buses – Conduct on School Buses and Consequences for Misbehavior [**]

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pickup time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

Bus Passes

Requests for students to ride a bus other than the designated bus, must be approved by an authorized school official. A bus pass must be presented to the bus driver before boarding. Under no circumstances will students be delivered to undesignated bus stops for social situations (i.e., birthday parties, sleepovers, Boy or Girl Scouts meetings, or other non-emergency events).

Transportation for day care changes must be completed using the Transportation Request Form three (3) school days prior to the date the change goes into effect. The forms are available at the Transportation Center or the school office.

Cell Phones and Other Electronic Communication Devices

Refer to District Policy 506 and 524R

Rockford Area Schools is committed to developing digital citizens who possess the skills to appropriately and responsibly use personal electronic devices. We encourage students to leave electronic devices at home, but if brought to school, it is strongly encouraged they be turned off and kept in the student's locker during the school day. Students are prohibited from using cell phones, and other electronic communication devices during the instructional day, unless permission is given by the building principal or teacher. Appropriate use varies by developmental level; therefore, different expectations exist for elementary, middle, and high school level students. Electronic devices being used inappropriately during class will be confiscated. If an electronic device is confiscated, the parent will be contacted. Multiple violations will lead to disciplinary action.

At REAMS, cell phones are prohibited in classrooms.

At RMS-CES, students may appropriately use these devices before 7:50 a.m., during passing time, and after 2:45 p.m. in the school building. Electronic devices are allowed in the classroom during the school day with approval by a teacher for instructional purposes.

At RHS, personal electronic devices are allowed in the hallways and Commons before 8:00 a.m., during passing time, and after 2:50 p.m. in the school building. Occasional use of personal electronic devices is permitted during the school day with approval by a teacher.

All students ~~also~~ are also prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device, this includes the search and seizure of district-issued Chromebooks and the files contained on the device and within the associated cloud storage accounts. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

The recording, filming or photography of students, staff members, or school activities on your personal electronic device without the written consent of administration is strictly prohibited. Anyone who engages in the practice of sending, receiving, or possessing sexually explicit photos or messages (sexting) or inappropriate material will be subject to discipline up to and including expulsion.

The school bears no responsibility if electronic devices are lost, stolen, or damaged anywhere on school property or off-campus at school-related events.

Discipline [**]

Refer to District Policy 506

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the complete "Student Discipline" policy on the district website at www.rockford.k12.mn.us.

District 883 Technology Devices

Student use technology devices may be available for students to loan from the school district. The mobile device loan program is designed to improve student achievement by expanding and enhancing technology access, collaboration capabilities, and creativity for students in their learning. Some of these devices include, but are not limited to chrome books, hotspots, laptops, and other program specific devices. The District 883 device loan agreement can be read in more detail (along with the care and usage) on the school website under technology.

Dress and Appearance

Refer to District Policy 504

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- Headgear, including hats or head coverings, is not to be worn in the building except with the approval of the building principal (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

Drug-Free School and Workplace

Refer to District Policy 418

The possession and use of alcohol, controlled substances, and toxic substances, which includes e-cigarettes and other vaping devices, are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Gambling

Participation in gambling activities for money or other collateral or incentives is prohibited on school grounds without a state-approved gambling license. Students who are found in violation of this expectation may be subject to disciplinary action up to or including suspension or expulsion.

Harassment and Violence Prohibition [*]

Refer to District Policy 413 and 525

The school district strives to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of

harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. For detailed information on the school district's "Harassment and Violence Prohibition" policy, see the district website at www.rockford.k12.mn.us.

Hazing Prohibition [*]

Refer to District Policy 526

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. For detailed information on the school district's "Hazing Prohibition" policy, see the district website at www.rockford.k12.mn.us.

Internet Acceptable Use

Refer to District Policy 524R

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet Acceptable Use" policy is available at www.rockford.k12.mn.us. Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form upon first attending classes at each school building or upon getting internet privileges reinstated.

Parking on School District Property

Refer to District Policy 527R

Students

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only, by permit. For information, contact the building office;
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by building office personnel;
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy.

Snowmobiles

As a convenience to students and families, students, age 14 years old or older who have completed a snowmobile safety course, are allowed to drive and park snowmobiles to Rockford Middle School or Rockford High School as a means of getting to and from school. A list of rules and designated parking places will be shared with drivers at the start of the winter season.

Visitors

Refer to District Policy 903

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices~~Tobacco-Free Schools [**]~~

Refer to District Policy 419

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco,

tobacco-related devices, or carries or uses an activated electronic delivery device (including vaping devices) in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related device, or carries or uses an activated electronic delivery device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices and electronic Delivery Devices" policy, see the district website at www.rockford.k12.mn.us. Contact any administrator if you have questions or wish to report violations.

Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.

Vandalism

Refer to District Policy 506

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

Refer to District Policy 501

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. 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 including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numn-chucks; throwing stars; explosives; fireworks; mace and other propellants; stun-guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons'' policy, go to the school district website at www.rockford.k12.mn.us.

There are situations where students may be asked to spend a period of time off campus due to behaviors inconsistent with district policy. In this case students are provided an alternate learning model wherein they can access curriculum and instruction via Google Classroom. This curriculum will be provided asynchronously (students learn at their own pace) or synchronously (live and online) depending upon the scheduled learning activities from individual classroom teachers.

PART IV — HEALTH AND SAFE

Accidents

Refer to District Policy 806

All student injuries that occur at school or school-sponsored activities should be reported to the school nurse. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Asbestos Management Update [*]

The school district has developed an Asbestos Management plan. A copy of this plan can be found in the Director of Buildings and Grounds Office at the Rockford High School and is available on the district's website.

The school district has on file a complete and updated Management Plan for dealing with asbestos-containing building materials within the school district's buildings. The Management Plan is available for viewing by interested parties during regular business hours at the District Office. 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.
Plans for abatement projects as well as a listing of the previous year's projects, can be found on our website at www.rockford.k12.mn.us.

If you have any questions or concerns please contact Director of Building and Grounds at 763-477-9165, x4007.

Clean Indoor Act

The district's Clean Indoor Act contact person is Director of Buildings and Grounds, who can be reached by calling 763-477-9165 x4007.

Crisis Management

Refer to District Policy 806

The school district has developed a "Crisis Management" policy. The district has developed a district crisis management plan with school-specific areas. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lockdown drills, fire drills, and a tornado drill.

All school buildings have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be regularly updated and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and on file in the school district office. Facility diagrams and site plans have been provided to first responders, such as fire and law enforcement personnel.

Emergency Contact Information

Communications to parents/guardians will use contact information available. Please update your contact information through the Parent Portal to ensure that messages are sent to the correct locations in a timely manner.

In the event of an emergency, information will be communicated via one or more of the following methods, depending on the situation:

1. District-wide phone call placed to household phone number in the Parent Portal
2. Email to emergency contacts who have provided email addresses
3. Information posted on the school district website at www.rockford.k12.mn.us
4. Announcement on local TV and radio broadcasts.

Health Information

Refer to District Policy 420, 516, 518, 530 and 806

Communicable Diseases

Refer to District Policy 420

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent/guardian suspects that his/her child has a communicable or contagious disease, the parent/guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

DNR-DNI Orders

Refer to District Policy 518

The primary mission of the school district is education. DNR-DNI Orders (Do Not Resuscitate/Do Not Intubate) are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.

First Aid

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation. The district has installed automated external defibrillators (AEDs) in Rockford Elementary Arts Magnet School next to the gym, at the Rockford Middle School in the gym and in the hallway by the District Office, at Rockford High School in the lunchroom near the gym, and by the third hallway entrance, in the hallway between the high school and community center, and at the community center near the front desk. Tampering with any AED is prohibited and may result in discipline.

Health Service

The student health office is staffed throughout the day by a licensed practical nurse, registered nurse and/or secretarial staff. The health office staff works under the direction and supervision of a licensed school nurse.

At the beginning of each year and as changes occur; please alert the school nurse, and classroom teacher, if your child has a health problem that may affect his/her functioning. Also, promptly report to the nurse any communicable diseases, such as, strep throat, chickenpox, scabies, or head lice. Information will be kept confidential. If needed, the nurse is available for consultation with parents. If you need information about your child's health records contact the School Nurse at your child's school of attendance.

Students who become sick at school should report to the health office. In the event of an emergency, your student's safety is our first priority. We will immediately contact parent/guardian and 911, if necessary. Parent/Guardian contact information provided in the Parent Portal will be used. **Please keep emergency contact information/phone numbers updated in your Portal**.

Students who become sick at school should visit the Health Room located in the school office. If a child has a fever of 100° or higher, or other symptoms of illness, the parent will be notified. Health Office personnel only will contact the parent/guardian regarding health-related issues. The child should then be picked up from school. School health personnel are not permitted to administer treatment to your child unless previously arranged and then according to our medication policy. The health office personnel will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. A 24-hour fever-free period (below 100 degrees F) without the use of medication, is required prior to returning your child to school.

If you need information about your child's health records, contact the School Nurse at 763-477-5837 ~~or healthoffice@rockford.k12.mn.us~~ or via the school's website at www.rockford.k12.mn.us, to access contact information.

Immunizations

Refer to District Policy 530

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse or go to the district website at www.rockford.k12.mn.us for the district policy.

Medications at School During the School Day

Refer to District Policy 516

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

Medication Administration

The administration of prescription and over-the-counter medication or drugs at school requires a completed signed request from the student's parent. An "Administrating Prescription Medications" form must be completed annually by a medical professional and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6. Prescription medications must come to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications self-administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (504 Plan), or individual health plan (IHP). The school district is to be notified immediately by the parent or student 18 years old or older in writing of any change in a student's prescription medication administration. The school Health Office does not stock or supply over-the-counter medication.

Medications must be picked up by a parent / guardian at the end of the school year. If medications are unclaimed or cannot be returned to the parent / guardian, school health staff are to keep the medications in their original container with label intact and store them in a secure, locked location. Periodically (for example once per year), health office staff are to contact the Wright County Sheriff's Office or Hennepin County Sheriff's office for pickup and disposal. If they are unable to pick up for disposal of medications, medications would be disposed of through Sharps Compliance, Inc. using their Take Away Medication Recovery System.

Epinephrine Auto-Injectors/Inhalers

Refer to District Policy 516

Minnesota law allows students to carry and use their inhalers/ EPIPENS if the licensed medication prescriber, parents and licensed school nurse agree the student has demonstrated appropriate knowledge and administration of the inhaler/ EPIPEN. A licensed medication prescriber's signed order for the Health Regulations and Procedures medication and parent signature must be on file in the school health office; this must include a statement to self-carry. Most elementary students need an adult to supervise their inhaler/ EPIPEN use to ensure adequate administration, frequency, technique, prescribed usage and safety. Parents are asked to provide an extra inhaler/EPIPEN to store in the health office in case the student's is left at home or lost. Students carrying these medications have the responsibility to use correctly and only for themselves. Students are asked to report to the health office if they use inhalers more than once during the school day. Students MUST report to the health office immediately if they use EPIPENS. Minnesota law allows, but does not require, school districts to maintain and administer EPI to a student or other individual who is determined to be having a severe allergic reaction, regardless of whether the student or other individual has a prescription for an auto-injector.

Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-

injector in accordance with this section is not the practice of medicine.

Over-the-Counter Medication
With over-the counter medications (OTC), elementary and middle school students should follow the same policy as prescription medications. Please submit via fax or in person, the administering prescription medications form, which can be accessed at www.rockford.k12.mn.us, then click the respective school tab, then the health services tab" to access contact information and forms. OTC medication must be in its original bottle. No OTC medication will be administered to students unless the above provisions are followed.

The school health office does not stock or supply over-the-counter medications.

It is the responsibility of the parent/guardian to pick up prescription medication from the health office prior to the end of the school year. For the safety of all students these medications will not be sent home with the student. Please contact the health office staff if you need to make different arrangements otherwise the medication will be destroyed at the end of the year.

High school students will be allowed to carry non-prescription medications on their person, but the following rules apply:

1. The medication must be in the original container with label and dosage information intact, and must be administered in a manner consistent with the instructions on the label.
2. A "Medication Administration" form must be signed by a parent and submitted to the Health Services Office each year for the student to self-administer the non-prescription medication.
3. The student's name must be handwritten on the container.

The student is not to share his/her medication with any other students. If any of the above rules are abused, the right will be cancelled.

Screenings
Hearing, and vision screenings will be administered according to state guidelines or when requested by a parent or teacher. If a potential concern is discovered, a referral will be sent to the parent/guardian.

Student Accident Report Procedure
If an injury requires more than first aid, the school nurse is called to access the injury. If an injury requires more care than we can provide safely at school, the parents are called and the child is monitored at home or referred to a physician. If the accident requires immediate medical attention that cannot be provided at school, 911 will be called. Reports of these injuries are written and turned into the building principal and filed in the student's health file.

COVID-19 Protocol
Students, staff, and visitors who exhibit symptoms consistent with COVID-19 must visit the school nurse immediately. District staff will follow protocols outlined from the Minnesota Department of Health and Minnesota Department of Education to mitigate exposure. These protocols may include contact tracing, quarantining, recommended testing, temperature checks, and more.

Pesticide Application Notice [*]

The school district may apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by **September 15** as to the school district's plan to use these pesticides. In certain emergency-use situations (i.e. wasps), a pesticide may be used without notification. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the business manager at the Rockford Area Schools District Office, 763-477-9165.

Safety

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is required to ensuring school safety.

Custody
In cases where parents are separated or divorced, and one parent has legal custody; the school must have proof in the form of a copy of the court order that spells out both custody and visitation rights. Schools must have on file appropriate legal documentation in order to assure compliance with any limiting court order.

Visitors in District Buildings

Refer to District Policy 903

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the school office upon entering the building, with the exception of events open to the public.

School building doors are locked during the school day. At the elementary school, visitors may gain access to the building by going to REAMS door 1 and checking in at the main office. At the middle school building, RMS-CES visitors may gain access to the building by going to door 4 (located on the north side of the building) and ringing the buzzer. District Office visitors may gain access by going to door 1 (located at the school's main entrance on Ash Street) and ringing the buzzer. Visitors at the Rockford High School may gain access to the building by going to RHS door 1 and ringing the buzzer. An office staff member will greet the visitor and determine if the visitor should be permitted to enter the building.

All visitors will be required to sign in at the office and to wear a "visitor's badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked. If the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

APPENDIXES

1. Policy Cross Reference Table

Topic	Model Policy Number(s)
Accidents	806
Alternative Educational Opportunities	605
Attendance	503
Bullying Prohibited	514
Cell Phone and Pagers	506
Class Assignments	515
Complaints	103
Course Credits Required	604
Crisis Management	806
Discipline	506
Drug-Free School and Workplace	417, 418
Emergency Contact Information	515
Employee Directory	406
Employment Background Checks	404
Equal Access to School Facilities	801
Extended School Year	508
Field Trips	610
Fundraising	511
Gifts to Employees	421
Graduation Requirements	613
Harassment and Violence Prohibited	413
Hazing Prohibited	526
Health Information	420, 516, 518, 530, 806
Homework	506, 612.1
Internet Acceptable Use	524
Interviews of Students by Outside Agencies	519
Nondiscrimination	102, 401, 521, 522, 528
Notification of Violent Students	529
Parking on School District Property	527
Pledge of Allegiance	531
Post-Secondary Enrollment Options	620
Schedule	602
School Activities	510
School Closing Procedures	806
School Calendar	602
Searches	502, 527
Student Dress and Appearance	504
School Promotion and Retention	513
Student Publications and Materials	505, 512
Student Records	515
Student Surveys	520
Summer School	623
Tobacco-Free Schools	19
Transportation of Public School Students	707, 709, 710
Vandalism	506
Video and Audio Recording	711, 712

Visitors in School District Buildings	903
Weapons Prohibited	501

2. Rockford High School Academic Honors

Honors

Students in grade 12 that have maintained a 3.33 to 3.66 cumulative grade point average on a 4-point scale will receive Honors recognition.

High Honors

Students in grade 12 that received Honors recognition and also have earned an academic letter by maintaining a 3.67 or higher cumulative grade point average will receive High Honors recognition.

National Honor Society

Selection Process:

1. Students' academic records will be reviewed to determine scholastic eligibility. Students will be eligible beginning in 11th grade. Final GPA's from the previous school year will be used to establish the 3.5 requirement.
2. Students who are eligible scholastically will be notified by letter and invited to an informational meeting to review the remainder of the selection process.
3. Membership is not automatically conveyed simply because a student has achieved a specified level of academic performance. The selection process will focus on the remaining three criteria; leadership, character, and service.
4. Students will complete a Student Activity Information form. Each candidate is responsible to ensure that all necessary forms are returned by the given deadline. Late forms will not be considered in the selection process.
5. Faculty and staff will be given a list of all scholastically eligible students to rate accordingly regarding character and leadership qualities.
6. A committee consisting of five faculty members, chosen by the chapter advisor, will review the completed Student Activity Information Forms individually and complete a rating sheet on each candidate.
7. The chapter advisor will tally the rating scores for each candidate.
8. The chapter advisor will meet with the selection committee to review the scores of each candidate. Students who receive a score of at least 50 (60 possible) will be invited to become a member of the National Honor Society. The committee will individually review the candidate files of those students who received a score of less than 50. A majority vote of the selection committee will determine the selection of these students. The chapter advisor has no vote.
9. Students will be notified by mail of the decision of the selection committee.
10. All documents used by the selection committee, including the Student Activity Information Form, faculty ratings, and other recommendation forms, are to assist the committee in making sound decisions regarding membership. Such documents are used only by the selection committee, the adviser, and the principal and are considered confidential.

Honor Roll

The Rockford High School Honor Roll will be published at the conclusion of each trimester approximately two weeks after the grading period ends. The Grade Point Average (GPA) will be calculated on current term grades. A grade of "D" or "I" will eliminate a student from eligibility for either the "A" or "B" honor roll.

"A" Honor Roll: Students in grades 9 through 12 who achieve a GPA of 3.67 or higher will be recognized on the "A" honor roll.

"B" Honor Roll: Students in grades 9 through 12 who achieve a GPA of 3.00 or higher, but less than 3.67 with no D's will be recognized on the "B" honor roll.
Honor roll status is based on a 4-point scale.

3. Student Records [*]

Refer to District Policy 515

Public Notice

Independent School District No. 883 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:

   a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;

   b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;

   c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;

   d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;

   e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to **20 U.S.C. § 7917, part** of the federal Every Child Succeeds Act and data regarding a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;

   f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue S.W.
Washington, D.C. 20202-8520

g. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records; and

h. That copies of the school district's policy regarding the protection and privacy of school records are located at *each building office.*

2. Independent School District No. 883 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

   a. It classifies records as public, private, or confidential.
   b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
   c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.
   d. It establishes procedures and regulations for access to and disclosure of education records.
   e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.

4. Pursuant to applicable law, Independent School District No. 883 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position, or nationality.

a. THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.

b. SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.

c. IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

(1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;

(2) HOME ADDRESS;

(3) SCHOOL PRESENTLY ATTENDED BY STUDENT;

(4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;

(5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.

5. Pursuant to applicable law, Independent School District No. 883 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY, *BUILDING PRINCIPAL,* BY *SEPTEMBER 15* EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

(1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;

(2) HOME ADDRESS;

(3) STUDENT'S GRADE LEVEL;

(4) SCHOOL PRESENTLY ATTENDED BY STUDENT;

(5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;

(6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;

(7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.

Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the school district's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.

4. Student Surveys [*]

Refer to District Policy 520

CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires **Independent School District 883** to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent; or
8. Income, other than as required by law to determine program eligibility.
9. This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys") and certain physical examinations and screenings.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the building principal. The building principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

5. Parent/Guardian Refusal for Student Participation in State Wide Assessments

DEPARTMENT OF EDUCATION

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered "proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

Academic Standards and Assessments

What are academic standards?

The Minnesota K–12 Academic Standards are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)	ACCESS and Alternate ACCESS for English Learners
• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science. • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities.	• Based on the WIDA English Language Development Standards. • Given annually to English learners in grades K–12 in reading, writing, listening, and speaking. • Majority of English learners take ACCESS for ELLs. • Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our Statewide Testing page (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

DEPARTMENT OF EDUCATION

Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state- required standardized assessments. Your student's district may require additional information. School districts must post this form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date_____ (This form is **only** applicable for the 20____ to 20____ school year.)

Student's Legal First Name_____ Student's Legal Middle Initial _____

Student's Legal Last Name_____ Student's Date of Birth _____

Student's District/School_____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in to Statewide Testing* on the MDE website (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____MCA/MTAS Reading _____MCA/MTAS Science

_____MCA/MTAS Mathematics _____ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."
If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number __

6. Grievance Procedure for Complaints of Discrimination

The following grievance procedure applies to claims of sex and disability discrimination:

A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy *(See district policies 102, 401, 402, 521, 522, 528)*. The complaint must be filed within 30 calendar days of the alleged violation.

B. The Human Rights Officer *(Building Principal)* is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.

C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.

D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.

E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.

F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

INVESTIGATION

A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 Coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods deemed pertinent by the investigator.

C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in' which the alleged incident occurred.

D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination. E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.

E. The district shall comply with federal and state law pertaining to retention of records.

APPEAL
If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures."

SCHOOL DISTRICT ACTION
A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination. School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

RETALIATION
The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

CONFLICT OF INTEREST
If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

DISSEMINATION OF POLICY
The school district shall adopt and publish these procedures.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES
These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the agencies listed below or initiating action in state or federal court.
Claims of discrimination may also be pursued through the following agencies where appropriate:

U.S. Department of Education
Office for Civil Rights, Region V
500 W. Madison Street- Suite 1475
Chicago, IL 60661
Tel: 312-730-1560 TDD: 312-730-1609

MN Department of Human Rights
190 E 5th Street
St. Paul, MN 55101
Tel: 800.657.3704, 651.296.5663
TDD 651.296.1283

For complaints of employment discrimination:
Equal Employment Opportunity Commission
330 S. 2nd Avenue, Suite 430
Minneapolis, MN 55401
800.669.4000, 612.335.4040
TDD 612.335.4045

7. Unpaid Meal Charges

Refer to District Policy 534

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

A. Students have use of a meal account. When the balance reaches zero, a student may charge no more than $-5.00 (negative five dollars) to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Parents can make deposits to student lunch accounts in the Infinite Campus Portal or mailing a check to the high school kitchen, attention: ~~Deb Graunke~~Harlan Adelman. Students can also bring deposits to their building office.

B. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.

C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.

D. A student who has been determined to be eligible for free and reduced-price lunch always must be served a reimbursable meal even if the student has an outstanding debt.

E. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.

~~D.~~F. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. There is no cost of the alternative meal that will be charged to the student's account.

~~E.~~G. When a student has a negative account balance, the student will not be allowed to charge a snack item.

~~F.~~H. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

A. The school district will make reasonable efforts to notify families when meal account balances are low starting at a positive $10.00 or fall below zero.

B. Families will be notified of an outstanding negative balance once the negative balance reaches $-5.00 (negative five dollars). Families will be notified by email or a letter sent home.

C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.

B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

C. Negative balances of more than $-10.00, not paid prior to end of the fiscal year, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

E. The school district will not impose any other restriction prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to material, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:

1. all households at or before the start of each school year;
2. students and families who transfer into the school district, at the time of enrollment; and
3. all school district personnel who are responsible for enforcing this policy.

B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

~~B.~~ C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

8. Activities: Attendance & Academic/School Regulations

Academic Eligibility

Students involved in activities are expected to maintain passing grades in ***ALL*** of their classes. There are participation penalties if students receive a failing grade. Students failing a class/classes from the end of a marking period will have the opportunity to restore eligibility. Further information can be obtained from the Activities handbook or the Activities Office.

Daily Class Attendance

Grade 7-12 students involved in athletics or activities must be in school or at a school-sponsored event all day to be eligible for competition. The exceptions to this rule are as follows:

- **7-12 students may have an excused absence from all or part of first and second period (approximately 10:30 a.m.). Parent or guardian must call the student in as ill/excused by 8:00 a.m. that morning.**
- 7-12 students may be excused for a medical appointment or other excused absence, in which case the absence will be allowed for any part, or all, of the school day. Upon returning to school, the student will furnish written notification from the medical office, verifying the visit.

The Activities Director will make the ultimate decision on a student's eligibility when there are extenuating circumstances to be considered.

Tardiness

Excessive tardiness on the part of activities participants may lead to disciplinary action taken by the school principal which may impact activity participation.

9. Fan Behavior Policy

Purpose

The schools of the Wright County Conference seek to provide a safe environment for athletes and fans at events and to that end expect fans to demonstrate good sportsmanship during athletic events. It is expected that all spectators will treat all athletic participants, coaches, and representatives of competing teams with respect at home and away interscholastic events.

Definitions

A. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity.

B. Examples of good sportsmanship and respect for competing teams includes, but is not limited to:

1. Appreciating good play no matter the player.
2. Working cooperatively with contest officials and supervisors in keeping order.
3. Refraining from booing or making negative comments about officials or participants.
4. Showing respect for public property and staying off the contest floor or field.
5. Representing yourself and you school with proper conduct.

C. Examples of negative, inappropriate, or potentially unsafe fan behavior includes, but is not limited to the following:

1. Participating in disrespectful or derogatory yells, chants, songs, or gestures.
2. Booing, heckling, disrespectful criticism of officials.
3. Antagonizing or inciting fighting among fans or players.
4. Having on one's possession or using artificial noisemakers.
5. Acting in ways clearly contradictory to expectations for good sportsmanship.

General Statement of Policy

A. Administrators will be responsible for ensuring that an appropriate level of supervision is scheduled at all school contests. This might include coaches, supervisors, administrators and law enforcement officials.

B. Inappropriate or potentially unsafe fan behavior will not be tolerated.

C. Should fan(s) continue to act inappropriately or act egregiously, the following disciplinary action will be taken:

1. On the first offense, the supervisor or an administrator will informally sit with the fan, explain the impropriety of the behavior and warn of the consequences for future inappropriate behavior. This informal meeting can happen during or subsequent to the contest. Fans can be ejected on first offense for blatant or egregiously inappropriate behavior. Failure to leave school grounds when ejected will constitute trespass.
2. On second offense, the individual will be ejected from the contest, or suspended from the next contest, and warned that any future inappropriate behavior will result in a suspension for a set number of contests or for the remainder of the school year. Failure to leave school grounds when ejected will constitute trespass.
3. On third and subsequent offenses, the individual will be ejected from the contest. The individual will be either suspended from attending contests for a set number of contests or for the remainder of the school year at the discretion of the Activities Director. Failure to leave school grounds when ejected will constitute trespass.
4. For the purposes of this policy, behavior at home and away contests can count towards the first, second or third offenses in establishing the pattern and/or severity of negative or unsafe behavior.
5. For students, suspensions apply to all home or away events. For adults, suspensions apply to all home events, and fans will be informed that they are unwelcome at away contests.
6. Should an adult violate suspension, police will be notified and said individual will be charged with trespass. Should a student violate suspension, the police will be notified and the student charged with trespass as well as be subject to school sanctions determined by school officials.
7. Host school will inform the school officials of a visiting school of any behavior of a fan(s) that constituted a first, second or third offense.

D. The Activities Director or another school administrator may take reasonable and prudent actions not specified in this policy to deal with negative, inappropriate or potentially unsafe fan behavior.

Handbook Acknowledgement Form ~~2021~~2022-2023~~2~~

We have received a copy of the 2021-2022 Student Handbook for Rockford Area Schools - ISD 883.

_____

Student Printed Name

_____

Student Signature

_____

Parent/Guardian Printed Name

_____

Parent/Guardian Signature

_____

Parent/Guardian Printed Name

_____

Parent/Guardian Signature

_____

Date

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: REAMS Staff handbook 22-23

Meeting Date: April 18, 2022

Prepared by: Brenda Nyhus

Date Prepared: 4/14/2022

☒ Information ☐ Briefing ☐ Action ☐ Enclosure Item(s)

No major changes to REAMS Staff handbook besides date changes.

ROCKFORD ELEMENTARY ARTS MAGNET SCHOOL

STAFF HANDBOOK

Supplement to

RAS Staff Handbook

~~2021-2022~~

2022 - ~~2023~~

2023

Rockford Elementary Arts Magnet School
Independent School District #883
7650 County Road 50
Rockford, Minnesota 55373
763/477-5837
Fax: 763/477-5025

Serving the communities of Corcoran, Greenfield, Rockford and Rockford Township



Introduction

Welcome to the ~~2021-2022~~ 2022-2023 school year!

Thank you for being a part of our Rockford Elementary Arts Magnet School family! I am looking forward to working with each of you as we make every effort to provide our students with extraordinary learning experiences.

We are beginning our ~~eighteenth~~ nineteenth year as an arts magnet school. As a magnet school, we will continue to integrate the arts into all subject areas, whenever appropriate. We will also continue to integrate our kindness project into each facet of our students' day. Together we can give our students the skills and opportunities to create a positive environment for learning and growing.

Our mission at Rockford Elementary Arts Magnet School states:

> *Rockford Elementary Arts Magnet School encourages student imagination, inquiry, and discovery by using an arts-infused academic curriculum that fosters critical thinking and creativity.*

The information in this document is intended to supplement the Rockford Area Schools' District Handbook. The district handbook is on the district website at www.rockford.k12.mn.us and is intended to provide you information pertinent to your employment with Rockford Area Schools. Please read it carefully. This supplement will provide you REAMS specific information, procedures, guidelines for consequences and general information.

At REAMS, we are a family. We care for our students and each other. We also have many resources available to support you professionally. Please take advantage of them. When we work together, we are able to do great things for our students! I look forward to working with each of you to make the ~~2021-2022~~ 2022-2023 school year an outstanding school year!

Warmly,

Brenda Nyhus
Principal

TABLE of CONTENTS

REAMS Building-Specific Information

- Introduction 2022-2023 School Year.
- ~~2021-2022 School Year Calendar~~
- Arrival and Dismissal Hours
- Classroom/Equipment
- Conference Rooms/Computer Labs
- Cumulative Records
- Daily Attendance
- Email
- Field Experiences
- Grading
- iTeam
- Mailboxes
- Media Services
- Outdoor Learning
- Parent Communications
- Professional Duty
- Retention
- Student Announcements
- Student Progress
- Student Release from School
- Student Testing
- Student Use of Personal Technology
- Student Withdrawals
- Supervision
- Federal, State or Local Law
- Removal from Class
- Lunch Detention
- In-School Suspension
- Out-of-School Suspension
- Crisis Management
  - Fire
  - Red Clipboards
  - Lock-down
  - Blue Team
- Distribution of Materials for Outside Groups
- End-of-Year Procedures
- Food Service
- Illness and Injury
- Leaving School Premises
- Absences
- Lost and Found
- Money
- Photographs
- Purchasing/Receiving
- Recycling

- Security
- Student Publications
- Student Transportation
- Surveys
- Policy Cross Reference Table

New Calendar

ROCKFORD AREA SCHOOLS
2021-2022 PARENT CALENDAR

Approved 3/16/2020
Student Days 174
Teacher Days 183
1st Qtr – 42 days End – Nov 5
2nd Qtr – 45 days End – Jan 21
3rd Qtr – 44 days End – Mar 25
4th Qtr – 43 days End – Jun 3

LEGENDS

- REAMS
- RMS-CES
- RHS
- NO SCHOOL
- LATE START

AUGUST '21

S	M	T	W	Th	F	S
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 '21

S	M	T	W	Th	F	S
			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		

1 RHS Open House 5-7pm
2 RMS-CES Open House
6 Labor Day
7 1st Day of classes (RHS, RMS-CES)
7,8 REAMS Assessment Days
9 REAMS 1st Day of Classes
27 RHS Parent Schedule Night 4-8pm

OCTOBER '21

S	M	T	W	Th	F	S
					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						

5,12,19,26 RMS-CES After School Teacher Office Hours
21,22 No School
28 Gr 9-12 Parent-Teacher PM Conf.

NOVEMBER '21

S	M	T	W	Th	F	S
	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				

4 K-4 Parent Teacher PM Conferences
8 No School, Staff Dev/Work Day
8 K-4 Parent Teacher PM Conferences
5 End 1st Qtr
11 RMS-CES STEM Showcase 5-7pm
25,26 Thanksgiving Break

DECEMBER '21

S	M	T	W	Th	F	S
			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	

24-31 Winter Break

JANUARY '22

S	M	T	W	Th	F	S
						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					

6-14 RMS-CES After School Family Contact Hours
17 Dr. M.L. King Day, No School, Staff Dev Full Day
21 End 2nd Qtr/1st Sem
24 District Late Start (2 hrs. later)

FEBRUARY '22

S	M	T	W	Th	F	S
		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					

17 RHS Registration Fair
21 Presidents' Day – No School

MARCH '22

S	M	T	W	Th	F	S
		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		

1, 15, 22 RMS CES After School Teacher Office Hours
3 Kindergarten Round Up
7, 10 Gr. K-4 Parent-Teacher PM Conf.
17 Gr. 9-12 Parent-Teacher PM Conferences
25 End 3rd Qtr
28 – Apr 1 Spring Break

APRIL '22

S	M	T	W	Th	F	S
					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

4 Late Start (2 hours later)
15 No School - Good Friday
28 RMS-CES Arts & Academic Showcase 5-7pm

MAY '22

S	M	T	W	Th	F	S
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				

27 Commencement
30 No School - Memorial's Day

JUNE '22

S	M	T	W	Th	F	S
			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		

3 Last Day of Classes (Gr. K-11)



INFORMATION

Arrival and Dismissal Hours

Classes begin at 8:05 a.m and conclude at 3 p.m. The teacher duty day at REAMS is 7:20 a.m. until 3:20 p.m. Teachers should be prepared to begin professional duties at 7:20 a.m.

Staff who wish to access the building during non-school hours may do so, provided they have a fob and four-digit security access code. All staff should use Door 1 when entering and exiting the building during non-school hours to ensure that the building remains secure. The panel to arm and disarm the security panel is located inside Door 1, near room 10. Staff will also need to sign the clipboard hanging below the security panel to indicate the times they were in the building.

The REAMS office is open from 7 a.m. until 4 p.m.

Parent Teacher Conferences

Parent and teacher conferences will be held four times during the school year. Scheduled conference dates for the ~~2021-2022~~ school year are: ~~November 4 and 8, 2021~~ and ~~March 7 and 10, 2022~~. Additional conferences and/or reports will be used throughout the year as needed. For more information, contact the building principal.

2022-2023

PROCEDURES

Classroom/Equipment

Any maintenance or technology classroom/equipment needs should be entered into FMX; which is the district's routing system for maintenance and technology requests. Additional electronic equipment is available for check-out through the Media Center. Classroom purchases must be approved by the building principal. Any new equipment and/or classroom materials (textbooks, etc.) should be brought to the Media Center to be given barcodes. Please encourage students to cover books and care for equipment.

Conference Rooms/Computer Labs

Computer labs (Media Lab and PIE Lab) need to be scheduled using FMX; the system which is the district's new facilities and technology scheduling system. Please contact REAMS principal's secretary for scheduling of REAMS Office Conference Room.

Cumulative Records

Refer to District Policy 515

Student cumulative records are kept in the office for all students. Any staff member who views the file must sign the student's file folder and the cumulative record sign-out sheet.

A staff member may view a student's cumulative record if they have legitimate education interest, which includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data.

Daily Attendance

Refer to District Policy 503R

Attendance (tardies and absences) must be recorded at the beginning of the day in Infinite Campus. Students who arrive late to school must check into the office first to be issued a pass to class.

Email

Email will be used to communicate important information. Staff are expected to check email regularly.

Field Trips

Refer to District Policy 610

Field trips and other school-sponsored trips are considered extensions of the school learning environment. All rules and regulations must be followed and enforced. Permission slips are utilized to notify parents prior to a field trip. Please complete a Transportation Request available in the office and on the school website to ensure that all school departments impacted by field trips, such as transportation, health office and food service are notified. This form should be completed within two weeks of the experience. All forms should be turned into the Office for approval.

Grading

The Parent Portal is a vital communication tool between the school and home. Parents may access their child's attendance, academic progress reports, report cards, health records, and lunch account information through the Parent Portal. Student grades must be updated weekly to insure that parents have timely access to information.

iTeam

In Tier I of the MTSS framework, all students receive high-quality, arts-infused core instruction and curriculum linked to state standards. When a student is not making adequate progress in the core curriculum, teachers may refer the student to the iTeam; who will determine if Tier II instruction, such as supplemental instruction, strategies, and/or programs would be appropriate. The iTeam referral form can be found on the district website and should be turned in to the school counselor.

Mailboxes

Staff mailboxes should be checked daily.

Media Services

The Media Center is open from 7:30 a.m. to 3 p.m. Students are welcome in the Media Center during the school day and before 7:50 a.m. or after 2:45 p.m. when a supervisor is present.

Outdoor Activities

Outdoor activities are encouraged when appropriate and weather permitting at REAMS. To ensure the safety of students and staff, please follow these expectations when taking students outside:

1. Let the office staff know when you are taking your class outside during a time that is not regularly scheduled.
2. Never prop open or unlock exterior doors.

Parent Communications

Communication between parents and teachers is vital. Teachers are strongly encouraged to contact parents when academic or behavioral concerns arise. It is expected that parents will be contacted if their child's grade is below passing.

Teacher websites are another extremely valuable communication tool. Each class page must, at the minimum, include:

1. Contact information
2. A brief course description
3. Timely information (ideally, this information will include upcoming assignments, due dates, and other pertinent information)
4. Website tools in use (tools not in use should be hidden)

Teachers are encouraged to use their websites to communicate information about upcoming assignments and events; share resources; and provide other pertinent course information.

Additional opportunities to communicate about what is happening in the classroom include, but are not limited to, weekly bulletins, monthly newsletters, the Rocket Report, emails, and phone calls.

Professional Duty

Refer to District Policy 406

All staff members are expected to present themselves professionally and in accordance with the Code of Ethics for Minnesota Teachers.

Retention

Refer to District Policy 513

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the school counselor or building principal.

Student Announcements

Daily Announcements are the means with which we can communicate valuable information with students in a timely manner. Teachers should share "Student Announcements" each day with students.

Student Progress

Teachers should discuss possible interventions for students who are not making adequate progress and to make appropriate interventions. These interventions may include a student meeting, parent conference, iTeam referrals, or academic support. Parents must be contacted before a failing grade is assigned for a grade.

Student Release from School

Refer to District Policy 503

Students who need to leave the building during school hours must be checked out by a parent or guardian in the school office.

Student Testing

Assessments used to evaluate student achievement and progress include:
MCA Reading and Math (grades 3-4)
FAST Assessment Math and Reading (grades K-4)
ACCESS for ELL

A report of all state assessment tests is provided to parents at fall conferences to provide information about their child's abilities and progress. The assessment results are reviewed by staff to develop plans to improve students' learning, review curricular alignment to state standards, and identify areas of academic need.

Student Use of Personal Technology

Students are expected to use technology appropriately and in accordance with the district's internet use agreement. Teachers have the responsibility to communicate expectations for technology use in their classrooms. If a teacher needs additional support in enforcing their expectations, the Stop and Think Room is a resource available.

Supervision

A weekly supervision schedule exists for before and after school supervision. Staff are welcome to trade with other staff members as needed due to scheduling conflicts. Staff are expected to be out in the hallways or at the bus drop-off areas during their scheduled time.

GUIDELINES for STUDENT CONSEQUENCES

Refer to District Policy 506

When a student violates district policy, disciplinary action will be taken. Consequences for breaking the discipline policy will be determined by the principal or principal designee and will be in accord with district policies. Consequences for violating the discipline policy include, but are not limited to, the following: student conference with teacher, principal, counselor or other school district personnel, and verbal warning; parent contact; parent conference; removal from class; lunch detention; in-school suspension; suspension from extracurricular activities; detention or restriction of privileges; loss of school privileges; in-school monitoring or revised class schedule; referral to in-school support services; referral to community resources or outside agency services; financial restitution; referral to police, other law enforcement agencies, or other appropriate authorities; a request for a petition to be filed in district court for juvenile delinquency adjudication; out-of-school suspension under the Pupil Fair Dismissal Act; preparation of an admission or readmission plan; expulsion under the Pupil Fair Dismissal Act; exclusion under the Pupil Fair Dismissal Act; and/or other disciplinary action as deemed appropriate by the school district.

Federal, State or Local Law

The violation of any state or local law or the violation of any federal law is unacceptable behavior.

Removal from Class

Teachers are responsible to attempt to modify disruptive student behavior through means such as conferring with the student, using positive reinforcement, implementing consequences, and/or contacting parents/guardians. When such measures are not effective, a teacher may ask the student to go to the "Stop and Think Room" for minor behaviors. Students who are sent to the "Stop and Think Room" will work with an adult to identify the behavior that resulted in removal from class, take responsibility, and identify appropriate future behaviors. The goal is to correct the behavior and return the student to class so that he/she does not miss class time. An email will be sent home communicating that the student visited the Stop and Think room to correct a behavior, but will not include specifics about the incident. If a student refuses to participate in the "Stop and Think" process, the student will be referred to an administrator.

An administrator will be notified immediately if a student who exhibits a major behavior, such as possession of drugs or weapons, and the administrator will remove the student from the classroom.

Lunch Detention

A lunch detention may only be assigned by an administrator.

In-School Suspension

In-School Suspension (ISS) may be assigned by an administrator for partial or full day(s). A student in ISS is expected to complete academic responsibilities, whenever possible.

Out-of-School Suspension

The existence of in-school suspension does not eliminate the possibility of out-of-school suspension as a disciplinary measure. Repeated or severe violations of school policy; drug dealing or trafficking; conduct which poses a threat to the safety of pupil, personnel, or school property; or non-compliance may all be reasons for suspension from regular school attendance.

Grounds and procedure for suspension will be determined by the principal and will be conducted in accordance with the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56

(http://education.state.mn.us/mde/static/000099.pdf). A provision of readmission for all suspended students is a conference with the parent/guardian and the principal.

It is the position of the school district that a fair and equitable discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. It is the responsibility of the school board, administrators and teachers to safeguard the health and safety of each student. It is Rockford School District policy to discourage the use of any force or corporal punishment; however, reasonable force may be used upon or toward the student without the student's consent in the exercise of lawful authority to restrain a student.

Policy 413	*Sexual, Racial And Religious Harassment And Violence*
Policy 418	*Drug-Free Workplace/Drug-Free School*
Policy 419	*Tobacco-Free School*
Policy 501	*School Weapons*
Policy 502	*Search of Student Lockers, Desks, Personal Possessions and Student's Person*
Policy 503	*Student Attendance*
Policy 504	*Student Dress And Appearance*
Policy 507	*Corporal Punishment*
Policy 514	*Bullying Prohibition*
Policy 524	*Internet Acceptable Use*
Policy 526	*Hazing*
Policy 709R	*Student Transportation Safety*

GENERAL INFORMATION

Crisis Management

Refer to District Policy 806

Five (5) fire, one (1) tornado, and five (5) lock-down drills will be held at intervals throughout the year. It is important to regard these drills seriously and follow procedures as necessary in the case of an actual emergency. The exit routes are posted in every room and staff are expected to be familiar with them.

Observance of the following rules will help to ensure safety in the event of an emergency:

Fire

Staff Responsibilities:

- Bring red clipboard with current class rosters
- Take class attendance promptly once safely in designated area (record names of any students not present from your class roster and report to reassembly point person)
- Keep students together in safe area
- Return to the building when an all-clear signal is given by the building principal/designee
- Observe individual evacuation plans for student w/special needs

Lock-down

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building.

- The building principal/designee will issue lock-down procedures by announcing a warning over the PA system
- All students, staff, and visitors will be directed to classrooms
- Lock classroom doors
- Stay away from windows and doorways

- Remain in classroom until an all-clear signal is given by building principal/designee

The Blue Team

The Blue team at each respective school is a group of staff members certified in First Aid and CPR that respond to medical emergencies. These staff members have specific roles to allow for a safer and more efficient response. Meetings and drills will be organized and implemented throughout the school year as needed.

Distribution of Materials for Outside Groups

Principal or designee must approve all materials from outside groups prior to distributing within the school. This includes information posted in public spaces.

End-of-Year Procedures

Staff is expected to follow all end-of-year procedures as outlined by the principal.

Food Service

Taher, Inc. handles the food service in our district. If a staff member would like a lunch account set up, please contact Paula Wanous (wanouspaula@rockford.k12.mn.us or x4003) at the district office.

Adult Lunch: $3.85
Milk: $.60

prices ? who ?

Illness and Injury

Student Injury - When a student injury occurs, the teacher who witnesses the accident is responsible to prepare and sign the **Student Accident Report** (found online under Staff) detailing the incident. This report can be completed by the teacher and the health care attendant (or school nurse). This report is filed in the student's health file. The Good Samaritan Law protects any staff person rendering first aid to a student if done with due caution and common sense. Failure to administer first aid can be grounds for legal action.

Staff Illness – Illnesses during the day should be reported to the office.

Staff Injury - All staff members are covered under Minnesota Workers Compensation Act. Work injuries must be reported to the principal within 24 hours of the injury.

Leaving School Premises

Staff must notify the office when it is necessary to leave the school building during school hours.

Absences

All absences must be entered into Teachers on Call (see RAS Staff Handbook for details) in a timely fashion. Detailed lesson plans should be available to substitutes, including all necessary instructional materials or information for how to find those materials. Any necessary instructional materials and/or information should be communicated to a colleague - not the office - to print and copy for the substitute. A folder must be prepared and readily available in the classroom for substitutes that includes, but is not limited to:

- Emergency procedures and building map
- Daily schedule, including information about prep and lunch
- Seating charts
- Supervision responsibilities, if applicable
- Stop and Think - referral forms and explanation
- Relevant student information (medical needs, IEP accommodations, etc…)

- Names and contact information for staff members who can help if questions arise

Lost and Found

A lost and found is located in the lunchroom and in each grade level hallway for clothing and non-valuable items. Valuable items should be brought to the office (jewelry, calculators, iPods, cell phones). Items not claimed at the end of the year will be given to a local charity.

Money

The method of collecting money from students for class projects or field trips is to use Infinite Campus, our online payment system.

If a need arises to collect money from students, one of two methods may be used:

- Work with the REAMS office to set-up a fee through Infinite Campus; which enables parents to pay online
- ~~Work with Christa Larson~~ in the REAMS office to collect money

Teachers should not collect or store money in their classrooms.

Photographs

Throughout the year, photographs are taken in classrooms and at school activities. Some of these may be published in local newspapers or in Rockford Area Schools' publications. Parents may request that their child's photographs and name not be published. The request must be made in writing and sent to the district office. (This does not apply to pictures of school events taken by the news media.)

Purchasing/Receiving

When placing and/or receiving orders, please follow the district procedures. Procedures are located on the district website.

Recycling

Refer to District Policy 805

It is the policy of the school district to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

Security

All staff are expected to wear their ID at all times. If a staff member encounters an adult who is not wearing a visitor's badge, the staff member should politely direct the visitor to the elementary school office.

- **Video Surveillance**: REAMS is equipped with video cameras in an effort to maintain the health, welfare and safety of students, staff and visitors as well as the protection of school property.
- **Visitors:** All visitors and volunteers must report to the office and receive approval and a visitor's badge. Students bringing visitors to school require prior approval by administration. Administration reserves the right to deny or approve any visitors.

Student Publications

Refer to District Policy 505, 512, 904

Posters, signs, and circulations must be approved by administration 24 hours prior to the desired distribution time. For non-school persons, approval needs to be obtained five (5) days in advance.

Student Transportation

No Employee Transportation of Students with Personal Vehicles

Refer to District Policy 710

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

Surveys

Refer to District Policy 520

Surveys must be pre-approved by the superintendent.

PART VI - APPENDIX

Policy Cross Reference Table

Topic	Policy Number(s)
Accidents	806
Alternative Educational Opportunities	605
Attendance	503R
Bullying Prohibited	514
Cell Phone and Pagers	506
Class Assignments	515
Complaints	103
Course Credits Required	604
Crisis Management	806
Discipline	506
Drug-Free School and Workplace	417, 418
Emergency Contact Information	515
Employee Directory	406
Employment Background Checks	404
Equal Access to School Facilities	801
Extended School Year	508
Field Trips	610
Fundraising	511
Gifts to Employees	421
Graduation Requirements	613R
Harassment and Violence Prohibited	413
Hazing Prohibited	526
Health Information	420, 516, 518, 530, 806
Homework	506, 612.1
Internet Acceptable Use	524
Interviews of Students by Outside Agencies	519
Nondiscrimination	102, 401, 521, 522, 528
Notification of Violent Students	529
Parking on School District Property	527R
Pledge of Allegiance	531
Post-Secondary Enrollment Options	620R
Schedule	602
School Activities	510
School Closing Procedures	806
School Calendar	602
Searches	502, 527R
Student Dress and Appearance	504
School Promotion and Retention	513
Student Publications and Materials	505, 512
Student Records	515
Student Surveys	520
Summer School	623

PART VI – APPENDIX (con't)

Policy Cross Reference Table

Topic	Policy Number(s)
Tobacco-Free Schools	419
Transportation of Public School Students	707, 709, 710
Vandalism	506
Video and Audio Recording	711, 712
Visitors in School District Buildings	903
Weapons Prohibited	501

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Staff Handbook - RMS-CES

Meeting Date: April 18, 2022

Prepared by: Robert Danneker, RMS-CES Interim Principal

Date Prepared: April 8, 2022

☒ Information ☐ Briefing ☐ Action ☐ Enclosure Item(s)

The following sections have been proposed for amendment within the RMS-CES building handbook for 2022-23:

--Annual routine updates regarding positions and personnel
--Removal from Class (amended language)
--Student Use of Personal Technology (amended language)
--Student Work Requests in Advance of Planned Absences (new section to reflect past practice)

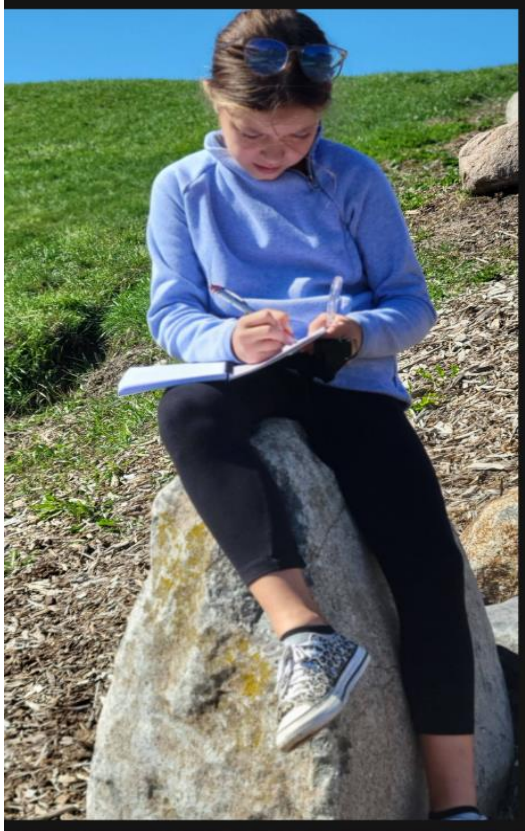
All new and amended language was reviewed, vetted, and adopted by the RMS-CES Building Leadership Team (BLT) during March / April 2022.

ROCKFORD MIDDLE SCHOOL
CENTER FOR ENVIRONMENTAL STUDIES

STAFF HANDBOOK
2022-2023









OUR MISSION

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

www.rockford.k12.mn.us | 6051 Ash St. Rockford, MN 55373 | 763-477-5831

- Introduction
- ~~2021-2022~~2022-2023-DAILY STUDENT SCHEDULE
- Employee Directory
- ~~2021-2022~~2022-2023 School Year Calendar
- Arrival and Dismissal Hours
- Classroom/Equipment
- Conference Rooms/Computer Labs
- Cumulative Records
- Daily Attendance
- Email
- Field Experiences
- Grading
- iTeam
- Mailboxes
- Media Services
- Outdoor Learning
- Parent Communications
- Professional Duty
- Retention
- Student Announcements
- Student Progress
- Student Release from School
- Student Testing
- Student Use of Personal Technology
- Student Work Requests in Advance of Planned Absences
- Student Withdrawals
- Supervision
- Federal, State or Local Law
- Removal from Class
- Lunch Detention
- In-School Suspension
- Out-of-School Suspension
- Crisis Management
- Blue Team
- Fire
- Lock-down
- Distribution of Materials for Outside Groups
- End-of-Year Procedures
- Food Service
- Illness and Injury
- Leaving School Premises
- Lost and Found

- Money
- Photographs
- Purchasing/Receiving
- Recycling
- Security
- Student Publications
- Student Transportation
- Surveys
- Policy Cross Reference Table

~~2021-2022~~ ~~2022-2023~~ DAILY STUDENT SCHEDULE

Teacher hours: 7:20 a.m. to 3:20 p.m.
Student building hours: 7:30 a.m. to 2:45 p.m.

GRADE 5			GRADE 6		
PERIOD	START	END	PERIOD	START	END
Period 1	7:50	8:42	Period 1	7:50	8:42
Period 2	8:46	9:38	Period 2	8:46	9:38
Period 3	9:42	10:34	Period 3	9:42	10:34
Boost	10:38	11:10	Lunch/Recess	10:35	11:09
Lunch/Recess	11:11	11:45	Boost	11:13	11:47
Advisory	11:49	12:01	Advisory	11:51	12:01
Period 4	12:01	12:53	Period 4	12:01	12:53
Period 5	12:57	1:49	Period 5	12:57	1:49
Period 6	1:53	2:45	Period 6	1:53	2:45

GRADE 7			GRADE 8		
PERIOD	START	END	PERIOD	START	END
Period 1	7:50	8:42	Period 1	7:50	8:42
Period 2	8:46	9:38	Period 2	8:46	9:38
Period 3	9:42	10:34	Period 3	9:42	10:34
Period 4	10:38	11:30	Period 4	10:38	11:30
Advisory	11:30	11:44	Advisory	11:30	11:42
Lunch/Recess	11:45	12:19	Boost	11:46	12:20
Boost	12:23	12:53	Lunch/Recess	12:21	12:55

Period 5	12:57	1:49	Period 5	12:57	1:49
Period 6	1:53	2:45	Period 6	1:53	2:45

Employee Directory

To leave a message for a staff member, please dial (763) 477-5831. When prompted, dial the 4-digit extension number (2 + room number). Begin recording your message after the tone. Please note the custodial (x2040) and food service staff (x2050) have one general voicemail for each department.

SCHOOL BOARD	
Amy Edwards	Chair
Beth Praska	Vice Chair
Eric Gordee	Treasurer
Beth Praska	Clerk
Brady Anderson	Director
Jessica Johnson	Director
Jenny Kneeland	Director
Rhonda Dean	Superintendent

Office	EXT	EMAIL
TBD – Principal	2002	TBD@rockford.k12.mn.us
Engstrom, Ellie – Counselor (Grades 6 & 8)	2005	engstrome@rockford.k12.mn.us
Wirth, Molly – Counselor (Grades 5 & 7)	2600	wirthm@rockford.k12.mn.us
Support Staff		
Principal's Secretary-Monica Palmer	2000	palmerm@rockford.k12.mn.us
Robertson, Stacey – Attendance, Student Records	2004	robertsons@rockford.k12.mn.us

Staff		
AgriScience Gregory, McKenzie	gregorym@rockford.k12.mn.us	10
Art Gunderson, Sarah	gundersons@rockford.k12.mn.us	307
EL Bird, Krista Bartels, Emily	birdk@rockford.k12.mn.us bartelse@rockford.k12.mn.us	125
EXCEL Biorn, Holly	biornh@rockford.k12.mn.us	122
Language Arts/Reading Hendrickson, Jan - 8th Gr Udalla, Janee - 7th Gr	hendricksonj@rockford.k12.mn.us udallaj@rockford.k12.mn.us	118/119 116/117

Korzendorfer, Cassandra - 6th Gr Mateyka, Kristine - 5th Gr	korzendorferc@rockford.k12.mn.us mateykak@rockford.k12.mn.us	112/113 9
Math Mickelson, Marv – 8th Gr, Algebra 1 Reeck, Tucker – 7th Gr Petroski, Steve – 6th Gr Sharp, Rachel – 5th Gr	 mickelsonm@rockford.k12.mn.us reeckt@rockford.k12.mn.us petroskis@rockford.k12.mn.us sharpr@rockford.k12.mn.us	 120 114 104 103
Music ~~Larson Meghan - 5th/6th Gr Choir/Music~~ ~~Ferdig, Jerald - 7th and 8th Gr Band~~ Augsburger, Miriam - Choir Bauer, Britta - Band	 ~~larsonm@rockford.k12.mn.us~~ ~~ferdigj@rockford.k12.mn.us~~ augsburgerm@rockford.k12.mn.us bauerb@rockford.k12.mn.us	 ~~310~~ ~~311~~ 310 311
Nystrom (School-based Therapy) Munson, Cameron	 carmeronmonson@nystromcounseling.com	 108
Physical Education/Health TBD Peterson, Colleen – DAPE Roelofs, Joe – Health	 TBD@rockford.k12.mn.us petersonc@rockford.k12.mn.us roelofsj@rockford.k12.mn.us	 Gym REAMS 107
Science TBD – 8th Gr Sarsland, Corina – 7th Gr Werth, Elisabeth – 6th Gr Oliverius, Hannah – 5th Gr	 TBD@rockford.k12.mn.us sarslandc@rockford.k12.mn.us werthe@rockford.k12.mn.us oliveriush@rockford.k12.mn.us	 124 101 106 13
Social Studies Hill, Kevin – 8th Gr Kaufman, Abbey – 7th Gr Wilts, Bonnie - 6th Gr Reeck, Kelly - 5th Gr	 hillk@rockford.k12.mn.us kaufmana@rockford.k12.mn.us wiltsb@rockford.k12.mn.us reeckk@rockford.k12.mn.us	 122/123 115 111 11
Speech Bartels, Emily	 bartelse@rockford.k12.mn.us	 125
Special Education Bartels, Emily Belanger, Amy – DCD/LD Bowen, Kirstin – LD Schnettler, Lanaya Sanner, Tracy – EBD/ASD	 bartelse@rockford.k12.mn.us belangera@rockford.k12.mn.us bowenk@rockford.k12.mn.us fredericksenl@rockford.k12.mn.us sannert@rockford.k12.mn.us	 125 305 125 121 304
STEM Literacy Madson, Jamie Russell, Beth	 madsonj@rockford.k12.mn.us russellb@rockford.k12.mn.us	 301/302 303
Writing		

Beattie, Amber	beattiea@rockford.k12.mn.us	110
SUPPORT STAFF		
Custodial ~~Jorgensen, John~~ Kasheimer, Pat	 ~~jorgensenj@rockford.k12.mn.us~~ kasheimerp@rockford.k12.mn.us	
Media Center Binsfeld, Kaari - Para	 binsfeldk@rockford.k12.mn.us	
Health Services Morgan, Becca - District Nurse Langford, Natalie - Building Nurse	 morganb@rockford.k12.mn.us langfordn@rockford.k12.mn.us	Health Office
Stop and Think Eberspacher, Louann	 eberspacherl@rockford.k12.mn.us	105

Link to the online district parent/academic calendar: ~~2021-2022~~ 2022-2023 School Year Calendar

INFORMATION

Arrival and Dismissal Hours

Classes begin at 7:50 a.m and conclude at 2:45 p.m. The teacher duty day at RMS-CES is 7:20 a.m. until 3:20 p.m. Teachers should be prepared to begin professional duties at 7:20 a.m.

Staff who wish to access the building during non-school hours may do so provided they have a fob and four-digit security access code. All staff should use Door 1 when entering and exiting the building during non-school hours to ensure that the building remains secure. The panel to arm and disarm the security panel is located inside Door 1, near room 10. Staff will also need to sign the clipboard hanging below the security panel to indicate the times they were in the building.

The RMS-CES District Office is open from 8:00 a.m. until 4:00 p.m.

Parent Teacher Conferences

Parent and teacher conferences will be held throughout the school year. Parents are strongly encouraged to attend and visit with teachers regarding student progress. In addition to the scheduled conferences, parents/guardians are invited to confer with teachers at any time. For more information on the conference dates for the school year, please check out the academic calendar in Part 1 of the handbook or contact the building office.

PROCEDURES

Classroom/Equipment

Any maintenance or technology classroom/equipment needs should be entered into FMX; this is the district's routing system for maintenance and technology requests. Additional electronic equipment is available for check-out through the Media Center. Classroom purchases must be approved by the building principal. Any new equipment and/or classroom materials (textbooks, etc.) should be brought to the Media Center to be given barcodes. Please encourage students to cover books and care for school equipment.

Conference Rooms/Computer Labs

Conference rooms and computer labs need to be reserved or scheduled using the FMX system which is the district's facilities and technology scheduling system.

Cumulative Records

Refer to District Policy 515
Student cumulative records are kept in the office for all students. Any staff member who views the file must sign the student's file folder and the cumulative record sign-out sheet.

A staff member may view a student's cumulative record if they have legitimate educational interest, which includes queries directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare and the ability to respond to a request for educational data.

Daily Attendance

Refer to District Policy 503R
Attendance (tardies and absences) must be recorded at the beginning of each hour in Infinite Campus. Students who arrive late to school must check into the office first to be issued a pass to class.

Email

Email will be used to communicate important information. Staff are expected to check email at the

beginning and end of each day, at minimum.

Field Experiences

Refer to District Policy 610

Field experiences and other school-sponsored trips are considered extensions of the school learning environment. All rules and regulations must be followed and enforced. Permission slips are utilized to notify parents prior to a field experience. Please complete a Transportation Request available in the office and on the school website to ensure that all school departments impacted by field experiences; such as transportation, health office and food service are notified. This form should be completed within two weeks of the experience. All forms should be turned into the Office for approval.

Grading

The Parent Portal is a vital communication tool between the school and home. Parents may access their child's attendance, academic progress reports, report cards, health records and lunch account information through the Parent Portal. Student grades must be updated weekly to ensure that parents have timely access to information. Any sudden change in student performance, especially if it results in a failing grade mandates an attempted contact to parents/guardians.

iTeam

In Tier I of the RtI framework, all students receive high-quality, scientifically-based core instruction and curriculum linked to state standards. When a student is not making adequate progress in the core curriculum, teachers may refer the student to the iTeam; the iTeam will determine if Tier II instruction (e.g. supplemental instruction, strategies and/or programs) would be appropriate. The iTeam referral form can be found on the district website and should be turned in to the school counselor.

Learning Targets

At RMS-CES, we are committed to providing students with clear daily learning targets, assessing students regularly to determine whether or not they are meeting the targets and providing students with meaningful feedback to help them achieve the learning targets. Learning targets should be posted daily in all classrooms as "I can" statements using student-friendly language. RMS-CES also posts Learning Targets and/or other classroom information each day on our webpage for parent/student access.

Mailboxes

Staff mailboxes should be checked daily.

Media Services

The Media Center is open from 7:30 a.m. to 3:00 p.m. Students are welcome in the Media Center during the school day and before 7:50 a.m. or after 2:45 p.m. when a supervisor is present.

Outdoor Learning

Outdoor learning is a vital part of our curricula at RMS-CES. To insure the safety of students and staff, please follow these expectations when taking students outside:

1. Check-out a walkie-talkie from the office to bring with you and note where your class will be outside
2. **Exit and enter through doors 1 (near District Office), 4 (near RMS-CES Office), 13 (near room 122) or 17 (near room 107); all of which have fob entries. Please do not ring the District Office to be admitted.**
3. **Never prop open or unlock exterior doors**

Parent Communications

Communication between families and teachers is vital. Teachers are required to contact parents when academic or behavioral concerns arise. It is expected that parents will be contacted if their child's grade decreases dramatically or is below passing.

Teacher websites and profiles are another extremely valuable communication tool. Each class page must, at the minimum, include:

1. Contact information
2. A brief course description
3. Timely information (ideally, this information will include upcoming assignments, due dates and other pertinent information)
4. Website tools in use (tools not in use should be hidden)

Teachers are encouraged to use their websites to communicate information about upcoming assignments and events, share resources and provide other pertinent course information.

Additional opportunities to communicate about what is happening in the classroom include, but are not limited to: weekly parent bulletins, monthly newsletters, the Rocket Report, emails, and phone calls.

Professional Duty

Refer to District Policy 406

All staff members are expected to present themselves professionally and in accordance with the Code of Ethics for Minnesota Teachers. Jeans should be reserved for Fridays, field trips, messy classroom work or special occasions when Rockford spiritwear is encouraged.

Retention

Refer to District Policy 513

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the school counselor or building principal.

Staff Announcements

Staff Announcements are the means with which we can communicate valuable information with staff in a timely manner. These should be viewed each morning for important updates/announcements.

Student Announcements

Student Announcements are the means with which we can communicate valuable information with students in a timely manner. Teachers must share "Student Announcements" each day during "Advisory."

Student Progress

Teachers should discuss possible interventions for students who are not making adequate progress and to make appropriate interventions. These interventions may include a student meeting, family conference, iTeam referrals or academic support.

Student Release from School

Refer to District Policy 503

Students who need to leave the building during school hours must be checked-out by a parent or guardian in the school office. Notes sent by parents should be submitted directly to the office.

Student Testing

Assessments used to evaluate student achievement and progress include:

FAST Reading and Math Testing (grades 5-8)
MCA Reading and Math (grades 5-8)
MCA Science (grades 5 & 8)
ACCESS for ELL (grades 5-8)

A report of all state assessment tests is provided to parents at fall conferences to provide information about their child's abilities and progress. The assessment results are reviewed by staff to develop plans to improve students' learning, review curricular alignment to state standards, and identify areas of academic need.

Student Use of Personal Technology

~~Students are expected to use technology appropriately and in accordance with the district's Internet Use Agreement. Teachers have the responsibility to communicate expectations for technology use in their classrooms. Specifically, students will keep all personal electronics silent and out of sight during the school day (7:45 AM-2:45 PM), this includes passing time. The exception is lunch and recess time; students in good standing are allowed to use personal electronics during this time. If a teacher needs additional support in enforcing their expectations, the Stop and Think Room is an available resource.~~

Students are allowed to bring cell phones and personal electronic devices into the building for use before and after school, during passing periods, and during lunch / recess. Students are not allowed, unless pre-approved by the teacher, to use or have their electronic device accessible during class. If a student violates the teacher's policy, the device can be confiscated and returned to the student at the end of the day. If a student has multiple violations, the device will be given to building administration and they will contact the parent/guardian for retrieval.

Use of audio on student personal technology if not accompanied with personal earbuds / headphones is prohibited.

The use of electronic devices to create, distribute, or post recordings, either audio or video, of any school activities, classroom, student, or school employee without prior approval of a building administrator or the use of electronic devices in locker rooms, classrooms, or other areas requiring a secure and/or distraction-free setting are examples of unacceptable behavior subject to disciplinary action by the school district. Any student who engages in any of these activities shall be disciplined in accordance with district policy. This expectation applies to all school buildings, school grounds, and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school premises or events, and all school-related functions. This expectation also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.

Student Withdrawals

Students who withdraw must complete a check-out form prior to leaving the school. The check-out form will be provided to the student in the office. Teachers must record the student's current grade and initial to indicate that all class materials have been returned in acceptable condition.

Student Work Requests in Advance of Planned Absences

Please understand that RMS-CES staff will be unable to fulfill student work requests in advance of planned absences. However, RMS-CES staff maintain Google Classrooms for each of their courses along with consistently monitoring emails. If students will be absent due to planned absences, please monitor the appropriate Google Classrooms during the absences, communicate with teachers via email as necessary, and contact each teacher directly and in-person upon return from absence regarding assignments missed and appropriate due dates.

Supervision

A weekly supervision schedule exists for before and after school supervision. Staff are welcome to trade with other staff members as needed due to scheduling conflicts. Staff are expected to be out in the hallways between classes.

GUIDELINES for STUDENT CONSEQUENCES

Refer to District Policy 506

When a student violates district policy, disciplinary action will be taken. Consequences for breaking the discipline policy will be determined by the principal or principal designee and will be in accordance with district policies. Consequences for violating the discipline policy include, but are not limited to, the following: student conference with teacher, principal, counselor and/or other school district personnel and verbal warning. Other consequences are: parent contact, parent conference, removal from class, lunch detention, in-school suspension, suspension from extracurricular activities, detention or restriction of privileges, loss of school privileges, in-school monitoring or revised class schedule, referral to in-school support services, referral to community resources or outside agency services, financial restitution, referral to police, other law enforcement agencies, or other appropriate authorities, a request for a petition to be filed in district court for juvenile delinquency adjudication, out-of-school suspension under the Pupil Fair Dismissal Act, preparation of an admission or readmission plan, expulsion under the Pupil Fair Dismissal Act, exclusion under the Pupil Fair Dismissal Act, and/or other disciplinary action as deemed appropriate by the school district.

Federal, State or Local Law

The violation of any state or local law or the violation of any federal law is unacceptable behavior.

Removal from Class

~~Teachers are responsible to attempt to modify disruptive student behavior through means such as conferring with the student, using positive reinforcement, implementing consequences, and/or contacting parents/guardians. When such measures are not effective, a teacher may ask the student to go to the "Stop and Think Room" for minor behaviors. Students who are sent to the "Stop and Think Room" will work with an adult to identify the behavior that resulted in removal from class, take responsibility and identify appropriate future behaviors. The goal is to correct the behavior and return the student to class so that he/she does not miss class time. An email will be sent home communicating that the student visited the Stop and Think room to correct a behavior, but will not include specifics about the incident. If a student refuses to participate in the "Stop and Think" process, the student will be referred to an administrator.~~

~~An administrator will be notified immediately if a student exhibits a major behavior, such as possession of drugs or weapons and the administrator will remove the student from the classroom.~~

A) All students are entitled to learn and develop in a setting that promotes respect of self, others, and property. Students are expected to conduct themselves in a manner that maintains an appropriate academic climate in which learning can take place. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement. Overall decorum affects student attitudes and influences student behavior. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for

student conduct with appropriate assistance from building administration. If the classroom learning environment is actively being disrupted by negative student behavior and it is necessary for the classroom teacher to relinquish control of the situation and the student to be dismissed from the classroom, the following procedure should be followed:

1) Classroom Teacher: Dial x2105 for the Stop & Think room; if available, S&T personnel will answer; please provide the location of the incident, the name of the student, and the intervention requested; the student should remain in your care until a) S&T personnel arrives to escort the student **or** b) S&T personnel requests the student be sent to the S&T room
2) Classroom Teacher: Complete a behavior referral in Campus as soon as possible
3) Classroom Teacher: Communicate behavior to parent/guardian via phone call as soon as possible (unless the incident was so severe that building administration was directly involved; confirm with administration who will make the phone call home); if your phone call is not answered, please leave a voicemail and follow-up with a brief email noting that you have left a voicemail regarding student behavior and requesting a return call
4) S&T Personnel: Complete the Restorative Practice protocol with a focus on reflection, repairing harm, and restoring relationships; the student will be allowed to return to the classroom as soon as it is deemed appropriate
5) S&T Personnel: Record resolution in Campus
6) S&T Personnel: Seek administrator assistance as needed

B) Restorative Practices emphasizes reflection and the repair of harm. Resolution of the incident may involve the classroom teacher and/or other students in order to restore the harm. Incident resolution may or may not involve an apology.

C) **Please Note:** There may be student behaviors that require Campus documentation, parent communication, and/or administrative assistance but do not require the student to be removed from the classroom. If the student's behavior is self-sabotaging but is otherwise not disruptive to the classroom as a whole, it is best practice for the student to remain in the classroom.

Lunch Detention

A lunch detention must be approved by an administrator.

In-School Suspension

In-School Suspension (ISS) may be assigned by an administrator for partial or full day(s). A student in ISS is expected to complete academic responsibilities.

Out-of-School Suspension

The existence of in-school suspension does not eliminate the possibility of out-of-school suspension as a disciplinary measure. Repeated or severe violations of school policy; drug dealing or trafficking, conduct which poses a threat to the safety of pupil, personnel or school property, or non-compliance may all be reasons for suspension from regular school attendance.

Grounds and procedure for suspension will be determined by the principal and will be conducted in accordance with the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56 (http://education.state.mn.us/mde/static/000099.pdf). A provision of readmission for all suspended students is a conference with the parent/guardian and the principal.

It is the position of the school district that a fair and equitable discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. It is the responsibility of the school board, administrators and teachers to safeguard the health and safety of each student. It is Rockford School District's policy to discourage the use of any force or corporal punishment; however, reasonable force may be used upon or toward the student without the student's consent in the exercise of lawful authority to restrain a student.

Policy 413	*Sexual, Racial And Religious Harassment And Violence*
Policy 418	*Drug-Free Workplace/Drug-Free School*
Policy 419	*Tobacco-Free School*
Policy 501	*School Weapons*
Policy 502	*Search of Student Lockers, Desks, Personal Possessions and Student's Person*
Policy 503	*Student Attendance*
Policy 504	*Student Dress And Appearance*
Policy 507	*Corporal Punishment*
Policy 514	*Bullying Prohibition*
Policy 524	*Internet Acceptable Use*
Policy 526	*Hazing*
Policy 709R	*Student Transportation Safety*

Refer to the additional district policies listed above.

GENERAL INFORMATION

Absences

All absences must be entered into Kelly Services (see RAS Staff Handbook for details) in a timely fashion. Detailed lesson plans should be available to substitutes, including all necessary instructional materials or information for how to find those materials. Any necessary instructional materials and/or information should be communicated to a colleague - not the office - to print and copy for the substitute.. A folder, as well as the Sub-Folders (on Google) must be prepared and readily available in the classroom and on Google for substitutes that includes, but is not limited to:

- Emergency procedures and building map
- Daily schedule, including information about prep and lunch
- Seating charts
- Supervision responsibilities, if applicable
- Stop and Think - referral forms and explanation
- Relevant student information (medical needs, IEP accommodations, etc…)
- Names and contact information for staff members who can help if questions arise

Crisis Management

Refer to District Policy 806

Five (5) fire, one (1) tornado, and five (5) lock-down drills will be held at intervals throughout the year. It is important to regard these drills seriously and follow procedures as necessary in the case of an actual emergency. The exit routes are posted in every room and staff are expected to be familiar with them.

Observance of the following rules will help to ensure safety in the event of an emergency:

Blue Team

The Blue team at each respective school is a group of staff members certified in First Aid and CPR that respond to medical emergencies. These staff members have specific roles to allow for a safer and more efficient response. Meetings and drills will be organized and implemented throughout the school year as needed.

Fire

Staff Responsibilities:

- Bring red clipboard with current class rosters
- Take class attendance promptly once safely in designated area (record names of any students not present from your class roster and report to reassembly point person)
- Keep students together in safe area
- Return to the building when an all-clear signal is given by the building principal/designee
- Observe individual evacuation plans for student w/special needs

Lock-down

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building.

- The building principal/designee will issue lock-down procedures by announcing a warning over the PA system, but staff should lock-down whenever they feel at risk.
- All students, staff and visitors will be directed to classrooms
- Lock and barricade classroom doors
- Stay away from windows and doorways
- Remain in classroom until an all-clear signal is given by building principal/designee

Distribution of Materials for Inside Groups

Principal or designee must approve all materials from inside groups prior to distributing within the school. This includes information posted in public spaces.

Distribution of Materials for Outside Groups

Superintendent or designee must approve all materials from outside groups prior to distributing within the school. This includes information posted in public spaces.

End-of-Year Procedures

Staff is expected to follow all end-of-year procedures as outlined by the district administration.

Food Service

Taher Foods operates the school hot lunch program.
Adult Breakfast: $1.60
Adult Lunch: $3.75
Milk: $.60
Payment for meals is prepaid using Infinite Campus. Each employee has a lunch account number.[1]

Illness and Injury

Student Injury - When a student injury occurs, the teacher who witnessed the accident is responsible to prepare and sign the **Student Accident Report** (found in the office) detailing the incident. This report can be completed by the teacher and the health care attendant (or school nurse). This report is filed in the student's health file. The Good Samaritan Law protects any staff person rendering first aid to a student if done with due caution and common sense. Failure to administer first aid can be grounds for legal action.

Staff Illness – Illnesses during the day should be reported to the office.

Staff Injury - All staff members are covered under Minnesota Workers' Compensation Act. Work injuries must be reported to the principal within 24 hours of the injury.

Leaving School Premises

Staff must notify the office when it is necessary to leave the school building during school hours.

Lost and Found

A lost and found is located outside the Media Center for clothing and non-valuable items. Valuable items should be brought to the office (jewelry, calculators, iPods, cell phones). Items not claimed will be donated at regular intervals.

Money

The method of collecting money from students for class projects or field experiences is to use Infinite Campus, our online payment system.

If a need arises to collect money from students, one of two methods may be used:

- Work with the middle school office to set up a fee through Infinite Campus, which enables parents to pay online
- Work with Stacey Robertson in the middle school office to collect money

Teachers should not collect or store money in their classrooms for any reason.

Photographs

Throughout the year, photographs are taken in classrooms and at school activities. Some of these may be published in local newspapers or in Rockford Area Schools' publications. Parents may request that their child's photographs and name not be published. The request must be made in writing and sent to the district office. (This does not apply to pictures of school events taken by the news media.)

Purchasing/Receiving

When placing and/or receiving orders, please follow the district procedures. Procedures are located on the district website.

Recycling

Refer to District Policy 805

It is the policy of the school district to comply with all state laws relating to waste management and to

make resource conservation an integral part of the physical operations and curriculum of the school district.

Security

All staff are expected to wear their ID at all times. If a staff member encounters an adult who is not wearing a visitor's badge, the staff member should politely direct the visitor to the middle school office.

- **Lunchroom**: Students are not allowed to leave the building for lunch without being accompanied by the building principal or principal designee. Visitors during lunch must be pre-approved by the principal or principal designee.
- **Student Passes**: If a student finds it necessary to leave their assigned classroom, the student must have a pass signed by a staff member.
- **Video Surveillance**: RMS-CES is equipped with video cameras in an effort to maintain the health, welfare and safety of students, staff and visitors as well as the protection of school property.
- **Visitors:** All visitors and volunteers must report to the office and receive approval and a visitor's badge. Students bringing visitors to school require prior approval by administration. Administration reserves the right to deny or approve any visitors.

Student Publications

Refer to District Policy 505, 512, 904

Posters, signs and circulations must be approved by administration 24 hours prior to the desired distribution time. For non-school persons, approval needs to be obtained five (5) days in advance.

Student Transportation

No Employee Transportation of Students with Personal Vehicles

Refer to District Policy 710

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a non-emergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

Surveys

Refer to District Policy 520

Surveys must be pre-approved by the superintendent.

PART VI - APPENDIX

Policy Cross Reference Table

Topic	Policy Number(s)
Accidents	806
Alternative Educational Opportunities	605
Attendance	503R
Bullying Prohibited	514
Cell Phone Personal Electronics	506
Class Assignments	515
Complaints	103
Course Credits Required	604
Crisis Management	806
Discipline	506
Drug-Free School and Workplace	417, 418
Emergency Contact Information	515
Employee Directory	406
Employment Background Checks	404
Equal Access to School Facilities	801
Extended School Year	508
Field Trips	610
Fundraising	511
Gifts to Employees	421
Graduation Requirements	613R
Harassment and Violence Prohibited	413
Hazing Prohibited	526
Health Information	420, 516, 518, 530, 806
Homework	506, 612.1
Internet Acceptable Use	524
Interviews of Students by Outside Agencies	519
Nondiscrimination	102, 401, 521, 522, 528
Notification of Violent Students	529
Parking on School District Property	527R
Pledge of Allegiance	531
Post-Secondary Enrollment Options	620R
Schedule	602
School Activities	510
School Closing Procedures	806
School Calendar	602
Searches	502, 527R
Student Dress and Appearance	504

School Promotion and Retention 513
Student Publications and Materials 505, 512
Student Records 515
Student Surveys 520
Summer School 623
Tobacco-Free Schools 419
Transportation of Public School Students 707, 709, 710
Vandalism 506
Video and Audio Recording 711, 712
Visitors in School District Buildings 903
Weapons Prohibited 501

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: RHS Staff handbook 22-23

Meeting Date: April 18, 2022

Prepared by: Paul Menard

Date Prepared: 4/14/2022

☒ Information ☐ Briefing ☐ Action ☐ Enclosure Item(s)

No major changes to RHS Staff handbook besides date changes.

ROCKFORD HIGH SCHOOL

STAFF HANDBOOK
2022-2023









OUR MISSION

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

www.rockford.k12.mn.us | 7600 County Road 50 Rockford, MN 55373 | 763-477-5846

2022-2023 District Staff Handbook

Table of Contents

INTRODUCTION	4
Daily Class Schedule	5
Map of RHS	6
2017-18 School Year Calendar	7
Employee Directory	7-9
PART I -- INFORMATION	**10**
Absences	10
Announcements and Bulletins	11
Calendar	11
Complaints	11
Copying / Printing	11
Crisis Management	11
Blue Team	11
Fire	11
Lock-down	
Distribution of Materials for Outside Groups	12
Detention	12
Food Service	12
Forms	12
Fundraising	12
Hours of Service	13
Illness / Injury	13
Student Illness	13
Student Injury	13
Staff Illness	13
Staff Injury	13
Internet Acceptable Use	13
iTeam	14
Keys and Security	14
Leaving School Premises	14
Mailboxes	14
Maintenance Repair/Set-Up Requests	14
Multimedia Procedures	14
Music Lessons	14

Parent and Teacher Conferences 15
Payroll 15
Pesticide Notice 15
Photographs 15
Pledge of Allegiance 15
Purchasing and Receiving 16
Recycling 16
Safety Regulations 16
School Closing Procedures 16
Student Activity Accounting 17
Student Publications 17
Student Transportation 17
Surveys 17
Suspension 18
Technical Support 18
Telephones 18
Textbooks 18
Visitors 18
PART II -- TEACHERS AND RESPONSIBILITIES 18
Classroom Management 18
Grading 19
Mid-Term and Final Grades 19
Incomplete Grades 19
Weighted Grading 19
Lesson Planning 20
Parent Communication 20
Passes 20
Professionalism 20
Room Appearance 20
Staff Development 20
Supervision 21
After-School Activities Supervisors 21
Assemblies 21
Hallways 21
Student Attendance 21
Tardiness 21

INTRODUCTION

Welcome to the 2022-2023 school year!

Thank you for being a part of our Rockford High School community. I look forward to collaborating with you to help students set goals, achieve them, and learn to advocate for and believe in themselves.

Guided by our mission below, we continually aim to build a productive and supportive culture:

The mission of Rockford High School is to foster the development of a caring environment by prioritizing personal relationships and creating a collaborative culture that prepares all students to become inquisitive lifelong learners who act as compassionate global citizens.

The purpose of this handbook is to provide staff with a quick reference to many of the fundamental building rules, administrative guidelines, and district policies. This information is intended to supplement the Rockford Area Schools' District Handbook. The district handbook can be found on the Rocket Hub and is intended to provide you with information pertinent to your employment with Rockford Area Schools. Please read it carefully. This supplement will provide you with RHS specific information, procedures, guidelines for consequences, and general information.

At RHS, we are a team. We have many resources available to support you professionally. Please take advantage of them. I hope this handbook serves as a valuable and helpful resource for you. I look forward to working with you during the 2022-2023 school year as we attempt to make this a great year for the students and staff of Rockford High School.

Sincerely,
Paul Menard
Principal

Daily Class Schedule

Daily Class Schedule Odd Day

	Start	End
1st Block	8:00am	9:30 am
3rd Block	9:35am	11:05am
5th Block	11:10am	1:15pm
"A" Lunch		
Lunch	11:10am	11:40am
"B" Lunch		
Lunch	12:00pm	12:30pm
"C" Lunch		
Lunch	12:45pm	1:15pm
7th Block	1:20pm	2:50pm

Daily Class Schedule Even Day

	Start	End
2nd Block	8:00am	9:30 am
4th Block	9:35am	11:05am
6th Block	11:10am	1:15pm
"A" Lunch		
Lunch	11:10am	11:40am
"B" Lunch		
Lunch	12:00pm	12:30pm
"C" Lunch		
Lunch	12:45pm	1:15pm
8th Block	1:20pm	2:50pm

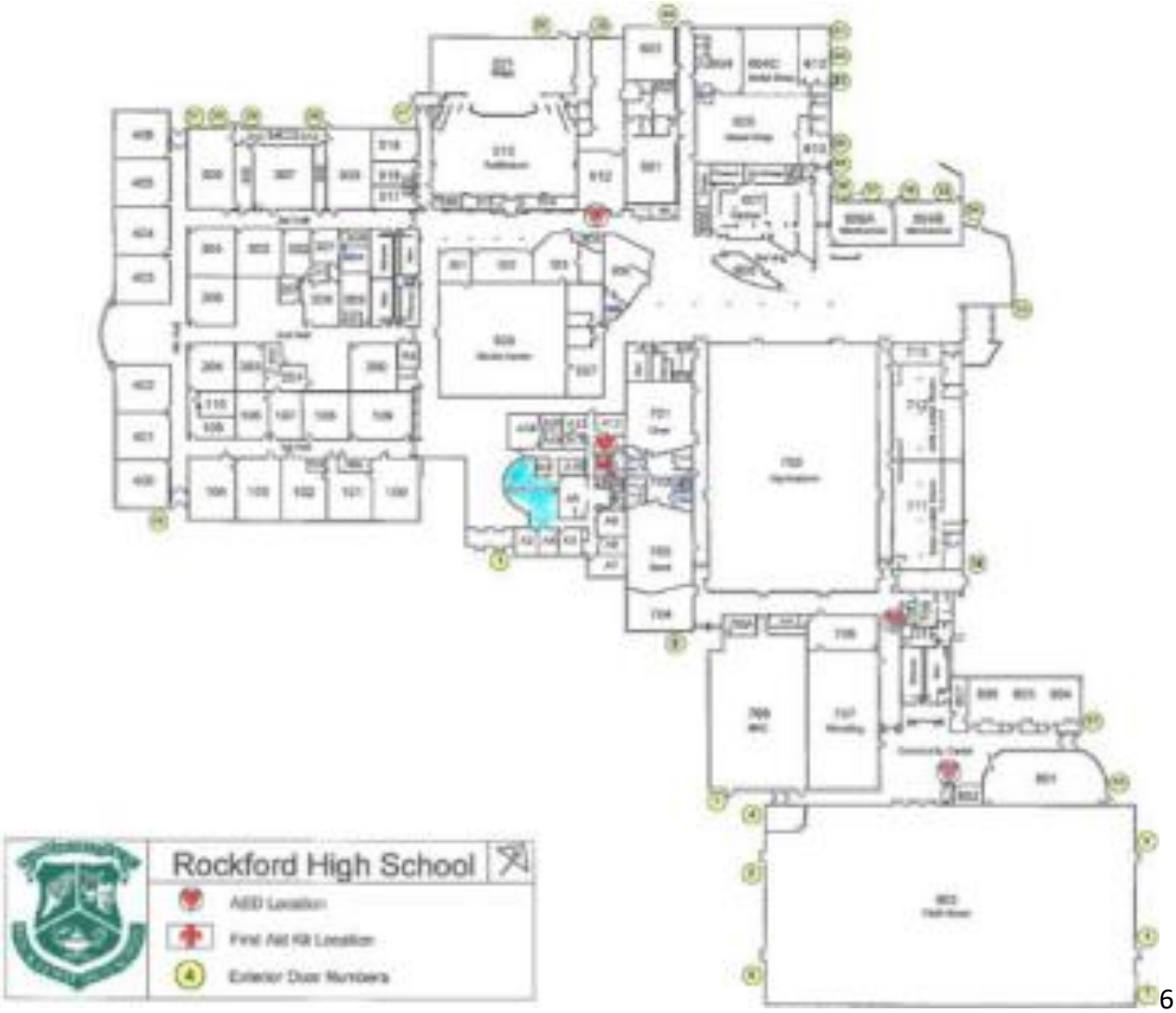
Daily Class Schedule 7 Period Day

	Start	End
1st Block	8:00am	8:50 am
2nd Block	8:53am	9:43 am
3rd Block	9:46am	10:36am
5th Block	10:39am	11:29am
6th Block	11:32am	1:04pm
"A" Lunch		
Lunch	11:32am	12:02pm
"B" Lunch		

Lunch	12:02pm	12:33pm
"C" Lunch		
Lunch	12:33pm	1:04pm

7th Block	1:07pm	1:57pm
8th Block	2:00pm	2:50pm

Map of RHS



6 (Rev 8/7/17)

School Year Calendar

2022-2023 School Year Calendar

Employee Directory

To leave a message for a staff member from an outside line, please call (763) 477-5846. When prompted, dial the 4-digit extension number and begin recording your message after the tone. From within the building, dial the 4-digit extension number and leave a message on voicemail.

SCHOOL BOARD	
Amy Edwards	Chair
Beth Praska	Vice Chair
Eric Gordee	Treasurer
Brady Anderson	Director
Jenny Kneeland	Director
Jessica Johnson	Director
Rhonda Dean	Superintendent

Office	EXT	Email
Menard, Paul– Principal	3002	menardp@rockford.k12.mn.us
Bloom, Samantha– Counselor	3033	blooms@rockford.k12.mn.us

Keller, Kevin– Director of Teaching & Learning	4005	kellerk@rockford.k12.mn.us
Pratt, Dan – Activities Director	3011	prattd@rockford.k12.mn.us
CLERICAL STAFF		
Chalupsky, Jeanie– Principal's Secretary	3001	chalupskyj@rockford.k12.mn.us
Larson, Stacey – Activities Coordinator	3010	larsonst@rockford.k12.mn.us
Swanson, Angel – Student Services Secretary	3000	swansona@rockford.k12.mn.us

STAFF		
Agriculture Kenady, Andrew	kenadya@rockford.k12.mn.us	3603
Art (Media/Visual) Cindy Miller	millerc@rockford.k12.mn.us	3104
Business Huber, Joe	huberj@rockford.k12.mn.us	3109
EL Carlson, Kerry	carlsonk@rockford.k12.mn.us	3209
Language Arts Leuhrs, Nicki Mattson, Kathryn Merila, Julie Von Kaenel, Bobby	 leuhrsn@rockford.k12.mn.us mattsonk@rockford.k12.mn.us merilaj@rockford.k12.mn.us vonkaenelr@rockford.k12.mn.us	 3401 3400 3402 3205
Math Fredine, Brian Neff, Kevin Bonnett, Ben Ulen, Cheryl Vasseei, Alex	 fredineb@rockford.k12.mn.us neffk@rockford.k12.mn.us Bonnettb@rockford.k12.mn.us ulenc@rockford.k12.mn.us vasseeia@rockford.k12.mn.us	 3405 3511 3511 3404 3303

Music		
Ferdig, Jerald – Band	ferdigj@rockford.k12.mn.us	3703
Augsburger, Miriam	augsburgerm@rockford.k12.mn.us	3701
Nystrom (school-based mental therapy) Open		
Physical Education/Health		
Matheson, Jessica	mathesonj@rockford.k12.mn.us	3206
Fleisner, Brian	fleisnerb@rockford.k12.mn.us	3577
Science		
Hester, Jason	hesterj@rockford.k12.mn.us	3309
Merila, Steve	merilas@rockford.k12.mn.us	3305
Roe, Stephanie	roes@rockford.k12.mn.us	3307
Social Studies		
Houghton, Dan	houghtond@rockford.k12.mn.us	3102
Pennings, Ben	penningsb@rockford.k12.mn.us	3108
Tauber, Mike	tauberm@rockford.k12.mn.us	3100
Young, Caroline	youngc@rockford.k12.mn.us	3101
Special Education		
Baker, Andrea	bakera@rockford.k12.mn.us	3106
Holm, Madison	holmm@rockford.k12.mn.us	3302
Sauer, Stephanie	sauers@rockford.k12.mn.us	3107
Stariha, Paul	starihap@rockford.k12.mn.us	3207
Wurm, Lindsay	wurml@rockford.k12.mn.us	3203
SUPPORT STAFF		
Custodial		
Gunnerson, James	gunnersonj@rockford.k12.mn.us	3040
Jorgensen, John	jorgensenj@rockford.k12.mn.us	3040
Larson, DeWayne	larsond@rockford.k12.mn.us	3040
Larson, Kris	larsonk@rockford.k12.mn.us	3040
Larson, Scott	larsons@rockford.k12.mn.us	3040
Solomonson, Chad	solomonsonc@rockford.k12.mn.us	3040
Health Services		
Morgan, Becca - District Nurse	morganb@rockford.k12.mn.us	3015

Paraprofessional Support		
Curtis, Tanya	curtist@rockford.k12.mn.us	3301
Hill, Samantha	hills@rockford.k12.mn.us	3301
Kelly, Katherine	kellyk@rockford.k12.mn.us	3301
Lusk, Faith	Luskf@rockford.k12.mn.us	3301
Peterson, Judy	petersonj@rockford.k12.mn.us	3301
Sieg, Kathy	siegk@rockford.k12.mn.us	3302

PART I - INFORMATION

Absences

If a sick or emergency leave is requested in advance, you may submit the leave request in Frontline and Teachers on Call before the leave. If not, please complete the form when you return to school. The completed form should be given to your building principal for approval. If you do not receive notification from Kelly Services that a sub has been lined up, please contact the RHS office.

Who to Call

Teachers and paraprofessionals need to record all absences with Teachers on Call/Frontline by calling (800) 942-3767 or logging on the internet at www.login.frontlineeducation.com. Absences must be called in no later than 6:30 a.m.

Reasons to call Teachers on Call/Frontline directly at (800) 949-3767:

- Prearranged absence - Teachers on Call/Frontline must enter and assign the sub that you have scheduled for your absence.
- If you are having problems with the system and need help.
- If you are a traveling teacher.
- If you have forgotten your ID and PIN.
- If it is after 6:30 a.m. and you are in need of a substitute, call their office directly at (763) 561-1678. (All absences should be called in as early as possible to allow time for us to find a substitute.)

Type of Absences:

- Personal (Must be preapproved by principal)
- Sick Leave
- Staff Development (Must be preapproved by principal)
- Unpaid—Dock Day (Must be preapproved by principal)

Substitute Pay

All substitutes are to be paid from district funds. The individual teacher cannot hire and pay his/he substitute.

Substitute Plans

For a substitute to go into a room and do good work, they must have information on the classroom routine, teaching materials, and projects underway.

The Secretaries will keep an updated folder in the office for your substitute. Please include:

- Seating chart
- Daily schedule
- All schedules, such as music lessons or children to special classes (speech, resource, etc.) should be

listed and available.

- TA name/s and expectations
- Plans to be used when a daily lesson plan is unavailable.
- Location of items in your room that a sub may need to use (videos, passes, etc.)

Any other useful information about how you operate your classroom or suggestions for smooth conduct of the class should also be included. This folder must be updated each semester as classes or situations change. **Daily lesson plans for during your absence may be emailed to the office staff and a teaching colleague. They may also be left on your desk. At minimum, students should be assigned an activity or independent learning task on Google Classroom.**

Announcements and Bulletins

Daily announcements for the day will be sent via email to all staff. Announcements should be read aloud to students during Rocket Block. A Weekly Parent Bulletin is sent out via email keeping parents updated on News of the Week, Upcoming Events, and Points of Pride. Newsletters are sent out throughout the year, via email to parents, with more in-depth Rockford High School highlights.
Staff wishing to have announcements posted in the daily announcements, in the Weekly Parent Bulletin, or Newsletters should submit them by email to the office secretarial staff.

Calendar

Refer to District Policy 602
The school calendar is adopted annually by the school board. A copy of the school calendar can be found at the beginning of the handbook on page vi and on the school district's website at www.rockford.k12.mn.us.

Complaints

Refer to District Policy 103
Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

Copying / Printing

Each staff member will have a fob to access building copiers and printers. Teachers should not give their fob/keys to students. Please contact the front office to see if there is an office teaching assistant available to assist.

Crisis Management

Rockford High School will hold five (5) fire, one (1) tornado drill, and five (5) lock-down drills throughout the year. It is important that you regard these drills seriously and know the procedure to follow in case of an actual emergency. You should know the exit routes to use from each of your classrooms. Directions for exits are posted in each room. Staff should familiarize themselves with the procedures found in the red Emergency

Procedures three-ring binder located in each classroom. Contact the office staff if this binder is missing from the room.

Blue Team

The Blue team at each respective school is a group of staff members certified in First Aid and CPR that respond to medical emergencies. These staff members have specific roles to allow for a safer and more efficient response. Meetings and drills will be organized and implemented throughout the school year as needed.

Fire

Staff Responsibilities:

· Bring red clipboard with current class rosters
· Take class attendance promptly once safely in designated area (record names of any students not present from your class roster and report to reassembly point person)
· Keep students together in safe area
· Return to the building when an all-clear signal is given by the building principal/designee ·
Observe individual evacuation plans for student w/special needs

Lock-down

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building.

· The building principal/designee will issue lock-down procedures by announcing a warning over the PA system
· All students, staff, and visitors will be directed to classrooms
· Lock classroom doors
· Stay away from windows and doorways
· Remain in classroom until an all-clear signal is given by building principal/designee

Distribution of Materials for Outside Groups

Refer to Policy 505 & 904

Principal or designee must approve all materials from outside groups prior to distributing within the school.

Detention

Detention is a consequence for violations of school rules. The assigning of after-school T/TH detention of students is an administrative function. It may follow a teacher's discipline referral. Students may also be assigned in-school detention during WIN time on Tuesdays and Thursdays between 2:50-3:20 pm. The following guidelines should govern after-school T/TH detention supervised by assigned staff:

1. Students must report to detention by 2:50 p.m. and may not leave before their time is completed.
2. Each student must bring work to do or material to read during the entire detention period. Students may not sleep or put their head down on the desks.
3. During detention there will be no talking or non-verbal communicating.

4. No eating or drinking is permitted during detention.
5. If a student is asked to leave detention before their time is completed due to not following detention room rules, their time served does not count and they will serve double the original time assigned. 6. Work or extracurricular activities are not excuses for missing detention.

** **It is the expectation that if teachers assign detention, that detention will be served with that teacher.**

Food Service

Staff may opt to purchase meals through our Food Service program.

2022-23 LUNCH PRICES

Adult Lunch $3.85
Milk $.60

Staff will be notified when their balance is at a negative balance. Staff can make deposits to their lunch accounts using Infinite Campus or mailing a check to the high school kitchen, attention: Harlan Adelman.

Forms

Staff forms (e.g. Payroll/Payment Voucher, Fundraising Application Form, etc.) are located on the Rockford Area Schools Rocket Hub.

Fundraising

Refer to District Policy 511
All fundraising activities must be pre-approved by the administration. Students are expected to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.

Hours of Service

The basic teacher's day shall be eight hours. In addition to the basic day, teachers may be requested to reasonably participate in school activities beyond the basic teacher's day as may be required by the school its designated representative.
Normal duty hours are from **7:20 AM to 3:20 PM**. Any deviation from this is to be cleared with the principal. The need to meet personal commitments and appointments during these hours should be avoided.
Teachers are to be in their classroom by 7:50 AM each day and are to remain in their classroom for ten minutes beyond the end of the class day to meet the needs of any student who remains after school.
The front office is open between 7:00 AM - 3:30 PM.

Illness / Injury

The district nurse is available within the district daily. The school nurse or nurse's aide will be available in the

Rockford High School nurse's office each day.

Student Illness

If a student becomes ill during class time, send the student to the health office with a pass and the health aide will evaluate the situation and if necessary, contact the parent for child pick up. An ill student needs to be sent home through the health office, **not by the student calling home asking to be picked up**.

Student Injury

All school staff should know how to stop bleeding, restore breathing and how to care for shock and minor injuries. If the injury requires more than first aid, the school nurse is called to access the injury. If it requires more care than we can provide safely at school, the parents are called and the child is monitored at home or referred to the doctor.

When an injury occurs, the teacher who witnesses the accident is responsible to prepare and sign the **Student Accident Report** (CLICK HERE) to attest to its accuracy. This report can be completed by a team of witnesses and the health care attendant (or school nurse). This report is filed in the student's health file. The lack of signatures on an accident report form does not alter the level of staff responsibility for the safety and welfare of a student while under the jurisdiction of the schools. The Good Samaritan Law protects any staff person rendering first aid to a student if done with due caution and common sense. Failure to administer first aid can be grounds for legal action.

Staff Illness

If you become ill during the day, contact the office, and they will assist you in procuring a substitute.

Staff Injury

All staff members are covered under Minnesota Worker's Compensation Act. If you are injured at work, please report this to your immediate supervisor immediately. Immediate supervisors will complete an online first report of injury form by asking you several questions. The online form is then submitted by the district office to the insurance carrier. In the event your immediate supervisor is not available, injuries should be reported to the business manager in the district office.

Internet Acceptable Use

Refer to District Policy 524

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

iTeam

In Tier 1 of the MTSS framework, all students receive high-quality, scientifically-based core instruction and curriculum linked to state standards. When a student is not making adequate progress in the core curriculum, teachers may refer the student to the iTeam; who will determine if Tier II instruction, such as supplemental instruction, strategies, and/or programs would be appropriate. During the school year, iTeam meetings will occur before school by grade level.

Keys and Security

Staff members are issued keys to areas of this building in which they instruct or supervise. **Keys shall not be given to students**. Please keep careful track of your keys. Losing a set of keys can create a tremendous inconvenience and loss to all staff members and students. Rooms not in use should be locked and lights turned off during unassigned periods and lunch hour. All rooms should be locked when you leave at the end of the day. If you are using the copier and/or the staff workroom after the front office staff has left for the day, all doors must be locked when you are finished.

Leaving School Premises

You must report to the office if for any reason you are leaving the school building during school hours. Students and staff must sign in and out in the main office to best track absences in the event of an emergency.

Mailboxes

Your mailbox should be checked daily so materials do not accumulate. When placing confidential materials in a fellow staff members mailbox, place them upside down; students disperse the daily mail. There is a mailbox for personal mail on the front office counter. Inter-office/building mail is picked up/delivered once per day.

Maintenance Repair/Set-Up Requests

All requests for maintenance or set-up help should be submitted through FMX system - Maintenance Request.

Multimedia Procedures

Multimedia materials and equipment are handled through the media center. Equipment requests should be made before the equipment is needed. You are responsible for the equipment in your room. It is important that you keep the equipment safe from theft. Equipment that can be easily carried away should not be left in the open.

Music Lessons

Students shall be allowed to leave class to attend music lessons with the band or choral director no more than six times during a nine-week marking period.

1. For music students in grades nine through 12 no more than three of the six lessons shall take place during any one class during that same nine-week marking period unless arrangements are made between the music and non-music teacher.
2. Being excused for a lesson is always at the discretion of the non-music teacher. Students will not leave

for a lesson more than once a week and the lesson time should not exceed 20 minutes.

3. All pull-out lessons will be provided by contracted school music staff only.
4. Individual lessons provided by Community Education music teachers will be scheduled only during their scheduled band and choir class time.

No student will be required to take these lessons or receive a grading advantage for taking them.

No student seeking these lessons will be discriminated against because of ability level. (All band students have the opportunity for free school-provided private and/or small group lessons depending on available teacher time. Vocal students, grades nine-12 only, have school-provided group lesson time priority.)

Individual school-provided vocal attention is available on a limited basis. Instructors not on the school staff will be arranged through Rockford Community Education.

Parent and Teacher Conferences

Parent and teacher conferences will be held throughout the school year. Parents are strongly encouraged to attend and visit with teachers regarding student progress. In addition to the scheduled conferences, parents/guardians are invited to confer with teachers at any time. For more information on the conference dates for the school year, please refer to the district calendar or contact the building office.

Payroll

Access your pay stub on the 1st and 15th of each month by using the Electronic Pay Stub. You can look up information relating to:

- a particular pay date
- your leave accounts
- your calendar year to date totals as of the day you log on, or
- your W4 information as of the day you log on.

Go to the district website: District Home, District Office, Staff, Staff Resources, SMART systems. If you have questions, contact Patty Vacek.

Pesticide Notice

A Minnesota state law went into effect in 2000 that requires schools to inform school employees if they apply certain pesticides on school property.
Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to employees and parents for review or copying at the school office.
State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

Photographs

Throughout the year, photographs are taken in classrooms and at school activities. The Rockford High School has a high quality camera for STAFF use within classrooms/activities. Staff is encouraged to check the camera out from the office and use it often.

Some of these photos may be published in local newspapers or in Rockford Area Schools' publications/emails/ websites. Parents may request that their child's photographs and identifying names not be published. The request must be made in writing and sent to the district office. (This does not apply to pictures of school events taken by the news media.)

Pledge of Allegiance

Refer to District Policy 531

At Rockford High School the Pledge of Allegiance is recited at least once each week, led by a student/students/staff member over the intercom.

Purchasing and Receiving

How to place an order and obtain approval for payment:

- **Step 1** Staff member completes an online order request through the SMARTeR System and transfers it electronically to the account clerk.
- **Step 2** Staff member alerts Principal's/Activities Secretary that an order has been placed in SMARTeR System. Principal's/Activities Secretary applies appropriate account code and routes the requisition to appropriate administrator for approval and to be encumbered to budget. After the requisition is approved, the District Office Account Clerk (Sara Pepin) transfers it to the purchase order status, and it is either mailed, faxed, or e-mailed to the vendor.
- **Step 3** Account clerk e-mails requisitioner status of order being sent. (no photo copies of purchase orders will be made).
- **Step 4** Order is shipped to appropriate building and delivered to requisitioner's area by custodial staff.
- **Step 5 Requisitioner/Receiver of goods checks order for accuracy, signs packing slip for approval and sends via inter-office mail to district office account clerk on the same day or as soon as possible after the items are received.**
- **Step 6** Account clerk matches packing slip to invoice and issues payment through Smart Finance.

All items are done in a timely manner as to not receive finance charges or late fees. Public schools are required to pay all invoices within 35 days of receipt by state statute.

Summer Orders: Summer orders will request that delivery not be accepted until August 1st unless noted that it is needed earlier. Items delivered August 1st through the beginning of the school year will be kept in a central area, checked in by district office/custodial staff and then delivered to appropriate classrooms.

Recycling

Refer to District Policy 805

It is the policy of the school district to comply with all state laws relating to waste management and to

make resource conservation an integral part of the physical operations and curriculum of the school district.

Safety Regulations

It is an absolute necessity that all staff members and employees are familiar with all safety regulations in the school, particularly those regulations concerning the use of power equipment and athletic/physical education equipment. It is the responsibility of each teacher to make sure that all students and persons under their charge fully understand all of the safety regulations within their departments. Although this policy will pertain particularly to those teachers who are directly involved with courses and activities which use equipment which may be termed hazardous, many other faculty members are assisting or directing activities where potentially dangerous equipment is involved.

School Closing Procedures

Refer to District Policy 806

School may be canceled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible. Notifications will be placed on the district website, www.rockford.k12.mn.us, and through the Infinite Campus Parent Portal.

School closing announcements will be broadcast over KARE (11) TV and also placed on their website at www.KARE11.com (click on School Alert). Announcements may also be made to radio station KRWC (1360) - Buffalo, WCCO (4) TV, KSTP (5) TV and KMSP (9) TV. In the event that school is closed, the district with hold an e-learning day. Teachers will have activities, notes and assignments posted on Google Classroom by 10:00am for the day.

Generally, school will be in session if it is felt that the buses can make their routes in relative safety. Even if school is in session, parents are asked to assess their situation and determine whether or not it is safe for their children to attend school on a particular day. If parents determine not to send their child to school due to deteriorating weather conditions, the absence will be excused.

Student Activity Accounting

All staff that collect fees are responsible for completing deposit slips and complying with district finance regulations. All cash should be kept locked and submitted to the District Office in a locked money bag (via the Student Services or Activities Secretary).

All staff advisors to student organizations are required to comply with established purchase order procedures. All necessary forms and information are available in the office. No items may be purchased without a purchase order. No bills will be paid unless a correct purchase order has been secured in advance. All members of the coaching staff will obtain necessary permission for purchases from the Activities Director.

Student Publications

Refer to District Policy 505, 512, 904

Posters, signs, and circulations must be approved by administration. For students and employees, approval is

needed 24 hours in advance of desired distribution time. For non-school persons, approval needs to be obtained five (5) days in advance.

Student Transportation

No Employee Transportation of Students with Personal Vehicles

Refer to District Policy 710

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

Surveys

Refer to District Policy 520

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations. A complete copy of the school district's "Student Surveys" policy may be obtained on the district website at www.rockford.k12.mn.us.

Suspension

The suspension of students is an administrative function. It can follow a teacher's discipline referral.

Technical Support

All requests for technology assistance or set-up help should be submitted through FMX by going to www.rockford.k12.mn.us and clicking the Staff menu and FMX System.

Telephones

Employees are not to make any personal long distance calls that will be charged to the school on school phones.

Textbooks

Be sure that all textbooks are stamped and numbered, if not utilizing the Media Center's barcode system. Record the number of the book given to each student on a proper form or paste in your lesson plan book. Check this number against the number in the book they/them returns at the end of the trimester/year. Textbooks are to be issued and collected by the teacher using them. It is advisable that they be checked

periodically to see that students are taking proper care of them. Fines are collected at the end of the trimester for all lost or misused books. If you need help in determining appropriate fines, please consult the principal. A complete inventory of all textbooks will be requested of each teacher at the close of the school year.

Visitors

Refer to District Policy 903

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee-working environment.

PART II - TEACHER RESPONSIBILITIES

Classroom Management

Good classroom management describes a school setting where a classroom is run on a successful educational plan.

Good classroom management leads to learning respect for self, others, school subject matter, and education itself. Good classroom management is essential to the learning process. Teachers are expected to command their classroom. A classroom environment conducive to teaching and learning should prevail. The welfare of each individual student is the responsibility of the teacher.

It is expected that every teacher will clearly communicate, in writing, their classroom learning and behavior expectations. Consistent application of those expectations is critical to successful classroom management.

Discipline should be primarily handled in the classroom. However, situations do arise where sending the student to the office to process with an administrator is necessary due to either safety or educational concerns. When sending a student to the office, please call a school secretary to notify them of the student that will arrive as well as the reason for the office visit. Fill out a Behavioral Referral in Infinite Campus. Be aware of how you respond to a student in these situations. Do not engage the student in ways that may escalate the situation. Maintain a professional approach; do not engage in a power struggle with the student. Additionally, there's no quicker way to create an unmanageable situation than to grab or strike a student. The result of such action is the loss of student respect and conflict with parents. However, it is permissible to

physically restrain a student to prevent harm to the student or others.

Sending a student out of the room draws attention to a possibility that the student is in need of help from people in special services. The special services department includes the counselor, LD teachers, IH teacher, EBD teachers, DH teachers, the principal, psychologist, social worker, nurse, and any agency that can help bring about a solution to the problems presented by the student's behavior.

Grading

The Parent Portal is a vital communication tool between the school and home. Parents may access their child's attendance, academic progress reports, report cards, health records, and lunch account information through the Parent Portal. Student grades must be updated weekly to ensure that parents have timely access to information.

Mid-Term and Final Grades

Grades should be submitted by the deadline given by the school counselor. This allows report cards to be printed and ready for conferences, or mailed in a timely manner.

Incomplete Grades

Incomplete grades must be made up within two (2) weeks following the end of the marking period. If the incomplete grade is not made up within the two (2) week time period, then the grade will turn to a failure or the grade earned by the student without the make-up work turned in. Please contact the office if extenuating circumstances apply.

Weighted Grading

The rationale for weighting: additional weight is given for courses that are designed to develop a high degree of productivity including substantial homework and written testing requirements. Classes weighted include a variety of Advanced Placement (AP), International Baccalaureate (IB), and College In the Schools (CIS) classes.

Weighted classes will receive a two grade increment increase. On a 4.0 scale, weighted classes will be given a .66 boost. (Example: 3.0 grade in a weighted class on 4.0 scale becomes 3.66.)

College courses taken by PSEO students, deemed by Rockford High School to be equivalent to its eligible courses, are eligible for weighted grading.

If a student takes a weighted class at Rockford High School, that student cannot receive weighted grading for the equivalent class taken at college.

Lesson Planning

The responsibility for organization and execution of an instructional plan is that of the individual teacher. This vital component of the teacher's job is challenging and complex.

Parent Communication

Communication between parents and teacher is vital. Teachers are strongly encouraged to contact parents when academic or behavioral concerns arise. It is expected that parents will be contacted if their child's grade is below passing.

Teacher websites are another extremely valuable communication tool. Teachers now have a google classroom. Each class page must, at the minimum, include:

1. Contact information
2. A brief course description
3. Timely information (ideally, this information will include upcoming assignments, due dates, and other pertinent information
4. Website tools in use (tools not in use should be hidden)

Teachers are encouraged to use their websites to communicate information about upcoming assignments and events; share resources; and provide other pertinent course information.

Additional opportunities to communicate about what is happening in the classroom include, but are not limited to, weekly bulletins, monthly newsletters, the Rocket Report, emails, and phone calls.

Passes

Teachers are responsible for the students assigned to their classes during the time classes meet. Issue passes with some caution and maintain a pass sign-out list on your desk. No student is to be out of the classroom without a pass.

Professionalism

All staff members are expected to present themselves professionally and in accordance with the Code of Ethics for Minnesota Teachers.

Room Appearance

Make your room a pleasant place in which to be, and insist that your students treat school property with care and respect. It is the teacher's responsibility to, at the end of the day, leave the room in a condition that will allow the custodial staff to perform their cleaning tasks. Take a few minutes at the end of the school day to have your students straighten out the room. Do not use push pins or tape on the walls.

Staff Development

Complete the following process for any staff development:

1. Complete Staff Development Form found on the Rockford website (Staff=> Staff Resources => Staff Development Form)
2. At a minimum of 2 weeks prior to the event, the form must be routed to the appropriate person listed below:

a. Q-Comp requests: Q-comp coordinator
b. Special Education: Special Education Coordinator
c. All other requests: Building Principal

3. Form will be Approved or Not Approved
4. Forms (Approved and Not Approved) will then be routed to the Director of Teaching and Learning
    a. If Not Approved, person will be provided with an explanation
    b. If approved, schedule a substitute through Kelly Services
        i. The Director of Teaching and Learning will approve a substitute through Kelly Services 5.

All completed forms will be housed in the District Office and tracked by the Director of Teaching and Learning.

Supervision

All teachers have responsibility for maintaining and promoting an atmosphere in the school that is pleasant, positive, and productive. Whether in the classroom, in the hallway, in the cafeteria, outside the building, at an athletic event, or on a school bus, the teacher is a role model and a manager of the educational well-being of all students. It is a teacher's duty to correct inappropriate behavior whenever or wherever it occurs. Taking immediate and decisive action in instances of errant behavior contributes to the improved behavior of the students immediately involved as well as to the overall school atmosphere.

A weekly supervision schedule exists for before and after school supervision. Staff are welcome to trade with other staff members as needed due to scheduling conflicts. Staff are expected to be out in the hallways between classes.

After-School Activities Supervisors

Advisors are to be present during the time any student or student group is meeting after school hours. School keys are not to be given to students. The advisor is responsible for checking to see that all lights are off and doors are locked at the conclusion of the activity.

Assemblies

All teachers, unless excused by the principal, are to be present at all assemblies, lyceums, pep fests, and the like. Supervision will eliminate or prevent most discipline problems. Teachers are to take seats in the bleachers or auditorium among the students.

Hallways

Stand outside the doorway to your room when classes are passing. In addition to your classroom, all teachers have a responsibility to take care of problems arising in their presence. If you do not think you can properly take care of a situation, seek help from another teacher or the office.

What students do before school, between classes, or at lunch affects what they do in the classroom. Each teacher is obliged to do whatever necessary to make that effect positive. When you quell unruly activity,

show concern for a disaffected or disturbed student or support a colleague by carrying out either school policy or common codes of acceptable conduct. You are performing an essential teacher task, i.e., the creation of an atmosphere in which learning can take place. THANK YOU FOR YOUR HELP!

Student Attendance

Every teacher must take attendance every period, every day, as early in the period as possible. Be sure to include tardy information when recording attendance.

Instructors who will be absent with students for activities are to email a list of these students to the RHS staff.

Tardiness

Insist that your students be on time to class. Teachers are to handle student tardiness in their own way. Be sure to record all tardies. Do not send students to the office for being late to class.

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Galaxy Kids Program Handbooks for 2022-2023

Meeting Date: _____

Prepared by: Cody Hallahan

Date Prepared: 4/4/2022

☐ Information ☐ Briefing ☐ Action ■ Enclosure Item(s)

Enclosed are the 2022-2023 Galaxy Kids Program Parent Handbook and Staff Handbook. The following changes were made in each Handbook:

Staff Handbook:
- Dates changed to the upcoming school year
- No other changes applied

Parent Handbook:
- Dates changed to the upcoming school year
- Adding in the wording of the auto-pay requirement for all families who register for Galaxy

Building a Community for Life-Long Learning

Rockford Area Schools
COMMUNITY EDUCATION

2022-2023

Parent Handbook

GALAXY KIDS
School Age Care

Galaxy Program

Table of Contents

Table of Contents 1

Introduction 2

Mission Statement 2

Open Door Policy 2

Registration and Enrollment Information 2

How to Register 2

Enrollment Periods 3

Hours of Operation 3

Schedule Options 3

Fee Schedule 3

Additional Fees 3

Financial Assistance 4

Invoicing/Payments/Auto-Pay 4

Forms 4

Calendar Form 4

Drop-In Form 4

Contract Change/Withdrawal Form 4

Care Credit Form 4

Activity Form 5

Transportation Form 5

Communication 5

Reports 5

Orientation 5

Parent Feedback 5

Conferences 5

Arrivals/Departures 6

Sign In/Out 6

Unauthorized Pick-Up 6

Health and Safety 6

Nutrition Guidelines 6

Lunch/Breakfast Fees 6

Accidents/Injuries 7

Illness and Absence from Program 7

Chronic Health Conditions 7

Communicable Diseases 7

Administering Medications 7

Insurance 7

Sunscreen 7

Blankets/Extra Clothes 8

Child Guidance/Behavior Management 8

Behavior Expectations 8

Bullying 9

Staffing Ratios 9

Emergency Procedures 9

Lockdown Procedures-Soft 9

Lockdown Procedures-Hard 9

Evacuation Procedures 10

Sheltering Procedures 10

Severe Weather 10

Energy Curtailment 10

Programming 11

Transportation 11

Field Trips 11

Cell Phones/Electronic Devices 11

Pets/Animals in the Program 11

Community Partnerships 11

Data Privacy 11

Fee Schedule 12

Introduction

Welcome to Galaxy Kids Program! We are pleased that you have selected our program for your child. Galaxy Kids Program is a quality school-age care program offered for children in preschool through grade six. The goal of our program is to create a caring, quality, learning environment that will complement your child's needs. Galaxy Kids is certified through the Department of Human Services.

Galaxy Kids Program offers your child choices for experiences in the areas of art and drama, music, sports, language arts/reading, group games, technology, community service, homework assistance, and quiet time. The children are encouraged to pursue their interests, develop confidence and independence, make new friends, and of course, have fun!

Galaxy Kids Program is sponsored by the Rockford Area School District 883 Community Education Department. Like all other district programs, we are governed by the policies and guidelines of the Board of Education.

This Parent Handbook is designed to inform you about our program procedures. Please read through the handbook carefully, paying special attention to the policies and schedules. Since the Galaxy Kids Program is housed in the Rockford Elementary Arts Magnet School (REAMS) building, it is important to familiarize yourself with the REAMS handbook. It is available on the Rockford Schools website under REAMS Office.

Please feel comfortable contacting us through phone calls, emails or stop-in visits. Our goal is to work in partnership with our families in order to provide the children with a safe and caring environment.

Mission Statement

Galaxy Kids Program is committed to providing a safe, enriching learning environment for students in our community during their out of school time. We strive to work cooperatively with students' families, school-day staff, and our community to provide a quality, year-round child care program that is dedicated to continually improving our program. We encourage self-expression and creativity, build self-esteem and confidence, and promote positive behavior, social skills, and friendships. Galaxy Kids Program is dedicated to providing an inclusive environment for students of varying abilities and needs, allowing all students to feel safe and respected. We encourage students to make choices, gain independence, and experience a variety of social and educational experiences. It is our purpose to help each child develop to the best of their individual ability in an atmosphere in which each child will become a valued member of our school community.

Open Door Policy

Parents are welcome visitors to our program. We appreciate input regarding program expectations, suggestions, ideas and comments on ways to improve our service to you and your family. You may direct suggestions, concerns, compliments and complaints to the program coordinator, either verbally or in writing. You are welcome to leave a note in the Parent Box or be sending an email. You are also welcome to direct questions, concerns, and comments to our Community Education Director.

Registration and Enrollment Information

Openings are determined on the basis of the number of adult staff-to-child ratio (1 Adult: 15 K-6 children and 1 Adult: 10 preschool children). When openings occur, parents/guardians of registered children are contacted for enrollment on the basis of: 1) the time slot indicated on the registration form, and 2) on a first-come basis for the time slot according to the date of registration.

How to Register

Parents will register using their Eleyo account. You can register for an account by visiting https://rockford.ce.eleyo.com/. Parents will pay a non-refundable enrollment fee at the time of registration. Your child is not registered until the fee is paid. If you are enrolling your child after the registration dates you will need to work with the supervisor to determine a start date for your child within the program. Non-payment of previous Galaxy charges will result in a delay in enrollment until all fees are paid.
Please allow a minimum of three to five business days to process enrollments.

Enrollment Periods

Galaxy Kids has 2 sessions each year, School Year and Summer. Each session requires a separate registration. The school year enrollment period is from the first day of school until the last day of school. The summer enrollment period is for 10 weeks, starting the first Monday after the school year ends and ending the last full week in August. **Please note the 2022 Summer Program begins on the first Tuesday after the school year ends.*

Hours of Operation

Galaxy is open Monday through Friday, from 6:00am to 6:00pm, including during the summer session and on theme days. The program will be closed the following district holidays: Labor Day, Thanksgiving Thursday and Friday, Winter Break, Presidents Day, Good Friday, Memorial Day, the Friday after the end of the school year, week of Independence Day, and the week before the start of the new school year. Weather-related school closings are addressed in a separate section of this handbook.

Schedule Options

Consistent Schedule Option: Choose this option if you need care on the same days of the week each month. 2 days per week is required to receive the regular rate. One day or less is billed at the Drop-in rate.

Pick-Your-Day Schedule Option: Choose this option if your care needs vary from week to week and will not always be on the same day each week. 8 days per month are required. 7 or less days will automatically be billed at the Drop-in rate.

Drop-In Option: Families have the option to register as Drop-in only. Choose this option if you do not consistently need care or need less than 8 days per month. Drop-In days should be requested 3 business days in advance using your Eleyo account. There is an additional charge of $2.00 above the regular fee. These days can be accommodated based on space and staff availability. Drop-in care may not be available on certain field trip days. No refunds are available for canceling a requested drop-in date.

**Field trips are typically scheduled for every other Friday during the summer program. On-site care isn't available on field trip days. A field trip fee will be applied to your account if you register your child for a day a field trip is scheduled. Field trip fees are listed on the permission form ($10 or less).*

Fee Schedule

Please see last page for Fee Schedule

Additional Fees

Finder's Fee: $5.00 if your child does not come to Galaxy after school and the buses are delayed while searching.

Late Payment Fee: $25.00 will be applied to your account if your payment is not received by the due date. If a family is unable to make payment by the due date, contact the supervisor to discuss payment arrangements. If no payment or contact is made within 7 business days of the due date, child care may be terminated. Your family will be unable to sign up for any other Community Education offerings until the account is paid in full.

Late Schedule Fee: $25.00 will be applied to your account if your Pick Your Own schedule is not received by the due date. If you have questions on your schedule, please contact the supervisor before the date the schedule is due. If you no longer need care, please submit a Contract Change Form and request to withdraw your contract using your Eleyo account.

Late Pick-Up Fee: Galaxy Kids Program closes at 6:00pm each evening and it is important that our daily operations can conclude on time. Due to the additional expense of staff members staying late when parents arrive after the program closes you may be charged a Late Pick-Up Fee. Galaxy Kids Program will apply a fee of $5 for the first 10 minutes a child is picked up late. After the first 10 minutes, $1 per minute will be applied to your Eleyo account.

Financial Assistance

Financial assistance may be available for qualifying families through state or county funds. Contact Wright or Hennepin County Human Services based on your county of residence. Written authorization from the county must be received by Galaxy before a child can begin care. If financial assistance is cancelled, you will be responsible for all expenses

incurred. Families receiving assistance must assume responsibility for fulfilling county requirements such as providing child care schedules, submitting timely reports and making payments not covered by the assistance program in a timely manner. If co-pays and remaining care payments are not made in a timely manner, Galaxy Kids Program reserves the right to end care until your balance is paid in full. Parents participating in financial assistance programs are responsible for checking their balance due on their Eleyo account and paying the remaining balance due after assistance payments are applied.

Invoicing/Payments/Auto-Pay

Beginning the Summer, 2022, all families must have auto-pay added to their accounts to receive child care from Galaxy.

Summer Program- Care will be billed on a bi-weekly basis. You will receive an invoice every other Monday, with payment due the following Thursday.

School Year- Care is billed based on the days you have contracted for. Invoices will be available for payment on the 15th of the month prior to care. Payments are due by the 25th of the month prior to care being provided (i.e. September payment is due by August 25th). Galaxy Kids Program is a pay ahead program. If your payment is not received by the due date, care cannot be provided.
Drop-in Care will be invoiced during the next billing cycle.

Forms

All Galaxy Kids form that you will need are located on-site in the main Galaxy classroom and on our website. The Drop-In Care Form is NOT located on the website. This form is located on-site in our main classroom to ensure the safety of each child when additional care is scheduled. Please contact a Galaxy staff member or the Galaxy coordinator for help filling out a Drop-In Form.

Drop-In Care Form

If you need emergency Drop-in care (less than 3 business days' notice) please call Galaxy Kids Program directly. You will be asked to sign a Drop-in Form when you arrive to pick-up your child.

Contract Change/Withdrawal Form

If you need to withdraw your child from Galaxy, we require a ten business day written notice. Please give notice using the Contract Change Form, in addition to withdrawing your contract using your Eleyo account. If you withdraw your child without the required written notice, you will be billed tuition for the rest of the required time. Re-enrollment will be dependent on space availability and cannot be allowed until any outstanding balance is paid in full.

Vacation Credit Request Form

If you have planned time that your child will be away from the program and you are contracted for a Consistent Schedule at least 2 days a week, you may request a Vacation Credit for the days your child will not be attending Galaxy. Forms are due by the 14th of the month for the following month (example: September Vacation Credit Request Forms are due by August 14). Families on consistent schedules may receive a credit for up to one week of care per month, based on the number of days your child attends per week. Example: If your consistent schedule is set for 3 days per week, you may use up to 3 credit days per month.

You are responsible for all costs incurred for your contracted days, whether your child attends or not, unless we have received a Vacation Credit Request, contract change or withdrawal with sufficient notice.

Activity Form

If your child will be attending an activity while scheduled for care at Galaxy Kids, please fill out and return an Activity Form 10 business days prior to the activity. On this form you can indicate if you would like a Galaxy staff member to bring your child to and from the activity, date, time, and location of activity, and special instructions for the staff member.

~~Transportation Form~~

~~If your child will be attending an off-campus activity that requires transportation in a school approved vehicle please fill out and return a Transportation Form 10 business days prior to the activity. A $30 per season fee is charged for transportation using school vehicles.~~

Not available during COVID-19 pandemic.

Communication

Galaxy Kids strives to maintain open and clear communication. We will regularly send out updates and monthly newsletters, as well as individual communication with each child's family on an as-needed basis. You will also receive monthly reminder emails when forms and payments are due.

Each family is assigned a mail slot to receive periodic communication (cubby). Children can also store completed projects and items; however parents are responsible for making sure your family's cubby is emptied each day.

Reports

If your child has an accident, incident, or serious behavioral issue you will be notified by Galaxy staff using either an Incident/Accident Report or a Behavior Report. You will also receive a form indicating if your child isn't feeling well, along with what actions were taken while your child was at the program.

Orientation

An orientation will be offered at the beginning of each session. An email orientation will also be sent out to all families at the beginning of each session.

Parent Feedback

We welcome feedback, both positive and negative, at all times. If you would like to share feedback you may email the coordinator, leave a note in the locked wooden box, or call and speak directly with a staff member. You may also request a conference with the coordinator regarding your child. The coordinator may also request a conference regarding your child if the need arises. You will also be asked to participate in a survey at least annually.
We encourage parents to be as involved with our program as they prefer. You are invited to participate in the Community Education Advisory Board or Accreditation Stakeholder team if you would like to advise on policies and procedures regarding the program.
Galaxy Kids follows ISD 883's grievance procedures and policy # 103 regarding complaints from students, employees, parents, or other persons. You may report concerns or complaints directly to the school district or to an individual employee. The employee will advise their immediate supervisor of the complaint. For more information, please see policy #103 on the district website.

Conferences

If you would like to meet to discuss your child's progress while at Galaxy Kids Program you may request a conference with the program supervisor and classroom assistants that work with your child. Please be sure to schedule conferences in advance so staff members can prepare and additional staff members can be scheduled if need. The program coordinator may request a conference with you regarding your child if the need arises.

Arrivals/Departures

Sign-In and Sign-Out

Parents are required to sign their child(ren) in and out of the program each day. Please sign your child in/out using the Galaxy Kids iPad and make sure a Galaxy staff member knows you are taking your child. This is a safety measure. Parents are responsible for keeping their Authorize Pick-Up list current on their Eleyo account. If an emergency arises and some not on your authorized list will be picking up your child, please call Galaxy kids BEFORE the person arrives to pick up your child. You will be asked to follow-up with the information in writing as soon as you can (example: email). All persons not recognized by staff will be asked for photo identification. Be sure we have current phone numbers where you can be reached during your child's time at Galaxy in order for us to verify that you are aware of this change.

If a parent sends a sibling to pick up child from Galaxy, the sibling must be at least 12 years of age and must be listed on your Authorized Pick-Up List as someone who can pick up the child. The sibling must either be known to staff or have a picture ID.

Unauthorized Pickup

If you do not want your child's other parent or grandparent to pick up said child, you must give us a copy of a court order with that information.

Health and Safety

Please keep your child's emergency information current. Registration and emergency information is kept at our program for each child. You may update

your information using your Eleyo account. If you update your information after your initial registration, please notify us so we can updated our safety lists.

Nutrition Guidelines

Galaxy Kids Program is committed to serving a variety of healthy and nutritious food during program hours. Students will be offered snack options each day that include a balance of fruits, vegetables, grains, and proteins, while limiting foods high in fats, sodium and sugars. Students will be offered water, low or non-fat milk, and 100% fruit juice with each snack. Staff members will support children's abilities to self-regulate eating (i.e. only eating until full) as well as model healthy eating habits. Breakfast is available on school days through the district hot lunch program. Breakfast may be purchased through the REAMS office. You must contact the supervisor to set up an account if you do not have one. We will be taking the children to the lunchroom before the start of the school day. Please check the district menu and if you do not want to participate in the breakfast program for that day, you are welcome to send a breakfast snack with your child. On non-school days a breakfast snack will be provided through the Galaxy Program.

Lunch is provided on school days through the District 883 hot lunch program. Lunch may be purchased through the REAMS office or using your Parent Portal. You must contact the Galaxy supervisor to set up a lunch account if you do not have one. Milk will be available for purchase to supplement lunches brought from home.

2020-2021 LUNCH AND BREAKFAST PRICES

Breakfast $1.85
Elementary Lunch $2.65
Middle/High Lunch $2.90
Adult Lunch/2nd Lunch $3.60
Milk $.60
Lunch and Breakfast Prices subject to change as determined by Taher Food Services.

For more information regarding your child's lunch account, payment methods, and eligibility for free or reduced price meals, contact 763-477-9165. Please see District Policy 730R in the District Student/Parent Handbook.

Cold lunch is necessary to bring on all non–school days and during the summer program unless otherwise stated. When sending a cold lunch with your child/children, families are responsible for ensuring that the contents of your child's/children's lunch are appropriately packed and cooled, especially if sending a milk product or a perishable food item. We ask that you do not send pop to drink.

Afternoon snacks are included in the tuition fees and will be served each day at 3:30pm. Please check the monthly menu on our webpage to see what is being served each day. During the summer program, a breakfast snack will be served at 7:45am each day. Breakfast snacks are included in your tuition fees during the summer.

Accidents/Injuries

All adult Galaxy staff members receive training in 1st Aid and CPR. If a child has a minor injury, the attending staff person will treat the injury and inform the **parents/guardians via phone call or through our accident/injury report form.** If a serious accident should occur, the staff will contact the parent/guardian and call 911. If emergency treatment is necessary, the child will be taken to Buffalo Emergency Care and the parent will be responsible for all medical expenses.

Illness and Absence from the Program

In case of illness a child should not attend Galaxy Kids Program if ANY of the following symptoms occur: Fever above 99 degrees, severe cold, undiagnosed rash, vomiting, diarrhea, sore throat, upset stomach, body aches or head lice. Please contact the coordinator if your child has any communicable diseases so that we can inform other parents that their child may have been exposed.

Chronic Health Conditions

If your child has a medical need or chronic health condition, please contact the Galaxy coordinator to schedule a meeting prior to your child beginning our program. It is important to us that we have as much information as possible to provide the highest quality care for your child.

If a child should become ill with any of the symptoms described above, Galaxy Kids Program staff will contact a parent/guardian and request that the child

be picked up from the program within one hour of being contacted. If a parent/guardian cannot be reached, a program staff member will get in touch with an emergency contact as listed on your Parent Portal.

Communicable Diseases

To avoid the spread of germs and for the benefit of the ill child, a child displaying any of the above symptoms will be asked to rest in a quiet area away from other children while waiting. Your child/children may not return to Galaxy Kids Program until she/he has a written doctor's notice, has not vomited or had diarrhea for 24 hours, or has been on medication for at least 24 hours.

Please Note: Because head lice is terribly contagious and extremely difficult to eradicate, Galaxy Kids Program reserves the right to check each child's head upon arrival and may refuse to care for any child who shows any evidence of lice infestation.

If you have signed up your child for a day to attend the Galaxy Kids Program and your child is ill and unable to attend we ask that you call us as soon as possible. To call your child in sick, please call the Rockford Attendance Line at 763-477-7525 and select Option 4. You will be charged for the day. However, if we need to locate where your child is because you have not notified us, we will also charge a Finder's Fee.

Administering Medications

A form from a doctor must be presented before any prescription medications can be given to any child at Galaxy Kids Program. Medication must be in its original container, properly labeled. These medications will be kept in a locked location, away from children. Over-the counter medications may be administered if a Medication Form is on file with a parent's signature.

State of Minnesota Rule 3 Licensing Requirements for Child Care Centers (Section 9503.0140, Subparagraph 7) states: "non-prescriptive medications and topical ointments must be administered according to the manufacturer's instructions." Galaxy Kids Program requires parent/guardian authorization for administration of non-prescriptive medications such as Children's Tylenol.

Insurance

Medical insurance coverage for the Galaxy Kids Program is the responsibility of the parents.

Sunscreen

Children will have the opportunity to go outside each day that weather permits. It is important that you put sunscreen on your child each day. Students are allowed to keep this in their backpacks to re-apply throughout the day. Parents are responsible for supplying sunscreen for their child during program hours. Sunscreen should be labeled with your child's name and grade. If sunscreen is not provided, your child will do alternative indoor activities in place of outdoor activities unless a waiver is signed.

Blankets/Extra Clothes

Preschool/kindergarten students should bring the following for daily use: blanket for nap time and an extra set of clothing and underwear in case of accidents. Please put the extra clothing in a storage bag labeled with the child's name and kept in his/her backpack at all times. Notices will be sent home if extra clothing was used or if you need to take the blanket home to wash. We take precautionary measures to maintain the blankets here as well.

Galaxy Kids Program follows District Policy 516 in regards to Health and Safety in the District Parent/Student Handbook.

Child Guidance/ Behavior Management

Galaxy Kids Program is dedicated to creating a positive and encouraging classroom community by implementing positive behavior guidance techniques with all children. Our program is dedicated to being inclusive of children of all abilities. Our goal is to teach children positive ways of dealing with conflict while maintaining a safe and caring environment for each child. Galaxy Staff follow the School Discipline Policy 506 from the District Student/Parent handbook.

Our program staff use developmentally appropriate language to help children make desirable choices, to become cooperative persons who are responsible for their own actions, and who respect the rights, feelings, and property of others. Staff members are

committed to being positive role models, employing positive, non-threatening techniques, and consistently acknowledging and encouraging positive behaviors and attitudes.

Behavior Expectations

The basic expectations for students to remember are:

1. We respect ourselves, others and property
2. We behave in a safe and orderly way.
3. We act as responsible citizens.

Unacceptable Behaviors:

· Any violations of the District Disciplinary Policy
· Violations of listed basic expectations.

Examples of unacceptable behaviors include, but are not limited to:

· Physical aggression
· Drugs, alcohol, tobacco or weapons used or in possession on the premises.
· Destruction of property.
· Unsafe activities such as leaving the area without permission, behavior which endangers others, etc.
· Behaviors that disrupt activities and/or other program participants.

Consequences for Unacceptable Behaviors:

· Loss of Galaxy privileges or activities.
-Positive conflict resolution between all parties involved and program staff.
· Meeting with Galaxy staff and other children involved. Positive redirection.
· If behavior is severe, parents will be contacted to pick up their child immediately.
· Suspension from the program from 1-5 days.
· If negative behaviors are continuous, parents will meet with program staff for a conference. Behavior improvement action steps will be developed and signed by child, parent, and program staff.
· If there is no improvement using the new behavior plan, parents will be notified to discuss possible disenrollment from the program.

Galaxy Staff will notify enrollees, as well as parents, of any violations and resulting disciplinary actions. The Galaxy staff will document this notification on a behavior report and give a copy to the Galaxy supervisor.

We follow district policies 506 and 525 for all violent and severe behaviors from the District Student/Parent Handbook.
For additional information regarding students with disabilities, please see the Americans with Disabilities Act. https://www.ada.gov/

Program staff will meet with the Community Education Director and other appropriate district staff regarding decisions that need to be made due to severe discipline.

Bullying

Galaxy Kids Program followings ISD 883's Policy 514: Bullying Prohibition Policy. The policy defines "Bullying" as:
"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, "bullying," specifically includes cyberbullying as defined in this policy.

"Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, 514-3 including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment."

If children are displaying behavior that is consistent with bullying and previous behavior interventions have not been successful, a meeting will be scheduled with the parents and program coordinator to discuss a Behavior Plan.

Staffing Ratios

We follow the ratios of staff to children recommended by the State of Minnesota, the National Association for the Education of Young Children (NAEYC) and the MN Afterschool Accreditation Program (MAAP). Independence will be encouraged by allowing children to do things for themselves, but a staff member must be present at all times. Student workers may be included in the staff to student ratios; however they will not be alone with children at any time. Additional staff are scheduled during high-risk activities, such as field trips or community outings.

Preschool: 1: 10 (maximum 20)
Kindergarten-Grade 6: 1: 15 (maximum 30)
Mixed Group: For mixed age group we staff in accordance with the youngest age group present

Emergency Procedures

Galaxy Kids Program follows all of ISD 883's Emergency Procedures. Emergency drills are completed and documented on a scheduled basis.

Lockdown Procedures-Soft

Soft lockdown procedures will be implemented if there is a threat outside the school building or a non-threatening emergency circumstances that people need to be kept away from.

1. Coordinator or building principal will announce "SOFT lockdown" procedures.
2. Staff members will direct all students to the nearest classroom, including those outside.
3. Custodians will lock exterior doors.
3. Staff will clear hallways, restrooms, and other rooms that cannot be secured.
4. Staff members will close all shades, lock classroom doors and control all movement inside the classroom. Students will **continue activities as planned within the classroom**.
5. Coordinator or building principal will announce "all clear" when the situation has resolved.

Lockdown Procedures-Hard

The threat/intruder is inside the building

1. Coordinator or building principal will announce "HARD lockdown" procedures.
2. Staff will immediately direct all students, staff, and visitors into the nearest classroom or secured space and **LOCK THE DOORS.**
3. Staff members will turn off lights and keep all students away from windows and doors and out of sight.
4. Staff members will not allow parents/guardians to enter the building during an active hard lockdown. Parents will be notified if a hard lockdown occurs and will be notified as soon as it is safe to pick up your children.
5. Everyone in the building will remain in place until the situation has resolved.
5. Coordinator or building principal will announce "all clear" when the situation has resolved.

Evacuation Procedures

In the event of a fire or smoke from a fire that has been detected staff members will:

1. Evacuate students to the nearest designated safe area. See map located on each classroom door.
2. Staff members will take their tracking board along with them and ensure all children have been accounted for. A designated staff member will take the master attendance sheets along and ensure all students signed into the program have been accounted for.
3. Report missing or unaccounted for students to the coordinator right away.
4. No one may reenter the building until the building is declared safe by fire or police personnel.

Sheltering Procedures

1. Coordinator or building principal will announce when students should take shelter.
2. Staff members will move their group to the designated safe area nearest to where the group is located. Staff members will take their tracking board along with them and ensure all children have been accounted for. Staff and students will take the closest and safest route to the designated shelter.
3. Staff members will implement "drop and tuck" procedures": Face an interior wall, drop to knees and roll forward on the balls of your feet. Tuck head down and place hands on top of head and neck.
4. Once all students are safely sheltered, staff will take attendance to ensure all students are accounted for.

Severe Weather

School Closing: Galaxy Kids Program will be CLOSED if school is closed for the day.

2-Hour Late Start: Galaxy will OPEN at the regular time. If the decision is made to close school, Galaxy will remain OPEN depending on the severity of the weather. Parents will be contacted immediately if the decision is made to close Galaxy.
Early Dismissal: If school is dismissed early, Galaxy will remain OPEN depending on the severity of the weather. Parents will be contacted immediately if the decision is made to close Galaxy.
After School Activities Cancelled: If after school activities are cancelled, Galaxy will remain OPEN regular hours depending on the severity of the weather conditions.

Invoices will be adjusted in the event a child's time at Galaxy is extended.

Announcements will be made on the district website at www.rockford.k12.mn.us, local radio and TV stations as well as phone call notice to district families.

During summer session, Galaxy Kids Program will maintain the following inclement weather policies:

If inclement weather occurs and poses a risk for children and program staff, Galaxy Kids Program may close. Program staff will contact you to inform you of the program closing. Supervision will be provided up to 2 hours after the closing announcement.

We follow District Policy 806 Crisis Management for all Emergency Situations from the District Student/Parent Handbook. This manual can be found on the Rockford Schools website at www.rockford.k12.mn.us. Click on District and then District Policies.

Energy Curtailment

During the summer months Rockford Area Schools participate in a program called Excel Energy Peak Control, which means we are obligated to shut down the majority of electricity in our district. The school district works with Excel to make the best use of available power during these limited power use times. To keep our kids cool and safe, we may bring them to the Community Center Field House on these days. The hours of peak control vary with each control period. These days only take place in our district on odd numbered days when the heat index is high. If it is an even numbered day, we are allowed to operate as usual unless there is an extreme emergency.

Programming

Galaxy Kids Program strives to ensure our lesson plans and curriculum supports youth development and engagement. Lesson plans and activities focus on all aspects of youth strengths and needs, including physical, social, emotional, and cognitive/academic needs. Lesson plans and Activity Planning Forms will be adjusted to reflect the needs, interests and abilities of all students. Developmental needs will be intentionally supported through daily activities, including daily lesson plans, monthly schedules, transition games, and daily informal interactions with students.

Transportation

Students will only be transported during program hours in authorized school vehicles. Field trip transportation is provided by 4.0 Transportation. Transportation can also be provided by Galaxy employees who have received training to drive a district-owned van. Children will never be transported in staff member's personal vehicles for any reason.

Field Trips

During non-school days, especially the summer program, Galaxy Kids Program will be attending field trips. It is essential to arrive with adequate time before departures as Galaxy Kids will not delay a departure to wait for late arriving children. Please do not send additional money with your child unless informed that you may do so. On the days of field trips, no other on-site care will be available. As a reminder, children will need to bring a cold bag lunch/drink for ALL field trips. Parents/guardians are responsible for contacting program staff by 8:00 AM if a child/children are unable to attend a field trip. You will pay for the field trip if you have signed up your child on your monthly Calendar Form.

We will also take walks to the Rockford Public Library during the summer program. You will receive a monthly schedule of our visits. It is important that your child have a valid library card in order to attend. This only applies to students entering grades 1-6 as we do not take preschool and kindergarten students.

To see which days your child will be attending, be sure to check our website or the on-site parent bulletin board for the schedule.

Cell Phones and Electronic Devices

Galaxy staff members plan activities that are designed for students to be actively involved with other Galaxy kids during their time in the program. Bringing personally owned electronic devices to Galaxy is discouraged. Galaxy is not responsible for lost, broken, or stolen items of this nature. Student use of district-owned technology is closely monitored. Students must follow guidelines for appropriate use of devices such as IPads. Galaxy will not allow photos to be taken of staff or other students. Posting photos on social media will result in a conference with parents and further disciplinary action. Please see District Policy 506 and 524R in the District Student/Parent Handbook.

Pets/Animals in the Program

On occasion, Galaxy Kids Program may have working service dogs at our locations. We also may have presentations from outside organizations involving animals. Parents/Guardians are asked to check with the supervisor and/or staff before bringing any animals into the program. You will be notified in writing if any animals will be present in the program for any reason.

Community Partnerships

Galaxy Kids strives to provide opportunities for our students to excel within their school and community. Galaxy maintains community partnerships with several business to provide additional learning experiences for our students. We currently maintain a partnership with the Rockford Public Library, and RiverWorks Food Shelf. These businesses provide opportunities for our students to be active within their community and gain an awareness of community needs and programs.

Data Privacy

This notice is being given to you to make you aware of your rights with any family information that you provide to Galaxy Kids Program. The information we request on your registration forms is important for us to be able to serve your child. Certain information, such as emergency and health information, is required by the MN Department of Human Services to have on file. All information provided to Galaxy Kids Program will be kept in confidence and made available within our program to our staff only. If your services are subsidized, fully or in part, we are required to allow access by the funders of your services to your records if requested. Please see policy 515 in the District Student/Parent Handbook.

2022-2023 School Year Fees	
Before School Care 6:00am-8:05am	$9.25 per day Consistent Schedules $10.25 per day Pick Your Day Schedules $11.25 per day Drop-In Care
Preschool Half-Day Care 8:00am-12:15pm or 10:45am-2:55pm	$15.50 per day Consistent Schedules $16.50 per day Pick Your Day Schedules $17.50 per day Drop-In Care
Preschool School-Day Care 8:05am-2:55pm	$25.75 per day Consistent Schedules $26.75 per day Pick Your Day Schedules $27.75 per day Drop-In Care
After School Care 2:55pm-6:00pm	$14.00 per day Consistent Schedules $15.00 per day Pick Your Day Schedules $16.00 per day Drop-In Care
1 hour, Before or After School 7:00am-8:05am or 2:55pm-4:00pm	$6.25 per session Consistent Schedules $7.25 per session Pick Your Day Schedules $8.25 per session Drop-In Care
Non-School Day 6:00am-6:00pm	$36.00 per day Consistent Schedules $38.00 per day Drop-In Care
Activity Fee for field trip or on-site presenter	Cost of Activity
2022 Summer Fees	
Full Day 6:00am-6:00pm	$36.00 per day Consistent Schedules $37.00 per day Pick Your Day Schedules $38.00 per day Drop-In Care
Weekly Rate Monday- Friday, 6:00am-6:00pm	$164.75 per week Consistent Schedules Only
Activity Fee for field trip or on-site presenter	Cost of Activity
Partial Day AM or PM 6:00am-12:00pm OR 12:00pm-6:00pm	$25.75 per day Consistent Schedules $26.75 per day Pick Your Day Schedules $27.75 per day Drop-In Care
Additional Fees as Needed	
Finder's Fee	$5.00
Late Payment Fee	$25.00
Late Schedule Fee *For Pick Your Day Schedules*	$25.00
Transportation Fee	$30/season Not available during COVID pandemic
Late Pick-Up Fee	$5/First 10 minutes, $1 per minute after the first 10 minutes.
Registration Fees	
Registration (required fall and summer)	$40.00 per child OR $75 max per family

Building a Community for Life-Long Learning

Rockford Area Schools
COMMUNITY EDUCATION

2022-2023

Staff Handbook

GALAXY KIDS
School Age Care

Galaxy Program

Table of Contents

Table of Contents 1

Introduction 2

Mission Statement 2

Hours of Operation 2

Hiring Procedures 2

Orientation 2

Training/In-Service 2

Personnel Procedures 3

Profession Development Plans 3

Staff Reviews 3

Timesheets/Payday 3

Reporting to Work/Late Staff 3

Confidentiality 3

Staff Schedules 3

Requesting Time Off 3

Sick Time 4

Mandated Reporting 4

Staffing Ratios/Supervision 4

Volunteers 4

Communication 4

Answering the Telephone 4

Staff Responsibilities 4

School-age Care Assistants 4

High School Student Workers 5

Program Guidelines and Expectations 5

Arrivals and Departures 5

Pickup Authorization 5

Tracking Children 6

Missing Children 6

Children Who Run Away 6

Maintaining Staff and Student Professional Boundaries 6

Being Alone With a Child 6

Classrooms 7

Gym 7

Playground 7

Toileting Assistance 7

Outside Time 7

Activity/Lesson Planning 7

Programming 8

Child Guidance and Behavior Management

Inclusive Environment 8

Pro-Social Behavior 8

Bullying Policy 8

Health/Safety/Emergency Procedures 9

Emergency Drills and Procedures 9

Nutrition Guidelines 9

Student Accident/Injuries 10

First Aid Kits 10

Head Injury/Concussion 10

Staff Injuries 10

Administering Medications 11

Sick Children 11

Pets 11

Transporting Children 11

Emergency School Closings and Late Starts 11

Late Parent Policy 12

Suspicion of Parents Under the Influence of Drugs or Alcohol 12

Field Trips 12

Parent and Family Involvement 13

Community Partnerships 13

Gifts 13

Dress Code 13

Other 13

Introduction

Welcome to Galaxy Kids Program. The purpose of this handbook is to inform all Galaxy Kids Program Staff members of their responsibilities, Galaxy Kids Program procedures and other information pertinent to the Galaxy Kids Program.
At Galaxy Kids Program we believe that our staff should be professional, able to carry out instruction, and are warm and welcoming towards children.
Please familiarize yourself with the contents of the Galaxy Kids Program Staff Handbook. This handbook includes information specific to the Galaxy Kids Program. If you need further information, all Rockford Area School District policies can be found on the school district website, www.rockford.k12.mn.us.

Mission Statement

Galaxy Kids Program is committed to providing a safe, enriching learning environment for students in our community during their out of school time. We strive to work cooperatively with students' families, school-day staff, and our community to provide a quality, year-round child care program that is dedicated to continual improvement. We encourage self-expression and creativity, build self-esteem and confidence, and promote positive behavior, social skills, and friendships. Galaxy Kids Program is dedicated to providing an inclusive, diverse environment for students of varying abilities, backgrounds, and needs, allowing all students to feel safe and respected. We encourage students to make choices, gain independence, and experience a variety of social and educational experiences. We encourage student involvement in planning, coordinating, and implementing activities. It is our purpose to help each child develop to the best of their individual ability in an atmosphere in which each child will become a valued member of our school community.

Hours of Operation

Galaxy Kids Program is open Monday-Friday, 6:00am-6:00pm. Galaxy is open most non-school days, excluding staff holidays. Galaxy Kids also has a summer program from mid-June through the end of August. Galaxy Kids is closed over Winter Break and the week of July 4th.

Hiring Procedures

Galaxy Kids Program follows RAS policy 401: Equal Employment Opportunity.

A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status. The school district also makes reasonable accommodations for disabled employees.
B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.
D. Every school district employee shall be responsible for following this policy.
E. Any person having any questions regarding this policy should discuss it with Business Manager/Personnel Manager.

The Galaxy Kids Program Coordinator will be responsible for reviewing applications received for open positions. The Program Coordinator will be responsible for screening all applicants, including but not limited to: interviewing applicants and checking references and employment history. The ISD 883 business office is responsible for initiating and completing a background check.

Orientation

Staff members must complete at least 10 hours of orientation prior to working with children. New staff members will not be left alone with children until their orientation is complete. During your orientation, you will receive a written job description along with a copy of the Galaxy Staff Handbook.

Training/In-service

Galaxy Kids Program will pay for the tuition cost for any staff training required by the Galaxy Kids Program Coordinator or Community Education Director. Staff members are allowed to record time and receive wages for time spent in staff meetings scheduled and approved by the Galaxy Kids Program Coordinator.

Assistants that work 20 or more hours per week will be expected to attend at least 15 hours of

workshops/trainings that are offered each year (July 1-June 30). Proof of attendance is required and given to the coordinator. This does NOT include CPR/First Aid training, which is required for ALL Assistants.

Assistants that work under 19 hours per week will be expected to attend at least 12 hours of workshops/trainings that are offered each year (July 1-June 30). Proof of attendance is required and given to the coordinator. This does NOT include CPR/First Aid training, which is required for ALL Assistants.

Student workers are not required to attend workshops/training, but are welcome to go if it works with their homework schedule. However, student workers are required to attend all staff meetings and family night events, along with CPR/First Aid training.

Personnel Procedures

Galaxy Kids Program follows all policies and procedures of ISD 883/Rockford Community Education. Please see the district-wide handbook, located at www.rockford.k12.mn.us/Page/36 for more information.

Professional Development Plans

All classroom assistants will work with the Program Coordinator to develop a Professional Development Plan (PDP). PDP's will be developed using the Core Competencies for Out of School Time professionals, and will be reviewed with the Program Coordinator annually or as needed. We are committed to developing each staff's knowledge and abilities continuously throughout their employment at Galaxy Kids Program.

Staff Reviews

Staff reviews will be completed one time per year. Reviews are typically completed each June. Staff members will meet with the Program Coordinator to complete their yearly reviews.

Time Sheets/Pay Day

Employees will document their time worked using the TimeClock+ system. Pay periods are the 1-15 of the month, and the 16-the end of the month. Employees are paid on the 1st and 15th of each month.

Reporting to Work/Late Staff

All employees are expected to report to work on time and to be ready to work with the children. For example, if you are scheduled to work at 7:00, you are here, personal belongings are put away and you are ready to work with the children at 7:00. You should put a note in TC+ when clocking in stating you were late and you should notify the Coordinator.

Confidentiality

Because of data privacy and confidentiality issue, Galaxy staff members must abide by the following:

1. When speaking with a parent involving an incident between their child and another child, always refer to the other child as "the other child." DO NOT USE NAMES.
2. Home or work phone numbers of staff, parents, and children **are not** to be given out to anyone other than Galaxy Staff. Staff members may take a message and pass it along to others.

Galaxy Staff may discuss issues of a confidential nature with the program coordinator or the Community Education Director.

Staff Schedules

The Galaxy Coordinator will determine the staff schedules. At any time hours may be increased or decreased due to low student enrollment or other circumstances.

When Galaxy is in operation from 6:00am to 6:00pm, staff schedules may vary in hours and scheduled work times. Staff members may be asked to leave early due to a low number of children in attendance. Staff schedules will be adjusted for the summer program to meet the needs of the program.

Requesting Time Off

Staff members may request time off in writing to their direct supervisor, in addition to submitting time off using the Kelly Services website. Time off will be approved in the order requests were received. If the program cannot maintain a safe staff to student ratio, time off requests may be denied.
Part-time staff members may fill in for other staff members, as long as their total hours for the week do not exceed 40. The Program Coordinator maintains a list of district staff that have received training to substitute for staff members at Galaxy Kids Program. In the event of a long-term absence from the program, the out of ratio staff who completes lesson planning and the Program Coordinator will adjust schedules to cover the open time frame.

Sick Time

If an employee is sick, they must notify their immediate supervisor at least one hour prior to the

start of their shift. It is the employee's responsibility to make sure they receive a response from their supervisor to ensure their message was received. Employees must also note when they are sick on TC+.

Mandated Reporting

Galaxy Kids Program follows RAS policy 414: Mandated Reporting of Child Neglect or Physical or Sexual Abuse.
All staff members are mandated reporters. Mandated reporters are professionals or a professional's delegate identified by law who **MUST** make a report if they have reason to believe that the abuse, neglect, or financial exploitation of a vulnerable adult has occurred. If you suspect a child is being neglected or abused, you must make a VERBAL report within 24 hours of becoming aware of the suspected abuse/neglect. A WRITTEN report must be completed within 72 hours. All reports are confidential. You are protected by law from retaliation when filing a report. For more information or resources on child abuse, visit Prevent Child Abuse Minnesota at: http://www.pcamn.org/.

Staffing Ratios/Supervision

We follow the ratios of staff to children recommended by the State of Minnesota, the National Association for the Education of Young Children (NAEYC) and the MN Afterschool Accreditation Program (MAAP). Independence will be encouraged by allowing children to do things for themselves, but a staff member must be present at all times. Student workers may be included in the staff to student ratios; however they should not be alone with children at any time. Additional staff are scheduled during high-risk activities, such as field trips or community outings.

Preschool: 1: 10 (maximum 20)
Kindergarten-Grade 6: 1: 15 (maximum 30)
Mixed Group: For mixed age group we staff in accordance with the youngest age group present.

Volunteers

If someone requests to volunteer at Galaxy Kids Program, the Program Coordinator and RAS district office will work cooperatively to ensure a background check is completed. Volunteers may not be included in the staff to student ratio, and may never be left alone with children.

Communication

1. Galaxy Kids Program uses the following communication tools to communicate updates and information to staff members: Daily Dayminder, district email, monthly staff meetings, monthly parent newsletters, and information posted on the staff bulletin board.
2. Staff members are expected to communicate with peers, children, and parents in a professional manner. Parents should be greeted upon entering the classroom and provided with regular verbal updates regarding their children. Staff members will communicate concerns using Incident/Accident Reports and Behavior Reports.
3. Galaxy Kids Program will conduct annual surveys to gather feedback from students, staff, and parents. Results from these surveys will be used to develop ongoing improvements within the program.
4. Staff members will provide feedback regarding the program in the form of written notes, discussions with supervisors, participation in staff meetings, and completing surveys.
4. Staff members will maintain confidentiality while communicating with parents using both written and verbal communication.

Answering the Telephone

When answering the phone, staff should greet the caller by saying, "Good morning/afternoon, Galaxy Kids this is_____ how may I help you?" If the person is asking questions that you do not know the answers to, please transfer them to the Galaxy Coordinator. The phones at Galaxy should not be used for personal calls. If an emergency arises, make your call brief. Use of a personal cell phone to make non-work related calls is prohibited during scheduled work hours.

Staff Responsibilities

Galaxy Kids Program School-Age Care Assistant

1. Planning and implementing daily activities from subject areas as assigned by Coordinator. Plans need to be completed in a timely manner & written out for substitutes to follow as well as for program coordinator to view. This includes filling out Activity Planning Forms in a timely manner.
2. Interacting directly with the children during all activities, i.e. gym games, outside, sitting with children during meals, art projects, etc.
3. Communicating clearly with parents. Parents should be informed of any and all matters pertaining to their child in a positive and timely manner. Parents should be greeted every morning and evening.

4. Communicating in a positive and professional manner with program and district staff.
5. Maintaining on site record keeping, daily attendance, locating children who do not show up when scheduled, keeping children's files up to date.
6. Documenting any and all negative behaviors and reporting these behaviors to the coordinator immediately.
7. Providing a safe environment, foreseeing potentially dangerous situations, and being current in first aid/CPR training and blood-borne pathogens training.
8. Serving breakfast or snacks, and supervising the children during meals.
9. Knowledge of all guidelines and policies. Be familiar with the parent handbook, program forms and Galaxy Program website. All staff should also be familiar with the ISD 883 District-Wide Staff Handbook.
10. Providing guidance and a safe setting while enforcing consistent boundaries for child behavior.

High School Student Worker

1. Communicating in a positive and effective manner to children, parents, building staff, and other Galaxy Staff.
2. Helping serve breakfast and snacks and supervising children during meals.
3. Assisting other staff in planning and carrying out daily activities.
4. Interacting directly with the children during all activities, i.e. gym games, outside, sitting with children during meals, art projects, etc.
5. Have knowledge of Galaxy Program guidelines and policies and be familiar with the parent handbook and Galaxy Program website.
6. Enforcing behavior guidance policies with help from adult staff and coordinator, if necessary. Do not deal with serious issues; tell the coordinator or assistant so they can handle the child.
7. First Aid/CPR certification preferred.

Program Guidelines and Expectations

Arrivals/Departures

1.Staff members are responsible for signing children into the program each session, and signing them out at the end of the session or when they leave for the day. Children will be signed in and out on the Staff Attendance Board. When children are dropped off or picked up by their parent or an authorized person, the authorized person must sign the child in/out on the Parent Sign-In/Out boards. Staff members are responsible for reminding parents to sign their children in/out.
2. When students arrive on a school van or bus, the staff member will sign the child in on the Staff Attendance Board. The staff member will also sign the child out on the Parent Attendance Board, noting that the child left on the bus.

Pickup Authorization

Children are to be released only to their parents or persons listed on their Authorized Pick Up list. If parents would like their child released to anyone else, the parent must provide authorization in writing in advance. In an emergency, a phone call will be sufficient. Inform the parent that the person will need to show proper identification.

If someone comes to pick up a child that the staff does not know, follow these directions:

1. Ask the person for identification.
2. Check to see if their name is on the child's Authorized Pick-Up List or check the Dayminder to see if there is a note from the parent authorizing their child's release to this person.
3. If the person is not an authorized person tell them you must speak to the parent before releasing the child.
4. Phone the parent. If the parent authorizes the person to pick up their child, you may release the child to the person. If you are not able to reach the parent, notify the person that you cannot release the child without the parents authorization.

Staff must be aware of any persons who are authorized to pick children up. The Coordinator will keep the registration list up to date. If the unauthorized person is a biological or adoptive parent we must have a copy of the restraining order on file.

If a person who is unauthorized to pick up a child, such as a non-custodial parent, arrives to pick up the child, the following steps should be taken:

1. Ask the parent to step out in the hall or into another room with you, away from the children.
2. The other staff person(s) in attendance will stay with the children.
3. The other staff members are to remove the children from the unauthorized parent if the following are factors:

    A. There is a restraining order against this person and Galaxy has a copy of it.
    B. The person becomes abusive, verbally and/or physically with the staff members.

If the above occurs, the staff person who stays with the children will then make a phone call to 911. Never leave the children unattended. The designated removal place will be where there is a telephone.

Do not ever put yourself or the children in a position of physical harm.

Any situation such as the one described above needs to be documented immediately and the Galaxy Kids Program Coordinator and Community Education Director need to be contacted as soon as possible.

Tracking Children

All staff members are responsible for knowing how many children are in their care at all times. A written count of all children present will take place every 30 minutes. The staff member assigned to the Sign In/Out boards is responsible for initiating the child count and confirming that it is correct. Staff members may use checklists at their own discretion; however all staff members are required to use the magnetic white boards with a nametag for each child in their care. When the child leaves for the day their nametag will be removed from the whiteboard and placed on the "Out" board.

Missing Children

If a child does not check-in after school, please take the following steps to locate the child. You must repeat all steps until the child has been safely located.

1. Check on Infinite Campus to see if the child was in school.
2. Call the school teacher or school office to see if they know the whereabouts of the child.
3. If the child has gotten on a bus call the bus garage and ask them to bring the child to Galaxy Kids Program. If they were on the bus but have already been dropped off at home, call the home to see if they answer. Ask to speak to an adult. Contact the parents immediately to notify them of the situation.
4. If the school/bus company does not know the whereabouts of the child, call the parent(s).
5. If the parent(s) cannot be reached by phone, the emergency contacts must be called.
6. Leave messages at all available phone numbers for the parents, guardians, and emergency contacts, inform them of the situation.
7. Fill out a Finder's Fee Form and give it to the coordinator. The coordinator will notify the parent and apply the Finders Fee to their Parent Portal.

If you are not able to reach any adult or cannot find the location of the child, contact the police department and explain the situation to them.

Children Who Run Away

When a child in your care runs away from the supervised area keep an eye on him/her from a distance. If the child moves toward a place where his/her safety is a concern you must go after him/her. If the child leaves the grounds and you cannot find him/her, call the police for assistance and call the coordinator. Any time a child runs or a restraint is utilized the parents must be informed, and the incident documented on a Behavior Report.

Information for the police:
You can give the police a description of the child including their name, address, appearance, etc. *You should not reveal information about the child regarding special needs.* You can tell the police about events leading up to the incident and what type of mood the child may be in when they arrived. The coordinator can also request that the police notify Galaxy Kids when they have caught up with the child and inform Galaxy Kids of their location so assistance with handling/processing the situation can be done. We are permitted to give the police more information regarding special needs if the parents have signed a release allowing us to do so.

Maintaining Staff and Student Professional Boundaries

1. In order to maintain professional boundaries, children may not hang or jump on staff members at any time. Staff members may not hold children or allow children to sit on their laps.
2. Staff members must always be at the head of the group when transitioning. A second staff member, if possible, should be at the end of the group.
3. If you take groups to the large bathrooms, be sure to monitor the time spent in the bathrooms.
4. ***Children should never be left in any area unattended.*** If the staff member needs to step out, another staff member should be contacted to take over.
5. Children are not allowed to use the walkie-talkies, staff computers, or program keys.

Alone with a Child

Whenever possible staff members should not be alone with a child. There are, however, times when this may not be possible. For staff security, staff members should choose a location that is "public" and open in nature when alone with a child. Student workers and volunteers may not supervise children

and must never be left alone with a child for any period of time.

Classrooms

1. Toys from home are to stay in lockers, unless permission has been given from the group leader (in most cases we allow toys on Fridays only).
2. Children should clean up their play area before switching activities, going to school or going home.
3. Only Galaxy CD's/tapes are to be played unless staff has previewed and permission has been given.
4. TV is only operated by the staff members and only on during designated hours.
5. Computers must be monitored at all times.
6. Children (and staff members) are not allowed to sit on counters and/or tables.

Staff members are responsible for actively supervising and interacting with children at all times. Staff members should not be visiting with each other, talking on the phone (including cell phones), or working on their own projects.

Gym

1. A first aid bag and radio must always go inside with the group.
2. Organized games are to be played, no free play in the gym. Staff members must be aware of what is happening at all times, in all areas of the gym.
3. If the curtain is down a staff member needs to be on both sides of the curtain.
4. No food, drink, or gum is allowed in the gym (children and staff).
5. Staff members should be involved with the activities in the gym, not just observing or standing around.
6. No tackle football or any other physical contact sport, is allowed at any time.
7. Children are not allowed in equipment storage areas.
8. Children should be separated by age and ability groups based on the activity to ensure safety.

Playground

1. A first aid bag and radio must always go outside with the group.
2. Children are not to run upstairs to the playground. They must walk with the leader and hold on to the railing.
3. No throwing stones or snowballs on the playground.
4. Go down slides feet first and one child at a time.
5. Children playing on the grassy areas or basketball areas need to be supervised at all times.
6. Staff are to spread out on the playground so all children are being observed at all times.
7. School building rules are followed at all times.
8. All equipment in games should be used as it was intended for.

Toileting Assistance

In an effort to protect the dignity and privacy of the child who require assistance in toileting, when possible two staff members will be present. When two staff members are not available, the staff person assisting the child will notify another member of the staff that they will be assisting the child with toileting alone and they will use the restroom that is normally used by Galaxy Kids. Care will be taken to be respectful and appropriate in all conversation and actions while assisting the child.

Outside Time

All children should go outside every day, weather permitting, even if just for a few minutes. If the children went outside at recess and the weather has not gotten any colder, staff should take the children outside. Do not take the children outside if it is extremely cold, wet, muddy, too humid, etc. Children and staff members should have proper clothing for being outside. Staff members should place themselves in different areas of the playground so they can actively supervise all children. Staff members should not congregate together.

Children need to follow all playground rules. Staff members are responsible for making sure these rules are being followed and prevent any situations that could become dangerous.

Activity/Lesson Planning

The program planning specialist will complete daily lesson plans (Lesson Planning Forms). Classroom Assistants will meet with the planning specialist one time a week during their weekly planning meeting. During this meeting classroom assistants will receive their Lesson Plans for the following two weeks and will have an opportunity to ask questions and provide feedback to the planning specialist. All staff members will be scheduled a minimum of one hour per week to complete their Activity Planning Forms. The Activity Planning Form will be completed at least one week prior to when the activity is scheduled to take place. Activity Planning Forms will be attached to the Lesson Planning Sheet that is provided by the planning specialist.

Programming

Galaxy Kids Program strives to ensure our lesson plans and curriculum supports youth development

and engagement. Lesson plans and activities focus on all aspects of youth strengths and needs, including physical, social, emotional, and cognitive/academic needs. Lesson plans and Activity Planning Forms will be adjusted to reflect the needs, interests and abilities of all students. Developmental needs will be intentionally supported through daily activities, including daily lesson plans, monthly schedules, transition games, and daily informal interactions with students.

Child Guidance and Behavior Management

Inclusive Environment

Galaxy Kids Program and staff members will create a caring, inclusive environment. The program values and supports the rights of all children, regardless of their diverse abilities, to participate actively in our child care setting. Children will be provided with reasonable accommodations and should be in groups with same-age peers whenever possible.

Pro-Social Behavior

Staff members will model appropriate, pro-social behavior at all times when working with students.

<u>If a child is displaying negative behaviors, staff should do the following:</u>

1. Talk to the child. Explain to the child in a positive manner why the behavior is inappropriate, or ask the child to tell you why this behavior is not appropriate.
2. If the child continues to display negative behaviors, redirect the child. Discuss what they could do instead. Encourage them to suggest ideas. Make sure child is aware of consequences to choices made.
3. If negative behavior continues, follow through with the consequence agreed upon earlier. If it is a "time-out", do not leave the child isolated for unreasonable amount of time. After the consequence has been met, discuss the behavior in a positive manner with the child before letting them go back to be with the other children.
4. Document all negative behaviors with a Behavior Report and make the child aware of what is written for the parents to read. Give the original copy to the parents and make a copy to give to the coordinator.

<u>If a discipline problem becomes severe; i.e. child is physically abusive towards other children or staff, staff is to do the following:</u>

1. Immediately remove the child from the group. If the child chooses not to leave the room, remove all other children from the room.
2. Give the child a chance to calm down.
3. Document the incident using a Behavior Report. Give the original copy to the parent and make a copy to give to the coordinator.
4. Contact the coordinator. If unable to reach them, contact the Community Education Director. Either of these people will make any further decisions.
5. Inform the parent that the coordinator will be in touch with them.
6. Continue trying to reach the coordinator.

At any time a child may be removed from the program for up to a week following a severe incident. THIS DECISION IS TO BE MADE WITH THE GALAXY KIDS COORDINATOR OR THE COMMUNITY EDUCATION DIRECTOR. AT <u>NO</u> TIME IS A STAFF MEMBER TO MAKE A DECISION BY THEMSELVES REGARDING A CHILD'S EXPULSION FROM GALAXY KIDS PROGRAM.

Galaxy Kids Program follows ISD 883's Policy 507: Corporal Punishment
No employee or agent of the school district shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

Bullying Policy

Galaxy Kids Program followings ISD 883's Policy 514: Bullying Prohibition Policy. The policy defines "Bullying" as:
"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, "bullying," specifically includes cyberbullying as defined in this policy.

"Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, 514-3 including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic

device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment."

If you suspect a child may be the target of bullying you should report your concerns to the Program Coordinator right away.

Health and Safety/Emergency Procedures

General Guidelines

1. Staff members must wash hands at the start of their shift, upon entering a new classroom, after eating or drinking, after using the restroom, and after sneezing/coughing/blowing their nose.
2. Galaxy staff members are responsible for serving meals and snacks during program hours, therefore they must follow all safety and reporting guidelines as stated by the State of Minnesota.

   a. The Program Coordinator must report the following illnesses to the State of Minnesota: salmonella spp., Shigella spp., Escherichia coli 0157:H7, or other enteric bacterial pathogen, or the hepatitis A virus. The report should be made by the next working day (Minnesota Food Code 4626.0060 A).
   b. Employees must be restricted from serving food if they have the following symptoms: diarrhea, vomiting. They may return to food-related responsibilities when they are free from symptoms. The Program Coordinator is required to keep a log of staff members exhibiting diarrhea and vomiting. Staff members are required to report these symptoms to the program coordinator and refrain from working until symptoms are no longer present.

3. The Program Coordinator will maintain a list of student medical information, including allergies and long-term health and developmental considerations. These lists will be posted in each classroom on the inside of the First Aid cupboard.
4. Emergency safety drills will be conducted throughout the school year and summer. Staff are responsible for being familiar with the district "Emergency Procedures" book located in each classroom (Red Binder).

Emergency Procedures

All Galaxy staff are trained in the district's Emergency Procedures, which can be located in each classroom in the RED Emergency Procedures book. Staff members will also follow the programs Child Care Emergency Plan, located by the entrance of each classroom on a RED clipboard.

Nutrition Guidelines

Galaxy Kids Program is committed to serving a variety of healthy and nutritious food during program hours. Students will be offered snack options each day that include a balance of fruits, vegetables, grains, and proteins, while limiting foods high in fats, sodium and sugars. Students will be offered water, low or non-fat milk, and 100% fruit juice with each snack. Staff members should support children's abilities to self-regulate eating (i.e. only eating until full) as well as model healthy eating habits.

First Aid Requirements

First aid kits are accessible to staff members at all times. First aid kits are located in each classroom. Portable first aid kits are also available for when students are outside, in the gym, in the computer lab, and on field trips and off-site activities. First aid kits will include the following: Water (if not available in the space), disposable gloves, adhesive bandages, antiseptic wipes, scissors, sterile compresses, thermometer, adhesive tape, ice pack, current first aid manual. A staff member will be assigned to complete weekly checks of all first aid kits to ensure they are adequately stocked.

Student Accidents/Injuries

All adult staff members must be certified in First Aid/CPR. If an accident occurs, please follow the instructions below.
1. The coordinator (teaching assistant if coordinator is not available) does the initial

assessment of the injury. DO NOT MOVE THE CHILD. IF YOU ARE UNSURE OF THE SEVERITY OF THE INJURY, THE COORDINATOR OR ASSISTANT WILL SEND ANOTHER STAFF PERSON TO CALL 911.
2. While the coordinator or assistant is attending to the child, other staff on site should remove the other children from the area. As a staff, you should determine a centralized place for the children to gather when an accident or injury occurs; i.e. on the playground, all children will meet by the door.
3. If you have to call 911, immediately contact the parent/guardian. If you cannot reach the parent/guardian, please contact one of the people listed on the child's emergency contact list. After reaching these people, please contact the program coordinator. If unable to reach the program coordinator, leave a message and then contact the community education director.
4. The assistant will fill out a Galaxy Kids Program Accident Report, and return it to the coordinator as soon as possible. ACCIDENT REPORTS MUST BE FILLED OUT FOR ANY AND ALL INJURIES. A copy of each Accident Report will be given to the parent and a copy will be kept in the child's file on-site.
5. Staff members must wear gloves when attending to a child that is bleeding or secreting bodily fluids and following all first aid/CPR procedures.
6. Inform the parent of any accident that involved their child, in person, on the day it occurred. (If a serious accident, call immediately.)
7. In the event that a serious injury has occurred, Galaxy staff will notify the Program Coordinator as soon as it is safe to do so. The coordinator will inform the RAS district office and Community Education Director.

First Aid Kits

First aid kits must be in all areas where children are, including classrooms, the gym, outside, and during off-site activities. First aid kits will be checked by an assigned staff person each week. All first aid kits should include the following items: water (if not available in the space), disposable gloves, adhesive bandages of assorted sizes, sealed packages of antiseptic wipes, scissors, sterile compresses, thermometer, adhesive tape, ice packs, current first aid manual.

Head Injury/Concussion

If a child bumps their head while at Galaxy Kids Program, staff will immediately implement the following steps.

Step 1: Make sure the child is okay. Provide first aid as needed.
Step 2: Notify Program Coordinator so assistance can be provided.
Step 3: Immediately begin the Concussion Signs and Symptoms Checklist.
Step 4: After completing the checklist the 1st time, notify the parent that their child has bumped their head and we are monitoring them- please remember this notification MUST take place within 15 minutes of the time of injury.
Step 5: Complete the checklist again after 15 minutes from the time of injury, 30 minutes from the time of injury and once before the child leaves for the day.

Notes:

- The staff who is first aware of the incident is the Responding Staff and must remain with the child until they leave for the day.
- At no time should a child who has bumped their head by allowed to lay down or fall asleep.
- If a student displays symptoms of a concussion, the parent will be called and asked to pick up their child.

If at any time a child displays the following symptoms, call 911 immediately: loss of consciousness for any period of time, vomiting, disoriented behavior, confusion, loss of memory, problems with balance or dizziness.

Staff Injuries

If a staff member is injured, they must immediately report the injury to the Program Coordinator or Community Education Director. They will assist you in documenting the injury and filling out a First Report of Injury and advise you on what to do next.

Administering Medications

A form from a doctor must be presented before any prescription medications can be given to any child at Galaxy Kids Program. Medication must be in its original container, properly labeled. These medications will be kept in a locked location, away from children.

All classroom assistants will receive training in medication administration. Only trained, adult staff members can administer medication to children.

When dispensing medication, the Galaxy Staff must double check the child's first and last name on the bottle and confirm the child's name with them, as well as double check the ordered dosage. Medication should be dispensed into the child's hand or into a cup. Staff should not touch the medication directly. After the staff has watched the child take the medication, the log should be completed, including initials and time administered. Unused medications and emptied bottles must be returned to the parent/guardian. Over-the counter medications may be administered if a Medication Form is on file with a parent's signature.

State of Minnesota Rule 3 Licensing Requirements for Child Care Centers (Section 9503.0140, Subparagraph 7) states: "non-prescriptive medications and topical ointments must be administered according to the manufacturer's instructions." Galaxy Kids Program requires parent/guardian authorization for administration of non-prescriptive medications such as Children's Tylenol.

Sick Children

A child may not attend Galaxy Program if the child has any of the following; fever above 99.9 degrees, vomiting, diarrhea, undiagnosed rash, inflamed or mattery eyes, severe cold or sore throat. If a child does become ill at Galaxy, or any of the above symptoms appear, do the following:

1. Have the child rest in a quiet comfortable place away from the other children (if possible).
2. Contact the parent. Explain the situation. If the child does have any of these symptoms, he/she must be picked up as soon as possible (within 1 hour). If the parent says that they cannot come to get the child, tell them either they need to make arrangements for someone else to pick up the child or you will call one of the people listed on the child's emergency contact list, found in their Parent Portal.

*A child may not return to the program until they are fever/symptom free for 24 hours or on medication for at least 24 hours.

Pets

On occasion, Galaxy Kids Program may have working service dogs at our locations. We also may have presentations from outside organizations involving animals. Parents/Guardians are asked to check with the supervisor and/or staff before bringing any animals into the program. You will be notified in writing if any animals will be present in the program for any reason.

Transporting Children

1.Galaxy Kids staff members will be responsible for safely transporting children to and from Rockford Community Education classes and activities. Staff members responsible for providing transportation will have a copy of their driver's license on file, must maintain a safe driving record, and must receive transportation training through 4.0 Transportation (including a written test and supervised test drive with transportation manager). Students must always be transported in an approved district-owned vehicle.
2. Galaxy staff members are responsible for ensuring students are safely transported to/from field trips in district busses. Staff members are responsible for ensuring students maintain safe behavior while on the bus. In the event of an emergency, Galaxy staff members are responsible for safely supervising students and notifying the Program Coordinator of incidents.

Emergency School Closings and Late Starts

Often an emergency closing due to bad weather is announced after Galaxy Kids Program has opened. Staff members are responsible for reporting for the before school session unless contacted by the coordinator.

<u>If school is cancelled after you have arrived during the before school session:</u>

1. The coordinator will be in contact with program staff.
2. Galaxy will remain OPEN depending on the severity of the weather. If the decision is made to close Galaxy, Galaxy staff members will email and call parents. Parents will have 2 hours to pick up their children.
3. At least two staff will stay until the last child is picked up.

<u>If school is cancelled in the middle of the day:</u>

1. The coordinator will be in contact with program staff.
2. Galaxy will remain OPEN depending on the severity of the weather. If the decision is made to close Galaxy, Galaxy staff will email and call parents. Parents will have 2 hours to pick up their children.

3. At least two staff members will stay until the last child is picked up.

If school has a late start after you arrive:
All AM staff are to remain with the children until school is in session. The staff will be paid for this time.

Late Parent Policy

Galaxy Program closes at 6:00PM. Staff members will use the following procedure to handle late pick-ups:

1. Whenever possible, have two staff stay with child.
2. Assure the child that their parent or guardian is probably stuck in traffic and find something for the child to do.
3. Attempt phone contact with the parents or guardians of the child. If parents cannot be reached, phone calls should be made to the emergency contacts for the child.
4. If staff haven't heard from the parents/guardians and are not able to secure a pick-up for the child by contacting the emergency contacts, at 6:30 PM staff will notify the coordinator.

Suspicion of Parents under the Influence of Drugs or Alcohol

If the coordinator or classroom assistants suspect a parent/guardian is under the influence of alcohol or drugs and believes the child would be in danger because of the parents' state, the following procedures should be taken:

1. Tell the parent/guardian confidentially that you are concerned about having him/her driving and offer to call a back-up person from the emergency contact list.
2. If the parent/guardian insists on driving with the child, you will be obligated to call the police.
3. Call 911 and report the incident and if possible provide the police with a description of the car, license plate number, and which direction they were headed. You may be asked to provide the child's home address.
4. If a staff member smells what they believe is alcohol on a parent's/guardian's breath, but otherwise their behavior appears consistent with what is typical for them, that staff member is under no obligation to do or say anything.
5. Staff members should never try to physically restrain or argue with a parent or guardian. Discuss the situation with the Galaxy Coordinator.

Field Trips

Galaxy Kids Program will be taking a variety of field trips during the school year and the summer program. The following are the guidelines for field trips:

1. The Galaxy Kids Program Coordinator plans field trips.
2. Children and staff are to wear Galaxy Program t-shirts.
3. Staff may not transport children in their own vehicles on field trips.
4. The cell phone, first aid kit, walkie talkies, and each child's emergency information must be taken on all field trips.
5. Staff will remain with all children in their group for the entire field trip. Children should never be allowed to wander alone without supervision, i.e. the bathroom.
6. No children are to be left behind for on-site care on a field trip day for negative behaviors in the morning prior to the field trip. The child will attend the field trip, and if the behaviors continue, a staff person will remove them from the field trip activity and sit with them on the bus. Upon returning from the field trip, the staff person will contact the coordinator and make him or her aware of the situation, and fill out a Behavior Form to notify the parents.
7. If an accident/injury happens to a child on a field trip and 911 is contacted, the parent should be contacted and informed of where the child is being taken. The Emergency Medical Technician's (EMT's) should be given the information from the child's Emergency Form. Staff will not ride in the ambulance with the child. Contact the Program Coordinator and the Community Education Director as soon as possible. Fill out an Accident Report.
8. Attendance should be taken before the bus leaves for the field trip, and before the bus leaves the field trip site to return to school.
9. The coordinator will designate the staff person who will take care of the payment, explanation of rules, and anything else that arises during the field trip.

Parent and Family Involvement:

1. Galaxy Kids has an open door policy for staff members and parents. If a parent expresses a concern to you, please acknowledge their concern

and let the parent know you will get more information and follow up with them. If needed, please contact the Program Coordinator so concerns can be followed up with in a timely manner.
2. Parents will be offered an opportunity to attend an orientation at the beginning of each session (School Year/Summer).
3. Parents and other family members are encouraged to participate in program activities.
4. Conferences can be requested by the program supervisors or the parent regarding children when the need arises.

Community Partnerships

Galaxy Kids strives to provide opportunities for our students to excel within their school and community. Galaxy maintains community partnerships with several business to provide additional learning experiences for our students. We currently maintain a partnership with the Rockford Public Library, and RiverWorks Food Shelf. These businesses provide opportunities for our students to be active within their community and gain an awareness of community needs and programs.

Gifts

Staff members should not receive gifts of monetary value from program participants. If gifts are received, the parent will have the option of taking back the gift or offering it as a donation to the program.

Dress Code

Staff members should dress in an appropriate, professional manner while working with students. Please remember you are representing our program and the Rockford School District while working. Tank-tops are allowed, as long as they don't have large, open armholes or spaghetti straps. All undergarments must be covered (this includes sports bras). Shorts/skirts must be modest. Please dress comfortably while at work. All staff are expected to participate in activities with the children so please wear comfortable shoes you can play games in. Clothing should be clean and in good repair at all times. Please refrain from wearing pants with holes in them or "off the shoulder" shirts.

Other

The Minnesota Department of Education has clarified the following scenario for school districts:

"Due to potential conflicts of interest, school employees must **NOT** direct or influence the activities of the groups listed." (or similar groups)

- Booster Clubs (i.e. Rocket Activities Boosters and/or Music Partners)
- School Foundations (i.e. Rockford Education Foundation)
- Scholarship Funds (i.e. Rockford Dollars for Scholars)
- Or similar groups

We interpret this to mean the following: Employees can join any of these groups as a non-voting, non-paid, ex-officio members / volunteers but they cannot serve on a leadership team, a decision making body or Board of Directors for any of these groups.

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Launching Pad Preschool Parent Handbook

Meeting Date: 4/18/22

Prepared by: Tiffany Reinhard

Date Prepared: 4/12/2022

☐	Information	X	Briefing	☐	Action	☐	Enclosure Item(s)

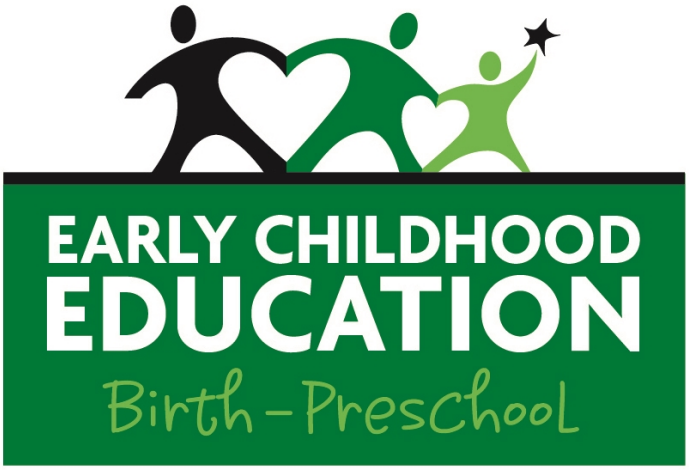
Changes to the 2021-22 Launching Pad Preschool Parent Handbook for 2022-23:

- Dates updated to reflect 2022-23 school year
- Tuition fees updated to reflect the new board approved tuition increase.
- Classroom Assistant changed from TBD to the current staff person.

Changes to the 2021-22 Early Childhood Staff Handbook for 2022-23:

- Classroom Assistant changed from TBD to the current staff person.

The Launching Pad Preschool



2022-23 Parent Handbook



Launching Pad Preschool is a 4-Star rated Parent Aware Program. The highest rating offered, it reflects a commitment to high quality programming using research-based best practices, while preparing children for success in kindergarten and beyond.

Rockford Area Early Childhood Programs is a program of the Rockford Area Schools Community Education Department.

Table of Contents

INTRODUCTION	**3**
Philosophy	3
Staff	**3**
Program Information	3
Curriculum	4
What is a Reggio-inspired approach	4
All-Day Preschool	**5**
Calendar	5
Conferences	**5**
Gifts to Employees	5
Guidance Procedures	**5**
Emergency Procedures	6
Health Information	**6**
Attendance	6
Tobacco-Free Schools	**6**
Tuition/Fees	6
Class Options	**6**
Drop-off/Pick-Up Procedures	7
Busing	**7**
Parent Participation	7
Sample Daily Schedule	**7**
Acknowledgement Page	9

Introduction

Welcome to the Launching Pad Preschool! The purpose of this handbook is to assist you in knowing more about this program offered through Rockford Community Education. Please take some time to familiarize yourself with the contents of this handbook. It includes information specific to the Launching Pad Preschool.

Tiffany Reinhard, Coordinator
reinhardt@rockford.k12.mn.us

Philosophy

We believe that a child learns best in an atmosphere of love, warmth and acceptance. Our teachers listen to children, allow them to take the initiative, and yet guide them in productive and non-competitive ways.

Our program is founded on the belief that all children have great potential, are curious, and interested in constructing their own learning. We encourage positive peer and social relations, development of critical thinking skills, and facilitate the development of self-esteem by fostering independence and problem-solving skills.

We further believe that parents are the child's first and primary teachers and we enhance and support the parents in this important role.

It is important to remember that development is a journey, not a race. Children benefit from the individual, measured pacing of the journey, not from achieving developmental milestones at the earliest opportunity. We offer only developmentally appropriate activities for the children and will not push beyond what they are comfortable doing.

Jean Piaget generally is recognized as the leader in the field of early childhood education in the research and understanding of a child's development. From ages two to seven, a child is developing many of the cognitive skills that are the foundation for all formal learning. Attempts to hurry a child's cognitive development are not worthwhile: Piaget's research documents that the stages of cognitive development cannot be skipped, nor is it possible to speed through them. While most children at the youngest ages are able to memorize and recite, these skills do not represent meaningful learning in the preschool years. In our setting, we encourage deep and complex thinking. This fosters the tendency in children to be curious, to wonder, investigate then to question, study, and analyze so they can think critically. This is true preparation for life-long learning. "Academics" are very much embedded within our daily work. They are found in both the ordinary moments of our day and in the project work that we may do.

Children have a real understanding only of that which they invent themselves, and each time we try to teach them something too quickly, we keep them from reinventing it themselves. ~ Jean Piaget

Staff

Teachers are typically licensed in early childhood education and are carefully selected by our interviewing committee. Teachers are required to attend workshops, conferences, and other in-service training opportunities to keep abreast of the best way to enhance children's learning. Assistants are all parents and some have had children in our program. District #883 has a licensed school nurse on duty at all times.
Coordinator –Tiffany Reinhard
Children's Teachers - Michelle Anderson, DeAnn Lommel, BethAnn Brooks, Lindsey Stotts
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Program Information

Enrollment: Each class has one teacher and one assistant and a maximum of 16-18 children.

Funding: Our program is supported by tuition fees from parents along with a small amount of funding from the state for tuition assistance purposes.

Location: Rockford Elementary Arts Magnet School, 7650 County Road 50, Rockford, Minnesota, classrooms 209, 210, 211, 212, and 305.

Telephone Calls - Messages
The Early Childhood Programs phone number is 763-477-7500. All teachers have voice mail and you will be able to leave a message for your child's teacher. *If it is a very important message, such as a change in your child's dismissal routine, please speak to someone in the Early Childhood Office or REAMS office.*

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- Make sure the lunch is clearly labeled.
- Low sugar and high fiber are important.
- Remember protein/vegetables/fruits/grains.
- Please don't send candy or more than one cookie.

2022-23 LUNCH PRICES

Breakfast $1.85
Elementary Lunch $2.65
Adult Lunch/2nd Lunch $3.85
Milk $.60

Email or letter will notify parents when their student's balance is at a positive $10.00. Students will not be permitted to charge meals to their account if they have a $-5.00 in their account. Sandwiches and milk will be provided until funds have been deposited to bring their account to a positive balance.

Parents/guardians can make deposits to student lunch accounts in the Infinite Campus Portal or mailing a check to the high school kitchen, attention: Deb Graunke. Students can also bring deposits to their building office. A child's lunch balance can be viewed by logging on to your Parent Portal on Infinite Campus. Students who have insufficient funds to pay for a meal may receive an alternate meal. Details on negative account balances and unpaid meal charges can be found in Appendix 6 of the District Student-Parent Handbook.

Students may be eligible for free and reduced price lunches and/or breakfasts. Free and reduced price eligibility forms are available at each school office and at the district office. For more information regarding your child's lunch account, payment methods, or eligibility for free and reduced price meals, contact 763-477-9165.

Calendar

We follow the school year calendar of Rockford Elementary Arts Magnet School, except that we begin later and end earlier, and offer mid-year parent-teacher conferences.

Conferences

Every family has a parent/child conference with the teacher before classes begin in September. Parents also have the opportunity to have a formal conference to discuss their child's progress in January. At the end of the year, each parent receives a summary report of his/her child's progress.

Daily electronic journals

Teachers e-mail parents a recap of each day. Parents who do not have e-mail service receive a paper copy of the e-mail.

Gifts to Employees

Refer to District Policy 421

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Guidance Procedures

By noticing children behaving positively and praising them for this, the need for discipline is greatly reduced. We believe positive reinforcement, redirection of negative behavior, and an explanation of what is expected and why is the best and easiest way of handling inappropriate behavior. Yet, at times, purposeful discipline becomes necessary for the good of the individual child and the other children in the program.

The following is the course of action that will be taken, if needed:

1. First time - identify the undesirable action to the child as being inappropriate.
2. Second time - reminder of rule.
3. Third time - brief exclusion from the group and/or brief loss of privileges. (Child is excluded from the group for a very short time in an observable location. This type of time out is not meant as punishment, but as an opportunity for the child to take time away from the activity that led to the disruption.)
4. If the inappropriate behavior continues, a parent-teacher conference will be requested to discuss alternative measures of guidance.

Referral:

The Launching Pad Preschool is designed to serve students ages three to five years old. It is a non-mandated community education preschool program. Though every effort is made to meet the educational needs of every student, if a child's behavioral, developmental or cognitive needs exceed the typical services offered to children in our program, then we will seek parental permission to begin the referral process for consultation and/or assessment to the Early Childhood Special Education (ECSE) team. This is rooted in our commitment to the success of all students by

providing developmentally appropriate education to each one.

Emergency Procedures

We will participate in fire, tornado, and safety drills so the children are familiar with the procedures.

Health Information

District #883 has a licensed school nurse on duty at all times. All immunizations must be current according to state law. Your child must complete Early Childhood Health and Developmental Screening (offered by the school district) prior to being enrolled in the program, within 90 days after the enrollment date, or when your child reaches the age of 3 years and 7 months. Please call our office to set up an appointment at 763-477-7500.

For your child's well-being and the protection of the other children, your child should be kept home if he/she has the following:

Red eyes	**Heavy cough**
Upset stomach	**Ear ache**
Open sores	**Swollen glands**
Fever	**Diarrhea**

Children should be fever free for 24 hours *without* the aid of medicine (Tylenol, Motrin, Advil, etc.) before returning to school. Also, when the illness includes vomiting or diarrhea, please wait to return to school until it has been 24 hours since the last incident.

If your child becomes ill at school, the teacher will notify the parents or the contact person on the emergency card if the parents cannot be reached. You should have someone who can care for your child if he/she cannot remain at school.

The district student health service is staffed by a licensed nurse. Other health services may be provided to students under the direction and supervision of a licensed school nurse. In the event of an emergency, 911 will be notified along with the parent/guardian.

Please notify us if your child has a contagious illness. The staff will notify you if a contagious illness exists among the preschool children.

The preschool staff is not allowed to give medications, except for EPI-Pens, in an emergency. If medication is required, contact the school nurse who will tell you what procedure the school follows regarding medication. The school nurse can be reached by calling the Rockford Elementary School 763-477-5837.

Attendance:

If your child will be absent from preschool, please call the attendance line at 763-477-7525 and leave a message.

Tobacco-Free Schools

Refer to District Policy 419

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or electronic cigarettes in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities.

Tuition/Fees

Tuition is divided into a nine-payment plan and is due on the 1st of the month – all payments are the same regardless of school vacation days, conferences, etc.

Payment months:
June, by the September conference, October, November, December, January, February, March, April.

TUITION IS DUE ON THE 1st DAY OF EACH MONTH. A $25.00 LATE FEE WILL BE ASSESSED FOR PAYMENTS MORE THAN 5 BUSINESS DAYS LATE. If your tuition is more than three weeks late, LPP reserves the right to withdraw your child from the program if arrangements have not been made with the Coordinator.
There is a non-refundable registration fee: $40 for the first child - $30 for the second child that is due with the application in order to process the registration.

If your child is absent for an extended time, you will still be responsible for preschool tuition, as we cannot offer that slot to anyone else unless you withdraw your child from the program.

Class options

Children must be 3 by 9/1/2022 for all classes.
5 days/week (MTWThF) 8:05 AM–10:45 AM: $325/month.

3 days/week (MWF) 8:05 AM–10:45 AM or 12:15 PM–2:55 PM: $230/month

2 days/week (T/Th) 8:05 AM–10:45 AM or 12:15 PM–2:55 PM: $180/month.

3 days/week ALL DAY (MWF) 8:05 AM–2:55 PM: $370/month. This is equivalent to 6 sessions of preschool, plus an extra hour and a half each day for lunch and rest time.

2 days/week ALL DAY (T/Th) 8:05 AM–2:55 PM: $285/month. This is equivalent to 4 sessions of preschool, plus an extra hour and a half each day for lunch and rest time.

Late fees: There is a $25 late fee for tuition payments received more than 5 business days past the first of each month. There is a $10 late fee for each 15 minutes a child is picked up late from preschool.

Drop-off/Pick-Up for Preschool children:

• Parents are requested to bring their child to the classroom no more than 10 minutes before scheduled starting time. A child should not be dropped off outside the elementary school unless arrangements have been made previously with ECP staff.
• Parent must notify LPP if someone other than the parent will pick the child up from school on any one day, or on a regular basis.
• Parents must notify LPP and transportation if their child is to get off the bus at any place other than the normal drop-off point. (A child may only be delivered to an area within the general bus route.) The transportation supervisor requests a three-day notice and parents are asked that they deviate from the normal bus route only in case of an emergency.
• Parents should pick their child up outside the classroom promptly at the scheduled release time.

Busing

Bus transportation to and from preschool is available if:

1) The pick-up/drop-off point is on the regular bus route and,
2) There is space available on the bus. Busing policy permits only one address for pick-up each day and one address for drop-off each day.

Parent Participation

We welcome parents into our classrooms as observers and/or helpers. Please call your child's teacher to arrange a time for your visit.

What we expect from you:

• Please pay tuition promptly on the 1st of the month. You may pay online on *ELEYO,* or by check or cash in our office.
• Talk to the teacher or coordinator about any concerns you have about the program, your child, or related matters.
• Inform the EC office of any changes in phone number (work or home), address, or emergency information.
• Make sure your child has an adequate night's rest before sending him/her to school.
• Assess your child's health before sending him/her to school. (See Health Information above.)
• Read any correspondence via email or sent home with your child as you check the backpack each day.
• Label your child's personal items.
• No expensive or fragile items should be sent to school with your child - these may get broken or lost.
• Arrange to have an ill child picked up from the health office promptly.

What you can expect from us:

• An atmosphere of warmth, love and acceptance.
• Individual, positive attention for each child.
• A conscientious and thoroughly planned program with age-appropriate activities.
• A pleasant, safe, well-supervised, and healthy environment.
• Information sent home on a regular basis about activities, special events, or if there are concerns about a particular situation.
• Confidentiality of all information pertaining to children or families.
• Opportunities for you to be involved in your child's education.
• Children who ride buses will be met at the bus in the AM and be placed individually on buses in the PM.
• Our staff is required by law to report any suspected child abuse and/or neglect.

Sample Daily Schedule

A daily schedule and on-going documentation of the children's experiences are displayed in each classroom as well as our common areas. Parents are strongly encouraged to pay attention to the displays as they provide a glimpse into the inner life of the classroom community. Children learn about time from the daily, predictable routines that are established.

A sample of the daily schedule may include:

5-10 minutes
ARRIVAL
Free choice time

15-20 minutes
MEETING
Hello, sharing, story time and explain new activities

80 Minutes
PLAYFUL LEARNING
Hands-on activities, explore learning stations; projects

HEALTHY SNACK & WATER
Wash hands, social interaction, conversation, and manners. Children choose snack as a self-directed, independent activity

15 minutes
MUSIC & MOVEMENT CIRCLE
Songs, music, finger plays

10-15 minutes
GROSS MOTOR
Outdoors or play in large motor room; extra story or songs

10 minutes
DISMISSAL
Get ready, good-byes, pick-up or buses

Interest centers for developmentally appropriate activities:

Creative: Art, music, building blocks and dramatic play.

Literacy: Writing tools, paper, alphabet, books, story writing and documenting.

Science: Exploration, natural science, water/sand experimentation; “How?” “What?” “Why?” “Where?” “How much?”

Music: Experimenting with music, singing, listening, creating, performing, movement exploration, rhythms, playing instruments and exposure to many types of music.

Large muscle activity: A large muscle room and outdoor play area offer many opportunities for running, climbing, jumping, sliding, riding and balancing.

Math: Hands-on activities provide concrete experiences with counting, matching, sequencing, weight, size, volume, and one-on-one correspondence; children also experiment with shapes and manipulatives to learn classifying, sorting and predicting.

Acknowledgement Form

I have received a copy of the 2022-23 Launching Pad Preschool Parent Handbook.

_____

Student Printed Name

_____

Parent/Guardian Printed Name

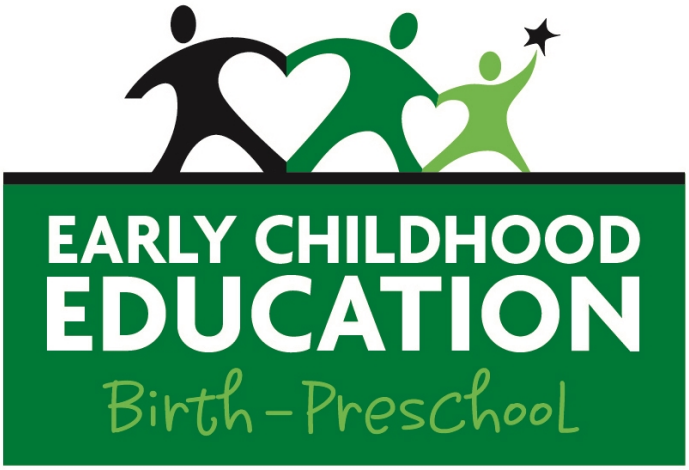
_____

Parent/Guardian Signature

_____

Date

The Launching Pad Preschool



2022-23 Parent Handbook



Launching Pad Preschool is a 4-Star rated Parent Aware Program. The highest rating offered, it reflects a commitment to high quality programming using research-based best practices, while preparing children for success in kindergarten and beyond.

Rockford Area Early Childhood Programs is a program of the Rockford Area Schools Community Education Department.

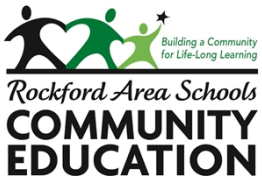


Table of Contents

INTRODUCTION	**3**
Philosophy	3
Staff	**3**
Program Information	3
Curriculum	4
What is a Reggio-inspired approach	4
All-Day Preschool	**5**
Calendar	5
Conferences	**5**
Gifts to Employees	5
Guidance Procedures	**5**
Emergency Procedures	6
Health Information	**6**
Attendance	6
Tobacco-Free Schools	**6**
Tuition/Fees	6
Class Options	**6**
Drop-off/Pick-Up Procedures	7
Busing	**7**
Parent Participation	7
Sample Daily Schedule	**7**
Acknowledgement Page	9

Introduction

Welcome to the Launching Pad Preschool! The purpose of this handbook is to assist you in knowing more about this program offered through Rockford Community Education. Please take some time to familiarize yourself with the contents of this handbook. It includes information specific to the Launching Pad Preschool.

Tiffany Reinhard, Coordinator
reinhardt@rockford.k12.mn.us

Philosophy

We believe that a child learns best in an atmosphere of love, warmth and acceptance. Our teachers listen to children, allow them to take the initiative, and yet guide them in productive and non-competitive ways.

Our program is founded on the belief that all children have great potential, are curious, and interested in constructing their own learning. We encourage positive peer and social relations, development of critical thinking skills, and facilitate the development of self-esteem by fostering independence and problem-solving skills.

We further believe that parents are the child's first and primary teachers and we enhance and support the parents in this important role.

It is important to remember that development is a journey, not a race. Children benefit from the individual, measured pacing of the journey, not from achieving developmental milestones at the earliest opportunity. We offer only developmentally appropriate activities for the children and will not push beyond what they are comfortable doing.

Jean Piaget generally is recognized as the leader in the field of early childhood education in the research and understanding of a child's development. From ages two to seven, a child is developing many of the cognitive skills that are the foundation for all formal learning. Attempts to hurry a child's cognitive development are not worthwhile: Piaget's research documents that the stages of cognitive development cannot be skipped, nor is it possible to speed through them. While most children at the youngest ages are able to memorize and recite, these skills do not represent meaningful learning in the preschool years. In our setting, we encourage deep and complex thinking. This fosters the tendency in children to be curious, to wonder, investigate then to question, study, and analyze so they can think critically. This is true preparation for life-long learning. "Academics" are very much embedded within our daily work. They are found in both the ordinary moments of our day and in the project work that we may do.

Children have a real understanding only of that which they invent themselves, and each time we try to teach them something too quickly, we keep them from reinventing it themselves. ~ Jean Piaget

Staff

Teachers are typically licensed in early childhood education and are carefully selected by our interviewing committee. Teachers are required to attend workshops, conferences, and other in-service training opportunities to keep abreast of the best way to enhance children's learning. Assistants are all parents and some have had children in our program. District #883 has a licensed school nurse on duty at all times.
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Milk $.60

Email or letter will notify parents when their student's balance is at a positive $10.00. Students will not be permitted to charge meals to their account if they have a $-5.00 in their account. Sandwiches and milk will be provided until funds have been deposited to bring their account to a positive balance.

Parents/guardians can make deposits to student lunch accounts in the Infinite Campus Portal or mailing a check to the high school kitchen, attention: Deb Graunke. Students can also bring deposits to their building office. A child's lunch balance can be viewed by logging on to your Parent Portal on Infinite Campus. Students who have insufficient funds to pay for a meal may receive an alternate meal. Details on negative account balances and unpaid meal charges can be found in Appendix 6 of the District Student-Parent Handbook.

Students may be eligible for free and reduced price lunches and/or breakfasts. Free and reduced price eligibility forms are available at each school office and at the district office. For more information regarding your child's lunch account, payment methods, or eligibility for free and reduced price meals, contact 763-477-9165.

Calendar

We follow the school year calendar of Rockford Elementary Arts Magnet School, except that we begin later and end earlier, and offer mid-year parent-teacher conferences.

Conferences

Every family has a parent/child conference with the teacher before classes begin in September. Parents also have the opportunity to have a formal conference to discuss their child's progress in January. At the end of the year, each parent receives a summary report of his/her child's progress.

Daily electronic journals

Teachers e-mail parents a recap of each day. Parents who do not have e-mail service receive a paper copy of the e-mail.

Gifts to Employees

Refer to District Policy 421

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Guidance Procedures

By noticing children behaving positively and praising them for this, the need for discipline is greatly reduced. We believe positive reinforcement, redirection of negative behavior, and an explanation of what is expected and why is the best and easiest way of handling inappropriate behavior. Yet, at times, purposeful discipline becomes necessary for the good of the individual child and the other children in the program.

The following is the course of action that will be taken, if needed:

1. First time - identify the undesirable action to the child as being inappropriate.
2. Second time - reminder of rule.
3. Third time - brief exclusion from the group and/or brief loss of privileges. (Child is excluded from the group for a very short time in an observable location. This type of time out is not meant as punishment, but as an opportunity for the child to take time away from the activity that led to the disruption.)
4. If the inappropriate behavior continues, a parent-teacher conference will be requested to discuss alternative measures of guidance.

Referral:

The Launching Pad Preschool is designed to serve students ages three to five years old. It is a non-mandated community education preschool program. Though every effort is made to meet the educational needs of every student, if a child's behavioral, developmental or cognitive needs exceed the typical services offered to children in our program, then we will seek parental permission to begin the referral process for consultation and/or assessment to the Early Childhood Special Education (ECSE) team. This is rooted in our commitment to the success of all students by

providing developmentally appropriate education to each one.

Emergency Procedures

We will participate in fire, tornado, and safety drills so the children are familiar with the procedures.

Health Information

District #883 has a licensed school nurse on duty at all times. All immunizations must be current according to state law. Your child must complete Early Childhood Health and Developmental Screening (offered by the school district) prior to being enrolled in the program, within 90 days after the enrollment date, or when your child reaches the age of 3 years and 7 months. Please call our office to set up an appointment at 763-477-7500.

For your child's well-being and the protection of the other children, your child should be kept home if he/she has the following:

Red eyes	**Heavy cough**
Upset stomach	**Ear ache**
Open sores	**Swollen glands**
Fever	**Diarrhea**

Children should be fever free for 24 hours *without* the aid of medicine (Tylenol, Motrin, Advil, etc.) before returning to school. Also, when the illness includes vomiting or diarrhea, please wait to return to school until it has been 24 hours since the last incident.

If your child becomes ill at school, the teacher will notify the parents or the contact person on the emergency card if the parents cannot be reached. You should have someone who can care for your child if he/she cannot remain at school.

The district student health service is staffed by a licensed nurse. Other health services may be provided to students under the direction and supervision of a licensed school nurse. In the event of an emergency, 911 will be notified along with the parent/guardian.

Please notify us if your child has a contagious illness. The staff will notify you if a contagious illness exists among the preschool children.

The preschool staff is not allowed to give medications, except for EPI-Pens, in an emergency. If medication is required, contact the school nurse who will tell you what procedure the school follows regarding medication. The school nurse can be reached by calling the Rockford Elementary School 763-477-5837.

Attendance:

If your child will be absent from preschool, please call the attendance line at 763-477-7525 and leave a message.

Tobacco-Free Schools

Refer to District Policy 419

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or electronic cigarettes in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities.

Tuition/Fees

Tuition is divided into a nine-payment plan and is due on the 1st of the month – all payments are the same regardless of school vacation days, conferences, etc.

Payment months:
June, by the September conference, October, November, December, January, February, March, April.

TUITION IS DUE ON THE 1st DAY OF EACH MONTH. A $25.00 LATE FEE WILL BE ASSESSED FOR PAYMENTS MORE THAN 5 BUSINESS DAYS LATE. If your tuition is more than three weeks late, LPP reserves the right to withdraw your child from the program if arrangements have not been made with the Coordinator.
There is a non-refundable registration fee: $40 for the first child - $30 for the second child that is due with the application in order to process the registration.

If your child is absent for an extended time, you will still be responsible for preschool tuition, as we cannot offer that slot to anyone else unless you withdraw your child from the program.

Class options

Children must be 3 by 9/1/2022 for all classes.
5 days/week (MTWThF) 8:05 AM–10:45 AM: $325/month.

3 days/week (MWF) 8:05 AM–10:45 AM or 12:15 PM–2:55 PM: $230/month

2 days/week (T/Th) 8:05 AM–10:45 AM or 12:15 PM–2:55 PM: $180/month.

3 days/week ALL DAY (MWF) 8:05 AM–2:55 PM: $370/month. This is equivalent to 6 sessions of preschool, plus an extra hour and a half each day for lunch and rest time.

2 days/week ALL DAY (T/Th) 8:05 AM–2:55 PM: $285/month. This is equivalent to 4 sessions of preschool, plus an extra hour and a half each day for lunch and rest time.

Late fees: There is a $25 late fee for tuition payments received more than 5 business days past the first of each month. There is a $10 late fee for each 15 minutes a child is picked up late from preschool.

Drop-off/Pick-Up for Preschool children:

• Parents are requested to bring their child to the classroom no more than 10 minutes before scheduled starting time. A child should not be dropped off outside the elementary school unless arrangements have been made previously with ECP staff.
• Parent must notify LPP if someone other than the parent will pick the child up from school on any one day, or on a regular basis.
• Parents must notify LPP and transportation if their child is to get off the bus at any place other than the normal drop-off point. (A child may only be delivered to an area within the general bus route.) The transportation supervisor requests a three-day notice and parents are asked that they deviate from the normal bus route only in case of an emergency.
• Parents should pick their child up outside the classroom promptly at the scheduled release time.

Busing

Bus transportation to and from preschool is available if:

1) The pick-up/drop-off point is on the regular bus route and,
2) There is space available on the bus. Busing policy permits only one address for pick-up each day and one address for drop-off each day.

Parent Participation

We welcome parents into our classrooms as observers and/or helpers. Please call your child's teacher to arrange a time for your visit.

What we expect from you:

• Please pay tuition promptly on the 1st of the month. You may pay online on *ELEYO,* or by check or cash in our office.
• Talk to the teacher or coordinator about any concerns you have about the program, your child, or related matters.
• Inform the EC office of any changes in phone number (work or home), address, or emergency information.
• Make sure your child has an adequate night's rest before sending him/her to school.
• Assess your child's health before sending him/her to school. (See Health Information above.)
• Read any correspondence via email or sent home with your child as you check the backpack each day.
• Label your child's personal items.
• No expensive or fragile items should be sent to school with your child - these may get broken or lost.
• Arrange to have an ill child picked up from the health office promptly.

What you can expect from us:

• An atmosphere of warmth, love and acceptance.
• Individual, positive attention for each child.
• A conscientious and thoroughly planned program with age-appropriate activities.
• A pleasant, safe, well-supervised, and healthy environment.
• Information sent home on a regular basis about activities, special events, or if there are concerns about a particular situation.
• Confidentiality of all information pertaining to children or families.
• Opportunities for you to be involved in your child's education.
• Children who ride buses will be met at the bus in the AM and be placed individually on buses in the PM.
• Our staff is required by law to report any suspected child abuse and/or neglect.

Sample Daily Schedule

A daily schedule and on-going documentation of the children's experiences are displayed in each classroom as well as our common areas. Parents are strongly encouraged to pay attention to the displays as they provide a glimpse into the inner life of the classroom community. Children learn about time from the daily, predictable routines that are established.

A sample of the daily schedule may include:

5-10 minutes
ARRIVAL
Free choice time

15-20 minutes
MEETING
Hello, sharing, story time and explain new activities

80 Minutes
PLAYFUL LEARNING
Hands-on activities, explore learning stations; projects

HEALTHY SNACK & WATER
Wash hands, social interaction, conversation, and manners. Children choose snack as a self-directed, independent activity

15 minutes
MUSIC & MOVEMENT CIRCLE
Songs, music, finger plays

10-15 minutes
GROSS MOTOR
Outdoors or play in large motor room; extra story or songs

10 minutes
DISMISSAL
Get ready, good-byes, pick-up or buses

Interest centers for developmentally appropriate activities:

Creative: Art, music, building blocks and dramatic play.

Literacy: Writing tools, paper, alphabet, books, story writing and documenting.

Science: Exploration, natural science, water/sand experimentation; “How?” “What?” “Why?” “Where?” “How much?”

Music: Experimenting with music, singing, listening, creating, performing, movement exploration, rhythms, playing instruments and exposure to many types of music.

Large muscle activity: A large muscle room and outdoor play area offer many opportunities for running, climbing, jumping, sliding, riding and balancing.

Math: Hands-on activities provide concrete experiences with counting, matching, sequencing, weight, size, volume, and one-on-one correspondence; children also experiment with shapes and manipulatives to learn classifying, sorting and predicting.

Acknowledgement Form

I have received a copy of the 2022-23 Launching Pad Preschool Parent Handbook.

_____

Student Printed Name

_____

Parent/Guardian Printed Name

_____

Parent/Guardian Signature

_____

Date

Rockford Area Early Childhood Programs



2022-23

Staff Handbook

Rockford Area Early Childhood Programs is a program of the Rockford Area Schools Community Education Department.

Table of Contents

INTRODUCTION	**3**
Philosophy	3
Curriculum	**3**
Staff	4
Absences/Sick Days/Substitutes	**4**
Confidentiality	4
Dress	**4**
Emergency School Closing/Late Start	4
Emergency Procedures	**5**
Gifts to Employees	5
Guidance Procedures	**5**
Health Information	5
Medication	**6**
On Time/Late Staff	6
Photo ID's	**6**
Parent Pick-Up	6
Telephone/Copier/Computer/Fax	**6**
Time Sheets/Pay Day	6
Tobacco-Free Schools	**6**
Toileting Assistance	6
Acknowledgement Page	**7**

Introduction

Welcome to Rockford Early Childhood Programs; we are glad to have you as part of our team. The purpose of this handbook is to assist you in knowing more about the Early Childhood Programs, your responsibilities as staff, and Early Childhood policies and procedures.

Whether a staff of ECFE (Early Childhood Family Education) or SR (School Readiness (Launching Pad Preschool)), our first mission is to be a warm, welcoming and safe place where parents and children feel a sense of belonging and importance. We strive to provide this for all of our families and help it guide us in our work with them.

Please take some time to familiarize yourself with the contents of the Early Childhood Staff Handbook. The introduction includes general information specific to the Early Childhood Programs. Also included in the Handbook are important Personnel Policies. If you need further information, all Rockford Area School District policies can be found on the school district website, www.rockford.k12.mn.us. Since the Early Childhood Programs are part of the Rockford Elementary Arts Magnet School, its handbook is included as well.

Philosophy

ECFE's Mission and Message: To strengthen families through education and to offer support for parents as they provide the best possible home environment for the healthy growth and development of their children. The task of parenting is important. ECFE recognizes and supports parents' understanding of their children, as well as their parental roles. What parents do to guide and nurture their own children along with their skills in working with others who share responsibility for their child's development (teachers, schools and other in the community) is critical to each child's future and the future of our nation.

ECFE/SR: We believe that a child learns best in an atmosphere of love, warmth and acceptance. Our teachers listen to children, allow them to take the initiative, and yet guide them in productive and non-competitive ways.

Our program is founded on the belief that all children have great potential, are curious, and interested in constructing their own learning. We encourage positive peer and social relations, development of critical thinking skills, and facilitate the development of self-esteem by fostering independence and problem-solving skills.

We further believe that parents are a child's first and primary teachers and we enhance and support parents in this important role.

It is important to remember that development is a journey, not a race. Children benefit from the individual, measured pacing of the journey, not from achieving developmental milestones at the earliest opportunity. We offer only developmentally appropriate activities for the children and will not push beyond what they are comfortable doing.

Jean Piaget generally is recognized as the leader in the field of early childhood education in the research and understanding of a child's development. From ages two to seven, a child is developing many of the cognitive skills that are the foundation for all formal learning. Attempts to hurry a child's cognitive development are not worthwhile: Piaget's research documents that the stages of cognitive development cannot be skipped, nor is it possible to speed through them. While most children at the youngest ages are able to memorize and recite, these skills do not represent meaningful learning in the preschool years. In our setting, we encourage deep and complex thinking. This fosters the tendency in children to be curious, to wonder, investigate then to question, study, and analyze so they can think critically. This is true preparation for life-long learning. "Academics" are very much embedded within our daily work. They are found in both the ordinary moments of our day and in the project work that we may do.

Children have a real understanding only of that which they invent themselves, and each time we try to teach them something too quickly, we keep them from reinventing it themselves.
~ Jean Piaget

Curriculum

Our staff has been greatly influenced by training we have received in Reggio Emilia-Inspired Philosophy. We are members of the North American Reggio Emilia Alliance and the Minnesota Reggio Network. We attend Reggio networking sessions and continually explore literature about Reggio to broaden our knowledge.

Creative Curriculum is research based, aligned with the Minnesota Early Childhood Indicators of Progress (ECIPs), and reflective of our Reggio-inspired approach to early education. Ours is an emergent curriculum – we are always learning and changing as we strive to ascertain what works best for providing children with tools for learning.

Together, the Reggio Philosophy and Creative Curriculum foster methods of teaching children that reflect "best practices" for age and developmentally-appropriate activities that are exciting, creative, and best encourage children's growth and learning.

What is a Reggio-inspired approach?
Reggio Emilia, a city in northern Italy, is the home of what many people consider the best program in the world for young children, ages birth to six.

The Reggio Emilia philosophy sees the child as unique, strong, and full of potential; it envisions environments that are reflective of learning and relationships between children, teachers and parents.

The Reggio Emilia approach to education is committed to the creation of conditions for learning that will enhance and facilitate the child's construction of his or her own powers of thinking through the fusion of all the expressive, communicative and cognitive languages.

The Reggio Emilia approach is based upon the following principles:

• The image of the child as curious, competent, and able to build theories.

• Shared discussions among children, among adults, and between adults and children are ways children represent what is learned. Through repeated conversations and revisiting ideas, children can reconstruct their earlier theories.

• The Reggio approach is about guiding children's ideas with provocations. There is collaboration on many levels. Parents are considered an essential collaborator and parent participation is desired and supported.

• The Reggio Emilia approach calls for the introduction of a wide array of creative media and activities as a means of enhancing children's creative, social, and cognitive development. The children represent their ideas and emotions through many "languages," including spoken and written words, visual arts, drama, music, movement, construction and more.

• The teacher's role within the Reggio Emilia approach is complex. Teachers co-explore the learning experience with the children to provoke ideas, problem solve, and foster critical thinking skills. Teachers help children see the connections in learning and experiences and help children express their knowledge through representational work.

• Teachers document children's processes of learning in many ways - through photographs, written records, journals, etc. Projects can emerge from children's ideas and/or interests, or by knowing what is of interest to children, teachers can introduce them: shadows, puddles, tall buildings, construction sites, nature, etc.

• Time is a critical factor but not measured by the clock or calendar. Children's own personal rhythms and own sense of time is considered important.

Staff

Teachers are typically licensed in early childhood education and are carefully selected by our interviewing committee. Teachers are required to attend workshops, conferences, and other in-service training opportunities to keep abreast of the best way to enhance children's learning.

Coordinator: Tiffany Reinhard

Administrators: Melissa Joseph, Community Education Director

Advisory Council: Composed of community members, including parents with children in the program, the advisory council assists with direction, support, program development, public relations, and evaluation of the program.

Absences/Sick Days/Substitutes

When a sub is needed unexpectedly due to illness, sick child, etc., please call the Early Childhood Program (ECP) coordinator. If it is after hours or you can't reach the coordinator in the office, call his/her cell phone and leave a message, or text him/her. Then, contact Teachers on Call to request a substitute. Often the coordinator can assist you in securing a substitute for subsequent days, if needed, due to your own or your child's illness. Sometimes the coordinator can adjust staff or check on other staff's availability.

When you are requesting to be gone for a family function, vacation, appointment, etc., approval must be gotten from the ECP Coordinator in advance of looking for a sub. Our first priority is to staff our program, and sometimes you may not be aware of other circumstances that have evolved that may affect staffing. Though the coordinator will try to be flexible and honor your requests, there could be a time when it may not be feasible due to extenuating circumstances. Once it is approved, then secure a substitute and let the Coordinator know who/when, etc.

Confidentiality

It is expected of all staff to be vigilant about confidentiality and data privacy. You will often be aware of sensitive information regarding children and their families and it is expected that this information will not be discussed except with the coordinator, the Community Ed Director, and/or other staff working directly with the child/family, on a need-to-know basis.

When speaking about an incident to a parent, always use the phrase, "the other child;" DO NOT USE NAMES.

Home or work phone numbers/addresses, etc., of staff, or parents and children should not be given out to anyone other than staff. Staff can take a message and relay the information needed to the other party.

The only exception is when a parent has given written permission to share phone numbers, email address, or mailing address with other children/families in the class.

Dress

Staff should wear clothing that is comfortable and appropriate for working with children. Appearance should be neat and clean.

Emergency School Closing/Late Start

If school is closed for any reason, then Preschool and ECFE classes (including evening) will also be canceled. If there is a two-hour late start, there will be no morning Preschool or morning ECFE classes; afternoon/evening classes will be in session as usual. Every effort will be made to make-up any classes that have been cancelled, dependent on time permitting in the K-12 school calendar/ECFE session. Please refer to District Policy 806, district school closing procedure for more information.

Emergency Procedures

We will participate in fire, tornado, and safety drills so the children are familiar with the procedures.

The following procedures would be followed for these specific emergencies:

1. Tornado - designated place of safety in our building
2. Fire – designated emergency exit routes
3. Winter weather closing - children will be dismissed to parents/guardians, buses, or GKP according to emergency procedures outlined by parents on Emergency Dismissal forms.
4. Power failure in the building – the program will follow the direction of the Superintendent; children may be sent home.
5. Minor scrapes and scratches - school health staff have been trained in first aid to be able to deal with this type of medical care.
6. *Stranger in the building*, or *threat in the community* drills, referred to as "safety" drills, are practiced regularly with a lockdown procedure in place.
7. Missing child - staff will search the area while the coordinator/teacher contacts the parents. If necessary, police will be called.

Guidance Policy for Children

By noticing children behaving positively and commenting to them for this, the need for discipline is greatly reduced. We believe positive reinforcement, redirection of negative behavior, and an explanation of what is expected and why is the best and the easiest way of handling inappropriate behavior. Yet, at times, purposeful discipline becomes necessary for the good of the individual child and the other children in the program.

The following is the course of action that will be taken, if needed:

1. First time - identify the undesirable action to the child as being inappropriate.
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For a child's well-being and the protection of the other children, a child should be kept home if he/she has the following:

Red eyes	**Heavy cough**
Upset stomach	**Ear ache**
Open sores	**Swollen glands**
Fever	**Diarrhea**

Children should be fever free for 24 hours *without* the aid of medicine (Tylenol, Motrin, Advil, etc.) before returning to school. Also, when the illness includes vomiting or diarrhea, a child should wait to return to school until it has been 24 hours since the last incident.

The classroom teacher or coordinator is responsible for contacting a parent if there is a concern regarding a child coming to school without adhering to this policy. Respect for the parent and concern for the child and the child's classmates should always be conveyed.

If a child becomes ill at school, the teacher will notify the parents, or the contact person listed on the emergency contacts if the parents cannot be reached. The child should rest in the nurse's office, if possible, while waiting to be picked-up. If not possible, the child should rest in a quiet place in the classroom away from the other children, if possible. There may be a possibility of the child resting in the ECP Office, if staff is available.

If a contagious illness exists among the preschool children, please notify the ECP Office staff so appropriate notification can be sent home with the children.

Please keep the ill child's name in confidence when addressing any concerns of other parents.

The district student health services office is staffed by a licensed nurse. Other health services may be provided to students under the direction and supervision of a licensed school nurse. In the event of an emergency, 911 will be notified along with the parent/guardian.

Medication

With the exception of EPI-Pens, no medications should be administered by ECP staff to any child. The School nurse, trained elementary office staff, or parents are the only adults who should administer medications.

On time/Late Staff

All employees are expected to report to work on time. If you are going to be unexpectedly late, contact the ECP Coordinator immediately.

Photo ID's

Staff is required to wear a photo ID/name badge. Children and parents should be able to easily identify staff if they have a concern or question. These will be provided each year, though staff must have their photo taken when the all-school picture day takes place. If joining the staff during the year, please see Paula at the District Office for your photo and name badge.

Pick-Up for Preschool children:

• Parents are requested to bring their child to the classroom no more than 10 minutes before scheduled starting time. A child should not be dropped off outside the elementary school unless arrangements have been made previously with ECP staff.
• Parent must notify LPP if someone other than the parent will pick the child up from school on any one day or on a regular basis.
• Parents must notify LPP and transportation if their child is to get off the bus at any place other than the normal drop-off point. (A child may only be delivered to an area within the general bus route.) The transportation supervisor requests a three-day notice and parents are asked that they deviate from the normal bus route only in case of an emergency.
• Parents should pick their child up outside the classroom promptly at the scheduled release time.

Telephone/Copier/Computer/Fax

The use of cell phones or work phones should be kept to a minimum, be brief, and on an emergency basis during work/teaching time. The same is expected in regards to texting, IM, etc. Teaching time is defined as, "when children/parents are present." Work time includes prep time before and after class, including time between classes, unless it is an employee's break/lunch time. The copier/fax machine/computer should not be used for personal use.

Time Sheets/Pay Day

All staff will use Time Clock Plus to sign-in and out during their work day. Changes/corrections need to be communicated in writing to the Coordinator by 3:30 PM on the 15th and last day of every month. If you have questions, please see the ECP Coordinator.

Tobacco-Free Schools

Refer to District Policy 419

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or electronic cigarettes in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities.

Toileting Assistance

Two staff members should be present, if possible, to assist a child with his/her toileting issues. If two staff are not available, the staff person assisting the child will notify another staff member that they will be assisting a child with toileting needs. The staff person providing assistance should use the bathroom that is usually used by the children. Respectful and appropriate conversation and actions will be employed at all times with the child requiring assistance.

Acknowledgement Form

I have received a copy of the 2022-23 Rockford Area Early Childhood Programs Staff Handbook.

_____

Staff Printed Name

_____

Staff Signature

_____

Date