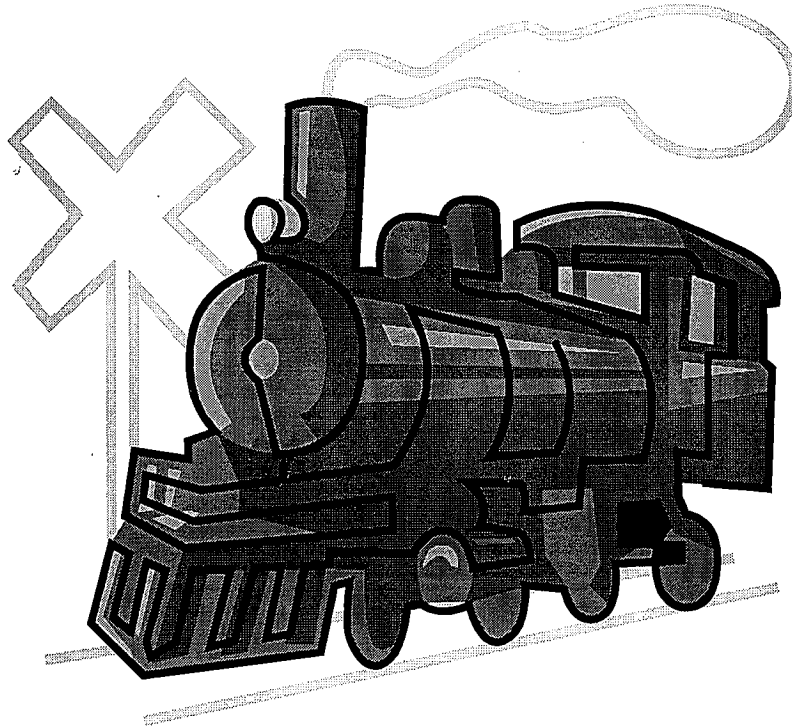




ALL ABOARD:
RIDE THE KNIGHT TRAIN TO SUCCESS



2009-2010
Student-Parent Handbook
RTR Elementary School
Ruthton, MN



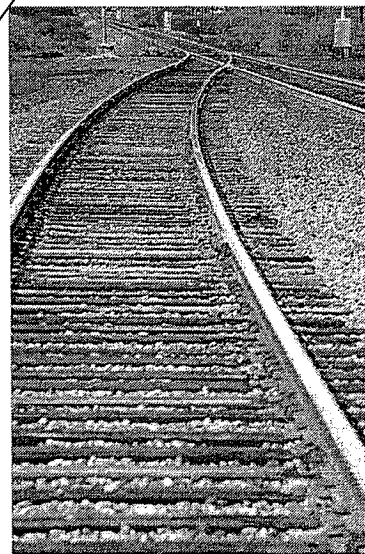
RTR Elementary School

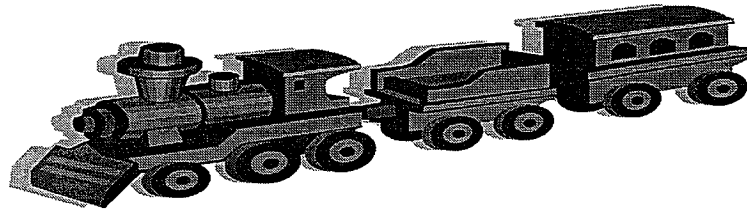
Students' Bill of Rights

All staff and students will make every effort to observe the following.

Students in our school have the right to:

- ❖ Learn in a safe and peaceful environment.
- ❖ Know what behavior is expected of them at all times in every area of the school.
- ❖ Be protected from physical harm and verbal abuse.
- ❖ Have their positive behavior recognized.
- ❖ Have their personal property protected.
- ❖ Have their concerns heard.
- ❖ Be treated with kindness and caring.





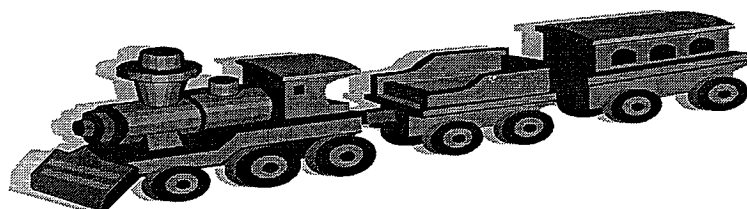
My Expectations of Students in Our School

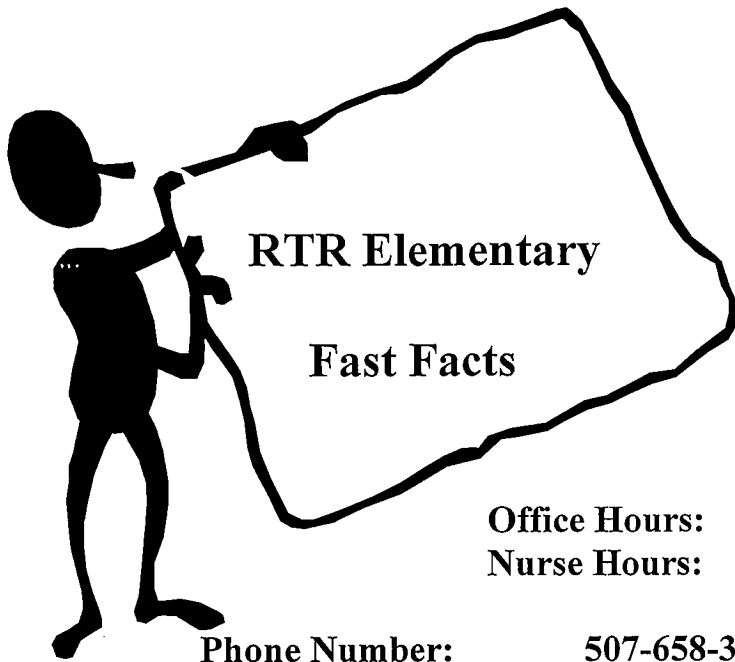
I would like all of you to know what is expected of you as a student in our school.

- ❖ I expect you will represent our school in an outstanding manner.
- ❖ I expect you will work to the best of your ability.
- ❖ I expect you will treat others with dignity, worth, and respect.
- ❖ I expect you will keep our campus beautiful and clean.
- ❖ I expect you will follow all the rules and regulations set forth by your teachers and the school.
- ❖ I expect you will work to keep a positive relationship with parents, teachers, and friends.
- ❖ I expect you to reach beyond your grasp and learn new things.
- ❖ I expect you will make all of us very proud.

Mrs. Christensen

Principal





SCHOOL HOURS
8:15 a.m.-3:20 p.m.

Phone Number:

Office Hours: 7:45 a.m. – 4:15 p.m.
Nurse Hours: 8:15 a.m. – 3 p.m.

Fax Number:

507-658-3301 – local calls
1-800-430-6429 – long distance calls
507-658-3589

Internet Website

www.rtrschoools.org

Elementary Principal:

Amy Christensen

Superintendent of Schools

Bruce Houck

Transportation Supervisor

Bruce Baartman & Leon Sand

RTR Middle School Phone

507-823-4371

RTR High School

507-247-5911

Tyler Bus Service

507-247-5866 (for Ruthton & Tyler Students)

Ruthton Bus Garage

507-658-3319

Russell Bus Service

507-823-4771 (for Russell Students)

Board of Education

Michael Barron
John Biren
Jerry Bly
Bill Clark
Paul Erickson
Paul Henriksen
Pat O'Toole

RTR Mission Statement

Educational excellence, enhanced student achievement, fiscal stability, and life-long learning are the four pillars of the RTR School. We are a community dedicated to providing a safe, friendly environment challenging students to be productive citizens in an ever-changing world.

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All e-mails are first name. last name@rtrschools.org

RTR Elementary Staff

Kindergarten	Amanda Press
	Danielle VandenBerg
First Grade	Kari Kidman
	Marilyn Mortland
Second Grade	Deanna Larson
	Betty Van Keulen
Third Grade	Jeanne Norgaard
	Mary Wabeke
Fourth Grade	Deb Mikkelsen
	Teddy Smidt
Fifth Grade	Steve Borchert
	Theresa Petersen
Physical Education	Jason Borman
Art	Tessa Dierks
ECFE	Pam Hansen
	Sallie Thooft
Special Education	Anna Hesse
	Tammy Kopacek
	Carol Rasmussen
ESL Program	Jonathan Olson
	David Mayorga
Music/Band Program	Tiffany Bockelmann
Library	Bev Anderson
DHH	Kari Nilles
School Psych	Jay Trenhaile
Speech	Jessica Robinson
Occupational Therapist	Kathy Rupp
Title 1	Bo Duncan
PARA	Marian Feste
	Brenda Johnson
	Sue Kahler
	Shirley Mortland
	Christina Redepenning
	Sean Pattison
	Doretta Vinson
School Health Coordinator	Christie Wieme
Head Cook	Luann Reber
Cafeteria	Delores Dage
	Dar Garrow
Head Custodian	Marlin Muenchow
Custodial Dept.	Rick Wiese
Green Tree Senior Employee	Rosmary Hartson
Secretary	Monica Lutterman
Elementary Principal	Amy Christensen

ATTENDANCE POLICY

ABSENCES

The RTR Board of Education 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 and recognizes that class attendance is a joint responsibility to be shared by the students, parents or guardians, teachers and administration. Absences from school can never really be made up. Success at school requires – like success at any job – promptness, responsibility, and dependability. The school feels that the student must not only complete his/her schoolwork satisfactorily, but maintain a good attendance record as well.

Students in grades K-5 are allowed a maximum of ten absences per semester. On the eleventh absence, students may be required to make up time after school, attend summer school, or be retained in their current grade.

Examples as per Minnesota State Guidelines for Excusable & Unexcusable Absences are as follows:

Excusable absences:

1. Illness of the student (students who are gone several days should bring a note from the doctor)
2. Serious illness or death of a family member
3. Dental and/or medical appointments, which can't be made outside of school time
4. Court appearances will be excused in advance by bringing the "summons to appear" to the office
5. Religious Holidays

Unexcused absences include, but aren't limited to:

1. Missing the bus
2. Employment
3. Need for sleep or rest
4. Babysitting
5. Family vacations may be considered unexcused if prior arrangements have not been made with the school

It is the parent's responsibility to be informed of the number of absences accumulated during each semester. An attendance sheet and cover letter will be sent home quarterly to families exceeding the amount of excused/unexcused absences.

ATTENDANCE

All students are expected to attend school regularly. Regular school attendance is closely related to success in school and is part of your child's school record. Absences and tardies will be excused by presenting the teacher with a written excuse giving the date of the absence or tardy, reason and the parent's signature. If your child will not be coming to school due to an illness or other unplanned circumstances, please notify the office by 9:30. **This helps us to know that your child is safe and accounted for. We will call all students that are absent and unaccounted for after 9:30 a.m.**

If you are planning a trip, or know in advance of an extended absence, please make arrangements with the school prior to your leaving. We will prepare all materials that will be made up and have them ready for you. Failure to make preparations ahead of time may constitute an unexcused absence. **All calls and notes must be received on the day of or the day following the absence.** Calls and notes not received within three days following the absence will not be accepted and the absence will be considered unexcused. A doctor's note verifying consecutive absences of three or more days may be required. The school reserves the right to request verification on all calls and notes.

TARDIES

Promptness is both courteous and respectful to staff and classmates, therefore we make it a high priority that students are on time for school. With our day starting at 8:15 a.m., students should be ready to go. If the students arrive in school after this time they will be assigned a tardy, three tardies equal one unexcused absence and will incur the same consequences which may include after school detention. A tardy is unexcused for the same reasons that an absence would be unexcused. Should you arrive late for school, please take a moment and come into the building and sign your child into class in the office. This is a requirement we must have to ensure the safety of all our students and it helps us to know who is coming and going in our building. Failure to sign your child in will constitute an unexcused tardy.

TRUANCY

With ten or more absences in a semester, excused or unexcused, students may be required to make up time after school, attend summer school, or be retained in their current grade. The length of time being made up will be determined by the child's teacher and principal. Children under the age of 16 who are absent from school without lawful excuse for seven days in a school year are considered truant. Truant students are referred to the County Attorney's office. If the parent provides no excuse or an insufficient excuse, the absence is unexcused.

When an absence/tardy is anticipated, please tell us in advance so that your child's teacher can help them plan for their absence/tardy. Whenever possible schedule dentist, doctor, and other types of appointments after school hours.

On occasion, you may have to take your child out of class for a short period of time or before the end of the school day. Please come to the office and we will send for your child. No child will be allowed to leave his or her classroom early without clearance from the school office.

In accordance with Minnesota State Statutes the following UNEXCUSED absences will be accumulated in the following manor:

First unexcused absence	Noted in student's attendance file
Second unexcused absence	Noted, letter to parents
Third unexcused absence	Noted, letter sent home to parents, and a conference scheduled with the principal and parents to discuss absences and ways to avoid them.
Fourth unexcused absence	Noted in student's attendance file
Fifth unexcused absence	Noted in student's attendance file, letter to parents
Sixth unexcused absence	Noted, letter sent home to parent, conference with principal, family services may be contacted to assist with solutions
Seventh unexcused absence	Referral to County Attorney for truancy violations.

ARRIVAL AT SCHOOL

Beginning at 7:50 a.m., students will have supervised play until 8:15 a.m. when they either go to breakfast in the cafeteria or to their classroom. No students will be allowed to roam the building unsupervised. **Staff is not on duty prior to 7:50 a.m. Therefore there is NO SUPERVISION on the playground before that time. Please DO NOT send or drop off your child(ren) before that time.**

AFTER SCHOOL

The school day for students ends at 3:15 p.m. All students are expected to leave the building unless they are involved in a directed activity or are receiving assistance from a teacher or tutor program.

BIKE SAFETY

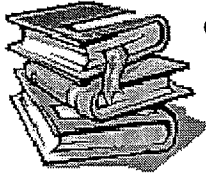
If parents approve, students may ride their bicycle to school. Children should follow all bicycle safety rules, which include one person on a bike. We also encourage students to wear bicycle helmets. Students should park their bicycles in the appropriate bike racks. We recommend that only children in the third grade and up ride their bicycles to school.

Children are not permitted to ride their bikes during the school day. Bicycles should be locked in the bike rack, as it is not possible to guarantee their security.

BIRTHDAY TREATS

You may send treats with your child to help celebrate their birthday. All treats must be commercially made. Please make sure that enough treats are sent for all classmates. In planning for a child's home party, please do not ask the school to supply you with the addresses and telephone numbers of you child's classmates.

BOOKS AND EQUIPMENT



Each student is responsible for the good care and return of all books and equipment. He or she should have a respect for all school furnishing.

When a child has books at home, it is expected that the parent will assist the child in the proper care of the books and getting them to return the books as soon as possible to the school.

Books and equipment that are lost or destroyed will be valued based on age. An appropriate fine will be charged to the student that has misplaced or misused the material, according to MN Statute 120.74, subd 1.

BUS SAFETY AND TRANSPORTATION

In Minnesota, riding a bus is a privilege and with that privilege comes responsibility. The students who ride the bus must work to create and maintain a safe riding environment. To help ensure your child's safety we expect all of our student's to abide by the bus rules. These are:

1. A student must remain seated at all times when the riding the school bus.
2. A student shall keep their head and hands inside the bus at all times.
3. A student will not eat or drink without the bus driver's permission on the school bus.
4. A student shall be courteous and exhibit good manners at all times.
5. Profanity will not be tolerated by any student on the bus.
6. A student will leave other student's belongings alone. This includes property of the bus company.
7. There will be no roughhousing, fighting, or violence of any kind on the bus.
8. The bus driver and/or the bus assistant are to be obeyed at all times.
9. The bus driver has the option of assigning seats if he/she feels it is necessary.
10. A student should use an appropriate "inside" conversation voice when talking on the bus.

****Remember, bus riding is a privilege not a requirement****

Should a rule be broken, the consequences are as follows:

First offense	Written warning by the bus driver, copies given to building principal, and parents.
Second offense	Three-day suspension from riding the bus. It will be the parent's responsibility to transport the child to and from school. Written notice from the bus driver, copies given to building principal and parents.
Third offense	Five-day suspension from the bus. It will be the parent's responsibility to transport the child to and from school. Written notice from the bus driver, copies given to building principal and parents.

Fourth offense	Ten-day suspension from the bus. There will be a meeting with parent. It will be the parent's responsibility to transport the child to and from school. Written notice from the bus driver, copies given to building principal and parents.
Further offense	Individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

BUS PASSES

Bus passes are issued in the office. Only regularly assigned students are permitted to ride the school buses. Students WILL NOT be allowed to ride another bus without a bus pass. Parents who wish that their child ride home on a bus with another student must send a written note. A bus pass can be obtained through a written note or phone call to the elementary office. **If you do not call the school by 2:30 p.m., your child WILL BE dropped off at the normal drop-off spot.**

CHILD ABUSE AND NEGLECT

All adult school personnel are required by law to report any suspected case of child abuse or neglect to the appropriate law enforcement agencies.

COMMUNITY USE OF SCHOOL FACILITIES

Community groups are encouraged to use school facilities when they are not being used for school or student events. We are proud of our school and would like you to see and use it. Call the school office at 507-658-3301 to request a facility scheduling form and ask about the guidelines.

COMPUTERS AND TECHNOLOGY

The computer lab is equipped with Compaq IBM computers. Students are scheduled for weekly computer lab time. Internet access is available in the computer room. Students will be instructed on the district's acceptable use policy for Internet use and will be subject to the district's disciplinary procedures for misuse of programs or equipment. RTR School is committed to providing resources and instructions to enable students to effectively access and communicate ideas and information via technology.

CONFERENCES

Formal Parent/Teacher Conferences are scheduled once a year. They are scheduled for November 12 and 17. Parents are encouraged to establish open communication with their child's teacher and teachers with each student's parents. In addition to the schedule conference, parents and teachers are encouraged to have additional conferences as needed. Parents may request a conference at any time by calling the elementary office.

DISCIPLINE

We at RTR Elementary School believe in encouraging students to do their best. This includes their behavior. Respect, cooperation, teamwork, and effort are concepts that help to reinforce positive behavior. As a staff, we believe that every student can and will act appropriately when he/she is in school. Every student at RTR Elementary School is accountable for his/her behavior. If a student chooses to behave in a way that is disrespectful to others, disruptive to the learning environment, violates the rights of others or make school unsafe, the student will experience the consequences for the behavior.

The basic *Rules of Student Behavior* at RTR School are:

1. *Respect others.*
2. *Respect property and possessions.*
3. *Respect yourself.*

Parental support is essential to maintain a positive learning environment.

Should a student choose to act in an inappropriate manner they will receive a warning. If a warning fails to correct the behavior, we then use our school wide discipline policy form to document the behavior and follow the consequences listed. These sheets are kept on file in the principal's office.

Below you will find some general behavior expectations we believe are appropriate for all students. These cover areas other than the classroom. Classroom teachers have discretion in setting classroom behavior rules that are appropriate for their students. Classroom rules will be reviewed by the teacher periodically. It is extremely helpful to review these general behaviors periodically with your child. This reinforces their importance and it demonstrates that you support these school behaviors.

One note about school behaviors....please encourage your child to address a problem if it affects them. If your child experiences a negative behavior, they have a responsibility to bring this to the attention of his/her supervisor teacher, bus driver or principal. This is helpful and allows us to address the issue before it gets out of hand.

BEHAVIOR EXPECTATIONS

At RTR Elementary, we are proud of our students when they conduct themselves appropriately, showing pride in themselves and their school.

As a staff, our major goal regarding discipline is to accentuate the positive and to help students make good behavior choices. Our school rules and regulations are based on the following expectations for students:

All S.T.A.R. (*Stop, Think, Act Responsibly*) Policy

- ✿ Responsibility
- ✿ Respect
- ✿ Readiness
- ✿ Relationships

Respectful Talk

- Use appropriate language by not swearing or using obscene language.
- Speak courteously to all and do not put down or tease others.
- Talk quietly.
- Be honest and tell the truth.
- Be respectful and do not talk back or sass others.

*Special note: Verbal abuse to teachers, students, or other staff will result in immediate removal to the office for appropriate disciplinary action.

Relationships/Kindness to Others (Physical)

- Do not fight or wrestle around.
- Do not shove, kick, trip, slap or spit.

*Special note: Physical abuse to students, teachers, or other staff will result in immediate removal to the office for appropriate disciplinary action.

Appropriate Movement

- Walk in an orderly manner in the hall and rooms.
- Walk quietly from class to class and in hallways.

Cooperation

- Listen and follow directions the first time.
- Show appropriate class behavior.
- Complete homework and turn it in on time.
- Follow all school rules
- Bring required materials to class.

Cafeteria

- Voices will be at a conversational level.
- Walk in, around & out of the cafeteria.
- Keep hands, feet and food to yourself.
- Put-downs and vulgar language are not acceptable.
- Follow directions given by adults.

Playground

- Go directly outside when dismissed for the playground
- Return directly to your classroom when activity or recess is over.
- Keep hands, feet and objects to oneself.
- Use and share the equipment in a safe and fair manner.
- Follow directions given by adults.

Student Name _____

DISCIPLINARY REFERRAL

Teacher _____

Date _____

Time _____

NOTICE TO PARENT/GUARDIAN

1. The purpose of this report is to inform you of a disciplinary incident involving the student.
2. You are urged to appreciate the action taken by the teacher and to cooperate with the corrective action initiated today.

REASON(S) FOR REFERRAL:

- _____ EXCESSIVE TARDINESS
- _____ RESTLESS, INATTENTIVE
- _____ LACK OF COOPERATION
- _____ DESTRUCTIVE TO SCHOOL PROPERTY
- _____ MISCHIEF

- _____ LACK OF CLASS MATERIALS
- _____ ANNOYING TO CLASSMATES
- _____ EXCESSIVE TALKING
- _____ RUDE, DISCOURTEOUS
- _____ OTHER

ACTION TAKEN PRIOR TO REFERRAL:

- _____ CHECKS STUDENT FOLDER
- _____ CONFERENCE W/ PARENT
- _____ CHANGED STUDENT'S SEAT
- _____ CONSULTED COUSELOR
- _____ OTHER

- _____ DETAINED STUDENT AFTER SCHOOL
- _____ CONFERENCE W/ STUDENT
- _____ PREVIOUS REPORT HOME
- _____ TELEPHONED PARENT

PRESENT ACTION AND RECOMMENDATION(S):

- _____ STUDENT REGRETS INCIDENT, COOPERATIVE
- _____ STUDENT WILL MAKE UP TIME
- _____ STUDENT SUSPENDED
- _____ OTHER

- _____ STUDENT PLACED ON PROBATION
- _____ RECURRING INCIDENTS WILL BE REPORTED
- _____ CASE REFERRED TO: _____

_____ Please sign and return to school

_____ Need not be returned

Parent/Guardian Signature

STUDENT'S BEHAVIOR DISCIPLINARY ACTION REPORT

Student Name _____

Teacher _____

Date _____

Time _____

INSTRUCTIONS

1. All pertinent information should be included for a complete report.
2. Teacher should promptly submit all copies to the administrative office.
3. Following administrative action, a copy of the completed report will be returned to the teacher.

TEACHER'S REPORT:

Date of offense _____

Time of offense _____

Location of offense _____

Description of offense _____

Previous incidents involving student _____

Corrective efforts _____

ADMINISTRATIVE REPORT:

Administrator _____

Date _____

Time _____

Action _____

PARENT REPORT:

____ Please sign and return

____ Need not be returned

____ Parent/Guardian Signature

____ Date

DRESS

We believe that there is a positive relationship between dress and attitudes. Students are expected to show good judgment in dress and grooming at all times. We encourage students to dress in a neat and attractive manner that reflects pride in themselves and their school. We urge parents to strongly discourage attention-seeking departures from good taste when children attend school classes. When grooming and/or appearance are detrimental to student safety or of questionable taste, this will necessitate a change in appearance and/or grooming. A simple rule is neatness and decency. The atmosphere and general quality of the school is often judged by the action and appearance of the students.



Our rule: If a student puts their arms at their side, the bottom of their shorts needs to be below their fingers. Tank tops/muscle shirts are allowed. Spaghetti straps and halter tops are NOT allowed. If a student breaks these rules, they will be asked to change.

*** Be sure that your children are dressed appropriately for the weather. Children do go out for play and should be dressed each day with this in mind.**

ELECTRONIC USE GUIDELINES

- Radios, stereos, walkman radios, pagers, cell phones, picture cell phones, iPods, MP3 players, electronic games, and other electronic items as determined by the administration or designee.

The school is not liable for the loss or destruction of these items. During school hours all electronic devices, deemed as inappropriate, must be turned off and securely stored (hall locker, car or office). Use of these items during school hours, unless approved by the principal or designee, will result in the following disciplinary action:

- 1st offense: warning – item brought to office to pick up after school and the parent is notified
- 2nd offense: item brought to office, parent needs to come with you to pick up item
- 3rd offense: item brought to office, parent needs to come with you to pick up item, after school detention (1 hour)

ENGLISH LANGUAGE LEARNER PROGRAM

The ELL/ESL program is available to assist students whose first language is one other than English. Students qualify for services based on test scores as well as parent and teacher recommendations. Students who meet the qualifications receive help from an *English as a Second Language Instructor*.

FIELD TRIPS

Field trips serve as valuable educational experiences. Field trips are planned for each grade level throughout the course of the school year. They are intended to extend the learning that has occurred in the classroom. We believe that it is a privilege that students earn by demonstrating responsible behavior at school on a daily basis. Simply put, this means that the students are responsible for completing their assignments in a timely fashion and have schoolwork up to date at the time of the field trip. It also means that

they have demonstrated appropriate behavior both in the classroom and around the school.

As an example, students may not be able to attend a scheduled field trip if:



- 1) Students have missing assignments.
 - They may not be turned in on the morning of the field trip.
 - Parents will be notified three days prior to the field trip that the student's privilege to attend may be denied due to incomplete assignments. They will also be notified the day prior to the field trip if the student will not be allowed to attend.
 - Students not allowed to go on the field trip must be in school or the absence will be recorded as unexcused.

OR IF

- 2) Students have five or more incidents of inappropriate behavior as documented by School Discipline Reports prior to the field trip
 - Disciplinary Forms are used to document acts of inappropriate behavior. Generally, Students are warned prior to Disciplinary Sheets being completed.
 - Warnings will not be given for significant acts of misbehavior such as fighting.
 - Students start with a clean slate after each field trip.
- 3) Lunch accounts needs to be a positive balance.

Specific information about field trips for individual grade levels will be shared with parents. A field trip permission form is to be signed by the parent prior to the field trip. Parents may be asked to assist with these field trips. When trips are made in school buses, parents will be notified.

FIRE, LOCK DOWN, AND TORNADO DRILLS

Fire, lock down, and severe weather drills are conducted regularly throughout the school year. Safe shelter areas are designated in the school. Exit procedures are clearly stated and posted. It is important that movement is made rapidly and orderly. Tampering with fire extinguishers and fire alarms is against Minnesota Law and is subject to a misdemeanor charge.



FORBIDDEN ITEMS

The following items have no place in school: knives, weapons of any kind, drugs, cigarettes, or alcohol. Students are not allowed to use personal CD/tape players with headsets or cell phones during school hours without permission. These items, plus anything else, which causes problems of control at school, will be taken from students. **Students may be suspended or expelled for knowingly or unknowingly violating the school district's weapon policy.**



GYM SHOES/PHY. ED

It is recommended that children should have tennis shoes for physical education. Shoes should be clean and should not have black soles that mark the floor. If a child is not going to participate in physical education classes, he or she must bring a note from home and/or your doctor.

HARASSMENT

Everyone in District 2902 has the right to feel safe and respected. We have a policy to prevent religious, racial or sexual harassment and violence of any kind. Any words or actions that make a student feel uncomfortable or afraid need to be reported to an adult. All reports will be subject to investigation as set forth by Minnesota Statute and local school district policy.

Religious, Racial, Sexual Harassment and Violence Policy: Everyone at RTR has a right to feel respected and safe. It is unacceptable to tease/be teased about your religion, race or whether you are a boy or a girl. If you need help with any of these let your teacher, the secretary or the principal know.

COPIES OF THE SCHOOLS WEAPONS POLICY & HARASSMENT, DRUG & ALCOHOL POLICIES ARE AVAILABLE IN THE SCHOOL OFFICE UPON REQUEST; AS WELL AS THE CRISIS, EMERGENCY LOCKDOWN, EVACUATION AND BEHAVIOR INTERVENTION PLANS.

HOMEWORK:

The purpose of homework is to:

- ❖ Give you more time to finish your school work.
- ❖ Help you remember what you were taught in class.
- ❖ Guide you in learning how to do school work by yourself.

Not all of your homework assignments will be written. In the interest of variety and to give you a chance to develop different kinds of skills, your assignment may be to read, interview, cut out, collect, study, do research, or watch a special TV program. If you have a question regarding your homework then you need to call or write a note to your classroom teacher. Remember parents, praise your child for homework done to the best of his/her ability.

Family members can help with homework by following these suggestions:

- ⇒ Show a positive interest in your child's homework as well as your child's school work.
- ⇒ Cooperate with the teacher to make homework more effective.
- ⇒ Have a quiet place to do your homework.
- ⇒ Serve as a consultant about assignments.
- ⇒ Remind your child to neatly complete your assignments.
- ⇒ Encourage your child to do a good job.
- ⇒ Talk with your child about school: what he/she has been doing, what are some upcoming events.

GRADING SYSTEM

Report cards will be handed out quarterly, through parent teacher conference or through delivery by the student.

Midterms may also be sent out to the parents to let them know if their child is doing well or if their child needs to do better on class work.

100-96 is an A
95-94 is an A-
93-92 is a B+
91-89 is a B
88-87 is a B-
86-85 is a C+
84-82 is a C
81-80 is a C-
79-78 is a D+
77-76 is a D
75 is a D-
74-0 is an F

Kindergarten, 1st Grade, Physical Education, Music, Handwriting and Art are graded in the following manner:

S+ Highly Satisfactory
S Satisfactory
S- Below Average Process
U Unsatisfactory
NG No Grade Given
I Incomplete

IMMUNIZATIONS

According to Minnesota law, before a child enters school, he/she must have up-to-date immunizations. These requirements can be waived only if a properly signed medical or conscientious exemption is filed with the school.

Students transferring from another school district will have 30 days from the time of enrollment to provide proof of immunizations. Minnesota law requires schools to deny entrance to new students who do not have the proper immunizations.

INSTRUMENTAL MUSIC PROGRAM

The band program for elementary students begins in the fifth grade. Students who are interested in playing band instruments are encouraged to participate. Instruments can be rented from the school. The cost for instrument rental is \$40 per year. Conferences should be held with the band instructor before renting or purchasing an instrument. The instructor will direct you as to purchase after having this conference regarding your child's participation in band.

INSURANCE

Our school, as with most schools in the state, asks parents to sign a waiver form if they do not want to take student insurance because they already have adequate insurance. At the beginning of the year, each student will bring home a student insurance application and a waiver form. One of these forms will need to be returned. The school is not the insurer. The Student Assurance Insurance Company offers a major expense benefit (for families who have no other insurance), extended dental and interscholastic sports coverage. Students may enroll anytime during the school year. The insurance remains in effect throughout that school year and if the students move to a different school district.

The school also has information packets available for the Minnesota Care Insurance Program. This insurance is income based. You may request a packet from any of the school offices. Once you complete the information packet, you then mail it directly to Minnesota Care.

LEAVING SCHOOL DURING THE DAY

Parents who wish to have their child leave school during the day must contact the office or send a written note with the child. The student must wait in the office until the parent or designated adult arrives. The person who picks up the student will be required to sign a release form.

The school may require verification of the right of custody from anyone requesting early dismissal of a student.

LIBRARY

The library has a wide assortment of books, magazines, reference materials, and videos. Students are encouraged to check out books or other materials. Fines are not assessed for materials or books that are overdue, however, students will be responsible to pay for lost or damaged items at the end of the school year.

LOCKERS

Lockers are assigned for storing clothing, books, and lunch boxes. Lockers should not be used to store articles of value such as purses, tickets, or money. We request that valuables be left at home. 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 authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker will only be searched when we 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 student's personal possessions, we will provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.



LOST AND FOUND

Articles found at school are kept in the school office where students may come to claim them.

- It is a good idea to put your child's name on articles of clothing that may become lost.
- Encourage your child to check the lost and found at school and on the bus if they are missing something.

LUNCH PROGRAM

The lunch program will begin on the opening day of school and will provide a well-balanced and nutritional lunch for all students who wish to participate. Applications for the free and reduced price lunch program will be made available to parents in the fall. According to State Guidelines: **Student lunches are a privilege and cannot be charged.** Parents are requested to keep a positive balance in your family lunch account. If we do not receive appropriate payments, your child will be served a peanut butter sandwich and milk until the bill is paid. **If a negative balance continues, special privileges, such as Field Trips, Track and Field day etc. will be taken away. Please keep a positive balance in your family's lunch account.**

Meal & milk money will be turned into the elementary office. The milk account purchases for morning and/or afternoon milk breaks will be monitored by your classroom teacher. Reminders for lunch account status will be sent home with you when you are in need of more money. Please mark all envelopes that contain money that you bring to school with your name, grade, and teacher. Lunch money will be deposited in your family account. This means that if you have brothers or sisters attending the elementary school, all school meals are paid for your family account.

Meal Prices

Student breakfast	\$1.00 per meal
Student lunch	\$2.00 per meal
Student reduced breakfast	No Charge
Students reduced lunch	\$0.40 per meal
Adult Breakfast	\$2.40 per meal
Adult Lunch	\$3.40 per meal
Adult / Student Milk	\$0.35 cents per carton

In accordance with the State Food and Nutrition guidelines, the school breakfast and hot lunch program is offered to all students. If you eat hot lunch in the cafeteria, you may have a second carton of milk without an additional charge. If you bring your lunch, you may purchase milk for 35 cents per carton.

MEDICATION

The purpose of this policy is to set forth provisions that must be followed when administering non-emergency medication to students. Many children with chronic and/or acute health conditions are able to attend school because of the effectiveness of their prescribed medication(s). Safe and effective administration of medication includes monitoring of the child's response to the medication to ensure that the medication is therapeutic and minimized interference's with learning. Whenever possible, the parent or

guardian should make arrangements so that it is not necessary for school personnel to administer a medication to a student. The medication of a student shall only be done in exceptional circumstances wherein the child's health or education may be jeopardized without it. Only the school health coordinator or the person she delegates this responsibility to, including office personnel, the administration, or the student's teacher may administer medication.

If your child must take any kind of medicine during school hours, please notify your child's classroom teacher. DO NOT send these medications in an envelope or have your child carry them to school in a pants pocket or book bag. Students requiring medication at school should be made known by parents and/or physician to the appropriate school personnel in the office. Medication brought to school to be taken by your child while in school should be in the original container. This should include the doctor's name, child's name, prescription name, and why the medication is being taken. A parental note would be beneficial to all.

The RTR School District will administer Aspirin/Tylenol/Ibuprofen provided by parents. Please send the original box/container with your child's name on the outside. This medication will be stored in the Health Coordinator's office. Aspirin/Tylenol/Ibuprofen provided will not be administered to students without parental permission.

PRESCRIPTION MEDICATION ADMINISTRATION

The parent or guardian must provide the following information when school personnel administer prescription medication:

1. A signed authorization statement by the parent or guardian.
2. A completed Physician's Order for Medication Form (most clinics should have this form).
3. Prescription medication must come to the school in the original prescription container (the doctor can request that two prescription containers be prepared by the pharmacy).
4. Medications are generally not to be carried by the student. If an exception is to be made, there must be a written agreement between the school district and the parent. Possible exceptions could include an asthma inhaler. If a student has written permission to carry an inhaler, the teacher must be notified when the student used the inhaler so it can be documented.

*Prescription medication must be brought to school in a container appropriately labeled by the pharmacy. The medication must be brought to the office, where it will be stored in a secure area. Office personnel will distribute medications at the appropriate time.

PARENT INVOLVEMENT

The RTR School recognizes and supports a parent's interest in his or her child's education. We acknowledge that each student's future success depends on the education he or she receives today and we strive to create a partnership to provide conditions which allow a child to be successful.

We welcome parent involvement through your attendance at programs, activities, conferences, and meetings. We hope to provide opportunities for you to communicate with the school and its staff and to become involved as volunteers.

The RTR School encourages open communication between students, teachers, parents, and administration. The administration encourages parents to discuss personal concerns or classroom problems with the teachers first. If you are not satisfied with a response, you are encouraged to meet with the administration. In the event that you are not satisfied with the response from the administration, the School Board Chairperson requests a written communication concerning the matter.

PARENT PERMISSION SLIPS

Please write a note and send it to school for the following situations:

- Your child is going to someone else's home after school.
- Your child is riding a different bus.
- You want your child to stay in during recess or miss physical education.
- Your child will leave school early.

Once students arrive at school, they cannot leave school grounds without permission. All students who are arriving and leaving during the school day MUST SIGN in and out in the school office.

PETS

Although we have enjoyed pet visits in the past, due to safety and allergy concerns, RTR Elementary now prohibits animal or pet visits in our building. Under special circumstances, arrangements may be made to have an outside viewing. Please contact the elementary office as immunization documentation may be required. We do allow therapy dogs, pets of staff members, and presenters/lyceums with pets and animals.

RECESS

Weather permitting, all students are encouraged and expected to go outdoors during activity and recess periods. We use the following guidelines for requiring students to go outside. Wind chill is one of the criteria applied for the general guidelines as follows:

- ✓ *Warmer than 0 degrees – outside activity /recess for all students.*
- ✓ *Below 0 degrees – indoor recess/ room activities for all students.*



Because our playground is somewhat sheltered, we do on occasion take older students out for a shortened recess. These occasions are determined by the building principal.

REPORT CARDS AND STUDENT PROGRESS

At the end of each quarter, progress reports are issued for each student. Students in the upper grades will use assignment notebooks that serve as one way parents and teachers can communicate. Students in lower grades will have folders. Parents are encouraged to contact teachers at any time during the school year to discuss their child's progress.

SPECIAL EDUCATION SERVICES

The RTR School District makes every effort to meet the needs of all learners. Programs are available for speech and language services, learning disabilities, mental and physical

handicaps, as well as psychological and social services. If parents have questions concerning any of these services, please contact the office.

SCHOOL BULLETINS AND NEWSLETTERS

From time to time during the school year, bulletins and newsletters will be sent home from school. It is our policy to try to send one per *family*. It is important that parents read these bulletins to be informed about school events. Your interest in reading them will encourage children to continue bringing them home. We do publish school announcements in the Tyler Tribute.



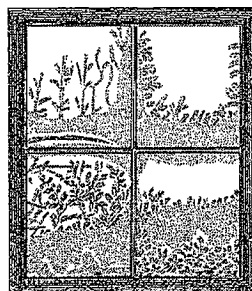
SCHOOL CLOSINGS

In case of emergency or inclement weather, school may be dismissed early. Buses will leave soon enough to enable them to make their route. However, if this is impossible, children will be housed at school. Please have a family plan prepared as to where your child should go when school is dismissed, and you are away at work etc. Be sure your child knows and understands this plan. (Example would be to go to daycare, grandparents). If your child is to go somewhere other than their normal destination when school closes, please notify the classroom teacher in the fall.

These are the media contacted by the school for public announcements of unscheduled school closings or late starts.

Radio Stations:

KMHL 1400 AM - Marshall
KLOH 1050 AM - Pipestone
KKCK 99.7 FM - Marshall
KISD 98.7 FM - Pipestone
KJOE 106.1 FM - Slayton



TV Stations:

KELO TV - Sioux Falls
WCCO - Minneapolis

SCHOOL DAY

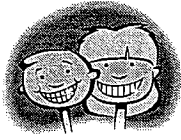
The school day begins at **8:15 a.m.** Students are dismissed at **3:20 p.m.**

SCHOOL ENROLLMENT

If you are a new student at RTR Elementary School, you will be asked to give the office the following information:

1. Enrollment Form
2. Health Forms
3. Application for education benefits
4. Insurance Form
5. Home language questionnaire
6. Transfer of Records
7. Copy of your birth certificate

SCHOOL PICTURES AND MEMORY BOOK



Our school contracts annually to have pictures taken of the school children during September. These individual photos are used in our memory book.

Information regarding prices, times and days will be distributed in a timely fashion. We also publish a Memory Book each spring that contains pictures of students and a variety of candid shots as well.

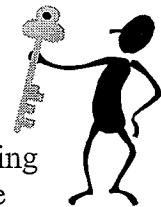
Information regarding the Memory Book will be sent home with all students. In the past we have also offered a Spring Photo package in which parents may purchase pictures of students if they wish.

SCHOOL REGISTRATION POLICY

A registration form is required for all students. Before the beginning of each school year, these forms will be sent out to previously enrolled students. Any new families are asked to stop in the office and register their child/children. Please fill these forms out completely, including emergency phone numbers, home phone numbers, and work numbers.

SCHOOL SECURITY

Our district is proactive in providing security in an attempt to make our school a safe place for all our students. The following procedures have been implemented for our building.



Our building will operate under controlled access. This means that in the morning prior to the start of the school day, only designated doors to our building will be unlocked allowing access into the building. School staff will monitor these entrances in the morning. All doors except the main east entrance doors will be locked. Any access to the building during the school day will through the main east entrance.

All visitors to the building will be required to report to the office. Those visitors wishing to visit classrooms or staff outside the office will be required to sign in and wear a visitor button. Visitors entering a classroom or other areas of the school without a button will be directed to the office. We would still encourage you to visit your child's classroom as often as you like. The policy is not meant to limit or curtail parents visiting classrooms. You are still an important part of our school family and we would encourage you to remain active in your child's school life. These procedures are meant only to provide increased safety and security.

If you bring your child to school on a daily basis and would like to walk them into the building, we ask that you bring them only as far as the entrance and then send them on their own to the classroom. If you plan on picking your child up here at school, please plan on meeting your child in the office. There may be emergency situations that require dismissing students from the classrooms but students will then be release only to parents or others cleared by the office.

SMOKE FREE ENVIRONMENT



Smoking and the use of tobacco products have been identified as a leading health problem in the United States. Smoking can be hazardous to the health of both smokers and non-smokers. As a result of concern on the part of the staff, students, citizens and the Board of Education, smoking and/or the use of tobacco in any form shall be prohibited on school district property. As a district, we are dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens.

STUDENT DAY

The shuttle buses will depart from the resident district school at 8:00 a.m. each day. Ruthton Route Students will remain on the playground or go to breakfast from 7:55 – 8:15. Your day begins when the buses arrive at the Elementary School at approximately 8:15 a.m. The shuttle buses will depart from Ruthton at 3:20 p.m. for Russell and Tyler. All Ruthton students will remain under the supervision of the playground supervisor after the shuttle buses leave. Ruthton students may pick up an early dismissal form that would allow them to be dismissed at approximately 3:20 p.m. every day directly after the shuttle buses depart. The early dismissal form is available in the school office.

STUDENT HEALTH SERVICES

The SCHOOL HEALTH COORDINATOR is on duty each day to provide health and educational services. The school health coordinator is available for consultation with parents, if needed. Please alert the school health coordinator or teacher if your child has a particular health problem that may affect the child's learning or functioning at school.



If your child is on medication, such as allergy medication or antibiotics, which are administered at home and may affect their attention or behavior at school, please let the health coordinator and/or teacher know.

If your child needs to be excused from physical education, please send a note. If it is to be a long-term excuse from physical education activities (over one week), the child must bring a written excuse from a physician.

Hearing and vision screening are done annually. Both can be tested any time by the request of parent or teacher. Parent's attention will be drawn to any matters that appear to require professional medical treatment or attention.

Communicable illness should be reported as soon as possible. If a child has had a hospitalization or a lengthy illness parent should notify the nurse so that plans for continuing the child's education can be made.

General guidelines for re-admittance to school for the following communicable diseases are:

- ❖ **Chicken Pox** – Readmit no sooner than 7 days from onset of rash, no fever present and pox must be dry.
- ❖ **Scarletina and Strep Throat** – Readmitted after having been on antibiotics for at least 24 hours and no fever present.

- ❖ **Impetigo** – Readmitted after adequate medical treatment or when all lesions are healed.
- ❖ **Pinkeye** (Conjunctivitis) - Readmitted after eyes are clear with no drainage present.
- ❖ **Head Lice** (Pediculosis) – Readmitted after treatment with a pediclocide shampoo and clothes and other personal items have been laundered in accordance with recommended procedures.

Medication will be given at school only when failure to take medication could jeopardize a student's health. Administration of the medication must be supervised by health services or appointed staff member. No medication will be given without the written permission from the doctor and the parent. It must be brought to school in its original container that is labeled with the child's name. **Do not send prescription medication to school with your child. Medication should be dropped off at the office by an adult.**



When a child develops a fever or other symptoms of illness or receives a significant injury, the parent or other person designated on the emergency information sheet will be notified. **It is the parent's responsibility to provide transportation home for the child. The child should be picked up as soon as possible.**

TELEPHONE

Students should not be interrupted during school hours by outside calls and messages except in case of emergency. However, if it is necessary to reach your child at school you may call 507-658-3301 (local for Tyler and Ruthton) or 1-800-430-6429 (long distance) and the school office personnel will relay the message to the student.

- Please discourage the use student use of the school phone. Students are allowed to call parents in cases of emergency. **After-school plans should be made prior to leaving home in the morning.**
- Parents who wish to contact a classroom teacher should be prepared to leave a message requesting that the teacher contact the parent at the teacher's convenience.
- Teachers are generally not available to come to the telephone during the time school is in session. Leaving a message may be necessary even before or after school as the teacher may be involved in a conference or attending meetings at the time your call is made.

TITLE 1 SERVICES

Title 1 is a federally funded program for providing additional help to students in the areas of reading and/or math. Students are eligible for Title 1 assistance if they meet eligibility criteria on a standardized test and/or referral from the classroom teacher.

VALUABLES

Students are discouraged from bringing large sums of money and/or valuables to school. The practice of leaving such items on or in a desk, jacket or coat, locker, and/or book bag is a decided risk. Please do not bring such items to school if at all possible to avoid doing so.

VISITORS

RTR School welcomes and encourages visits by parents and community members. This is your school. We require that visitors report to the office before visiting any area of the school. It is recommended that visits be prearranged with the teacher or the office to prevent an interruption during an assessment time.

VOLUNTEERS

Volunteers play a valuable role at RTR School. All parents as well as community members are encouraged to become a part of our volunteer program. Volunteers are used to chaperone field trips, tutor students, assist the teacher with classroom projects, help with health screenings, provide library help, or serve as a resource to share information with students about one's job, hobby, or travel. Anyone wishing to volunteer is asked to call the district office.

WEAPONS

RTR School has a zero-tolerance weapons policy. Anyone found to be in possession of a weapon on school premises before, during or after school hours, or at any school sponsored activity is subject to administrative and/or legal action.

COPIES OF THE SCHOOLS WEAPONS POLICY & HARASSMENT, DRUG & ALCOHOL POLICIES ARE AVAILABLE IN THE SCHOOL OFFICE UPON REQUEST; AS WELL AS THE CRISIS, EMERGENCY LOCKDOWN, EVACUATION AND BEHAVIOR INTERVENTION PLANS.

WITHDRAWING A STUDENT FROM SCHOOL

In the event that a student withdraws from the RTR School, we request that the office be notified and that a transfer form be filled out. This will enable us to provide the new school with pertinent information. When the RTR School receives a release of information form from the new school, the student's permanent records will be transferred to the new school.



SIGNATURE PAGE

We have read and / or discussed the RTR Elementary School Parent – Student Handbook for the 2009-10 school year and understand that all parent/students will be accountable for knowing the contents of this handbook.



Please sign this page and return it to your child's teacher by Friday, Sept. 18, 2009.

Parent/ Guardian Signature: _____

Parent/ Guardian Signature: _____

Student Signature: _____

Date: _____