



MISSION STATEMENT – SOUTH WASHINGTON COUNTY SCHOOLS

The Mission of South Washington County School District is to ignite a passion for lifelong learning.

RED ROCK ELEMENTARY MISSION STATEMENT

Red Rock Elementary School is a collaborative community of lifelong learners preparing students for a changing world.

Welcome to the 2016-2017 School Year!

We look forward to working with your Red Rock student and your family!
We thank you for your support and your involvement!

SCHOOL HOURS

7:40 AM	School Open to Students
7:55 AM	School Begins
2:25 PM	School Day Ends
7:55-10:40 AM	AM Pre-Kindergarten
11:40-2:25 PM	PM Pre-Kindergarten

SCHOOL DISTRICT ELEMENTARY HANDBOOK

Please read the School District Elementary Handbook. This handbook is a Red Rock supplement to those documents. The School District Elementary Handbook is available at <http://www.sowashco.org/files/policies/RR.pdf>.

STUDENT ARRIVAL/DEPARTURE

Students are not expected to arrive at school earlier than 7:40 a.m. unless they have a 'pass' from their teacher or patrol supervisor. Students who arrive prior to this time must wait outside or in the school entry, depending upon the weather.

If you drop-off or pick up your child from school, use the east lot. In an effort to promote a safe and efficient drop off and pick zone, we ask that you adhere to the following:

- Follow the one-way traffic flow. No U-turns please.
- Pull forward to the curve in the sidewalk for unloading
- Drive slowly and carefully and watch for individuals in the crosswalk
- Have your child exit and enter your vehicle on the curbside of the car
- Do not leave your car unattended
- Avoid distractions. Please refrain from talking on cell phones and texting while driving.
- Please be courteous and supportive of our parking lot attendants. They are there to assure student safety.

Bus drop-off and loading occurs at the west entrance to the school.

If your child receives a bus ride to and from school, we encourage you to have your children ride the bus, especially the first weeks of school so they learn the bus routines.

Students are expected to leave the school at dismissal time. Please assist us with timely pick up. Students will wait in or near the school office for pick-up if a parent is detained.

BEFORE AND AFTER SCHOOL CARE (KIDS CLUB)

We do have before and after school care available to children through Community Education Kids Club. Please contact them at 651-425-6600 for additional information. For more information on Kids Club - www.cecool.com/kids-club

LATE ARRIVALS

School begins at 7:55am. Please plan accordingly if you drive your child to school. If your child arrives after 7:55am, please bring your child to the school office and sign him/her in for the day.

ABSENCE, ILLNESS, AND MEDICATION

BUILDING HEALTH ASSISTANT

Please contact the Health Assistant at 651-425-5602. The building Health Assistant will assist your child if they are ill or in case of an emergency.

ATTENDANCE

We recognize the importance of regular school attendance. Students are expected to be on time for school each day and be in regular attendance in order to make progress in school as well as to develop punctuality, self-discipline, and responsibility. Minnesota state law requires that every child between 7 and 18 years of age shall attend a public or private school and that the parent or guardian is obligated to compel the attendance. Please refer to the District 833 Elementary Handbook for additional details on absences, excused or unexcused; extended or excessive absences; and truancy.

ABSENT CHILD

Please call the attendance line (651-425-5606) in case of student absence or late arrival due to an appointment. Leave a message that includes: date, your child's name, grade, reason for absence, and phone number in case we need to contact you. We prefer you call on the day of the absence if we haven't been notified. We appreciate your help in calling us to report the absence.

ILLNESS AT SCHOOL

If a child becomes ill or is injured at school, the school health assistant contacts parents. If parents cannot be reached, the person indicated on the child's alternate number non-household will be contacted. It is very important to keep your parent portal updated.

MEDICATION AT SCHOOL

All medication must be kept in the school health office. When a student requires medication at school, the parent must bring:

- medication in the original container with directions;
- written permission from the parent
- a written order from the physician prescribing the medication (if longer than two weeks). Forms are available in the school health office.

EXCUSING STUDENTS DURING THE DAY

Please send a written note with your child if he/she is to be excused during the school day. The teacher will send your child to the office at the appointed time. Parents must pick-up their child in the office and follow the sign-out procedures.

FAMILY VACATIONS

We stress the importance of students attending school on a consistent, regular basis. We encourage you to plan vacations during non-school days. If you do plan

a vacation during the school year, please contact the school office and your child's teacher with absence dates. Vacation homework in accordance with our homework policy may be requested. Please refer to the District 833 Elementary Handbook for details regarding extended absences (beyond 15 consecutive days).

CURRICULUM, TRIMESTER REPORTING, AND HOMEWORK

CURRICULUM

We follow the district determined student outcomes in each of the curriculum areas. A list of outcomes for each grade level is available from your child's teacher. We are continually working to improve the curriculum alignment and the teaching methods with the focus on meeting the needs of the students. Our Site Improvement Plan will include action plans to improve student achievement based on data and district/site direction. Please contact the teacher for information regarding curriculum issues.

TRIMESTER REPORTING

Red Rock will use a trimester reporting system this year. Each trimester will be 12 weeks in length. Students will all receive a mid-trimester report and trimester report card. With these two reporting formats, parents will be notified of student progress six times during the school year.

PARENT-TEACHER CONFERENCE DATES

K-5 October 13 & 18 Evening Conferences
 Additional Time As Planned

K-5 March 7 & 9 Evening Conferences
 Additional Time As Planned

HOMEWORK GUIDELINES

Students at Red Rock may have homework assigned during the school year. The type and amount will change with each grade level. The assignments are designed to reinforce the lessons presented during the school day, to enrich those lessons, and to encourage family involvement in learning. Homework can have positive effects on achievement and character development. A general guideline for amount of homework is listed below:

K-Grade 2: 10-15 minutes
Grades 3-4: 15-30 minutes
Grade 5: 15-45 minutes

Homework is defined in different ways at the different grade levels. In the primary grades, homework might include practicing flashcards, writing a letter, reading a book, or practicing spelling words. In the intermediate grades, homework might include a special writing assignment, completing daily assignments, reading a

book, or working on a special project. If you have questions or concerns about the homework assignments or the amount of time it takes for your child/ren to complete their homework, please talk with the classroom teacher.

HOMEWORK FOR ABSENT STUDENTS

Please call the office with requests for homework if your child is absent by 11:00 am if you want work to be sent with a sibling or neighbor or for afternoon pick-up. The teachers will appreciate time to gather the homework materials.

VACATION HOMEWORK GUIDELINES

Our vacation homework guidelines are to have your child read for 30 minutes each day and to keep a daily travel log that is age appropriate. Work that is required for the continuity of the curriculum will be assigned and completed upon return.

STUDENT BEHAVIOR EXPECTATIONS

STUDENT BEHAVIOR / DISCIPLINE

Student behavior expectations and student discipline guidelines are developed in order for us to provide a safe learning environment. We will focus on a positive reinforcement for students who demonstrate appropriate behavior that supports a positive safe learning environment. Rewards may include, but are not limited to, verbal praise and recognition, and special rewards. Consequences for inappropriate behavior will focus on teaching and practicing appropriate behaviors.

The staff and students at Red Rock Elementary are expected to follow the school district policies explained in detail in the Student Discipline, Rights and Responsibilities Handbook. Please refer to that handbook for specific information. Please review the Discipline Policy with your child/ren, especially the policies regarding Use of the Internet; Possession/Use of Weapons; Threats; Racial, Religious, Sexual Harassment and Violence; Hazing; and Bullying Prohibition. The School District Right and Responsibilities Handbook is available at- www.sowashco.org/files/policies/RR.pdf.

District staff members are directed to follow district policy and cannot allow: possession or use of weapons, hurtful behavior, bullying, racial, religious, or sexual harassment toward students or adults. We will not tolerate threats and/or violence.

Parents will be contacted if students are creating a disturbance to the learning environment for themselves and/or for others. We appreciate parent support in helping us teach students to make appropriate behavior choices.

CLASSROOM BEHAVIOR EXPECTATIONS

Classroom teachers and specialists will describe their specific behavior expectations with rewards and consequences during the first week of school.

DRESS FOR SCHOOL SUCCESS

Appropriate student dress and grooming are expected. Wearing apparel or grooming that detracts from the normal educational process, constitutes a safety hazard, or attracts inappropriate attention to the individual is unacceptable. Please assist us in keeping our focus on the educational process at Red Rock by discussing the following clothing expectations with your student.

- Students must wear shoes.
- Pants must be fastened around the waist.
- For health reasons, students are expected to maintain hygienically clean attire.
- Clothing that promotes alcohol, drugs, tobacco, inappropriate language or graphics, or sexual behavior is not acceptable.
- Bare midriffs and or other suggestive clothing items are not acceptable.
- Shirts or tops should cover shoulders.

Students' dress should be appropriate to the weather conditions. As you know, the weather in Minnesota can be very changeable and our building temperatures vary. Please encourage your child to dress in layers for comfort.

CARE OF SCHOOL PROPERTY

We are very proud of our school and school building. We expect students to show respect to property – school building, school grounds, and all school property within the building. Students will be held responsible for any damage to school property they may cause.

LOCKERS

School lockers are school property. Locks are not allowed on our lockers. Valuables should be kept at home. Students should only open and/or use their assigned locker.

BIRTHDAY TREATS, HOLIDAY EVENTS, LUNCH, RECESS, LOST & FOUND, PARKING, BICYCLES, TRANSPORTATION

BIRTHDAY TREATS

State Health Department's Policy:

"State Health Department requires that food which is served in a food establishment as defined in Minnesota Statutes Chapter 157 shall be obtained from sources which are approved and inspected by either the federal, state, or local regulatory authority. We, therefore, strongly discourage the distribution and service of food items including 'treats' which are prepared in individual homes.

This requirement would not, however, apply to the distribution of commercially prepared, packaged, or individually wrapped food items such as cookies or other packaged bakery items (e.g., Twinkies, candies, or individually portioned ice cream novelties). This Department's advice is not subject to modification by individual school administration." Jim Witkowski, Minnesota Department of Health, (612) 623-5558.

Students wishing to bring treats for their class must bring store or bakery bought goods. Treats prepared at home are **not** to be brought to school. Students and families should also consider **healthy options** when celebrating birthdays and providing daily snacks for their children. ***Cakes, cupcakes and cookie cakes should not be served as a birthday treats in the classroom.***

HOLIDAY EVENTS

Holiday events will be recognized and celebrated as we learn about the diversity of our students and their families. Our classroom celebration events will support the curriculum and celebration of diversity. Your child's teacher will communicate the events that are planned for the school year.

LUNCHROOM/RECESS

All students have 30-35 minutes for lunch/recess. We go outside for recess, as long as the air temperature is above 0 degrees and/or the wind chill is above -10 degrees. We use www.weatherchannel.com as our reference. Students are expected to dress appropriately for the weather and for safety. Parents are welcome to join their children for lunch/recess. Please follow the building procedures for sign-in and out.

LUNCH PRICES

Elementary Lunch	\$2.60
Second Entrée (double entrée)	\$1.50
Second Lunch (double lunch)	\$3.25
Reduced Lunch*	.40
Milk	.50
Adult Lunch	\$4.00

*Contact Food/Nutrition Services at 651-425-6280 for information on qualifying for a reduced lunch price. District's Free/Reduced online forms are available starting August 6th; www.sowashco.org/services/nutrition-services/free-reduced-meals.

Each child will be assigned a Personal Identification Number. Lunch money sent to school may be placed in their personal account for use when purchasing food or drink in the cafeteria. The child will be reminded when the account is low. Please check the monthly menu and hot lunch and alternate choices.

PAYPAMS is a web-based system that allows parents to use their credit cards to deposit money on their child's lunch account and to access information on daily food and beverage purchases and balances. Register online at. www.paypams.com

Parents can request a comment be added to the lunch account limiting the purchases of second lunches, entrees, and/or ala carte items. Please refer to the Elementary Handbook or the district website for more information on the Child Nutrition Programs.

LOST AND FOUND

Please check the lost and found area throughout the school year. Mark your child/ren's clothing and school items with their name for easier identification. Each month, the unclaimed lost and found items will be donated to a local community agency.

BICYCLES/SCOOTERS

Students may ride bicycles/scooters to school with parent permission. Please remember to wear a helmet. Students will walk their bikes/scooters on school property and secure them safely in the bike rack (bicycles/scooters) or in their locker (scooters). Skateboards, rollerblades, and sleds are not allowed on school property.

TRANSPORTATION

Students are taught and are expected to follow bus rider safety and bus stop safety. Please forward any concerns with bus stop or bus behavior to the transportation department at 651-425-5303. If a child is to ride another bus, a note from the parent must be presented to the teacher and the bus driver.

SCHOOL PATROL

The School Patrol members will assist students with safety walking to and from school and on school property. Students are expected to follow the safety directions of the patrol and to practice personal safety if approached by strangers. Information will be sent to parents in September with the crosswalk patrol schedule.

COMMUNICATION INFORMATION

PHONE CALLING SYSTEM

We have an automated telephone system that will call your home with event information that will be helpful to your family. Phone calls will be programmed during early evening hours.

VISITORS / VOLUNTEERS – PARENTS/GUARDIANS

You are welcome and encouraged to visit and volunteer at Red Rock. As a courtesy, please contact your child's teacher if you wish to visit or volunteer in the classroom. In accordance with School Board Policy and to ensure the safety of all our students, all visitors/parents and others - must sign-in at the office when entering the building. We request that you wear a volunteer/visitor badge while in the school. Also, we expect that you keep student information that you hear, see, or learn here – as confidential information.

CONTACTING TEACHERS

Teachers are available to take telephone calls between 7:15am and 7:55am or after dismissal at 2:25pm. You may always leave a voice mail.

CONTACTING STUDENTS DURING THE SCHOOL DAY

Please contact the school office if you need to get a message to your child and/or their teacher during the day.

'SCHOOL TO HOME' COMMUNICATIONS

Communication between parent and teacher is important to your child's success. Please contact the classroom teacher or specialist first with questions and /or concerns.

NEWSLETTERS

Classroom teachers will send an email or newsletter bi-weekly to update parents about activities taking place in the classroom. The school office will send weekly emails with school updates.

TAKE-HOME FOLDERS and STUDENT AGENDAS

Students in kindergarten and 1st may bring home work daily. Students in grades 2 – 5 will bring home their work and school information in a Take Home Folder. One copy school, building and approved district information is sent home with the youngest or only child in an effort to reduce copy waste. Students in grades 2 – 5 will use a Student Agenda to support daily home – school communication.

BUILDING / DISTRICT WEB SITE – LIST SERV

Please visit us on the web at <http://rres.sowashco.org/> for building information. Refer to the district website at www.sowashco.org for information on how to join the district and building List Serv (Info to Go).

SCHOOL CLOSING

During severe weather and/or emergency situations, listen to the media announcements for South Washington County Schools. This district displays school closing on cable channel 15. WCCO(radio and TV), Channel 5, and Channel 11 display the listing also.

If the school is closed early, the teachers will check the emergency forms you completed at the beginning of the year to see if there is a different plan than the usual bus ride home. Our school district List Serv will send an immediate message to subscribers. Refer to the district website www.sowashco.org for information on how to join the List Serv.

PHOTOGRAPHY, VIDEO, AND SOUND

*If you do not want your child to be photographed, in a video, or voice recorded, be sure to notify your child's teacher and contact the school office to obtain the necessary form. Occasionally, the school and/or parents will videotape, photograph, and/or make an audio recording of a school event such as a concert, play or class presentation. Some parents prefer that their child not be photographed or recorded.

PESTICIDE NOTIFICATION

Parents may request information for notification of pesticide applications by completing a form "Request for Pesticide Notification". Call the school office for the form.

FAMILY INVOLVEMENT, PTO, SITE COUNCIL

FAMILY INVOLVEMENT OPPORTUNITIES

There are many opportunities for parents to be involved in their child's education. We welcome you to the Red Rock Community and encourage you to participate in school activities.

PARENT TEACHER ORGANIZATION (PTO)

The primary function of the PTO is to encourage parent involvement, to support the building of our learning community, to support programs for students, and to assist with fundraising for school projects/programs. As a parent or a staff member, you are automatically a member. There are no dues or membership forms. You are encouraged to attend the PTO meetings, which are held monthly. Dates and locations will be publicized.

SITE COUNCIL

The Site Council's purpose is to promote effective education for students at Red Rock Elementary. Parents and staff members meet monthly to make recommendations, provide input, and/or decisions regarding curriculum support, staffing, community involvement, communication, budget, and use of resources. You may forward issues and concerns for Site Council's consideration through the teachers, parent members, or the principal. Site Council information will be included in the school newsletter including Site Council member names and contact phone numbers.

We appreciate your involvement in your child's education. Please call if you have questions and/or concerns. Thank you for your support and we hope your child and you have a great school year!

