

ROSEAU ELEMENTARY SCHOOL

HANDBOOK

2018-2019



ADMINISTRATION

Larry Guggisberg, Superintendent
Amy McGuire, Elementary School Principal
Cheryl Hirst, Special Education Director

BOARD OF EDUCATION

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Please read this bulletin carefully and retain it for future reference. The contents of this handbook are in effect until the next handbook is published. On-going memoranda or communication distributions may result in the addition or deletion of contents in this bulletin.

Roseau Elementary School Staff

	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade	6th Grade
Kindergarten						
Brooke Brateng	Brian Bergstrom	Kim Czeh	Tanya Byfluglien	Julie Carlson	Kelly Flaig	Wade Hinson
Carol Guy	Maranda Peterson	Teresa Hulst	Brenda Dahl	Brittany Goos	Shawn Goos	Andrea Hogenson
Celena Jensen	Angie Swanson	Shelly LaPlante	Angie King	Nancy Lee	Cindy Lee	Randy Nelson
Brittany McCormack	Sue Vatnsdal	Heidi Moser	Julie Urness	Sara Olson	Todd Wensloff	Sherry Nelson
Kelsey Vatnsdal						
SPED Teachers	Para Professionals		Learning Readiness		Food Service	
Pam Hanson	Kelsey Berger		Angie Steinbach		Deanna Dredlaw	
Pam Iverson	Mattea Brandt					
Jessica Kennedy	Tammy Brateng					
Amanda Kvdt	Colbie Bratlie					
Sara Lundbohm	Misty Butler					
Laura Sunsdahl	Kathy Comstock					
	Paula Dirks					
Speech and Language	Denielle Reed					
Nora Heilman	Amy Filipula					
Justine Schumacher	Jennifer Glodowski					
	Rachel Gross					
ECSE	Ann Haaby					
Karen Engdevik	Brenda Huglen					
Desi Klimesh	Marty Klamar					
	Sarah Pagett					
Social Worker	DeAnna Paters					
Jen Cole	Kay Prothero					
	Bobbi Gayle Radcliffe					
	Halley Thramer					
	Heather Weyer					

ROSEAU COMMUNITY SCHOOLS
SCHOOL YEAR CALENDAR
2018-2019

MONTH	SPECIAL EVENTS	STUDENT DAYS	PARA DAYS	TEACHER DAYS
August	* August 27, 28, 29, & 30 Teacher in-service * 4 hours of teacher in-service Dates / Time To be determined	0	1	4.5
September	September 4 First Student Day	19	19	19
October	* October 18-19 Fall Break	21	21	21
November	* November 2 No School: Teacher in-service November 8 ½ student day / Teacher in-service Pre-K-12 Parent-Teacher Conferences on November 8 (4:00 - 8:00 pm) & * November 9 (8:00 am – Noon) * November 22 & 23 Thanksgiving Recess	18	18	20
December	December 21 Last Student Day * Christmas Recess: December 24 – January 1 January 2 School Resumes January 17 Elementary School Parent-Teacher Conferences 4:00 - 8:00 pm	15	15	15
January	* January 18 No School for Pre-K-12 Students Elementary School Conferences 8:00 am - Noon Pre-K-6 Teacher in-service Noon - 4:00 pm High School Teacher in-service 8:00 am – 4:00 pm	21	21	Elem 22.5 HS 22
February	February 14 High School Parent-Teacher Conferences 4:00 - 8:00 pm * February 15 No School for Pre-K-12 Students HS Conferences 8:00 am –Noon High School Teacher in-service Noon - 4:00 pm Pre-K-6 Teacher in-service 8:00 am – 4:00 pm * February 18 No School	18	18	Elem 19 HS 19.5
March	* March 7 & 8 Spring Break	19	19	19
April	* April 19 & 22 Easter Recess May 22 Last day for Seniors	20	20	20
May	* May 26 Graduation * May 27 Memorial Day May 30 Last Day for Students * May 31 Staff Development	21	21	22
June		0	0	0
		172	173	182

* = No students attending



Adopted by the School Board on May 17, 2018

School Calendar may be amended by the School Board for reasons which include emergency closing eg: weather "make up" day(s).

Handbook; Part A:

Principal's Schedule

The principal is in the building from 8:00 a.m. to 4:30 p.m. If you wish to have a conference, please feel free to call. It is advisable to make an appointment by telephone whenever possible.

Elementary Office Secretary Schedule

A secretary is on duty each day at the Roseau Elementary School Office. Secretaries are in the office from 7:30 a.m. to 4:15 p.m.

Classroom Hours For Students

Grade Level	Morning Classroom	Lunch Period	Recess	Afternoon Classroom
Pre-School	8:30 – 11:35	11:40 – 12:15	12:00 – 12:30	12:30 – 3:15
Kindergarten	8:30 – 11:25	11:25 – 11:55	11:55 – 12:25	12:25 – 3:15
Grade 1	8:30 – 11:30	11:30 – 12:00	12:00 – 12:30	12:30 – 3:15
Grade 2	8:30 – 11:35	11:35 – 12:00	12:00 – 12:30	12:30 – 3:15
Grade 3	8:30 – 11:35	11:35 – 12:05	12:05 – 12:30	12:30 – 3:15
Grade 4	8:30 – 12:30	12:30 – 1:00	1:00 – 1:30	1:30 – 3:15
Grade 5	8:30 – 12:30	12:30 – 1:00	1:00 – 1:30	1:30 – 3:15
Grade 6	8:30 – 12:30	12:30 – 1:00	1:00 – 1:30	1:30 – 3:15

Children should time their departure from home so that they arrive at school around 8:20 a.m. A child should not come to school early unless he has special permission from his teacher or principal. Early arrivals do not have the protection of the school safety patrol. Help us by encouraging your child to leave home at the correct time in order to arrive at school when the patrol boys or girls are on duty (8:05). Teachers are busy planning and preparing their daily work before school begins and students who arrive at school early make this difficult to accomplish. If you would like information about the School Age Child Care (before and after school) program please contact them directly at 463-6419. Their hours are from 6:00 to 8:15 AM in the morning and from 3:15 PM to 6:00 PM after school.

Absence and Tardiness Being in School is Important!

We believe Attendance and Academics are closely related. As a School we appreciate the efforts of the parents for their efforts in getting children to school on time and for scheduling appointments after school as much as possible.

Again, as educators we truly believe attendance and academics go hand in hand. Good academic skills and success is often the result of good attendance. What should you do if you cannot schedule a necessary appointment or event outside the normal school day? First of all, know that the school understands your situation and will work with you. When a student is absent and returns to school (s)he should bring a note from a parent or guardian stating the reason for the absence. If the school is not aware of an absence or tardy, you will be notified of an unexcused.

Examples of valid reasons for an excused absence (however, they are still absent) from school:

- Illness of the student or medical or dental appointments
- Illness or Death in the family
- Out of Town

The School would like to be notified of your child's absence either in advance or as early as possible in the morning of the school day. If you know in advance that it is necessary for your child to be gone, contact your child's teacher and inform them of the absence. Prior to the absence, often times a teacher can give your child the school assignments they will be missing. An absence from school for whatever reason shouldn't be considered a "day off" from school but rather a "day away" from school that requires an effort on the part of the student with the encouragement of the parent(s) to complete the school work missed.

Perfect Attendance:

Our teachers mark classroom attendance everyday at 9:15 am, if your child is not in school at this time (s)he will be marked absent for ½ of a school day (morning attendance). Our teachers also mark classroom attendance everyday at 2:30 pm, if your child is not in school at this time (s)he will be marked absent for ½ of a school day (afternoon attendance). Our attendance taking policy is somewhat liberal and we don't mean to indicate the first or last 45 minutes of the school day isn't important. (For example: In the Primary grades, at the beginning of the school day

the educational focus is on Reading and Math skills). Being in School is Important!

School Website

We certainly encourage you to make use of the school web site at: www.roseau.k12.mn.us. At the web site you will find current information regarding grading, attendance, food service accounts for your students, calendars of events, and information posted by teachers regarding their classes, and other items of relevance for parents.

Admission to Kindergarten

To be admitted to kindergarten, a child must be 5 years of age on or before Sept. 1st of the current school year. State law has set September 1st as the cut-off date statewide for all 5 year olds entering kindergarten each fall. A child whose birth date is September 2nd or later, must wait until the following year to be admitted to kindergarten.

Reporting to Parents

There are four (4) marking or grading periods in a school year. For marking periods one (1) and two (2), Progress Reports are provided to parents during scheduled parent-teacher conferences. Progress Reports are mailed home if a parent does not attend parent-teacher conferences.

During marking period three (3) and four (4), Progress Reports are sent home with the students at the end of each 9-week period. Mid-term reports are also sent home with students who are not working up to their ability or who are doing poor work in school at the midpoint of each 9 week grading period.

Even though Parent-Teacher Conferences are scheduled during the first semester, parents should feel free to confer with their child's teacher at any time during the school year if necessary. Make an appointment with your child's teacher.

Excusing Children From School

Occasionally parents request that children be excused early for one reason or another. Children are excused (however, they are still absent) for the following reason:

1. illness of the child
2. serious illness or death in the family
3. appointments with the doctor or dentist
4. religious observance
5. special occasions authorized by the principal or superintendent

All parents are asked to cooperate in making every effort to plan out-of-school activities and trips so that they do not infringe on the school day. In an emergency situation, call the principal and explain the problem.

School Crosswalk Safety Patrol

In Roseau, selected pupils from the fifth and sixth grade classes serve on the School Crosswalk Safety Patrol. The purpose of this patrol is to help the children across the street at the intersection by the north end of the elementary school and where the busses load at the intersection on the east side of the school. Our elementary 5th and 6th grade patrol boys and girls are on duty in the mornings between 8:05 – 8:25.

Note: Adult Safety Patrol Officer is on duty on Highway #11 at the Patrol Crossing in front of the east end of the high school each day from 8:00 – 8:30 a.m. and again from 3:00 – 3:30. Adult Safety Patrol Officer follows a similar schedule on the west end of the high school.

Please discuss with your children ways in which they can help the patrols work for safety. You can do a great deal to help build attitudes of respect for the work of the school patrols.

Each teacher has discussed the following safety precautions with the children:

- The safest route to take to and from school
- The work of the Safety Patrol
- To look to the left and to the right before crossing the street
- To walk rapidly across the street when the way is clear
- To cross only at intersections
- To stay at home long enough so that the patrols will be on duty when the child arrives at school

Your help in having your child follow these safety instructions at all times will be greatly appreciated.

Labeling Clothing

Please label all clothing which will be removed at school. Caps, scarves, sweaters, jackets, mittens, boots, etc. are often exchanged or mislaid. Many children have articles of clothing which are identical, when it is misplaced or lost, it is impossible to determine the owner unless his/her name is on it.

Lost and Found

A couple of lost and found tables in the hallway of the elementary building hold many items which the children have found. Valuable articles such as watches, rings, lunch money, etc. are turned in to the secretary in the principal's office. Whenever a child loses anything, encourage them to check the lost and found tables or with the secretaries (Jodi or Mary Kay) in the elementary office. Feel free to come to school and look for yourself also. Contact the Bus Garage (463-1942) for items left on the School Bus.

Bicycles

Children are permitted to ride bicycles to school. Bicycles are to be placed in the racks on the North end of the elementary school. They are not to be ridden on the school grounds at anytime. All bikes should be kept in good mechanical condition if ridden to school. Keep your bike locked when left in the bike rack during the day. Bikes may not be ridden during the school day.

Leaving the School Grounds

Elementary students are not permitted to leave the school grounds during the noon hour. This policy is also in effect throughout the school day.

Gym Shoes

All children are asked to have tennis shoes for playing in the gym. Playing games in the gym, stocking-footed, can be very dangerous. Street shoes are not permitted for playing in the gym. Be sure to mark your child's tennis shoes with his/her name. When you have to purchase new tennis shoes for your child, we encourage you to buy tennis shoes that do not make "black" marks on the floors when walking or running.

Notices to Parents

Please impress upon your child the importance of your receiving every notice or Parent Communication that we send home with the child. Check your child's BackPack regularly.

Lunch Program and Lunch Tickets

The Roseau School District participates in the Federal Free & Reduced Meal Program. Information is sent home (via backpacks) to parents at the beginning of the year, however, parents can apply for Free or Reduced meal benefits at any time during the school year. An application can be picked up in the Elementary Office or requested by a parent to be mailed to their household. All information submitted on a Free or Reduced Meal Benefit application is confidential.

Regular School Lunch prices are: Single milk = \$.40 Breakfast meal = \$1.15
Noon lunch meal = \$2.35 Adult lunch meal = \$3.70 (if you come in to eat lunch)

The Roseau School lunch program is computer automated.

Parents can utilize a program called "PaySchool" on our district website to purchase lunch account funds via your personal credit card (s).

Parents send money to school for their child to purchase milk or a meal. The money should be brought to the Elementary Office. The amount is placed in the child's personal account in our computerized Food Service program. If you have more than one child in the Roseau Elementary School please note that lunch accounts are established by family but an amount for each child must be entered in their account. Please specify the amount per child that you would like placed in their account.

For students in Pre-School through 1st, your child will be issued a School Lunch Identification PIN (personal identification number). These numbers are put on a master list of students for each of the Pre-School through grade one classrooms. This group of teachers check with their students daily to see who is eating hot lunch and who is eating lunch brought from home. This information (including cartons of milk needed for students who bring their lunch from home) is noted daily and turned over to the cashier on a master list as each of these classes goes through the lunch line. (Students who bring their lunch from home and eat in the cafeteria may buy milk for their meal.) We do not expect students to input their own PIN numbers until second grade. The amount of what your child purchases will be deducted from his / her account. Parents are asked to maintain a positive balance in their child's account (this does not apply to students receiving Free Meal benefits).

For students in grades 2 – 12, your child will be issued a school lunch PIN number. Students will memorize the PIN number with the assistance of their teacher. When students reach the end of the lunch line, students will enter their

PIN number on a keypad where the lunch amount will be deducted automatically to the student's account. Students who bring their lunch from home and eat in the cafeteria may buy milk for their meal. Lunch money can be placed in a student's account by the secretary between 8:00 and 8:30 each morning in the elementary principal's office or prior to going to lunch. Or, parents can utilize a program called "PaySchool" on our district website to purchase lunch account funds via your personal credit card (s).

Healthy Hunger Free Children Act

There is a change in statute ruling regarding snacks and treats at school. The ruling states that only items in a purchased container can be brought to school. **NO HOMED BAKED!** Students will need to bring snack foods prepackaged or school kitchen prepared when providing for snacks and/or treats for other individuals. Please contact our food service director, De De Drentlaw for specific questions at 218-463-1140.

Student Health Program

Our school nurse is Mrs. Beth Ulvin. Her office (463-6410) is located across the hall from the Elementary School Office. Students attending school are required by Minnesota Law to have various immunizations. The Nurse will inform you of any shots your child needs or is required to have throughout their elementary school years.

If your child shows symptoms of any illness, please consider excluding them from school. The intent is to speed recovery for your student and reduce the spread of infectious/contagious disease in the classroom. It is the parents responsibility to arrange transportation home if their child becomes ill during the school day.

HEALTH RELATED RESTRICTIONS – If your child has a chronic medical condition, environmental or medical allergy, or temporary activity restriction due to illness or injury, please notify the school.

MEDICATION ADMINISTRATION – Upon the written request of a parent/guardian and a physician, medication may be administered during the school day by the school nurse or designated personnel. All medication is to be kept in original containers in the nurse's office. Parents are encouraged to administer medication outside of the school day if feasible.

DENTAL HEALTH – Parents of students are encouraged to make arrangements for routine dental examinations. The parent assumes the responsibility for scheduling and transportation for the student to their dental provider.

HEARING AND VISION SCREENING – Because optimal sensory status is imperative for learning, all elementary students will receive hearing and vision screening. If during the school year, you would like this evaluation repeated, simply call the school nurse.

ALCOHOL / DRUGS – The use or possession of tobacco, alcohol or drugs* by students is not permitted in school or on the school grounds. The use or possession of tobacco, alcohol or drugs is wrong and harmful to the child's health.

* = any substance defined by law as a drug unless specifically prescribed by a doctor for individual use

Visiting School

All parents of children enrolled in the Roseau Elementary School are welcome to visit and observe in their child's classroom at anytime during the school year.

We have a policy concerning children who are not enrolled in our school that want to visit in one of our classrooms. Children (from other districts) are not permitted to visit school at anytime during the school year in grades K-6. This policy is necessary because the teachers have found (through experience) that children visiting school distract the regular classroom work. All of our students are entitled to the best teaching and learning situation we can provide for them without unnecessary interruption.

Visitors to Roseau Elementary School: A School Safety Matter

Visitors are always welcome at Roseau Elementary School. However, for the safety and security of the children and the staff, all visitors are required to report to the elementary office to secure a Visitor's badge before entering other areas of the educational complex. Between 8:40 AM and 3:05 PM all visitors are required to have a visitor's badge on in order to be in the building. To help ensure a safe environment (at the elementary end of the educational complex) all exterior doors, except the main front entrance (horseshoe dropoff area and the hallway doors (by the commons and cafeteria area) are kept locked. Students and teachers are instructed to immediately report anyone or anything of a suspicious nature. In particular, staff has been instructed to (during the school day) stop persons without a nametag and escort them to the office.

Between 7:30-8:30 AM the main entrance doors are open to the public for arrivals. After 8:30 AM building access to the elementary portion of the educational complex is limited to the doors adjacent to the horseshoe dropoff area at the front (North end) of the elementary school and the main (South) hallway coming past the elementary gym from the cafeteria/pool/commons area.

Limited parking is available in the parking lot next to the horseshoe dropoff area. More parking is available adjacent

to the football field and next to the sidewalk on the South side of the road just East of the educational complex. Additional parking is available in the pool parking lot approximately halfway down the West side of the educational complex.

Parents are asked to drop off forgotten textbooks, lunches, lunch money, etc. at the main office at Roseau Elementary School. These items will be forwarded to students in a timely manner while ensuring that instructional time is not lost.

If you are coming to the school to pick up your son / daughter after school please time your arrival to occur after 3:05 PM. Students are not dismissed from school until 3:15 PM. Parents should wait by the main entrance of the school (with the exception of kindergarten) not by their son or daughter's classroom area. Instructional time is lost when we have students peering through windows and waving at parents who have arrived at the school prior to 3:05 PM.

If you are in the building to use the walking track during the school day please stop by the elementary office and pick up a visitor's badge. Please confine your walking activities to the walking track area during the school day from 8:30 AM to 3:15 PM. Instructional time is lost and students' days are interrupted when we have community members using the regular hallways of the elementary for their walking activities during the regular school day. At times this added security may seem like an inconvenience, particularly during inclement weather. However, if we can focus on its primary goal---security for the safety of our children---the inconvenience will be a small price to pay. We will be able to maintain an adequate accounting for all visitors to the building and we will maintain a secure learning environment for the children. Thank you for your understanding and cooperation. Your continued support of our efforts with the young people of this community is appreciated.

Dismissal Rules

Students who live in town are instructed to go home immediately after dismissal. (K-6 at 3:15 p.m.) Parents are notified if a child is kept in school after 3:45 p.m. Roseau bus students in grades K-6 go to the buses at 3:15 each day. SACC (School Aged Child Care) is an option for students remaining after school. Their hours are from 6:00 to 8:15 AM and from 3:15 to 6:00 PM. SACC's phone number is 463-6419.

Withdrawing Children From School

If you plan to move out of town during the school year, please call the Elementary Principal's office and give the following information

1. New address
2. Date of last day at school

You may bring this information to the office if you so desire. The child will receive their report card on their last day in school. The Cumulative and Health Records will be sent to the new school at their request.

Destruction of School Property

Students who destroy school property must repair it if possible. If necessary, they will have to pay a sum designated by the principal or superintendent to cover the cost of the damage. Accidents cannot be helped, but deliberate destruction will not be tolerated. Fines will be assessed on books showing poor care. Pupils are expected to make prompt payment for damage and losses of school property.

Meetings and Information

Pertinent information concerning the school is given to all parents through the Roseau Times Region newspaper or over local radio stations. Additional information is communicated to the parents of elementary children through special meetings or letters sent home by the principal or the child's teacher. You will find messages and information on the school district website and/the principal's webpage. Your family registration information will be used for important announcements via the school district SKYLERT Messaging System.

Parent Teacher Organization

Roseau Elementary School has an active PTO (Parent Teacher Organization) More information about the Roseau Parent Teacher Organization (PTO) can be obtained from the Elementary Principal or PTO contact members. The PTO meets approximately four to five times per school year.

Field Trip Consent Slips

Your child will bring home a field trip consent slip for you to sign. No child may go on a field trip unless a signed consent slip has been given to his teacher.

Pets at School

Before planning to bring any pet or other animal to school for show and tell, children should discuss such plans with their teacher. The teacher will contact the elementary office to check on the feasibility of a particular pet visiting school. If a pet visit is arranged, the preference for the visit is usually ten minutes in length either right away in the morning or very near the end of the school day. In town, we sometimes have a playground problem because of a dog who has followed his owner to school. If your child has a dog, please impress upon them the importance of seeing that his/her dog is not on the school grounds.

Reading and Math Classes

Title I personnel give special assistance to students in grades K – 6 who have difficulty with reading or math.

Bus Information

Each pupil should notify their bus driver and teacher when they are not going home on the bus. In Roseau, any student who is not a regular passenger on a bus and wants to ride home on the bus with a friend, must get a bus permit from the secretary in the Elementary Principal's office. This permit is given to the bus driver and allows the child to ride on that bus. A student will be given a bus permit if he has a note signed by his parents stating that he may ride the bus.

Please emphasize to your child the importance of being on time for the bus when it arrives in the morning and also when it leaves from school in the afternoon. In Roseau, all children should report to their bus right after 3:15 each afternoon to avoid being left behind without a ride home.

Students who miss the bus should report to the Elementary Principal's office immediately. Parents will be called to come and get their child if (s)he has missed the bus. For more information concerning bus transportation, routes, and regulations contact the District's Transportation Director, Mr. Kurt Osweiler at the Bus Garage (463-1942).

Weather Policy

Listen to local radio stations in Roseau for information pertaining to the closing of school on stormy days during the winter. Emergency closings of any kind will always be announced over the radio. We also have some operating guidelines we follow when taking students outside for recess during the winter or during rainy days in the spring or fall of the school year. If the combination of temperature and wind chill is at or exceeds -15 Degrees we keep the students in for recess on that particular day. An example would be a day where the outside temperature is 0 Degrees and there is a wind chill of -15 would indicate that we would be in on that day. Another example would be the following: 15 Degrees above zero and -30 wind chill would equal a -15 degree condition and we would stay in. Conversely, if the temperature was 20 degrees with no wind chill we would go outside at recess on that day. When all is said and done we end up keeping the students in approximately 8 to 12 days per school year at recess for either severe winter or extremely wet and/or rainy days. Within reason, we try to get our students outside when the conditions are appropriate in terms of temperature, wind chill, and precipitation conditions.

Student Apparel

Boys and Girls in grades K-6 may wear slacks, jeans, shorts etc. to school. Elementary boys and girls are expected to use good hygiene and be neat and clean. All students are encouraged to dress appropriately for the weather. Please see Dress Code Policy on Page 50.

Cell Phone Use by Students

Students are asked to keep cell phones off and put away. Cell phones or other electronic devices should not be used on school grounds during the school hours of 8:00 a.m. to 3:15 p.m. (Unless school district issued iPads for the use of classroom assignments)

If this policy is not followed by a student, the practice and procedure will be to confiscate the device to the principal's office. The student can pick up the device at the end of the school day. If the policy is not adhered to a second time, parents will be called to pick up the cell phone/electrical device. Also, disciplinary action may or may not be applied to this practice or procedure.

If a student or parent needs to contact each other, phones are available in classrooms and the office area.

Cell Phone / Electronic Device Policy:

Cell phones, IPOD, MP3 players, and other electronic devices are restricted from use if it interrupts the teaching and/or learning process or is used in a bullying or disrespectful manner.

Any student taking a photo or recording a video of a student and/or staff member during the instructional day without prior approval of Administration may be disciplined. A classroom teacher may modify policy for their individual

classroom.

If an electronic device is confiscated, Roseau Community School is not responsible if it is damaged, lost or stolen.

Violation of this administrative policy will result in disciplinary action.

Use of the Telephone

Please encourage your child to call from the school phone only when absolutely necessary. Arrangements should be made ahead of time as much as possible. Your child's teacher will give permission to use the phone in his/her classroom. In case of a phone problem in the classroom, a phone slip signed by the teacher gives the student permission to use the phone outside the elementary office. The telephone outside of the Elementary Office is available for making local calls by student and parents. An outside line can be accessed by waiting for a dial tone after dialing "9". Students who need to call a cell phone number can do that from the elementary office after getting permission from one of the secretaries.

If you call your child's teacher, to avoid interrupting teacher-student contact time in the classroom, please make an attempt to call when classes are not in session.

Vision and Eyewear Safety

The school administration, physical education instructors and classroom teachers, are concerned about vision safety and the safety of eyewear during physical education classes and regular playground activities. Throughout the school year, our students participate in many activities which present inadvertent hazards to the eyes, and in particular to eyeglasses they may be wearing.

We have not recommended in the past that any student remove eyeglasses during activity periods. We do not know the extent of vision impairment and therefore do not feel qualified to make such a recommendation. We believe this is a decision that should be made jointly by you, your child and your doctor.

We suggest you discuss when eyeglasses should or should not be worn during physical education classes and other playground periods. At no time should glasses be removed if you feel the safety of the student is in question because of impaired vision. In the event the decision is made not to wear eyeglasses during a physical education activity, you need to know it will not affect the student's grade. Even though vision impairment may affect quality of play, the student will not be penalized.

It is recommended that any student not needing eyeglasses to take part in physical education or playground activities should leave his/her glasses in the regular classroom before proceeding to the gym or playground.

If you have any questions regarding this matter, please feel free to contact the Principal or the Physical Education teachers Mr. Ziegler or Mr. Weckman at the Elementary School.

Kindergarten Registration

Parents of next year's (2019-2020) Kindergarten students are asked to bring their child to school for an information and registration session usually held during the month of March. Letters are sent to parents from the District's census information stating the date and schedule for the parent registration.
School Bus Rules and Regulations

In accordance with the School Board Policies governing pupil transportation, adopted in April of 1980 and November of 1984, we are including a copy of the rules and regulations pertaining to student conduct on school busses in this bulletin, so that you may inform your children of them.

Please read the enclosed student transportation services information and review it with your children. Since the safety of all the children on the busses is of primary concern, it is important that each child recognizes what is expected of him, regardless of the activity. These regulations apply to all school transportation, including to and from school, field trips, spectator bus trips, and any other school sponsored activity using school busses.

We appreciate the support and cooperation we are confident you will be giving the school toward bus safety.

(EEA) STUDENT TRANSPORTATION SERVICES

The Board, in accordance with state law, will provide free transportation for public and parochial school pupils attending schools who reside a distance of at least one mile from school.

All physically handicapped children will be provided free transportation to and from home to the special education program in which they are enrolled with the exception of transportation to and from home to hospitals or residential schools where the children reside overnight or to and from home to clinical facilities for the purposes of medical or

psychological evaluation or therapy.

Only those pupils who meet eligibility requirements by means of residence will be permitted to use school bus transportation for the purpose of travel to and from school.

Busses carrying school children will be considered as extensions of the school situation, and any pupil whose conduct on a school bus is improper or jeopardizes the safety of other pupils may have his right to school bus transportation suspended for such period of time as may be deemed proper by the School Principal or Director of Transportation. Uniform rules of conduct and disciplinary measures will be enforced.

The transportation service will be subject to continual supervision and regular evaluation, and will include these elements:

1. The transportation supervisor is expected to ride the bus assigned to each route at least once a year and to report all violations of apparent state and local requirements.
2. The supervisor of transportation will make spot checks of busses throughout the year to review requirements, discuss problems and solutions.
3. All bus drivers, the supervisor of transportation and the superintendent will meet once per year.

(EEAB) SCHOOL BUS SCHEDULING AND ROUTING

Bus routes, schedules, and stops will be developed under the direction of the Superintendent. The purpose of bus scheduling and routing will be to achieve maximum service with a minimum fleet of busses consistent with rendering reasonable equal service to all students.

Bus routes will follow the most direct roads practicable for bus travel to serve those students entitled to transportation service. Where an alternate route may be selected without sacrifice of efficiency or economy, preference will be given to that route serving the largest number of students more directly.

Routes will be designed to eliminate as many turn-around points as possible, and to employ as nearly as practicable the full carrying capacity for each bus trip. No bus will be overloaded. New routes will be established only when full capacity of the trips on existing routes has been reached or is imminent.

Authorized bus stops will be located at convenient intervals in places where pupils may board and get off, cross highways, and await arrival of busses with the utmost safety permitted by highway conditions.

The number of bus stops on each trip will be limited, consistent with the policy stated as to service, so as to enable busses to make the run in reasonable time.

(JFCC/EEACC) STUDENT CONDUCT ON SCHOOL BUSES

The primary goal of having rules of conduct for students on school busses and cars is the safe transportation of students to school and to school activities. Student conduct and behavior should be of the highest standard to ensure that the driver of the school vehicle is not distracted from his/her driving responsibilities. Even a momentary distraction from the careful observation of road conditions and the operating condition of the school bus may present a danger to the safe operation of the school bus. Such distraction could have disastrous consequences and lead to serious injury and even death.

There is a need to create an environment on a school bus which allows the bus driver to drive the bus with a minimum amount of distraction. This requires a standard of student conduct and behavior at least equivalent to that required for the classroom.

To ensure that student behavior and conduct doesn't interfere with the safe transportation of students, the following general guidelines are to be implemented by the school administration and transportation personnel:

Seating Charts: Students will not have assigned seats. A student who misbehaves on the bus may be assigned a seat on the bus by the driver or transportation supervisor.

Noise: Unnecessary noise on the school bus is the single greatest distraction which may lead to school bus accidents. Also, in case of an emergency, the driver must be able to hear students that are sitting anywhere on the school bus and, likewise, the student must be able to hear the driver.

Shouting, yelling, and the loud playing of music systems by students cannot be tolerated. The general noise level should never be greater than that found in a well supervised classroom.

To control the noise level presented by portable music systems, all student owned music systems cannot be used on student buses. Only permanent music systems installed on the school bus and controlled by the bus driver at all times will be allowed. The nature of the music material and loudness must be such that the concentration of the driver is not diminished.

Food and Beverages: No food or beverages shall be consumed on any school bus while transporting students to and from school. Any deviation from this policy for student activity trips must be approved by the transportation supervisor.

Publication of Rules: The safety of students during their transportation to and from school is a responsibility which students and their parents share with school bus drivers and school administrators. The Board of Education wants each student to know what is expected of him/her when waiting for or riding on a school bus. Therefore, rules of student conduct for student transportation will be issued at the beginning of each school year.

Reporting Infractions: The bus driver has the responsibility for maintaining the orderly behavior of students on the school bus. Students who fail to observe these rules will be subject to immediate disciplinary action since failure to observe rules may affect the safety of others. A student who misbehaves must be reported by the driver to the transportation supervisor on the same school day, if possible, or the next morning at the latest.

The School Principal or Transportation Director (under the supervision of the Principal) will have the authority to suspend the riding privileges of students who are disciplinary problems on the school bus. Parents of students whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their child faces the loss of school bus riding privileges. In extreme cases, students may lose their riding privileges without prior notice.

SEE; MINNESOTA STATUTE 123.80 AND EDU 243.

LEGAL REF.: MINNESOTA STATUTES 1978, 123.80; MINNESOTA

REG. EDU 243

(EE-KCC-E) BUS CONDUCT REPORT

STUDENT CONDUCT ON BUSES – CONSEQUENCE GUIDELINES FOR MISBEHAVIOR

ON THE BUS: (School Board Policy Reference Code: JFCC

The bus driver should be certain that his passengers understand and observe the following rules of safety.

Meeting the Bus:

1. Students must be on time.
2. In approaching the bus stop, if a pupil has to walk along the highway, he should always walk on the left, on the shoulder, facing traffic.
3. When crossing the highway, the student should walk, not run.
4. Pupils should not run alongside the bus when the bus is moving, but should wait until it stops and then walk to the door.

On the Bus:

1. Passengers should go to their seats, without crowding or pushing, and remain seated while the bus is in motion.
2. Passengers must never extend arms, legs, or head out of the bus.
3. Passengers should not talk to the driver while the bus is in motion, except in an emergency.
4. Passengers must never tamper with the emergency door or any other part of the bus equipment.
5. Passengers must not mar or deface the bus. Seat coverings must not be damaged in any manner. Any damage to the bus or seats should be reported by the pupil to the driver as soon as possible.
6. Only the driver or other authorized person should remove First Aid Equipment, which is to be used only for emergency treatment.

7. Passengers must not tamper with the Fire Extinguisher, which is to be used only by the driver in an emergency.
8. Passengers are not permitted to open bus windows, which should be done only by the driver when necessary.
9. Passengers must not fight or scuffle in the bus or create any disturbance. Classroom conduct should be maintained in the bus.
10. Passengers must not wave or shout to pedestrians or occupants of other vehicles and must not throw objects from the bus windows.
11. Books, lunch boxes, or other objects should not be placed in the aisle of the bus.

Leaving the Bus

On the school grounds:

1. Passengers must remain seated until the bus comes to a complete stop. They must never attempt to leave until the bus has come to a full stop and the door is opened to indicate that they may leave
2. Passengers should leave in an orderly manner. Pupils in the front seats leave first.
3. Pupils must not loiter or play around the stopped or parked buses.
4. Pupils should not enter a restricted area set aside for bus parking or loading unless the bus is at a complete stop.

On the way home:

1. Passengers are permitted to leave only at regular designated stops. Any changes must be made with the parent's request approved by the school official.
2. The pupil, after departing from the bus (if he must cross the highway), should go around to the front of the bus and wait until the bus driver or school bus patrol directs him to cross.

LEGAL REF.: MINNESOTA STATUTES 1978, 123.80

(EEAD) SPECIAL USE OF SCHOOL BUSES

The general philosophy of the Board is that transportation equipment purchased by the School District is to be used primarily for school purposes and that taxpayers should not be expected to subsidize busing equipment or personnel not necessary for school district purposes. Nevertheless, the Board will make school transportation equipment available for use by appropriate community groups to the extent that such use does not impose upon or impair use for school district purposes.

Among community groups that qualify for the use of school transportation equipment are those composed of citizens 65 years of age and older. Such groups will be given special consideration. As permitted by the law, all groups will pay the actual costs involved in the use of school transportation equipment.

Non-school use of school transportation equipment will not be intermingled with student transportation, nor will it interfere with:

1. Student transportation to, from, or between schools
2. Student transportation for school activities and functions
3. Emergency transportation for students
4. Time required for maintenance and service of equipment
5. Provision of standby equipment for school purposes

EMERGENCY PROCEDURES FOR ROSEAU ELEMENTARY SCHOOL

Each of the rooms in the building has a copy of the District's Crisis Plan (posted on a wall near the door of the room) and each staff person has a copy of the District's Crisis Plan.

Topics covered in the Crisis Plan include the following:

- Hazardous Materials Accident
- Fire
- Armed Intruder
- Response to Bomb Threat
- Tornado

The next two pages have the detailed instructions for evacuating of the Roseau Elementary

School should the need ever arise. In the Teacher Handbook for 2013-2014 are detailed directions for each teacher and staff member relative to each of the topics listed above.

EMERGENCY INSTRUCTIONS FOR THE EVACUATION OF THE ROSEAU ELEMENTARY SCHOOL:

If you receive a bomb threat telephone call:

1. Keep the party on the line as long as possible when you receive information pertaining to a bomb threat or other emergency. Keep asking questions about the safety and welfare of the students.
2. Leave the receiver off the hook.
3. Then: Notify the High School Principal's office, 463-2770, intercom 6337, 6338, 6339, 6340, 6341, 6342, or the Superintendent, 463-1471, intercom 6366 or the Elementary Principal, 463-2746, intercom 6401, 6402, 6403,6404 or the Law Enforcement Center, 463-1421 or 911.

EMERGENCY INSTRUCTIONS FOR ELEMENTARY TEACHERS AND STUDENTS

The following instructions will be given over the P.A. System whenever an emergency situation arises such as a bomb threat, gas leak, etc.

"ATTENTION: All Elementary Teachers and Students, a situation has come about requiring that we evacuate the building immediately."

1. All students and teachers in preschool class, kindergarten, and grades 1,2, and 3 go immediately to the RAM SPORTS CENTER. Stay there until you receive further instructions.
2. All students and teachers in grades 4, 5, and 6 go immediately to the RAM SPORTS CENTER. Stay there until you receive further instructions.
3. All special education students and teachers are to go immediately to the RAM SPORTS CENTER.
4. All elementary students, except the kindergartners, should not put on their coats, caps, boots,etc. before leaving. Do not open any lockers.
5. Teachers – LEAVE EVERYTHING AS IT IS! Do not lock your door, shut off the lights, close windows, etc.
6. Teachers – make sure you account for all of your students when you leave. Take roll call at the RAM SPORTS CENTER also.
7. All aides and other school personnel go immediately to the RAMS SPORTS CENTER and assist in any way you can.
8. Move rapidly, but in an orderly manner. Do not waste time!

After the students are at the evacuation site, a decision will be made by the Administration and Law Enforcement Officials to (1) determine if the students should return to school and resume classes; (2) remain at the holding sites; or (3) call in the buses and send the students home.

If a decision is made to send the students home early it will be announced over local radio stations in Roseau. The students are secure at the evacuation sites with their teachers. In the event of early dismissal, parents who wish to do so may pick up their children at the Ram Sport's Center and take them home. Please let your child's teacher know if you take your daughter or son with you.

We ask that all parents have a contingency plan for their children to follow if school dismisses early due to an emergency. Be sure the child knows if they should go to a grandparent's home, to a neighbor's house, a friend's place or if you will pick them up so that they do not arrive home to a locked or empty house. Your cooperation in emergency situations will be greatly appreciated. Thank you!

Special Education Programs Available

The Roseau School District has the following Special Education support programs available for students needing these services:

Speech / Language Impairment
Learning Disabled
Occupational Therapy
Pre School Special Education

Mild to Moderate Mentally Impaired
Mild to Severe Mentally Impaired
Physical Therapy
Traumatic Brain Injury

Vision Impaired
Hearing Impaired

Emotional/Behavior Disorders
Adaptive Physical Education

(JHA-R) INJURIES TO STUDENTS AND ATHLETES

The Board accepts no responsibility for medical costs or other costs resulting from an accidental injury to a student or student athlete. Parent(s) or guardians are expected to have sufficient health/hospitalization insurance to protect the parent(s) and students or student athletes from financial loss. The Board does not have a student accident insurance policy. Where there is alleged negligence on the part of the school district which results in a student injury, the school district is protected against loss by the district's general liability policy. All such claims must be found valid by the insurance company or an appropriate court of law before a settlement of a claim is considered.

Memory Book

The Roseau Schools will have a Memory Book that includes group or individual pictures of all students from grades K-6 in the Roseau Elementary School. This picture book will also include staff and other miscellaneous photographs in it.

Graduation Requirements (Grades 4, 5 & 6)

The Roseau School Board approved graduation requirements for students in Grades 4, 5 and 6. These minimum Graduation Requirements are in effect for the 2017-2018 school year.

Minimum graduation requirements for elementary students are mandated by our school board policy manual in order for a student to advance to the next grade or instructional level. These requirements were drawn up as a result of several faculty and committee meetings held to fulfill the board policy regulations.

Students in grades four and five must meet their respective requirements to be promoted to the next grade. Pupils in grades six must pass their requirements in order to receive a sixth grade diploma, which signifies promotion to the seventh grade.

Minimum Graduation Requirements for Students in Grades 4, 5, and 6

An elementary student will have to satisfactorily complete the following graduation requirements in order to be promoted to the next grade.

The requirements are as follows:

1. Progress Report - Four times during the school year a student receives a Progress Report indicating his achievement in the subjects listed. The subject areas below have been taken from the Progress Report and the grades received are of major importance in determining a student's promotion to the next grade. A student must have earned a minimum of six credits in order to be promoted.* To earn a credit in each of the subjects listed, a student must have a passing grade in three out of the four nine-week marking periods.

A student who fails to do or complete assignments or projects in a subject area will receive an incomplete (I). Unless the student completes his unfinished assignments, the incomplete grade will remain on his Progress Report. The incomplete will not qualify the student to meet the

Minimum Graduation Requirement criteria essential for the promotion to the next grade. All student assignments that have to be completed to change the incomplete to a regular letter grade must be approved by the child's teacher for that subject area.

Any student who receives a failing grade in a subject during the first, second, or third quarter will be referred by his teacher to the Student Assistance Team for an evaluation to determine if special help is needed. If the evaluation indicates a need for special assistance in either Special Education or Title I, the child's parents will be informed and involved in the decision.

Grade 4, 5 and 6 Requirements

Subject Areas	Credits Granted Towards Promotion
Reading	1
Mathematics	1
Social Studies	1
Language	1
Health*	½
Science*	½
Spelling	½

Music	½
Physical Education	½

* Science/Health credit requirement. Science and Health are one semester each. If a student fails in either health or science for one nine-week marking period, he does not pass that subject.

1. Attendance - Regular attendance in school is mandatory. No minimum number of days will be required. However, a conference will be held with the parents of any student who has a poor attendance record to determine if the child has mastered the necessary basic skills in the grade to pass. The decision will be made jointly by the teacher, parent and principal.

2. ** Standardized Achievement Testing – Students who are participating in the district’s on line MAP Testing (Measures of Academic Progress) are expected to increase their grade level proficiencies in reading, language arts, and math by at least 5 to 10 points when the Spring testing results are compared with the previous Fall’s testing results each school year. This testing program was implemented in February of 2005 and has the elementary students being testing in reading, language arts, and math in early October (Fall session) and again near the end of the school year in May (Spring session). The MAP Testing instruments provide an accurate measurement of student achievement and student growth across time.

3. Exceptions - ***Any elementary student who has an I.E.P. (Individual Educational Plan) in effect may be exempt from or will have modified graduation requirements. If you have questions, please call the elementary office at 463-2746.

Roseau Elementary School Behavior Expectations/Skills

We are excited to provide our students with a new curriculum called “Zones of Regulation”. Self-regulation is an essential skill in life, and in all learning environments. Children who can regulate their own emotion and attention are better ready to learn and thrive.

The Zones of Regulation is a management system that helps students to self-regulate their behavior and appropriately choose how to react to certain emotions. Students learn positive ways to cope with anger, frustration, sadness, and even "the sillies" as they become familiar with these feelings. Each zone is assigned a color, and stands for a certain range of emotions. Here are the zones and their meanings:

The Green Zone: Happy, calm, focused, and ready to learn!

The Blue Zone: Sad, tired, sick, or bored.

The Yellow Zone: Silly, wiggly, excited, anxious, nervous, or frustrated. Some loss of self-control may be present.

The Red Zone: Angry, scared, yelling/hitting, out of control behavior.

An important part of this curriculum is that all team members and students know and understand The Zones language. This creates a comfortable and supportive environment for the students to practice these skills. It also helps the students learn the skills more quickly and be more likely to apply them in many situations.

For more information on the Zones of Regulation, visit this website: <http://www.zonesofregulation.com/index.html>

Additional Behavior Expectations/Skills (as seen appropriate by school staff)

September Theme: Basics of Behavior

- Week #1: Be prompt and Prepared
- Week #2: Move as Group (Line Basics and Hall Behavior)
- Week #3: Respect: (Authority, Rights of Others, Property)
- Week #4: Pay Attention to the Speaker Follow Directions

October Theme: Positive Character

- Week #1: Be Honest
- Week #2: Be Kind
- Week #3: Be Friendly
- Week #4: Be Forgiving

November Theme: Produce Quality Work

- Week #1: Turn in Quality Work
- Week #2: Set High Standards
- Week #3: Complete a Rough Draft
- Week #4: Analyze Draft for Quality

December Theme: Interacting With Others (First Social Skills Theme)

- Week #1: Ask for Permission
- Week #2: Avoid Interruption
- Week #3: Behave Appropriately at Activities
- Week #4: Resolve Conflict

January Theme: Advanced Behavior

- Week #1: Use Time Wisely
- Week #2: Meet Deadlines
- Week #3: Respect the Diversity of Others
- Week #4: Be a Responsible Group Member

February Theme: Productive Character

- Week #1: Use Common Sense
- Week #2: Be Patient
- Week #3: Be Flexible
- Week #4: Be Resilient

March Theme: Coping Skills (Second Social Skill Theme)

- Week #1: Stay Out of Trouble
- Week #2: Know When, How, and Who to Tell
- Week #3: Apologize
- Week #4: Handle Teasing

April Theme: Resourcefulness

- Week #1: Practice Citizenship
- Week #2: Respect the Environment
- Week #3: Solve Problems Effectively
- Week #4: Make Good Life Choices

May Theme: Productivity Skills

- Week #1: Possess Creative Thinking Skills
- Week #2: Possess Completion Skills
- Week #3: Set and Achieve Goals
- Week #4: Use Resources Effectively

Behavior Expectation Plan

The following will provide you with information about our Behavior Expectation Plan. It includes behavior expectations for the classroom, playground, cafeteria, halls and in general, the entire building.

The Roseau Elementary school staff has agreed upon "expectations" for students to follow in the classrooms here at school. These expectations are as follows:

RESPECT MYSELF, OTHERS, AND PROPERTY

ALWAYS DO MY BEST

MAKE GOOD CHOICES

POSITIVE ATTITUDE

RESPONSIBLE

INCLUDE OTHERS

DECIDE TO USE CORRECT VOICE LEVEL

ENCOURGE EACH OTHER

Behavior expectations are discussed and posted in sentence form in each classroom. Sentences explaining or

describing each of the expectations listed above may vary between primary and intermediate grade levels.

Students found not meeting an expectation will be informed to stop the behavior (warning) and counseled on what the appropriate behavior should be. Repeated violations will result in further consequences and a Parent Contact form sent home in the mail. We ask that parents/guardians discuss the situation with their child and positively support the school. Only through the cooperative efforts of the home and school can we help a child reach the ultimate goal of self discipline.

Playground

While on the playground students are expected to follow the expectations listed above, along with a few that are specifically designed for the playground area.

Cafeteria

When in the cafeteria, students are also expected to follow the expectations listed above, plus a few more that pertain only to the cafeteria.

Hallways

All students are expected to follow the expectations listed below when in the halls. They are:

1. Please walk in the halls.
2. Always walk on the right side of the halls.

Transportation

Students are expected to follow the "Bus Expectations" when riding the bus to and from school. The bus rules are posted in each school bus. Bus behavior expectations apply to all students who ride buses in grades K-12 in the Roseau Public Schools. If you have questions, please contact the District's Transportation Supervisor, Mr. Kurt Osweiler at the bus garage, (463-1942).

General Guidelines

If a student receives a total of six (6) violation forms during any 9 week marking period, he/she will be sent to the principal's office to complete a Principal's Special Behavior Plan and / or a consequence will be implemented. Violations can accumulate in the classroom from special classrooms, playground, cafeteria, gym etc. during a 9 week period.

A supervising adult can by-pass the consequence order and send a student directly to the Principals' office to complete a Principal's Special Behavior Plan and / or a consequence will be implemented for a severe "breakage" of a rule.

A student who has to complete a Principal's Special Behavior Plan and / or receives a consequence has chosen not to follow the expectations required of the students in our school system. The Special Behavior Plan may be sent with the student or mailed home to the parent/guardian of the student with telephone contact likely.

The student who has to complete a Principal's Special Behavior Plan may receive one or all of the following consequences for choosing to break the rules. They are as follows:

1st Consequence

- Student completes the Principal's Special Behavior Plan and/or a consequence may be implemented
- Principal calls the Parent/Guardian
- Behavior Plan is sent home
- Student receives from 1 to 5 days or more of noon hour detention.
-

2nd Consequence

- Student completes the Principal's Special Behavior Plan and/or a consequence may be implemented
- Principal calls the Parent/Guardian and sets up a conference with the parent, principal, teacher and student.
- Behavior Plan is sent home
- Student receives from 1/2 to 1 day or more of In School Suspension

3rd Consequence

- Student completes the Principal's Special Behavior Plan and/or a consequence may be implemented
- Principal calls the Parent/Guardian
- Behavior Plan is sent home
- A student may be assigned Out of School Suspension for 1 or more days.

Definitions of Words or Phrases Associated With the Behavior Expectation Plan

Severe Behavior Consequence: A severe breakage of a rule (e.g. fighting, hitting, kicking, uncontrolled swearing etc.) will result in a student being sent to the Principal's Office to complete a Principal's Special Behavior Plan and / or a consequence may be implemented. A supervising adult may pre-empt the other consequences and go directly to the Severe Behavior Consequence if the situation warrants it.

Noon Hour Detention: Noon Hour Detention refers to the time that a student spends in the Elementary Principal's Office Conference Room during the noon recess when he/she would normally be playing out on the playground with the other students after their noon lunch break. While in detention, the student usually spends the time writing the "Expectations" for the area in which the violation occurred.

In School Suspension (ISS): "Isolation, yet Educational", The purpose of ISS is to provide an isolated but educational environment for students who choose to behave inappropriately at school.

- The In School Suspension room is in the Conference Room next to the Elementary Principal's Office. Empty conference rooms in the library are also used to house In- School Suspension students

Parent/Guardian will be notified by phone or in writing when a student is assigned to In School Suspension.
Clear rules and consequences are enforced.
Lunch is brought in to the ISS room.
Students are expected to complete assigned work.
Re-admittance to the classroom could include
Review of assigned work
Development of Principal's Special Behavior Plan
Participation in extra social skills development

Out of School Suspension (OSS): A student may be assigned Out of School Suspension for a severe breakage of a school behavior expectation. Guidelines from the Minnesota Pupil Fair Dismissal Act will be adhered to when suspending a student from school. A copy will be made available to the Parent/Guardian.

- o Parent/Guardian will be notified by phone or in writing prior to Out of School Suspension
- o Out of School Suspension may be assigned for 1 or more days.
- o A parent, principal, teacher and student conference is to be held upon reinstatement of the student to school.

Our elementary school exists to provide the best possible learning environment for your child. The expectations listed above will enable us to keep learning as the focal point. Your cooperation in supporting the expectations policy is very important and greatly appreciated by all school personnel. If you have any questions about our Behavior Expectation Policy, please call the school (463-2746) or stop by the office for a personal visit.

Behavior Expectation Plan Grades K-3

In order to guarantee your child, and all the students in our classrooms the excellent learning climate they deserve, we will be utilizing the following Behavior Expectation Plan.

Our Philosophy:

We believe all our students can behave appropriately in our classrooms and school building.

Behavior Expectations:

Be Prompt
Be on time
Be ready for classroom activities
Complete assignments on time
Respond with appropriate comments to peers
Respect Rights of Others
Listen to person speaking
Respect the opinion of others
Display Appropriate Social Skills
Be helpful and kind to others
Use good manners
Keep hands, feet, and objects to self
Respect Property compliments and criticism

Respect Authority
Listen to people in charge
Follow directions promptly
Respond with appropriate comments
Remain quiet while teacher is talking
Display a Concern for Learning
Remain on task and do your best work
Allow others to do the same
Display Appropriate Character
Display a positive character
Produce Quality Work
Respond appropriately to disagreement, teasing,

If a Student Chooses to Break a Rule:

- 1st Consequence Verbal Warning
- 2nd Consequence Violation Recorded
- 3rd Consequence Write Consequence Paper
- 4th Consequence Note or phone call to parents (Parent Contact Form)
- 5th Consequence Sent to principal, parents contacted and Principal's Special Behavior Plan and/or consequence will be implemented

Severe Behavior Consequence - go directly to the 5th Consequence

It is in your child's best interest that we work together to achieve positive behavior. We will be in close contact with you regarding your child's progress in the classroom.

**Behavior Expectation Plan
Grades 4 - 6**

In order to guarantee your child, and all the students in our classrooms the excellent learning climate they deserve, we will be utilizing the following Behavior Expectation Plan.

Our Philosophy:

We believe all our students can behave appropriately in our classrooms and school buildings.

Behavior Expectations:

- | | |
|--|---|
| Be Prompt | Respect Authority |
| Be on time | Listen to people in charge |
| Be ready for classroom activities | Follow directions promptly |
| Complete assignments on time | Respond with appropriate comments |
| Respond with appropriate comments to peers | Remain quiet while teacher is talking |
| Respect Rights of Others | Display a Concern for Learning |
| Listen to person speaking | Remain on task and do your best work |
| Respect the opinion of others | Allow others to do the same |
| Display Appropriate Social Skills | Display Appropriate Character |
| Be helpful and kind to others | Display a positive character |
| Use good manners | Produce Quality Work |
| Keep hands, feet, and objects to self | Respond appropriately to disagreement, teasing, |
| Respect Property compliments and criticism | |

If a Student Chooses to Break a Rule:

- 1st Consequence Warning (verbal interaction)
- 2nd Consequence Time Out
- 3rd Consequence Time delay (time taken from student's day)
- 4th Consequence Note or phone call to parents (Parent Contact Form)
- 5th Consequence Sent to principal, parents contacted and Principal's Special Behavior Plan and/or consequence will be implemented

Severe Behavior Consequence - go directly to the 5th Consequence

It is in your child's best interest that we work together to achieve positive behavior. We will be in close contact with you regarding your child's progress in the classroom.

Cafeteria Rules and Consequences

1. Walk at all times.
2. Once you are seated, remain at your table until you are dismissed.
3. Talk in quiet voices.
4. Keep hands, feet and objects to yourself.
5. Do not throw food or pound on the table.
6. Food or opened drink will not be taken out of the cafeteria.
7. When the whistle blows, the students will be quiet.
- 8.

Consequences for Breaking Cafeteria Rules

- 1st Consequence: Verbal Warning
- 2nd Consequence: Time Out
- 3rd Consequence: The student will use a washcloth to clean the chairs and / or will have to pick up food, napkins, paper, etc. from the cafeteria floor. The student will receive a Violation Form.
- 4th Consequence: A Parent Contact Form will be filled out and parent/guardian will be notified.
- 5th Consequence: Sent to Principal. A Principal's Special Behavior Plan and / or a consequence may be implemented.
- Severe Behavior Consequence: Go directly to 5th Consequence.

Note: It is recommended that students not bring pop but rather drink healthy refreshments (such as juice or drink milk) for noon lunch.

Morning Gym Rules

1. Play in a fair and safe manner.
2. Respect one another.
3. Respect and obey all adults.
4. Use appropriate language.
5. Stay in designated area.
6. Leave the gym in a prompt, orderly manner.

Consequences for breaking Morning Gym Rules

- 1st Consequence: Verbal Warning
- 2nd Consequence: Time Out
- 3rd Consequence: The student will receive a Violation Form.
- 4th Consequence: A Parent Contact Form will be filled out and parent/guardian will be notified.
- 5th Consequence : Sent to Principal. A Principal's Special Behavior Plan and/or a consequence may be implemented.
- Severe Behavior Consequence: Go directly to 5th Consequence.

Noon Hour Classroom Rules

The following rules are in effect for students in grades K-6 whenever inclement weather causes everyone to remain inside at noon hour. All elementary pupils are expected to abide by these rules when staying in the classroom.

1. Only quiet games and activities, reading, art work, etc. are to be played in your classroom during noon hour.
2. Students are not to play or run in the halls or washrooms at any-time.
3. Students are permitted to play games and activities etc. only within their own classroom.
4. Ball playing, running games, or any "rough-playing" activities are not permitted in the at anytime.
5. Students are to go to the bathroom, get a drink of water, etc. on their way back from the cafeteria.
- 6.

Note: Each classroom teacher is responsible for providing games and activities, paper, etc. for their students during the noon hour period when we are inside. Teachers will read and review these classroom rules with their classroom.

Consequences for breaking Noon Hour Classroom Rules

- 1st Consequence: Verbal Warning
- 2nd Consequence: Time Out

- 3rd Consequence: The student will receive a Violation Form
- 4th Consequence: A Parent Contact Form will be filled out and parent/guardian will be notified.
- 5th Consequence: Sent to Principal. A Principal's Special Behavior Plan and/or a consequence may be implemented
- Severe Behavior Consequence: Go directly to 5th Consequence.

Playground Rules and Consequences

1. Play in a fair and safe manner.
2. Respect one another.
3. Respect and obey all adults.
4. Dress appropriately for the weather.
5. Use appropriate language.
6. Stay in designated area.
7. Leave the playground in a prompt, orderly manner.

Consequences for Breaking Playground Rules

- 1st Consequence: Verbal Warning
- 2nd Consequence: Time Out
- 3rd Consequence: The student will receive a Violation Form.
- 4th Consequence: A Parent Contact Form will be filled out and parent/guardian will be notified.
- 5th Consequence: Sent to Principal. A Principal's Special Behavior Plan and/or a consequence may be implemented
- Severe Behavior Consequence: Go directly to 5th Consequence.

Bus Rules

(Unloading and Loading: 8:10-8:25 a.m.) (Loading: 3:15 p.m.)

The following rules have been made so that loading and unloading the buses will be safer for everyone. All students are expected to abide by these rules when loading or unloading a bus.

1. Stay on the sidewalk away from the curb when waiting to load the bus. Line up single file in one line when waiting to load the bus.
2. No pushing, shoving, fighting, kicking or hitting of any other student when in line or waiting for the bus.
3. Students are not to run along the bus to load at anytime.
4. THINK: . . . about safety and remember to respect the rights of others at all times when waiting for the bus or when loading or unloading from the bus.
5. Teachers will read, review and teach a Bus Safety Unit with students at the beginning of the school year and again during the second semester of the 2012-2013 school year. The Bus Safety units teach students about safety and the rules of riding a school bus.

Consequences for breaking Bus Rules (Loading and Unloading)

- 1st Consequence: Verbal Warning
- 2nd Consequence: Time Out
- 3rd Consequence: The student will receive a Violation Form.
- 4th Consequence: A Parent Contact Form will be filled out and parent/guardian will be notified.
- 5th Consequence: Sent to Principal. A Principal's Special Behavior Plan and/or consequence may be implemented.

- Severe Behavior Consequence: Go directly to 5th Consequence.

Special Area Consequences

Special Areas: Physical Education, Music, Library, Title 1, Special Education Classes

- 1st Consequence: Warning (Verbal Interaction)
- 2nd Consequence: Time out
- 3rd Consequence: Violation Form given to classroom teacher
- 4th Consequence/Severe Behavior Consequence: Sent to principal, parents, contacted and Principal's Special Behavior Plan and/or a consequence may be implemented

STUDENT CONDUCT ON BUSES

CONSEQUENCE GUIDELINES FOR MISBEHAVIOR ON THE BUS
School Board Policy Reference Code: JFCC

For any infraction of the bus rules of conduct, the following progressive behavioral consequences will take place.

1. Verbal warning by Bus Driver (Bus Conduct Referral Report)
2. Assigned seating by Bus Driver (Bus Conduct Referral Report)
3. Student conference with administrator or his/her designee. Consequence may range from a warning to one day removal from bus. Removal action taken by Administrator or his/her designee requires parent notification. * (Bus Conduct Referral Report)
4. Up to three day removal from bus. * (Bus Conduct Referral Report)
5. Three to five day removal from bus. * (Bus Conduct Referral Report)
6. Five to ten day removal from bus. * (Bus Conduct Referral Report)

* Student conference with administrator or his/her designee. Action taken by administrator or his/her designee. Action taken by Administrator requires parent notification.

Student is permitted to return on the bus after a conference is conducted with the following people:

- **Administrator or his/her designee
- **Parent/Guardian
- **Student

In the event any student or group of students are involved in criminal conduct (such as assault, weapons possession, or vandalism), in addition to the behavioral consequences set forth above, the following shall apply:

1. The bus driver will immediately stop his/her bus.
2. The bus driver immediately will contact the Transportation Director for assistance and/or guidance in resolving the situation.
3. If the Transportation Director is unavailable, the appropriate building Principal will be contacted for assistance and/or guidance.
4. The Transportation Director, building Principal or his/her designee may respond in person to resolve the situation or may involve Law Enforcement depending upon the location of the bus and the nature of the conduct.

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This Parent and Student handout is provided by the School Transportation Department and is intended to be a summary of the ISD #682 School Board Policy on Student Conduct on Busses and Bus Safety. Kurt Osweiler – Transportation Supervisor (218) 463-1942

ROSEAU COMMUNITY SCHOOL DRESS CODE(Adopted in March 2003)

I. PURPOSE

The Roseau Community School dress code seeks to:

- Enhance the educational process
- Promote respect for self and others
- Maintain a positive learning/teaching environment
- Create an environment free of intimidation, harassment, and violence
- Prepare students for life outside of and beyond school
- Provide an objective standard of dress, thereby preventing arbitrary and biased judgments against individual students

II. GENERAL STATEMENT OF POLICY

The appearance of any young person is the responsibility of that individual and his/her parents or guardian.

Student dress should fall within the following guidelines:

1. Students are expected to dress in a manner that is not distracting to teachers or other student as a result be detrimental to the educational process at school. (Examples may include but are not limited to the following: exposed mid riff, tube tops, etc.)
2. No clothing may be worn that involves words, colors or symbols of drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature. This also applies to items carried or displayed by students.
3. No gang related clothing. No wallet or pocket chains. No jewelry with spikes.
4. Transparent, mesh, fishnet, or see through materials may only be worn over an appropriate top. No lace-up, torn or ripped clothing that expose undergarments or private areas.
5. Underwear may not be exposed (bosers, thongs, sports bras, etc.).
6. Shoes or appropriate footwear must be worn at all times.
7. Garments usually worn outside, such as coats, headwear (ie., caps, hats, bandanas, etc.) footwear, and handwear shall be worn in school entrances and hallways only.
8. Any apparel or footwear that would damage school property.

III. PROCEDURES

- When in the judgement of the administration, a student's appearance, grooming, or mode of dress interferes with 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. Parents/guardians will be notified.
- The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

SCHOOL WEAPONS POLICY

5/2004

School Board Policy Reference Code: JICI / JFCJ

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff, and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. "Weapon"

1. 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; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser Pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and or Intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school related functions are conducted, and anywhere students are under the Jurisdiction of the school district.

C. "Possession" means have a weapon on one's person or in an area subject to one's control in a school location.

IV. EXCEPTIONS

A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher, or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

B. It shall not be a violation of this policy if a nonstudent falls within one of the following categories:

1. licensed peace officers, military personnel, or students or nonstudents participating in military training, who are on duty performing official duties.

2. persons authorized to carry a pistol under Minn. Stat., Section 624.714, while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle.

3. persons who keep or store in a motor vehicle pistols in accordance with Minn.

Stat., Sections 624.714 or 624.715, or other firearms in accordance with Section 97B.045;

Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."

Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is:

- (1) unloaded and in a gun case without any portion of the firearm exposed;
- (2) unloaded and in the closed trunk; or
- (3) a handgun carried in compliance with Sections 624.714 and 624.715.

• firearm safety or marksmanship courses or activities for students or non-students conducted on school property.

- possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
- a gun or knife show held on school property;
- possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal of other person having general control and supervision of the school or the director of a child care center; or
- persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

A. Policy Application to Instruction Equipment / Tools

While the school district takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, and similar position with regard to nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

B. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat., Section 624.714, to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION / USE / DISTRIBUTION

The school district takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;
1. confiscation of the weapon;
2. immediate notification of police;
3. parent or guardian notification; and
4. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by Federal law, to school will be expelled for at least one year. The school board May modify the requirement on a case-by-case basis.

C. Administrative Discretion

While the school district takes a “Zero Tolerance” position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration or a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION / USE / DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriately by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

Legal References: Minn. Stat. 121.40-121A.56 (Pupil Fair Dismissal Act), Minn. Stat. 121A.44 (Expulsion for Possession of Firearm), Minn. Stat. 121A.05 (Referred to Police), Minn. Stat. 609.66 (Dangerous Weapons), Minn. Stat. 609.02 (Definition of Dangerous Weapon), Minn. Stat. 97B.045 (Transportation of Firearms), Minn. Stat. 624.714 (Carrying of Weapons without Permit; Penalties), Minn. Stat. 624.715 (Exemptions: Antiques and Ornaments), 18 U.S.C. 921 (Definition of Firearm), In re C.R.M. 611 N.W. 2d 802 (Minn. 2000)

BULLYING PROHIBITION

School Board Policy Reference Code: JFCC

(Adopted in April 2004)

PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with student's ability to learn and teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student to be bullied does not lessen the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with the school district's policies and procedures. The school district may take into account the following factors:

1. The development and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to exclusion from school district property and events and/or termination of services and/or contracts.

G. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student;
2. damaging a student's property
3. placing a student in reasonable fear of harm to his or her person or property; or
4. creating a hostile environment for a student

B. "Immediately" means as soon as possible but in no event longer than 24 hours.

"On school district property or at school-related functions" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, 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 grounds, premises, or events, and all school related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

REPORTING PROCEDURE

A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district designated by this policy. A student may report bullying anonymously, but action may not be taken against an alleged perpetrator based solely on an anonymous report.

B. The school district encourages the reporting party or complainant to use the form available from the principal of each building or available from the district office, but oral reports shall be considered complaints as well.

C. The building principal or the principal's designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.

D. A Teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.

IV. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

V. The school district will respect the privacy of the complainant(s), the Individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

SCHOOL DISTRICT ACTION

A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an

- EMERGENCY: 911
- Roseau Police: 463-3129
- Law Enforcement Center: 463-1421
- Roseau Hospital: 463-2500
- Roseau Clinic: 463-1365

RETENTION:

It is the philosophy of the District that retention of students should be treated as a positive practice, not a punishment. It is further felt that additional time expended at an earlier grade level may provide for future academic and social benefits for students because they will be more able to compete and be successful with their peer group. Teachers should confer and inform the principal before suggesting to parents that their child would benefit from retention. Since parents have a significant input in retaining their child, parent meetings regarding retention should be held well before the end of the school year.

STUDENT PROMOTION, RETENTION

It is expected that all students achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

A. Promotion

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

B. Retention

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

**STUDENT PROMOTION, RETENTION
ADMINISTRATIVE PROCEDURES**

Retention of a student may be considered only in highly unusual cases when professional staff and parents feel that it is in the best interest of the student. When a student is being considered for retention the following timeline should be implemented.

Checklist for Retaining an Elementary Student

Timeline

1. Verbal contact between teacher and parents when concerns arise. This can be as early as the first day of orientation or the first conference in fall.
2. Teacher meets with the S.A.T. Team for consultation. They devise a plan of action for the student.
3. Contact with parents, verbal or written, to summarize concerns and progress by mid-February.
4. Discuss progress with parents at the spring conference. Present and discuss district checklist.
5. Final conference before end of school year. Give copy of checklist, recommendation and copy of school procedures to parents.
6. Place copy of checklist(s) and this form in student's cumulative file.

The factors listed below should be reviewed and selected for use as needed. This list is not all inclusive and other information relative to student progress may be used. Checklists and screening tools, including Lytes Retention Scale, are available through the principal.

Factors for Consideration

1. Academic Progress:

- Report card (subject matter credits earned according to school requirements for grades 4-6)
- Achievement test scores (i.e., MAP, Early Literacy, MCAs)
- Title I records (i.e., Fall Screening, AIMSweb)
- STAR Tests
- Guided Reading Levels
- Accelerated Math and Reading information

2. Educational History:

- Attendance
- Past academic records
- Previous retention

Transiency

3. Emotional/Social Development:

- Motivation
- Maturity
- Interpersonal relationships
- Independence
- Significant emotional event

4. Physical Development:

- Physical size
- Fine motor development (i.e., writing sample, drawing)
- Gross motor development

5. Attendance:

- Absenteeism
- Tardiness

6. Health:

- Vision/Hearing screening results
- Developmental history
- Medical concerns

7. Interventions:

- School interventions (i.e., Title I, summer school, tutoring)
- Outside services (i.e., Sylvan, counseling, private tutoring)
- Special education (i.e., speech/language, OT, LD, EBD)
- ESL/LEP

8. Student Age:

- Boys - March or later
- Girls - May or later
- Retention/Promotion Timeline and Documentation

Student _____ DOB _____ Grade _____

Parent(s)/Guardian(s) _____

Teacher _____ School Year _____

1. Verbal contact between teacher and parents when concerns arise. This can be as early as the first day of orientation or the first conference in fall.

Date/Comments: _____

2. Teacher meets with the S.A.T. Team for consultation. They devise a plan of action for the student.

Date/Comments: _____

3. Contact with parents, verbal or written, to summarize concerns and progress by mid-February.

Date/Comments: _____

4. Discuss progress with parents at the spring conference. Present and discuss district documentation and timeline.

Date/Comments: _____

5. Final conference before end of school year. (Give copy of documentation, timeline, recommendation and copy of school policy to parents.)

Date/Comments: _____

6. Place copy of documentation and this form in student's cumulative file.

Date/Comments: _____

Recommendation: RETAIN or PROMOTE (Circle One of These)

Comment:

Parent/Legal Guardian Signature: _____

Parent/Legal Guardian Signature: _____

Classroom Teacher Signature: _____

Principal Signature: _____

Does the parent/guardian agree with this decision? YES _____ NO _____

Parent /Legal Guardian Signature _____ Date _____

Parent/Legal Guardian Signature _____ Date _____

Roseau Elementary School Discipline Matrix

	Level 1 Offences- (Non-referred)	Level 2 Offences- (Non-referred/ Stop and Think Form)	Level 3 Offences- (Referred/Recorded)
Steps	1 st and 2 nd Offence- Teacher-handled 3 rd Level 1 Offence- Becomes Level 2- Stop and Think Form	1 st and 2 nd Level 2 Offence- Stop and Think Form 3 rd Level 2 Offence- Becomes Level 3- Office Referral	1 st Level 3 Offence- Office Referral 2 nd Level 3 Offence- Office Referral/ Principal referral to Counselor
Addressing the Behavior	<p>Teacher-handled The teacher addresses the behavior using classroom management strategies such as:</p> <ul style="list-style-type: none"> Reinforce the correct behavior (Ram Pride) Proximity Control Nonverbal cue to correct behavior Private Conference with student In-class modified seating In-class time out Take a break chair 	<p>Students complete Stop and Think Form (Noon room or shared space)</p> <p>Teacher-handled The teacher addresses the behavior using logical consequences such as:</p> <ul style="list-style-type: none"> Reinforce the correct behavior (Ram Pride) Student/Teacher conference Out of class time out (shared space) Phone call/ other correspondence to parent/guardian Silent lunch Loss of privilege Loss of recess (noon room) 	<p>Teacher-handled Parent can request follow-up meeting to address concerns.</p> <p>Office Referral Send the student with office referral and Stop and Think Forms to the principal. Call the office (#6403) to inform principal of incoming student.</p>

Roseau Elementary School Discipline Matrix

	Level 1 Offences- (Non-referred)	Level 2 Offences- (Non-referred/ Stop and Think Form)	Level 3 Offences- (Referred/Recorded)
Examples of Offenses	<ul style="list-style-type: none"> Authority/Teacher Misconduct (Examples: Insubordination, rudeness to adults, noncompliance, ignoring authority, arguing, minor disrespect...) Classroom Misconduct (Examples: off-task behavior, out of seat disruptive, tipping chairs, chewing gum, complaining, improper dress, lack of responsibility...) Academic Misconduct (Examples: Incomplete work, not doing homework, refusal to work...) Peer Conflicts (Examples: rudeness, name calling, being mean, poking, passing notes...) Breaking cafeteria rules Breaking playground rules Inappropriate behavior in the bathrooms Inappropriate behavior in the hallways 	<ul style="list-style-type: none"> Lying/cheating Indirect, inappropriate Language/gestures to other student or teacher Spitting Forgery Minor Theft Harassment/Bullying Internet misuse/ cyber-bullying Other: Third Level 1 Offence 	<ul style="list-style-type: none"> Direct, inappropriate language/gesture to adult Fighting/Physical aggression Overt defiance Property destruction/ misuse Skipping class/ leaving school Reference in conversation, writing or pictures to weapons or acts of violence Severe harassment/ bullying Severe internet misuse/ cyber-Bullying Theft Other: Third Level 2 Offence Illegal Violations (Examples: Drug use/possession, weapon use/ possession, truancy, arson, assault/threats, extreme property damage/vandalism...)

Handbook; Part B:

CODE OF ETHICS FOR MINNESOTA TEACHERS

MN Rules & Statutes 8700.7500

Subpart 1. Scope. Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to rules established by the Board of Teaching.

Subp. 2.

Standards of professional conduct. The standards of professional conduct are as follows:

- A. A teacher shall provide professional education services in a nondiscriminatory manner.
- B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- D. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- E. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
- F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- G. A teacher shall not deliberately suppress or distort subject matter.
- H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- I. A teacher shall not knowingly make false or malicious statements about students or colleagues.
- J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

Philosophy of Education for Roseau Independent School District #682

The primary purpose of the school is to recognize and develop the potential of all students so that they may function well in society. The aim of the school is to help each child develop into a useful citizen by recognizing the dignity of the individual and the value of freedom. Education is the right of all citizens, and it is a privilege to each person protects through responsible participation. Patriotism and love of one's country are essential virtues which must be fostered in the schools.

The school should be responsive to the wishes of the community and has the responsibility to serve all children, and to assist them in meeting their mental, emotional, physical, social, and moral needs in coordination with the home, church, and community in the areas of their influence. Because learning is a life-long process, the school seeks to satisfy the need for continuing education. The school, in cooperation with other agencies, therefore, offers enriching experiences for people of all ages.

The school's curriculum should be planned by a combination of administrators, teachers, parents, students, and other educators. It should be the aim to develop creativity, curiosity, and on-going desire to learn. The curriculum should have a core of basic skills and knowledge. It should reflect a close relationship between vocational and academic studies so that each may support and compliment the other. The curriculum should also maintain the traditions of our culture and preserve the best that is in our heritage.

These purposes and responsibilities are best achieved in an atmosphere of trust and mutual respect among students, teachers, parents, administrators, and other staff. This environment of the school, as it promotes healthy growth and

development for all its people, secures its place in an ever-changing world. The ultimate goal of education then, is to train and enlighten people so that they discover meaning in the gift of life.

TEACHER DAILY SCHEDULE:

The Teacher basic daily time schedule is 7 hours and 25 minutes (excluding lunch). The typical time schedule for teachers each contract day is 8:00 – 3:50 pm. Teachers are expected to abide by these hours unless a written variance has been approved by the licensed Building Principal. Approved variance requests are kept on file in the Principal's Office. Teachers are expected to be in his / her classroom at 8:20 for assisting students. Planning and preparation period is not a "free hour". Teachers are expected to remain in the school building for planning and preparation, conferences and helping students. Exceptions shall be cleared with a principal on a daily basis. If you have to leave the building during the school day, please use the "sign-out" sheet in the Elementary Principal's Office.

PROFESSIONAL ATTITUDE AND RESPONSIBILITIES:

Maintain a professional attitude toward fellow workers, parents, and pupils at all times in and out of the school setting. Any criticisms or problems should first be brought to the school administration or principal's office and addressed in a professional manner there. It is not conducive to school or community harmony to bring criticism or problems from your worksite to the general public.

Cultivate a wholesome attitude toward your job. By signing your contract, you have accepted very important duties and responsibilities to the children and parents of the Roseau School District. Familiarize yourself to the rules and requirements set up by the administration and the Board of Education. If an error has been made in setting up rules it can be addressed and corrected in the future, it is all a part of continuous improvement in our schools. We expect there will be problems, differences of opinion, and conflicts during the school year. That is not only natural but desirable in any healthy and active social group or work environment. Avenues to discuss problems or provide constructive criticism include but are not limited to: grade level meetings, faculty meetings, individual conference with administration, committee meetings, monthly RTA / Administration meetings, Meet and Confer, etc. There are few problems or difficulties which cannot be solved satisfactorily in a professional manner if we have the goodwill and cooperation of all concerned. We have been very fortunate over the years in having excellent harmony on the faculty. The caliber of the faculty for the current year should assure us of the same pleasant and professional relationship.

You are a specialist in your field and as such, the responsibility of administering your work to the best of your ability. The success of your grade or department depends largely upon you and your ability to get the students to work with you.

Your responsibility to the school and the community requires that you fulfill your obligations for 100% of the time school is in session, excepting illness or other emergency situations requiring your absence. Please avoid asking to be excused from your duties for personal trips or to be excused earlier than scheduled before vacation periods. Make-shift arrangements for classes cannot provide the instruction for which the regular teacher is responsible. In addition, when teachers are missing from their classes, it places additional burdens on those who are here.

DATA PRIVACY:

Student education records, including the Free and Reduced Lunch program are official and confidential documents protected by privacy protection laws namely the Family Educational Rights and Privacy Act. Communicating with professional colleagues about concerns or for the betterment of a child's educational program is appropriate in a school setting. All staff must be mindful towards understanding that "loose lips" or "gossip" in conversations in or out of the school setting is not appropriate and in fact, it may be illegal according to Data Privacy Laws.

EVALUATION:

The licensed Building Principal is responsible for all classroom supervision and evaluation in the Elementary School. Formative and Summative evaluations will be completed as per Board Policy. Approximately one-third of the staff is involved annually.

ROOM ASSIGNMENT AND SCHOOL FACILITIES / PROPERTY:

Teachers are responsible for the room and contents assigned by the principal. It is your responsibility to see that pupils do not mark or disfigure room and contents. Be sure that papers are picked up and that the room presents a tidy appearance. Proper care of school property should be strongly stressed. Students need to be reminded frequently and in a positive and educational manner rather than a series of do's and don'ts. Impress upon pupils the proper respect for the building, its contents, and other school property (e.g.: Lawns, Multi-purpose Center, Bleachers, etc). In cooperation with teachers and head custodian, principals shall assess pupils for any damage to school property, when the guilty pupils can be determined, an amount that is proper restitution for the damage incurred.

The Code of Ethics for professional teachers and administrators does not permit use of institutional privileges for private gain. School property is not intended for personal use, loan, or rent. When you leave your room at the end of the day, be sure to close your windows, turn off the lights, and lock your door.

You are responsible to see that the ventilation and heat in your room is conducive to a good learning environment. If you are having problems with heat or ventilation in your classroom contact Jerome Ziska, Head Custodian either by calling:

Custodial Office 463-2506 Voice Mail / Fax 463-5059 Elementary Office 463-2746.

KEYS:

Teachers are responsible for all keys issued to them. Do not give your keys to students. Students are not to have access to locked rooms at any time unless under the supervision of regular members of the faculty or staff.

LESSON PLAN BOOKS:

These should be organized at least one week in advance at all times. A well kept plan book is a great help to a substitute teacher and improves organization of work for the regular teacher. Plan books should be detailed enough so that a substitute teacher will have no difficulty in carrying on the work of the grade or classes.

HOMEWORK. Use good judgment in the assignment of homework and work before and after school. All duplicated material should be readable.

RECITATION AND STUDY PERIODS:

Keep constantly in mind that a supervised study period with directed learning may be part of the class period. In trying to cover your material thoroughly, avoid taking the full period for recitation. Check yourself occasionally and try to give the students time for supervised study.

REMEDIAL AND MAKE-UP WORK:

Stress remedial and make-up work. Those pupils who are slow to learn and those careless in their make-up work must be given your immediate attention. If those pupils do not come to you, then you must contact them. Develop an attitude of understanding for the handicapped child. Do not permit make-up work to go too long before being turned in.

SCHOOL ACTIVITIES:

The activity program and calendar in the Community Education Office located in the Roseau High School Principal's Office has the official schedule of after school activities and the use of shared areas in the school such as the library, theater, and swimming pool. To avoid scheduling or facility conflicts, please confer with the Community Education Office (Mrs. Waage) before arranging any activity. The Community Education Office in turn will clear the date with the other principals. This is necessary if we are to avoid conflicts.

As with your classroom, extra-curricular activities must also be supervised by AT ALL TIMES. No individual students or student groups are to be in the building unless supervised by a member of the faculty. The faculty supervisor is required to remain until all students have left the building.

REPORTS AND FORMS:

It is essential that all reports and forms be filled out promptly and accurately. Various reports and forms are necessary for internal communications and / or financial auditors. A list of forms available in the Principal's Office and most often used by teachers is indicated below:

Request for Reimbursement Form (Blue Claim Form) ... remember to attach receipt to form

Misc. Compensation (Green Claim Form)... advance approval required for compensation

Custodial Request Forms ... should be channeled through a principal

Staff Development Request Form ... completed for workshop or in-service activities

Employee Absence Report ... completed in the event employee is absent from work

Prior Approval of Course Work ... filled out prior to taking courses for credit/salary advance

Requisition for Supplies, Equipment, or Services... approved by building principal

Purchase Orders ... approved by Building Principal

School Social Worker Referral ... filled out prior to providing Social Worker services

Certificate of Need for Extended Sick Leave ... used for leave related to pregnancy

Supervisor's Report of Accident... employee report if hurt or injured while on the job

Student Incident Report... filled out by supervising teacher if student is injured

Bus Transportation Form... please attempt to fill out at least four (4) school days prior to activity

STUDENT HEALTH SERVICES:

Mrs. Beth Ulvin is the School Nurse, her office is across from the Elementary Principal's Office. She is on duty from 8:00 a.m. to 3:50 pm. each school day. The School nurse will refer students with contagious diseases to medical authorities and recommend to restrict attendance as appropriate. Students who are ill or have minor injuries can be referred to the nurse. The nurse has established a program of health checks and health services in cooperation with local health authorities. Diagnosis and treatment of illness and the prescribing of drugs, medications, and health related supplies are not responsibilities of the school. It is the opinion of the Health and Education Departments that the school should not provide students with aspirin or any other medication. Students requiring medication at school will be given whatever is prescribed only after receiving a written statement from the parents identifying the type, dosage, purpose, and time that such medication is to be taken. All medication should be kept in the nurse's office.

STUDENT INJURIES:

Teachers and aides who supervise students in a classroom, the Gym, Cafeteria, or outside at recess are to use the following procedures to handle any serious student injuries:

1. If a student should fall off of any playground equipment or gets hurt while playing or running*, please check immediately to see if they need medical attention.
2. Do not move the child. Send a dependable student to the school nurse.
3. For any student requiring medical attention, the nurse will call the parents to determine if they will pick up the child and take him to the clinic or if the nurse will take the child to the clinic with the parent(s) meeting there.
4. If the nurse is not at her work station, the decision will be made by the Building Principal as to the seriousness of the injury and what action to take which may include calling an ambulance.
5. If a student is hurt or injured while you are on duty, but it does not appear to be serious and he / she continues playing, please notify his / her teacher and the school nurse when you come in from duty. This will alert the teacher and the nurse so that the child can be observed in the event complications develop at a later time.
6. Teachers and aides may be asked to document the extent and nature of the student injury by filling out a Student Incident Report available in the Nurse's office or Building Principal office.

* = If the play or classroom environment a child is in is unsafe, restrict further play in this area and report these conditions to the Building Principal or Custodial staff.

SPECIAL EDUCATION PROGRAMS:

The Roseau School District has the following special education programs available to its students:

Autism (Spectrum Disorder)	Physically Impaired	Deaf / Blindness
Specific Learning Disability	Visually Impaired	Speech / Language Impaired
Emotional Behavioral Disorder	Traumatic Brain Injury	Other Health Disabilities
Developmental Cognitive Disability	Deaf/Hard of Hearing	Early Childhood Special Education
Severely Multiply Impaired	Developmental Delay	

There are specific procedures that must be adhered to for students to be tested for and receive special education services.

A PRE-REFERRAL FORM FOR REGULAR EDUCATION TEACHERS:

This form must be filled out to initiate special education services. It indicates documentation of measurable accommodations / modifications / interventions pertaining to the area of educational concern that support and attempt to develop success for the student.

PHYSICAL EDUCATION CLASSES:

The grounds in front of the school buildings are not a playground. Instruct all students to stay on sidewalks when in front of the buildings. The State Department of Education specifically requires that the physical education period be a supervised instruction period and not a recess.

USE OF GYMNASIUM DURING THE INSTRUCTIONAL DAY:

Requests to use the gymnasium during the instructional day (eg: Halloween or Group Photos) which would require moving a physical education class from its teaching station must be channeled through the principal's office.

Advance notice is necessary, for in most cases we usually have to make arrangements with other school facilities to accommodate students and physical education curriculum during a critical time period, which might mean settling for an alternative time, or no time at all.

PARKING:

All teachers are encouraged to use the main (pool area) parking lot of the school. Teachers may use the NORTH visitors parking lot. To avoid ticketing, abide by City of Roseau parking restrictions on the streets around the school campus.

LIBRARY MATERIALS. Teachers should return materials magazines or library materials checked out from the library in a timely manner.

MAIL. Visit your mailbox in the workroom at least twice each day (a.m. & p.m.). Most communications / notices will be placed in the mailboxes.

Inter-office mail is sent from and delivered to the Elementary Office at approximately 11:00 am.

Leave out-going Postal and Inter-office mail in the basket in the Elementary Principal's office no later than 10:45 a.m.

A NOTE ABOUT PERSONAL MAIL: Please make arrangements for personal mail to be delivered to your residence or postal box. The school mailboxes cannot accommodate personal mail for the entire faculty. Please do not place personal mail in the School's out-going mail basket. A mailbox is available for personal mail by the pool outside entrance (west side).

School Website:

The Roseau School Board believes frequent and consistent school-to-home communication by teachers can increase parent involvement in their children's school experience. We certainly encourage you to make use of the school web site at: <http://roseau.k12.mn.us>.

As we implemented the SKYWARD electronic gradebook across the recently completed 2008-2009 school you were out at the site often using the gradebook, attendance program, calendars of events, and other items located there at the web site.

Responsibilities of the Teacher

It shall be each of the District's licensed teacher's responsibility to update on a daily basis, the classroom assignments, lessons, homework, activities, or other information relating to their classroom instruction. This will benefit the parent by providing them with the information necessary to encourage their student's progress in the classroom as well as participate in their child's education.

COMPUTER STATIONS / E-MAIL:

The District is fortunate to have many computer work stations which serve multiple uses including access to electronic mail (e-mail) and the internet. All faculty members are assigned an e-mail address. If you do not know or have not yet received your e-mail address, please contact the District's Computer Tech. Office. Access to e-mail and the internet will enable teachers and students to explore a libraries, data bases, bulletin boards, etc. while exchanging messages with internet users throughout the world. Teachers should be warned that some material accessible through the internet might contain items that are inaccurate, defamatory, illegal, or potentially offensive to some people. The District's intent is to make internet access available to further educational goals and objectives. All school computers with internet access are equipped to restrict "material that is reasonably believed to be obscene, or harmful to children".

The network is the property of the District. Teachers shall conduct their activity on the District computer network in a professional manner. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect files that are stored on the District's computer server to be private.

Report all broken, damaged, or other problems with lab computers to the District Computer Technicians at 463 – 6393 or e-mail at:

Sara Butler @ Sara_Butler@roseau.k12.mn.us (District Technology Director)

NEWS ITEMS – PRESS RELEASES:

Each coach or director shall write publicity releases as his/her activities warrant. These publicity releases shall be routed through the Principal's office for approval and released to the appropriate media at the proper time.

Avenues for publicity for an activity or program include but are not limited to: local news- papers, radio stations, SCHOOL RADIO NEWS, DAILY ANNOUNCEMENTS, ETC. If you want publicity for your activity, you should provide it through a press release and or photo submitted. The Office will issue publicity releases for special occasions. If you want information on your activity read over the P.A. system, you should provide a brief written statement and leave it in the principal's office. Please do not submit a long list of names to be read over the P.A.

RESIGNATIONS & RETIREMENT:

The school board and administration would appreciate very much if teachers intending to resign or retire would make this known to the Superintendent of Schools in writing prior to March 1st, or at least as soon as the decision is made. Teachers should refer to their employment contract to determine if they are eligible for a financial incentive if notification of retirement is given according to predetermined timelines.

SCHOOL CROSSINGS - SAFETY PATROLS:

In Roseau, selected pupils from the fifth and sixth grade classes serve on the School Safety Patrol. Our elementary 5th and 6th grade patrol boys and girls are on duty in the mornings between 8:05-8:25. The purpose of this patrol is to help the children cross the street at the intersection by the north end of the elementary school and at the intersection on the east side of the school where the busses pick-up & drop off students.

Note: (Adult Safety Patrol Officer) is on duty on Highway #11, at the Patrol Crossing on the east end of the high school, each day at 8:00 - 8:30 am and 3:00 - 3:30 p.m. (Adult Safety Patrol Officer) is on duty on the west end of Highway #11 by the high school each morning and afternoon during the same hours.

Please discuss with your children ways in which they can help the patrols work for safety. You can do a great deal to help build attitudes of respect for the work of the school patrols.

Each classroom teacher should discuss the following safety precautions with the children in their classroom:

1. The safest route to take to and from school.
2. The work of the Safety Patrol.
3. To look to the left and to the right before crossing the street.
4. To walk rapidly across the street when the way is clear.
5. To cross only at intersections.
6. To stay at home long enough so that the patrols will be on duty when the child arrives at school.

Your help in having your child follow these safety instructions at all times is appreciated.

SUBSTITUTE TEACHERS/AIDES:

To obtain a substitute for you at your teaching station...

Elementary teachers call Mrs. Jodi Jaenicke at 463-3943.

Special Education teachers and Instructional Aides call Mrs. Mary Kay Voll at 463-3403.

If you need a substitute, please call Jodi or Mary Kay between 6:00 – 7:00 a.m. (Please call as early as possible during that time frame. Keep in mind they both also need to get to work..

ATTENDANCE:

Teachers mark classroom attendance everyday at 9:15 am, if a child is not in school at this time (s)he will be marked absent for ½ of a school day (morning attendance). Teachers also mark classroom attendance everyday at 2:30 pm, if a child is not in school at this time (s)he will be marked absent for ½ of a school day (afternoon attendance). Our attendance taking policy is somewhat liberal and isn't intended to indicate the first or last 45 minutes of the school day isn't important. Encourage students and parents that being in school is important! Children come to classes on time and attend classes regularly. Elementary teachers should confer with the Elementary Principal if attendance

becomes a concern. Elementary teachers please note: If parents don't call in, students should have a written excuse when they return from being absent. This should be presented to the teacher

As per School Board Policy... Perfect Attendance is defined as "attendance everyday and for the full day" for each day school is in session. A student's absence from a classroom due to participation in a school district approved student activity shall not negatively affect the student's attendance record.

Homebound tutoring for students unable to attend school due to medical illness can be provided. Contact the Principal for Homebound Tutor arrangements.

Accelerated Reader:

Accelerated Reader (AR) is a supplemental library reading program added to the elementary school program in January 2001. It is in addition to not a replacement of the K – 6 reading program.

Our current reading program is classroom teacher directed with students doing a phonics program, using site words, and using the adopted Scott-Foresman (March 2004) reading program to learn and improve reading skills. The AR program is reviewed and assessed by teachers with teachers placing a grade on the report card.

An important part of reading and language skills is the use of the library. In the past, our elementary students would go to the library one week... find... and check out a book and then return it the following week. We didn't know if the student picked out a book that had a nice cover or pictures or that was too easy or even too hard, and finally the teacher didn't know if the student read the book at all. In other words, we were assuming students were benefiting from library time but we had no way of determining if students were learning or getting anything out of their library time.

The Accelerated Reader program allows teachers to monitor students reading ability and comprehension. The AR program is a collection of literature books that a school purchases and adds to their library collection. So when kids go to the library...

1. The student chooses their own AR book at an appropriate level and reads the book.
1. Each AR book comes with a quiz that is placed on our computer network... The student takes a quiz on the computer where their results are placed in each student's record.
1. Both the student and the teacher receive individualized and constructive feedback to on-going reading practice.

AR is probably the most widely recognized supplementary reading program. We hope that starting it now and continuing with it in the future will provide parents and teachers with information on student reading practice and be just one more tool toward improvement in student reading abilities.

GRADUATION REQUIREMENTS:

A sixth grade student will have to satisfactorily complete the following graduation requirements in order to receive an elementary school diploma. The diploma signifies promotion to seventh grade.

The requirements are as follows:

1. **Academic Requirement** – Four times during the school year a student receives a Progress Report indicating his / her achievement in the subjects listed. The subject area below have been taken from the progress report and the grades received are of major importance in determining a student's promotion to grade seven.

A student must have earned a minimum of six credits in order to be promoted. To earn a credit, he must have a passing grade in each of the subjects listed below for three out of four nine-week marking periods.

2. **Attendance Requirement** - Regular attendance in school is mandatory. No minimum number of days will be required. However, a conference will be held with the parents of any student who has a poor attendance record to determine if the child has mastered the necessary basic skills in grade 6 to pass. The decision will be made jointly by the teacher, parent, and principal.

1. **Minimum Achievement Test Score** Students who are participating in the district's on line MAP Testing (Measures of Academic Progress) are expected to increase their grade level proficiencies in reading, language arts, and math by at least 5 to 10 points when the Spring testing results are compared with the previous Fall's testing results each school year. This testing program was implemented in February of 2005 and has the elementary students being tested in reading, language arts, and math in early October (Fall session) and again near the end of the school year in May (Spring session). The MAP Testing instruments provide an accurate measurement of student achievement and student growth across time.

4. **Exceptions** – Any sixth grade student who has an Individualized Educational Plan (IEP) in effect at the time of graduation will be exempt from or will have modified graduation requirements.

Subject Areas	Credits Granted Towards Diploma
Reading	1
Mathematics	1
Social Studies	1
Language (English)	1
Health	½
Science	½
Spelling	½
Penmanship	0
Music	½
Physical Education	½
Art	0
Total	6 ½

FACULTY MEETINGS:

Elementary faculty meetings are generally scheduled on the first Wednesday of each month in most cases. This type of advanced scheduling will give all instructors an opportunity to plan their schedules to ensure 100% attendance. If you are unable to make it to a staff meeting please clear it with the building principal.

SUPPLIES, EQUIPMENT, AND TEXTBOOKS:

All requests for supplies, equipment, books, etc. must be submitted to the principal in advance of purchasing. No orders, except for minor items purchased locally are to be placed directly by the teacher. We cannot identify merchandise received or billings for merchandise unless we have a copy of the order on file. The requisition sheet is attached to the order and serves to identify the faculty member or department for whom the merchandise is intended. All merchandise received in our shipping department or in the mail for which there is no order in our files will be returned to the shipper. NOTE: Check with Pam (in the shipping area) about the status of an order placed.

When making purchases locally, either for the school or for an extra-curricular group, sign the sales slip and bring the duplicate copy to the principal's office. The signature verifies the purchase and enables us to identify the expenditure.

If cash payments are made for any purchase, insist upon a receipt which can later be attached to your claim for reimbursement. Remember the district does not reimburse for sales tax paid. A Claim for Reimbursement Form (Blue Claim Form) can be obtained in the principal or superintendent's office.

Textbooks and supplies may be obtained from the stockroom. Each department should make arrangements for storage of books and supplies in the stockroom if desired. Departments or grade levels are responsible for making plans for keeping inventory for their department's materials. When issuing textbooks, be sure to record names of

pupils and numbers of books in your class record book for convenience in checking on lost texts and collecting texts in the spring.

Workbooks are free to pupils in grades K - 6. The workbooks are the property of the School and must be left with the School at the end of the year. A charge may be assessed to a student for replacements for lost workbooks and textbooks.

2018 - 2019 SCHEDULE FOR LOST OR DAMAGED TEXTBOOKS

Letter	Lost Rate	Severe Damage Not Usable	Moderate Damage-Usable	Severe Damage-Usable
V	25.00	25.00	6.25	12.50
U	23.50	23.50	5.87	11.75
T	22.00	22.00	5.50	11.00
S	20.50	20.50	5.12	10.25
R	19.00	19.00	4.75	9.50
Q	17.50	17.50	4.37	8.75
OLDER	16.00	16.00	4.00	8.00
Paperbacks - (1/2 of new price)				

TELEPHONE (INCLUDING FAX) & PUBLIC ADDRESS SYSTEM:

Telephone Extension Directories for the Roseau School District are available in the Principal Office. Directories may be revised and distributed throughout the school year.

Teachers making a school related long distance call should make it from a phone in the Elementary or Special Education office. Please limit the use of school telephones for school business. If it is necessary to make a long-distance personal call, please have the expense of the call charged to your home number.

Public address system: Elementary and High School P.A. systems are now combined as a result of the installation of our new phone system in the spring of 2004. Teacher and student messages or calls are relayed to your room via the phone system. If you do not want to be interrupted during class time, please set your DO NOT DISTURB button on your phone.

Cable and Satellite TV Programs can be sent from one room to any number of other rooms by media center personnel. Please check with them for programming information.

Classroom telephones should be made available for student use. The telephone in the hallway outside of the office is for parent use and student use when the classroom is locked or after school hours. Do not send students to the hallway telephone to make calls when the classroom phone is available. If a student needs to call a long distance number, they need to come into the office to complete their phone call.

STUDENT CELL PHONE POLICY: Implemented fall of 2010. See complete overview of plan on page 55.

AUDIO-VISUAL:

The general elementary film program will be presented as previously. Primary (K-3) programs are scheduled for the first week of the month. All films must be shown on dates specified and returned promptly. Films cannot be held over.

Mr. Glenn Heinecke is in charge of film distribution in the Library Media Center. Projectors, projection equipment, and all films will be disbursed from and returned to this location. He will keep all records of films ordered and dates for return. These materials cannot be kept beyond scheduled return dates. You will be notified by statements placed in your school mailboxes when your films have arrived for your use. These statements will include dates for showing and return. Please cooperate with Mr. Heinecke in picking up your films and returning them promptly.

All films must be approved and ordered through Mr. Heinecke then approved by the principal and superintendent's office. The school will not process or be responsible for any film ordered otherwise. We must have a record of date of showing, department ordered by, date or receipt, rental charges, and date to be returned.

CHURCH ATTENDANCE AND COMMUNITY ACTIVITIES:

Members of the faculty and staff are encouraged to participate in church and community activities. Participation in such activities is greatly appreciated by the people of the community.

Faculty members are expected to cooperate with the churches on church activities, such as confirmation, youth meetings, etc. which might conflict occasionally with scheduled school practice periods. Encourage students to attend scheduled church activities. Wednesday night is considered as "church night" and every effort should be made not to schedule school activities at that time. We strongly recommend that no practice sessions be scheduled after 6:00 p.m. on Wednesdays.

RELIGIOUS INSTRUCTION SCHEDULE (GRADES 4 – 6):

Elementary students will be excused each Wednesday afternoon (1:00 -2:00 PM) for release time. Students who do not attend release time classes will go to their regular classes.

Release time classes begin September 28th, 2016.

Last day of release time classes is April 26th, 2017.

TEACHER TRAVEL AND EXPENSES:

The Board has established policies for members of the faculty involved in programs or activities which require travel. All travel requests to attend workshops, etc. should go to the Staff Development Committee for funding through Staff Development funds.

TEACHER (STUDENT) AIDES:

- A. Student aides must be scheduled and approved for assignment by a high school principal.
- B. Aides must have passing grades in all subjects.
- C. Aides should be used for school-related work only.
- D. Aides should be utilized only when there's work to do. When a teacher is absent or there is no work to do, the supervising teacher assigns the aide to study hall. This assignment is to be in writing directly to the study hall supervisor.
- E. The aide should participate during the period assigned only.
- F. Teachers should request aides only when these aides will be used during the teacher's Preparation period or used in the classroom under the direction and supervision of the teacher.
- G. Seniors (12th grade) have priority on teacher aide jobs, all other qualifications being equal.
- H. Student aides shall be limited to one period per day of participation in the student aide program.
- I. Special training in running the duplicating machines should be arranged at the beginning period for the aide.
- J. When leaving the building, aides must check out through the office in the manner described in the student handbook for all students.
- K. Teachers who desire aides are to find the students in the study hall for their requested hour and make sure they sign them out on a sheet which will be there.
- L. Teachers must report aides who are absent to the high school office.
- M. Generally, teachers will be limited to one student aide per period. Teachers are responsible for the aide the entire period.
- N. Final selection of aides rests with the teacher. This selection is to be based on the teacher's needs, the competency of the student, and promise of success in the aide program. Participants and programs must be evaluated at the conclusion of each nine week period.
- O. Aides who do not perform satisfactorily will be dropped from the program. Aides who are dropped from the program will be assigned to a study hall.
- P. Aides who are to be involved in tutoring other students should be trained.

PERSONNEL RECORD INFORMATION:

Teachers who have completed an approved college course and earned additional college credits during the summer sessions or throughout the school year are asked to submit official statements of credits earned to the superintendent's office as soon as possible, but not later than the 1st of each month. No record of these credits will be made unless such statements are submitted.

Each faculty member shall have an up-to-date transcript of all undergraduate and graduate credits earned on file in the superintendent's office

Each teacher must see that a current copy of his / her Teaching Certificate is on file in the superintendent's office.

FINANCIAL WITHHOLDING STATEMENTS:

All employees must complete withholding forms in the District Office. If the number of dependents in your family changes or your financial status changes during the year you may complete a new withholding form.

USE OF SCHOOL FACILITIES:

The use of school facilities (Theater, Art Room, Gym, Commons, etc) other than the classroom is encouraged for enhancing the classroom experience. In addition, School Policy permits the Community (eg: Girl Scouts, Community Education, etc.) to use school facilities when school is not in session. As a courtesy, facilities should be cleaned up and ready for the for the next person.

The following steps must be taken after the theater stage area has been used.

1. Remove, store, destroy, or return to the proper owners all items, props, and equipment remaining on the stage after the fall musical, Christmas programs, Act Plays, pep fests, and spirit week.
2. Clean up and organize the storage areas located on the stage.
3. Tear down the flats and place them neatly in storage.
4. Pull back the new black curtains.
5. Stack and/or organize all equipment neatly on the stage in such a location that it does not interfere with traffic across the stage or access to storage area P.A. cabinet, electrical switch boxes, and the curtain ropes. When this area is used, cleanup must be included in the plan of operation. Within one week after the activity, all cleanup operations should be completed.

AWARDS FOR ACADEMIC ACHIEVEMENT:

HONOR ROLL. Recognition is given at the end of each quarter to top academic achievers in Grades 4, 5, and 6. To qualify for the "A" Honor Roll, students must achieve a grade point average (GPA) in the range of 3.67 to 4.00 on a 4 point grading system (A, A-). Students who qualify for the "B" Honor Roll must achieve a GPA in the range of 3.00 to 3.66 on a 4 point grading system (B+, B, B-).

As per Board Policy, the subjects to count in determining whether or not a student's marks qualify him / her for either the "A" or "B" Honor Roll are shown below:

Subject	Grading System	Weight of Subject in determining Honor Roll Eligibility

Language (English)	A – B – C – D - F	1
Math	A – B – C – D - F	1
Music	A – B – C – D - F	1/2
Physical Education	E – S – N - U	1/2
Reading	A – B – C – D - F	1
Science / Health	A – B – C – D - F	1
Social Studies	A – B – C – D - F	1
Spelling	A – B – C – D - F	1/2

PRESIDENTIAL ACADEMIC FITNESS AWARD:

This is presented to eligible 6th grade students during the spring graduation program. To be eligible for this award, the student must meet the following criteria:

- #1) Grade Point Average: Students are to earn a grade point average of at least 3.67 to 4.00 scale in grades 4, 5 and the first semester of 6th grade.
- #2) Standardized Achievement Test: Achieve in the 85th percentile or higher in math or Reading.

ACTIVITIES OUTSIDE THE SCHOOL YEAR:

School District 682 will assume no financial or supervisory responsibilities for activities involving students when such activities occur outside the school year, unless it is part of a Board sanctioned summer education program where staff is employed to carry out that educational program.

EMERGENCY CLOSING PROCEDURES:

Staff Release from School Site. During Emergency School Closings, there is a remote chance that some or all of the busses may need to return to a school site with students that could not be transported safely to their home. To assure that adequate student supervision is available if this occurs, all employees are to remain in the school building until the Transportation Director indicates that no students will be returning to the school site.

CANCELLATION OF SCHOOL EVENTS:

As a general policy, all school events occurring on the same day as an emergency school closing are canceled. However, the Athletic Director and Community Education Director have the discretionary authority to use their best judgment regarding the cancellation of a specific school event.

CRISIS PLAN:

The Roseau School District developed a Crisis Plan to assist the school and community in dealing with natural disasters and other types of emergencies that could occur while school is in session. Teachers should familiarize themselves with the emergency plans in the next pages that follow.

TORNADO DRILL:

Although we are not in an area that has frequent tornadoes, it is important that we be prepared and know what to do in the event a tornado should cross this area. During a Tornado Drill, all teachers and students are to listen carefully and follow the instructions given over the public address system. Stay in the building until ordered to do otherwise. Seek protection on the first floor level and stay away from outside walls and windows if possible. This affords us maximum protection. Close the windows and door in your classroom. This exercise is as important as our fire drills.

Listed below is a brief announcement that will be read over the public address system prior to a drill:

“YOUR ATTENTION PLEASE... THIS IS A TORNADO DRILL - ALL STUDENTS AND STAFF SHOULD NOW PROCEED TO THEIR DESIGNATED AREAS AND REMAIN THERE UNTIL FURTHER NOTICE”

Specific Shelter Instructions:

These instructions tend to change periodically. These will be explained in the months leading up to the start of school 2018-2019.

* All Pre-School students, School Readiness, Head Start students should go to the Mrs. Wenzel’s classroom and sit on the floor in that room.

* All Kindergarten students should go Mrs. Kvidt’s classroom and sit on the floor in that room.

* Mrs. Kennedy’s, Mrs. Hanson’s, Mrs. Lundbolm’s, and Mrs. Engevik’s and Ms. Klimesh’s rooms should go to the speech/language classrooms and sit on the floor in that room.

* Grade 1 students should go to Mrs. Iverson’s Room #28 and sit on the floor in that room.

* Grade 2 students should go to the Elementary Office, Office Workroom and Office Lunch area and sit on the floor in that room.

* Grade 3 students should go to the Learning Lab and sit on the floor in that room.

*Grade 4 students should go to Conference Room 29 (old computer lab) and sit on the floor in that room.

*Grade 5 Students should go to the Learning Lab and sit on the floor in that room.

*Grade 6 students should go to the Art/Science room and be seated on the floor in the room.

*Students who are in special rooms, library, gym, music, Title 1, E/BD, O.T., etc., are to stay with the specials teacher and report to the designated area for that room.

*Students are to proceed to their designated area in a quiet and orderly manner.

*Remain there until you are told to go back to your rooms. Each teacher is accountable for the students in his/her classroom.

*All students should sit on the floor along the walls of their designated area. If an actual tornado warning is issued, students should sit “curled” on the floor facing away from glass doors.

*Students in Physical Education classes, etc. that meet outdoors will be notified by an aide to report back to the designated area in the school building. (Students in the gym area should be seated in the PE supply room area).

ELEMENTARY FIRE DRILL INSTRUCTIONS AND PROCEDURES:

1. When the fire alarm sounds, the students in each room are to leave quickly for their assigned exit in an orderly manner (double lines). Walk rapidly to your assigned area.
2. The teacher should be the last person to leave his/her classroom. If an exit is blocked, route the students to an alternate exit.
3. Each teacher is responsible for closing the windows, turning off the lights, checking to make sure all of the students have left the room.
4. Students who go out the East Exits are to go across the street and line up along the fence.

5. Students who go out the North Exits are to line up in the half-circle drive way.
6. Students from the School Safety Patrol and high school will control the traffic at the east and west crossings on the street along the north end of the Elementary School.
7. Each teacher is responsible for checking to make sure that all of his/her students are outside the building. (Count them!)
8. Walk on the side only of the street or highway. Keep them clear for the fire truck and other emergency vehicle use at all times.
9. Practice a fire drill with your students so that they know what to do when the fire alarm sounds. Discuss with them what to do if they should be some other place when the fire alarm sounds. (Halls, washrooms, etc.)
10. Do not go inside until you are notified or until you hear the signal from the all clear horn located on top of the school building.

When the fire alarm sounds - use the following exits to evacuate the building. Specific directions will be provided at the start of school each year.

EMERGENCY INSTRUCTIONS FOR THE EVACUATION OF THE ROSEAU ELEMENTARY SCHOOL

IF YOU RECEIVE A BOMB THREAT TELEPHONE CALL:

1. Keep the party on the line as long as possible when you receive information pertaining to a bomb threat or other emergency. Keep asking questions about the safety and welfare of the students.
2. Leave the receiver off the hook.

Then: Notify the High School Principal's office, 463-2770, intercom 6337, 6338, 6339, 6340, 6341, 6342, or the Superintendent, 463-1471, intercom 6366 or the Elementary Principal, 463-2746, intercom 6401, 6402, 6403, 6404 or the Law Enforcement Center, 463-1421 or 911.

EMERGENCY INSTRUCTIONS FOR ELEMENTARY TEACHERS AND STUDENT

The following instructions will be given over the P.A. System whenever an emergency situation arises such as a bomb threat, gas leak, etc.

"ATTENTION: All Elementary Teachers and Students a situation has come about requiring that we evacuate the building."

1. All students and teachers in preschool class, kindergarten, and grades 1, 2, & 3 go immediately to the **RAM SPORTS CENTER**. Stay there until you receive further instructions.
2. All students and teachers in grades 4, 5, & 6 go immediately to the **RAM SPORTS CENTER**. Stay there until you receive further instructions.
3. All special education students and teachers are to go immediately to the **RAM SPORTS CENTER**.
4. All elementary students, except the kindergartners, should not put on their coats, caps, boots, etc. before leaving. Do not open any lockers.
5. Teachers - LEAVE EVERYTHING AS IT IS! Do not lock your door, shut off the lights, close windows, etc.
6. Teachers - make sure you account for all of your students when you leave. Take roll call at the RAM SPORTS CENTER after you arrive also.
7. All aides and other school personnel go immediately to the RAM SPORTS CENTER and assist in any way you can.
8. Move rapidly, but in an orderly manner. Do not waste time!

A SUGGESTED OUTLINE OF A WELL CONDUCTED CLASS

PREPARATION:

1. What is my objective for today?
2. How can I best achieve my objective?
3. What audio-visual material will help?
4. Do I have enough material planned for the hour?

CLASSROOM:

1. Start promptly.
2. Roll call - use seating chart.
3. Take complete control of classroom situation.
4. Brief review of yesterday's assignment and/or
5. Check work assignment.
6. Introduction of new material.
7. Class discussion
 - Student participation - small group discussions
 - Teacher serves as moderator (3 - group size).
8. Vary teaching methods - variety.
9. Use of audio visual material.
10. Definite assignment
11. Study period: Supervised
 - Provides for individual help to everyone during the period.
 - Give encouragement.

This is a basic outline of classroom procedure and teachers are encouraged to make adaptations and to add appropriate innovations.

Madeline Hunter in "The White Sauce of Teaching" has said basically the same thing in her list of the seven steps of the teaching act.

1. Develop anticipatory set
2. State objectives and why they are important
3. Provide input
4. Model (ideal behavior)
5. Check for comprehension
6. Provide guided practice
7. Provide independent practice

Don't make the common mistake of moving directly from No. 2 to No. 7.

RULES FOR STUDENT ASSEMBLIES:

1. All students shall be courteous and respectful to the speaker or performing group by listening carefully and refraining from yelling and talking to neighbors.
2. All students shall be seated and shall remain there until dismissal instructions are given at the end of the program.
3. All hands, feet, legs, arms, books, and property shall be kept to yourself.
4. Flying objects and litter are not permitted.
5. Follow all directions the first time they are given.

CONSEQUENCES:

1. For minor violations, a student will be warned by a teacher or principal and the student's name will be written down.
2. In the event of a major offense, the student will be escorted from the program immediately and sent to the principal's office.

Minor Offenses:

- A. Violations which do not disrupt the program in progress, but affect only a small group in the audience.

Major Offenses:

- A. Repeating a minor offense, after a warning.
- B. Failure to respect a teacher's or principal's warning immediately.
- C. Violations which are interpreted as a disruption to the program.

CODE OF CONDUCT FOR FINE ARTS ACTIVITIES:

We have three basic types of program activities in our school. They are athletic activities, assembly programs, and fine arts activities. There is an extreme difference in the type of behavior expected during these various activities.

We generally don't have serious behavior problems at athletic events since noise and movement by the crowd is expected and does not distract from the activity.

Assembly programs sometimes call for crowd reaction and therefore some noise, but most often it calls for silence and attention.

The fine arts programs such as music concerts, school plays, Christmas concerts, etc. require a more controlled audience since much of the success of the program depends on the ability of the audience to hear and observe what is being presented without being distracted by noise and movement.

So that students know what is expected of them at a fine arts program, we have set up the following Code of Conduct. Please keep in mind that this is for the benefit and courtesy of the performing groups so they have the chance to do their best without unnecessary distractions.

CODE OF CONDUCT

1. Be considerate of the performing group and the audience.
2. Be quiet - no shouting or whistling.
3. Remain seated during performance - intermission will be provided if necessary
4. Students sit on the chairs on the floor or in the bleacher area unless directed to the balcony which will be opened if it appears necessary.
5. Remember your conduct reflects you as well as your school. Let's make a good impression.
6. Failure to comply with the above rules will result in the student being removed from the auditorium.

BUS STUDENTS:

Students using the District's transportation system are not to be kept after school for make-up work, for group or individual meetings or conferences, or for any other reasons, unless students stay voluntarily and assume responsibility for their own transportation home. For special cases, the Board has approved keeping such students after 3:15 providing parents are notified a day in advance. We will attempt to include as many meetings, conferences, extra-curricular activities and practice periods in the regular school day as possible. We will do our best to arrange for these activities in such a way as to cause the least interference with regular class schedules. We must try to give all rural students as nearly equal an opportunity to participate in extracurricular activities as possible without requiring the inconvenience and expense of additional transportation.

CHEMICAL FREE WORKPLACE:

The Board of Education is committed to providing a work and school environment that is free from the effects of chemical use and abuse by its employees.

It is a violation of school policy for an employee to distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance before, during, or after school hours at school or in any other school district location as defined below.

"School district location" means in any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event,

where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

The complete District Chemical Free Workplace policy is available in the Elementary Principal's Office or the District Office.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE:

It is the policy of the School District to maintain a learning and working environment that is free from sexual harassment and sexual violence. The District prohibits any form of sexual harassment and sexual violence. The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student, employee, patron, and other third party who sexually harasses or is sexually violent to any student, employee, patron, and other third party of the School District.

The complete District sexual harassment and sexual violence policy is available in the Elementary Principal's Office or the District Office.

TOBACCO FREE SCHOOL FACILITIES:

As per Minnesota Statute 144.4165, Section 3. All school facilities are tobacco free.

GRADUATION YEARS

<u>Current Grade</u> <u>In 2016– 2017</u>	<u>Graduation</u> <u>Year</u>
K	2030
1	2029
2	2028
3	2027
4	2026
5	2025
6	2024
7	2023
8	2022
9	2021
10	2020
11	2019
12	2018

Grading System

4 Point Grading System

Grade	Points	GPA Range
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A	4.00	
A-	3.67	

"A" HONOR ROLL = 3.67 – 4.00

B+	3.33	
B	3.00	

"B" HONOR ROLL = 3.00 – 3.66

B-	2.67	
C+	2.33	
C	2.00	
C-	1.67	
D+	1.33	
D	1.00	
D-	0.67	
F	0	

Roseau High School

Period	Bell Schedule
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Home of the Rams

- 1 8:30 – 9:20
- 2 9:25 – 10:15
- 3 10:20 – 11:10
- 4 11:15 – 12:05 SENIOR HIGH
11:40 – 12:30 JUNIOR HIGH

Lunch Schedule

Junior High (7 – 8) 11:10 - 11:35

Primary Grades (K – 3) 11:25 - 12:00

Senior High (9 – 12) 12:05 - 12:30

Intermediate Grades (4 – 6) 12:30 - 12:55

- 5 12:35 – 1:25
- 6 1:30 – 2:20
- 7 2:25 – 3:15

Roseau Public School Mentor / Mentee Program:

Teacher education programs provide educators with essential knowledge and skills for the classroom, however, they may not necessarily prepare a person for actual work environment challenges and problems. It is the belief of the Roseau Public Schools that continuing use of a mentor / mentee program can help teachers emerge as confident and successful members of the Roseau Elementary School professional teaching staff.

Who is the person to be mentored?

Teachers become eligible for the District’s mentorship program if they are in any of the following categories: A person who is a new teacher in the Roseau Public School District. All new employees will participate in the mentorship program. A mentor will be assigned by the building principal as well as the length of time for the mentorship program (eg: entire school year, one-half of the school year).

A licensed teacher in the Roseau Public Schools who transfers to a different grade level may apply to the building principal or be directed by the building principal to participate in the mentorship program.

A licensed teacher in the Roseau Public Schools who transfers to a new building site (elementary) may apply to the building principal or be directed by the building principal to participate in the mentorship program.

A licensed teacher in the Roseau Public Schools whose teaching assignment has changed from a previous year may apply to the building principal or be directed by the building principal to participate in the mentorship program.

What do mentors do?

- A. Orientate the teacher to the formal and informal operations of the Roseau Public Schools in an objective manner
- B. Model and demonstrate appropriate and exemplary professional behavior and teaching techniques
- C. Provide communication strategies for working with principals, parents, staff, etc.
- D. Provide support and constructive feedback

DISCIPLINE / BEHAVIOR EXPECTATIONS:

The Roseau Elementary school staff has agreed upon "expectations" for students to follow in the classrooms at their respective schools. Behavior expectations are discussed and posted in sentence form in each classroom. Teachers should teach the behavior expectations to students in their classes. All teachers working together on the Behavior Expectation Plan will help the whole school (teachers, parents, students) understand, care about, and act on core values. The Behavior Expectation Plan is no quick fix nor is it guaranteed to work for every student. But common sense tells us that values such as compassion, respect, and responsibility build the kind of people we need in our school community, and enable us to better understand and help those who need it most.

Patience and tact are necessary for good discipline. Be fair, friendly and considerate dealing with classroom problems but maintain a professional distance from a student's personal or home problems. Handle your own discipline cases as much as possible. Students will have more respect for you if you do. However, do not hesitate to bring your discipline problems to the Principal's Office if you think better results can be achieved by administrative conferences with the students involved. It is desirable that you keep the administration informed on disciplinary problems, even though they might be minor. Elementary teachers (K-6) report discipline problems to the Elementary Principal. Contact the Roseau High School Principal in the event the Elementary Principal is gone and immediate administrative attention is needed. Only administrators have the authority to suspend students from a class or from school. Teacher recommendations in this area will be considered.

Require promptness in getting to and good order in your classes at all times. Rigid control is not necessary or desirable, but orderly and well planned classroom rules will give better results and make work more pleasant for both teacher and students.

To avoid behavior incidents (and liability problems) classes and student groups must be supervised and under your direct control at all times. If you must be absent from your classroom, report to the principal and a discussion will follow regarding making arrangements for supervision of the group.
Severe Behavior Consequence - go directly to the 5th Consequence

It is in your child's best interest that we work together to achieve positive behavior. We will be in close contact with you regarding your child's progress in the classroom.

Roseau Elementary School Profile of Programs and Activities

Roseau Elementary Schools --- K – 6 Core Subjects

Lots of Opportunities

I Mathematics
I Social Studies
I Physical Education

I Reading
I Music
I Art

I Science
I Health
I Language Arts

Enrichment and Extending Curriculum Pre-K-6

Academic

Summer Fun At School
After School Academic / Arts Enrichment Classes
RHS Reading Is Fundamental (R.I.F.)

Book Fair

Kids Stuff (publication of student work)
Artist-In-Residence
Spelling Bee *

Geography Bee *

School Forest (Pending)
Student Assemblies (eg: Science Museum)
Field Trip(s)

Read Across America
Turn-off T.V. Activities

Accelerated Reader Program (Gr. K-6)

Junior Great Books
Pioneer School Days
Bike Safety
Law Day Participation

"B" Honor Roll

Student of the Month

Community Service

Sheltering Oaks Visits
Holiday Giving Tree
School Grounds Clean-up
(Newspaper and Radio)
6th Grade Community Clean-up Activity
High School Job Shadowing Experiences
Coats for Kids and Cold Winter Clothing distribution assistance
School Supply and Backpack distribution assistance

Parent Communications / Involvement

Voicemail directly to classrooms
Principal Communications
Teacher Communications
Progress Reports
Family Website Access
PTA
PTO
Peek At the Grade School
Yearbook
Classroom Parent Volunteers

Arts

RHS Jazz Band Performance
Summer Children's Theater
One Act Play

Christmas Concerts

Spring Concerts
MN Music Educators Music Festival

Student Recognition / Awards

"A" Honor Roll

Presidential Physical Fitness
Presidential Academic Fitness
Art Displays at the Roseau County Fair
Media Coverage

Hallway or Trophy Case Displays
Recycling Program
Perfect Attendance

Foster Grandparent Program

Parent Teacher Conferences

Student Support Services

- Assurance of Mastery
- Basic Skills
- Title I
- Hearing Impaired
 - Vision Impaired
- Learning Disabilities
- Emotional Behavioral Disorder
- Early Childhood Special Education (ECSE)
 - Developmental Cognitive Disability (DCD)
- Speech / Language
- Occupational Therapy
- Reading Corps
- Math Corps

Pre-School Program

- Headstart
- School Readiness

- Early Childhood Family Education (ECFE)
- SACC: School Aged Childcare (Latch Key)

After-School Program

- SACC: School Aged Childcare (Latch Key)

OFFICIAL MILEAGE CHART (as of 2-14-90)

Alexandria	241	Kennedy	66	
Argyle	79	Lancaster	68	
Badger	15	Lake Bronson	57	
Bagley	131	Little Falls	262	
Baudette	57	Mahnomen	125	
Bemidji	139	Malung	7	
Blackduck	134	Malung-Wannaska	17	
Brainerd	239	Mankato	409	
Clearbrook	96	McIntosh	95	
Crookston	108	Middle River	42	
Detroit Lakes	162	Minneapolis-St. Paul	360	
Duluth	270	Newfolden	54	
Erskine	99	Oklee	77	
Eveleth	234	Oslo	104	
Fargo-Moorhead	177	Owatonna	424	
Fergus Falls	207	Park Rapids		185
Fertile	106	Red Lake Falls	83	
Fosston	103	Sprague	20	
Goodridge	53	St. Cloud	295	
Gonvick	91	Stephen	70	
Grand Forks-EGF	133	Strandquist	50	
Grand Rapids	203	Thief River Falls	64	
Greenbush	24	Wadena	206	
Grygla	45	Walker	175	
Hallock	76	Wannaska	15	
Hibbing	230	Warren	89	
Humboldt	88	Warroad	22	
International Falls	126	Williams	40	
Karlstad	43	Winnipeg	119	

IMPORTANT SCHOOL RELATED PHONE NUMBERS:

* Bus Garage: 463-1942 * Roseau Elementary: 463-2746

* Custodian Office:	463-2506	* Library:	463-6418
**Food Service:	463-1140 or 463-6397	* Roseau High School:	463-2770
* Rams Sports Center:	463-0022	* Community Education:	463-2489
* Headstart:	463-3225 or 463-6447	* District Office:	463-1471
* SACC (School Aged Child Care):	463-6419		
* Support Services - Special Education:	463-3776		
* Swimming Pool Office:	463-1474		
* Technology Services:	463-2589 or 463-6394		

EMERGENCY PHONE NUMBERS:

* EMERGENCY:	911
* Roseau Police:	463-3129
* Law Enforcement Center:	463-1421
* Roseau Hospital:	463-2500
* Roseau Clinic:	463- 1365

STUDENT CELL PHONE POLICY:

December 10, 2010

Dear Parents of K-6 Students,

This is a letter to make parents aware of the process for the elementary school regarding the student cell phone/electronic device policy. Students are asked to keep cell phones off and put away. Cell phones or other electronic devices should not used on school grounds during the school hours of 8:00 a.m. to 3:15 p.m.

If this policy is not followed by a student, the practice and procedure will be to confiscate the device to the principal's office. The student can pick up the device at the end of the school day. If the policy is not adhered to a second time, parents will be called to pick up the cell phone/electrical device. Also, disciplinary action may or may not be applied to this practice or procedure.

If a student or parent needs to contact each other, phones are available in classrooms and the office area.

Cell Phone / Electronic Device Policy:

Cell phones, IPOD , MP3 players, and other electronic devices are restricted from use if it interrupts the teaching and/or learning process or is used in a bullying or disrespectful manner. Any student taking a photo or recording a video of a student and/or staff member during the instructional day without prior approval of Administration may be disciplined. A classroom teacher may modify policy for their individual classroom.

If an electronic device is confiscated, Roseau Community School is not responsible if it is damaged, lost or stolen.

Violation of this administrative policy will result in disciplinary action.