



***Come Grow with Us!***



## **Parent and Student Handbook 2022-23**

**River Grove: A Marine Area Community School  
14189 Ostlund Trail North  
Marine on St. Croix, MN 55047**

**Phone: 651-409-3122 • Fax: 651-538-1022**

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Disclaimer: This document may be updated frequently.  
07-26-2022

# **Table of Contents**

## Table of Contents

### ABOUT RIVER GROVE

#### Mission Statement

##### Going Beyond the Classroom

##### Place-Based Education

##### Project-Based Learning

#### A Brief History of River Grove

#### Governance and Philosophy

##### Board of Directors

##### Board Contact Information:

##### Teachers, Administration, and Staff

##### The Authorizer's Role

#### Equal Opportunity Statement

#### River Grove Overview 2022-23

##### Calendar for 2022-23

##### Schedules

##### School Hours

##### School Website

##### Campus Map 2022-23

##### Supply Lists

##### Lost and Found

##### Animals and Pets

##### Pledge of Allegiance

##### Donations

### THE LEARNING PROGRAM AT RIVER GROVE

#### Grading

#### Assessments

#### Field Trips

#### Homework

#### Parental Involvement

#### Student Support Services

#### Extracurricular Activities

##### Band and Orchestra

##### After-School Activities

### POLICIES AND PROCEDURES

#### Arrivals, Dismissals, and Driving to Campus

##### Arrival and Dismissal Times

## [Bus Transportation](#)

[Arrival Procedures–Bus](#)

[Dismissal Procedures–Bus](#)

## [Carpooling and Parent Transportation](#)

[Arrival Procedures–Parent Transportation](#)

[Dismissal Procedures–Parent Transportation](#)

[Waiting During Parent-Pickup](#)

## [Late Arrival / Early Release](#)

[Procedures for Late Arrival](#)

[Procedures for Early Release](#)

[Daily Dismissal Changes](#)

[Driving Safely on Campus](#)

## [Restricted Use of Oldfield Road](#)

## [Attendance](#)

[Attendance Requirements](#)

[Procedure for Absences and Tardies](#)

[Excused Absences](#)

[Unexcused Absences](#)

[Guidelines for Health-Related Absences](#)

[Consequences for Excessive Absences](#)

[Consequences for Unexcused Absences](#)

[Make Up Work](#)

## [Health and Wellness](#)

[Immunizations](#)

[Health Conditions](#)

[Communicable Diseases](#)

[Emergency Health](#)

[Medications at School](#)

[Bug Spray, Sunscreen, Lip Balm Waiver](#)

[Nutrition Services](#)

[Free and Reduced-Price School Meal Benefits](#)

[Negative Account Balances](#)

[Wellness Policy](#)

## [Safety and Security](#)

[Visitor Procedures](#)

[Volunteer](#)

[Safety Drills](#)

[Video Surveillance](#)

[Emergency Procedures](#)

[Clothing and Cold Weather Policies for Outside Recess / Outdoor Activities](#)

[Inclement Weather Policy for School Closing and Delays](#)

## [Student Code of Conduct](#)

[P.R.I.D.E.](#)

[Student Dress Code](#)

[Student Conduct](#)

[School Discipline Policy](#)

[Racial, Religious, Sexual Harassment, and Hazing](#)

[Zero-Tolerance for Violence Policy](#)

[Weapons Policy](#)

[Recess Behavior/Responsibilities for Students](#)

[Bus Behavior/Responsibilities for Students](#)

[Teacher/Staff Conflict Resolution Procedure](#)

[River Grove Response and Action Table](#)

## [SCHOOL AND STUDENT PROPERTY](#)

[Wilder Forest](#)

[Search Protocol](#)

[Replacement Fees for School Property](#)

[Playground and School Property When School is not in Session](#)

[Student Personal Property](#)

## [SCHOOL COMMUNICATIONS AND DATA](#)

[School-to-Home Communication](#)

[Contacting Teachers](#)

[Parent/Guardian Address and Contact Information Updates](#)

[Student Records and Data Privacy](#)

[Directory Information](#)

[Student Record Requests](#)

## [HANDBOOK ACKNOWLEDGEMENT AND VERIFICATION](#)

## [INTERNET USE POLICY AND AGREEMENT](#)

## **ABOUT RIVER GROVE**

### ***Mission Statement***

The mission of River Grove is to utilize the area's natural resources, history, arts, and civic stewardship of the community as a foundation for the study of language arts, mathematics, science, social studies, physical education, art, and other curriculum subjects. The place-based learning environment will be student-centered, designed by teachers, and reinforced and supported by the local community.



### ***Going Beyond the Classroom***

At River Grove, students engage in local heritage, cultures, indoor and outdoor environments, and experiences to expand their learning opportunities. Using grade-appropriate settings, River Grove students use a stimulating, hands-on approach to create a presentation or performance, or investigate a question or problem.

### ***Place-Based Education***

- Gets students out of classrooms, turning communities into settings for reading and writing, math, science, art, music, and other subjects
- Energizes educators and students
- Bonds students, teachers, parents, and the community, creating a sense of belonging
- Brings learning home, personalizing it and making it relevant

### ***Project-Based Learning***

- Significantly increases student outcomes and understanding of underlying concepts
- Links learning to real-world exploration
- Values creativity, natural inquiry, and teamwork

## ***A Brief History of River Grove***

A small group of community members in Marine on St. Croix, MN, began discussing an alternate education programming model in the spring of 2015. Letters of intent for the Marine Area Community School (MACS) were submitted to potential charter school authorizers in the fall, followed by a formal authorizer agreement with the Minnesota Guild of Public Charter Schools. The school now has formal recognition from the Minnesota Department of Education, who has assigned the school district #4254. Our inaugural year was 2017-18.

## ***Governance and Philosophy***

River Grove is teacher-powered! At a teacher-powered school, teachers have the collective autonomy to make decisions influencing the school. The teaching team has the responsibility to develop, implement, and evaluate the learning program. The School Director reports directly to the Board of Directors and is responsible for the day-to-day management of the school. The teaching team has board representation.

To learn more about teacher-powered schools visit: [www.teacherpowered.org](http://www.teacherpowered.org).

### ***Board of Directors***

River Grove's board meets once a month. Meetings are listed [on our school's website](#). Meeting agenda and minutes are also [available on the website](#).

### **Board Contact Information**

[Please refer to the school's website for the current board contact list.](#)

### **Teachers, Administration, and Staff**

For 2022-23, River Grove serves 225 students in 13 classrooms: two each of K through 5th grade, and one class of 6th grade. Special education teachers assigned to each grade provide targeted support, and a large staff of paraeducators and support personnel help implement the school's unique learning program for all students. Our entire staff is dedicated to meeting with children where their needs are and empowering all children to reach their full potential. [Please refer to the school's website for complete staff contact information.](#)

### **The Authorizer's Role**

River Grove is a non-districted public charter school. A charter school is an independently run public school granted greater flexibility in its operations in return for greater accountability for performance. The school is led by the Administration and the Teaching Team, supervised by the Board of Directors, and authorized by the Minnesota Guild of Public Charter Schools. River Grove is governed by the Minnesota Guild along with the Minnesota Department of Education. More information about the Minnesota Guild can be found at: <https://guildschools.org/>.

### **Equal Opportunity Statement**

It is the policy of River Grove to provide equal educational opportunity for all persons. The school does not discriminate on the basis of: race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. The school also makes reasonable accommodations for disabled students.

This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities or other rights or privileges of enrollment. It is the responsibility of every school employee to comply with this policy conscientiously. Any student, parent or guardian having any questions regarding this policy should discuss it with the Administrator.



## River Grove Overview 2022-23

### Calendar for 2022-23

To accommodate our families, River Grove will follow as closely as possible the District 834 calendar, although dates may not match exactly. A school calendar will be distributed upon enrollment and posted on the school website. It is each family's responsibility to be aware of and follow the school's calendar. Please also refer to the school's online calendar, [located on the website](#).

### Schedules

Please contact your student's teacher for classroom schedules. The overall school calendar of events will be [published on the school's website](#). Individual class schedules will not be published publicly.


### School Hours

River Grove's school day begins at 8:30am and ends at 3:15pm. The earliest students may arrive on campus is 8:15am. The front office closes at 4:00pm and students need to be off campus at 3:30pm unless enrolled in after-school activities.

### School Website

For updated school information please visit our website at: <http://www.marineareaschool.org/>.










Events and news will also be shared via newsletter through classroom newsletters. The parent Facebook page is intended to be a communication tool for the Parent-Teacher Organization, not an official school communication outlet. The PTO often assists the school in communicating important dates and announcements.



# 2022-23 School Calendar

Updated 7-19-22

<b>August '22</b> <table> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	Su	M	Tu	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<b>September '22</b> <table> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	Su	M	Tu	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<b>October '22</b> <table> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Su	M	Tu	W	Th	F	S	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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First/Last Day of School	No School/Planning Day	No School/No Teacher Duty	No School - Teacher In Service	No School - Conference Day	No School - Welcome Conferences	New Teacher Days	Teacher Planning PM only/Student Care Provided	Student Contact Day

Highlights: 165 School Days

183 Teacher Contract Days (186 New Teacher Contract Days)

## Campus Map

### 2022-23

See image at right.

## Supply Lists

School supplies will vary by teacher and grade. Supply lists for all teachers will be distributed electronically and posted on our website a minimum of two weeks before the first day of school.

## Lost and Found

Articles found in any building or on school grounds should be turned into the Lost and Found, located in the Commons building. Students should

regularly check this area for personal property. Four times a year, articles not claimed may be discarded or may be donated to charitable organizations. Those times are:

- After fall conferences
- Prior to winter break
- After spring conferences
- The last day of school

To assist in recovery of lost items, please ensure items have your child's name written on them.

## Animals and Pets

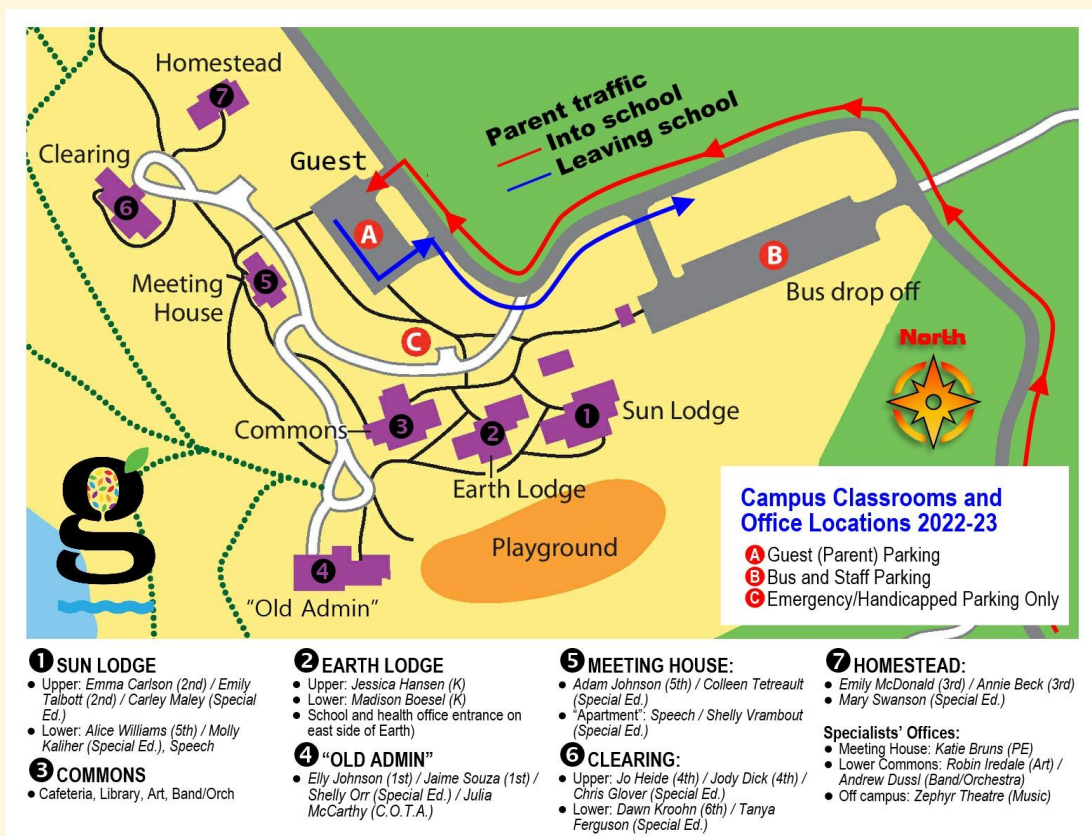
No personal animals or pets may be brought to school without advanced permission from the school, with the exception of service animals. Please see the School Director for the complete Service Animal Policy. Parents will be notified in advance if guest animals will be visiting.

## Pledge of Allegiance

State law requires that all students shall recite the Pledge of Allegiance to the Flag of the United States of America one or more times each week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so.

## Donations

River Grove gratefully accepts financial contributions and holds 501(3)c non-profit status for tax-beneficial charitable donations. Checks can be made out to "Marine Area Community School" and dropped off at the school office or mailed to: Marine Area Community School, PO Box 178, Marine on St Croix, MN 55047.





## **THE LEARNING PROGRAM AT RIVER GROVE**

### **Grading**

River Grove assesses students based on the Minnesota Education Standards for each grade. River Grove's grading scale is as follows:

- E = Exceeds the requirements for this standard / unit.
- M = Meets all of the requirements for this standard / unit.
- P = Progressing towards meeting the requirements for this standard or unit.
- N = Standards or requirements for the unit have not been met or there has been no forward progress in meeting this standard.
- I = Incomplete data to assess this unit or standard. May result from a student being absent from this unit.
- IP = Individual Progress

### **Assessments**

River Grove conducts standardized testing and assessments to help us individualize and target instruction , including Minnesota Comprehensive Assessments (MCAs), NWEA's MAP® Growth™ assessments, and DIBELS®.

NWEA's MAP® Growth™ assessments facilitate an accurate snapshot of where a student currently is in their learning, how much each student has grown over time, and what students are ready to learn. River Grove's teachers can better plan instruction and group students based on their specific needs. MAP® Growth™ assessments precisely measure growth and proficiency—and provide insights to help tailor instruction to individual students. The system is a precise way to measure an individual student's academic level and growth—and then to use the resulting data as a transformational and targeted teaching tool.

The Minnesota Comprehensive Assessments (MCA) are state tests in reading, mathematics, and science that are used to meet federal and state legislative requirements. The tests are administered every year to measure student performance relative to the Minnesota Academic Standards that specify what students in a particular grade should know and be able to do. At River Grove, reading and mathematics tests are administered in grades 3–6, and the science test is also administered to students in grade 5. [More information about the MCAs can be found here.](#)

DIBELS® (Dynamic Indicators of Basic Early Literacy Skills) is a set of procedures and measures for assessing the acquisition of literacy skills. They are designed to be short (one-minute) fluency measures that can be used to regularly detect risk and monitor the development of early literacy and early reading skills beginning in kindergarten. DIBELS® assessments help teachers monitor and screen students' progress in learning some of the necessary skills to become successful readers.

See River Grove's website calendar for testing dates.

### **Field Trips**

Field trips enhance educational experiences of the students. All efforts will be made to keep costs to a minimum. A signed permission slip must be returned for a child in order for them to attend. Families who qualify for free and reduced meals may also qualify for scholarships for field trips. Please contact the school office for more information.

## **Homework**

At River Grove we believe in daily purposeful practice outside of the classroom to reinforce skills taught during the school day. Each teacher will assign homework based on student needs throughout the year. Typical homework will involve reading, math, and spelling but may also include project-based activities, science, and history assignments.

## **Parental Involvement**

There are many ways to be involved in your child's learning.

- River Grove PTO
- Board committees
- Attending back to school events, curriculum nights, parent-teacher conferences, and special events
- Working with your child at home by reading and doing homework together
- Getting to know your child's teacher and visiting with the School Director
- Volunteering in the classroom or during special events

## **Student Support Services**

River Grove provides student support services to promote student achievement, empower students, and encourage personal growth. We offer a combination of programs to help students succeed.

One program is BARR (Building Assets, Reducing Risks). This is an evidence-based model that provides our school with a strength-based comprehensive approach to meeting the academic, social, and emotional needs of all students. Through BARR, we work to harness the power of relationships and data to remove both academic and non-academic barriers to learning and ensure that no student is invisible.

BARR recognizes that each student enters school with unique strengths, challenges, and histories. To help teachers get to know each of our student's strengths and interests, the model utilizes proactive strategies rather than waiting for something to go wrong. Specific components are designed to meet individual student needs, offering extra support to struggling students while providing ample opportunities for all students to develop the skills needed to be successful.

## **Extracurricular Activities and Before/After School Care**

### **Band and Orchestra**

Fourth-, fifth-, and sixth-grade students may choose to be in band or orchestra. Selection and rental of an instrument and individual lessons are handled by our music director. Additional information relative to the program will be provided by the director. There is a \$100 fee per semester to be in the band or orchestra. This should be paid by the end of each semester.

### **After-School Clubs and Activities**

River Grove staff may offer after-school activities for students. Separate information and permission slips will be sent to the parent/guardian when these activities are offered.

### **Before/After School Care**

River Grove may offer before and after-school care, which is separate from clubs. All policies and procedures contained in this handbook will also apply to any care programs offered. See separate info.

# **POLICIES AND PROCEDURES**

## ***Arrivals, Dismissals, and Driving to Campus***

### **Arrival and Dismissal Times**

- For 2022-23, school hours are 8:30am to 3:15pm.
- School supervision is not available before 8:15am unless the student is registered for before-school care. For safety reasons students may arrive no earlier than 8:15am and will not be allowed into school grounds, with the exception of the parking lot and administrative office (until 8:15am, when classrooms open). The school office opens at 8:00am for administrative business.
- Students are dismissed so that buses leave the school and parent pick-up begins at 3:15pm.

### **Bus Transportation**

- Bus transportation is provided by the school. For specific questions and requests about bus routes please contact Ron Gubrud, Transportation Coordinator, at 651-409-3122 or [rgubrud@marineareaschool.org](mailto:rgubrud@marineareaschool.org).
- Students not residing within District 834 may not have busing provided.
- Please report any bus-related incidents to the bus driver and our School Director.

#### ***Arrival Procedures–Bus***

Students using bus transportation will be released from their bus by their bus driver to a staff member who will escort them to their class building.

#### ***Dismissal Procedures–Bus***

Students using bus transportation will be picked up from their class buildings by a staff member and escorted to the bus lot. They will be dismissed to their bus when their bus driver is ready for them.

### **Carpooling and Parent Transportation**

School families may arrange carpool transportation for their children to and from school. The school cannot arrange the carpools, but will provide a family directory so that parents can make their own arrangements.

#### ***Arrival Procedures–Parent Transportation***

- The drop off period for students is between 8:15am and 8:30am each morning. Classroom doors will not be open until 8:15am and will lock promptly at 8:30am.
- Students **must** remain in the care of their parent/guardian until released to a staff member. Staff members will NOT accept students before 8:15am.
- Parents arriving prior to 8:30am with students must go to the Guest parking lot. Staff will meet students there. Kindergartners and first graders will be accompanied by staff members to class.

#### ***Dismissal Procedures–Parent Transportation***

Students will be escorted to the Guest parking lot to await their ride. Students will be released by a staff member to their vehicle. Parents should remain in their vehicles and follow the directions of the assigned staff members.

#### ***Waiting During Parent-Pickup***

Because of the many cars driving in the area, students waiting to be picked up are expected to know and observe the school's safety rules as well as the Student Code of Conduct.

## Late Arrival / Early Release

- All late arrivals (after 8:30am) and early release students (before 3:15pm) must be signed in and out from the school office.
- Students can be released early only to those listed as a parent/guardian on their school contact form or other adults previously approved in writing.
  - Parents/guardians are responsible for updating all emergency contacts and authorized persons. [Please use this form.](#)
- Parents picking up a child early: Please inform your child's teacher as well as the office via email to [attendance@marineareaschool.org](mailto:attendance@marineareaschool.org) at least one hour ahead of the pickup time.

## Procedures for Late Arrival (Tardy)

- Students are considered late if they arrive at the classroom after 8:30am.
- Students arriving after 9:30am will be considered absent for the full morning.
- Parents park in the Guest Lot and check in at the office with their student.
- Students must be signed into the school office and be issued a tardy pass. Office personnel will contact the classroom to alert the teacher that the student is on their way to class.
- Parents should accompany their student(s) to their classroom(s).
- For the purpose of attendance, three tardies is the equivalent to one unexcused absence.

## Procedures for Early Release

- Parents park in the Guest Lot and check in at the office to sign their student out.
- If staffing is available, students will be accompanied by a staff from the class to the office. If necessary, walk to the student's classroom to pick up their student.
- Parents may depart with their student(s).

## Daily Dismissal Changes

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

## Driving Safely on Campus

- Only delivery, emergency, and handicap-authorized vehicles are allowed on our service roads.
- When picking up a student, park in the "Guest" parking lot. Do not drive or park on the service road except in an emergency.
- Drive slowly on campus and on area roads.

## Restricted Use of Oldfield Road

If you drop off and pick up your child or children at River Grove, please be aware that travel on Oldfield Road between Square Lake Trail and Ostlund Trail is not allowed. Our Conditional Use Permit strictly forbids the use of this portion of Oldfield Road by those working at or attending River Grove. May Township has asked us to make all of our families aware of this restriction. Two allowed approaches to the school are Paul Avenue to Ostlund Trail (eastern approach) and Norell Avenue to Oldfield Road (western approach). Thank you for helping the school to follow our CUP.



## Attendance

### Attendance Requirements

As a public school, we are required to follow Minnesota mandatory attendance laws. Students are expected to come to school every day and be on time. Regular attendance is directly related to academic success.

School attendance is a joint responsibility to be shared by students, parents/guardians, teachers, and administrators. It is the student's responsibility to attend all assigned classes and follow the correct procedures when absent from an assigned class. It is the responsibility of the parent/guardian to ensure the student is attending school, to inform the school of a student absence, and to work cooperatively with the school and student to solve any attendance problems that may arise.

### Procedure for Absences and Tardies

- Call the school office (651-409-3122) by 9:00am or email [attendance@marineareaschool.org](mailto:attendance@marineareaschool.org) to report any absence **each day** the student is absent.
  - Failure to do so will result in the school calling home to check in on the location of a student.
  - Please leave your name, child's name, child's grade, reason for absence, and your child's teacher's name.
  - All student absences will be considered unexcused unless verified as excused by a parent/guardian.
- When leaving during school hours, a parent/guardian must report to the office to sign their child out. See procedures above.
- If a student is late arriving, they must have a parent sign them in at the office and escort them to their classroom. See procedures above.
- A student who will be absent for two or more days must present to the office a signed note from a parent/guardian or the office must receive an email indicating the days they will be absent.
- No student is to leave school grounds during the school day without the school's permission and without an authorized staff, parent, or guardian
- Please report all late arrivals and early dismissals to the front office and your child's classroom teacher as early as possible.
- NOTE:
  - For the purpose of attendance, three tardies is the equivalent to one unexcused absence.
  - Students arriving after 9:30am are considered absent for the full morning period.

### Excused Absences

An absence from school or class for any of the following reasons is recognized by the school as excused:

- Illness that is verified by a parent/guardian or doctor.
- Family emergency; unforeseen occurrence such as a serious illness, injury or death of a family member.
- Medical/dental/other appointment: If possible, please arrange appointments outside of school hours. A written excuse from the doctor/dentist/etc. is recommended if the student is missing any school time.
- Court appearance: When a student is being court ordered to appear and absence is previously arranged by the student with the school.
- Bus transportation: Problems related to transportation that is provided by the school.
- Religious holidays.
- Other non-emergency situations such as family vacations and sporting events at the discretion of school administration. The school must be notified ahead of time.



### Unexcused Absences

An absence from school or class for a reason that is not recognized by the school as excused, whether or not verified by a parent/guardian. Examples of unexcused reasons for absences and tardiness include but are not limited to:

- Overslept/running late.
- Need for sleep or rest, or a personal day.
- Needed at home / babysitting.
- Missed the bus.
- Weather-related issues.
- Leaving school during the regular school day without approval of the School Director.
- Not in assigned location while at school.

### Guidelines for Health-Related Absences

- Please contact the school office **each day** whenever a student is home with an illness. School staff may contact a parent if the student misses school frequently or has an extended illness.
  - Call the school office (651-409-3122) by 9:00am or email [attendance@marineareaschool.org](mailto:attendance@marineareaschool.org).
- Any illness beyond three consecutive days may need a doctor's note upon return in order to be excused.
  - Please refer to the COVID Policies document, published separately, for additional information.
- If a student is ill, it is expected they will remain at home until they are symptom-free or have been on antibiotics for 24 hours.
  - Please refer to the COVID Policies document, published separately, for additional information.
- If a student misses 10 or more days per year due to illness, school administration may require a note from a healthcare professional. Coordination between parents and school may be needed for make-up work..

### Consequences for Excessive Absences

- Absences in excess of 10 consecutive days that are not a result of an illness may result in your child being withdrawn from the school and your child's spot given to the next family on the waiting list.
- A student absent for any reason for 15 consecutive days must be dropped from the school and must formally re-enroll to be admitted to the school. If a student has an extended long-term illness, required make-up work and grade will be determined by the school.

### Consequences for Unexcused Absences

River Grove works with Washington County Community Services and follows their guidelines regarding truancy. According to the Washington County brochure "[A Guide to Truancy Diversion Services in Washington County](#)" brochure (dated 9-19), "The law permits counties to implement school attendance programs 'designed to provide a continuum of intervention and services to support families and children in school and in combating truancy.' " In addition:

*At 3-5 unexcused absences, the school will notify the parent or guardian that the child is a "continuing truant." Students and parents/guardians will also receive an invitation from the County Attorney's Office to attend AIM [Attendance Intervention Meeting].*

*If the child has 7 unexcused absences, they are then considered "habitually truant." The school is required to report the student to Washington County after 7-10 unexcused absences.*

### Make-Up Work

When a student is absent, they are expected to make-up any missed work. Arrangements for make-up work are the responsibility of the student. A period of two days for each day missed is the general rule unless other arrangements have been made with the teacher. Teachers are not expected to provide homework ahead of time

for pre-planned absences. It is the teacher's job to plan lessons for the students who are in attendance. A failing grade will be recorded for all make-up work not completed.

## **Health and Wellness**

Please refer to the COVID Policies document, published separately, for additional health information.

### **Immunizations**

The Minnesota School Immunization Law requires that all students be properly vaccinated to remain enrolled in school. Each student's immunization record must be current and on file with the school BEFORE the student can attend class. A conscientious objection requires a notarized form stating a complete examination or specifying which immunizations are being withheld.

### **Health Conditions**

If a student has a health condition such as diabetes, asthma, seizures, frequent ear infections, or allergies, please notify the school's Health Office before the start of the school year through the enrollment process.

### **Communicable Diseases**

You are required to inform the school if your child has a communicable disease so the school can take steps to limit the spread to other students. Communicable diseases requiring exclusion from school include, but are not limited to: bronchitis, influenza, COVID-19, pink-eye, hand foot and mouth disease, fifth's disease, impetigo, ringworm, head lice, scabies and strep throat. Schools are required by law to report some highly contagious diseases to the state health department, such as pertussis (whooping cough), lyme disease, some cases of influenza, measles, mumps, rubella, and chickenpox. The information will be kept confidential.

### **Emergency Health**

Parents and guardians are required to complete an emergency contact information form through the school enrollment process and to update that information annually. Parents/guardians are responsible for informing the school office of address, email, and/or phone number changes. [Please use this form on this page to update emergency contact information.](#)

River Grove does not employ a full-time nurse on campus each school day. Staff are not allowed to provide treatment beyond basic first aid. Students will be immediately sent to the front office at the teacher's discretion, with the purpose of being collected by a parent, if they exhibit signs of illness or serious injury at school and/or are unable to participate in routine activities without more staff supervision than usual.

Students who are exhibiting the following symptoms of illness should remain at home, until symptoms improve or a healthcare provider has determined that the child can return to school:

- Vomiting or diarrhea within the previous 24 hours.
- Fever of 100.4 degrees or higher within the previous 24 hours, without the use of fever-reducing medication.
- Pink eye or eye drainage with fever and/or eye pain.
- Mucus/sputum that is green or yellow and cannot be contained.
- Signs of possible severe illness such as uncontrolled coughing, difficulty breathing, unusual tiredness, or unexplained irritability.
- Mouth sores with drooling.
- Rashes or an open wound that can not be covered.
- Unusual color of skin, eyes, stool, or urine.

## Medications at School

- The school will not administer any over-the-counter medicines or prescription drugs unless given permission and instructions by the parent/guardian of the student per the policy of the Minnesota Department of Education.
- If the student is required to take prescription medicine at school, please provide written instructions and the medicine in its original container to the school's Health Office.
- Teachers will **not** give students any product of a medicinal or therapeutic nature under any circumstances. This includes cough drops, herbal/antibiotic ointments, and pain relievers.
- All medicines must be distributed through the Health Office unless authorized by a doctor. Please contact the Health Office for the appropriate forms:
  - All prescription medication requires a form signed by a physician or medical professional.
  - A separate form is required for non-prescription drugs such as Tylenol.

## Bug Spray, Sunscreen, Lip Balm Waiver

Parents wishing their students to be allowed bug spray, sunscreen, and lip balm during the course of the school day will need to sign a waiver. Bug spray, sunscreen, and lip balm will need to be labeled with the student's name, kept in the classroom, and will need to be applied by staff.

## Nutrition Services

- River Grove offers healthy meals each day at lunchtime. Menus will be published on our website, and parents should place orders through the website.
- If you choose to provide your students with their own lunch, River Grove encourages students to eat nutritious and healthy meals.
- Students who bring their lunch from home will not be allowed to access microwaves or refrigerators unless for a documented food allergy or medical issue.

## Free and Reduced-Price School Meal Benefits

At any time of the school year, River Grove accepts Applications for Educational Benefits for free and reduced-price school meals. Approval is based on comparison of the household's income to current U.S. Department of Agriculture (USDA) household income guidelines. The application is made available to all families prior to the start of the school year [on the school's website here](#).

Households that have already been approved for the following public assistance programs are not required to but may complete an Application for Educational Benefits using case number(s) instead of household income information:

- Supplemental Nutrition Assistance Program (SNAP)
- Minnesota Family Investment Program (MFIP)
- Food Distribution Program on Indian Reservations (FDPIR)

Children approved for these programs may be directly certified for free school meals, based on data supplied to the Minnesota Department of Education (MDE) by the Minnesota Department of Human Services (DHS). [Visit the MDE's School Meal Applications webpage for more information.](#)

## Negative Account Balances

In accordance with state and federal law, River Grove adopts the following policy to ensure that families and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow

students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

### **Policy**

- Students have the use of a meal account. When the balance reaches \$0.00 a student may charge no more than \$15 to this account. After a student's account is in arrears by \$15 or more and the parent/guardian does not make payment to the lunch account, they will be notified that the Nutrition Services Department will provide an alternate reimbursable meal for lunch. Payment for these meals will be charged to the student's account.
- Deposits can be made online in JMC or money can be brought to the school office.
- Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

### **Wellness Policy**

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

## **Safety and Security**

### **Visitor Procedures**

All visitors must check in at the main office building. For the safety of our staff and students, all visitors, including parent volunteers and community members, must wear a visitor badge when on school grounds. All visitors and volunteers must check out and return their badge before departing school grounds.

### **Volunteer**

River Grove greatly values volunteer efforts of all types. Daily volunteers are needed for a variety of situations. Parents are also encouraged to share additional ways to contribute their time or talents to River Grove with the School Director and Teaching Team.

Any person(s) interested in chaperoning, supervising or accompanying children, attending field trips, and/or assisting with any school-related activities on- or off-campus will be required to complete the Volunteer Application form and Background check form. Background checks are valid for three years. Volunteer training through the school may be required. Times and dates of these will be posted on the school website.

### **Safety Drills**

As a proactive measure, our school will practice fire, tornado, and lockdown drills throughout the school year. We urge you to talk to your students about these drills at home. We explain lock down drills to our students as a situation where a stranger did not check in at the office and we need to stay in our classrooms until we know it's safe. If you are on school grounds during a drill, you will be expected to participate.

### **Video Surveillance**

River Grove authorizes the use of video/electronic surveillance systems to monitor activity on school property as a means to protect the health and safety of students, staff, and visitors.

## Emergency Procedures

In case of an emergency, River Grove will first ensure the safety of students and faculty on sight and then we will communicate with families. River Grove will communicate with parents:

- Through automated phone calls, text messages, and/or e-mails about the incident that occurred.
- Implement the plan to manage parents who arrive at the school.
- Information regarding possible reactions of their children and ways to talk with them about the incident.
- When and where school will resume.

## Family Responsibilities

- Families should ensure that the school has the most up-to-date contact information to ensure timely communication.
- Families should encourage and support school safety, violence prevention, and incident preparedness programs within the school.
- Understand the family role during a school emergency.
- Understand that in case of an evacuation or lockdown emergency, families should NOT come to the school. The school will contact families with information and protocols as soon as we are able.

## Clothing and Cold Weather Policies for Outside Recess / Outdoor Activities

River Grove is an environmentally aware school. It is important that students are appropriately prepared for all weather conditions. Warm coats, hats, gloves, boots, snow pants, and rain gear are necessities as students will be outside in all weather conditions.

- If the temperature is 32 degrees F or below, a coat, hat or hood, and gloves or mittens are required.
- Snow pants and boots are required when snow is present.
- When the wind chill falls between 0 and -10 F, recess may be abbreviated at the discretion of the staff.
- Students will not go outside for recess or gym classes when cold weather conditions reach zero degrees and/or a wind chill of -10 degrees.

## Inclement Weather Policy for School Closing and Delays

River Grove takes decisions on closing school very seriously. The decision is largely based on the abilities of the bus capabilities to travel the roads safely, the conditions the bus riders will face when waiting for buses and the safety of all staff, students, and families while transporting students to and from school. Due to our students spending a great amount of time outside, the windchill factor will be taken into consideration when making school day decisions. In the event of a school cancellation or delay, pParents and families will be notified by 5:30am on the day-of.

School closing, delay, or early dismissal information will be posted on our school website, and school Facebook page, and will be communicated via robocall and/or text message. You can also listen and watch for an announcement on any of the local television stations (WCCO Channel 4, KSTP Channel 5, FOX Channel 9, and KARE 11) or listen to WCCO radio.

Parents/guardians are responsible for informing the school office of address, email, and/or phone number changes.



## Student Code of Conduct

### P.R.I.D.E.

We show “P.R.I.D.E.” at River Grove in our daily activities at school. We look for students who can demonstrate high standards and be role models in our community showcasing P.R.I.D.E. in their everyday lives. P.R.I.D.E. is represented by:

**Perseverance** – Having a growth mindset

**Respect** – Treating yourself, others, and the environment with kindness

**Integrity** – Do the right thing when no

**Discovery** – Being open to trying new things; be curious!

**Excellence** – Doing *your* best

### Student Dress Code

- Garments must be seasonally appropriate for both indoor and outdoor educational activities. It is recommended students wear a t-shirt or buttoned collar shirt and shorts, skirts, or pants.
- Closed-toed shoes **MUST** be worn at all times.
- Clothing may get wet/dirty during a typical school day.
- Items of clothing that are considered inappropriate include:
  - Clothing with derogatory sayings or pictures that are deemed inappropriate for school
  - Tube tops, crop tops, backless, strapless
  - Shorts or skirts above fingertip length
  - Hats, hoods, and bandanas (recess only)
  - Flip-flops, slippery soled shoes

\*Other articles not listed may be deemed disruptive or inappropriate; therefore, staff and administration have the prerogative to ask students to change.

### Student Conduct

Every student has the right to an education in a safe, respectful, and welcoming school environment. The following are examples of unacceptable student behavior subject to disciplinary action. This list includes examples of student misconduct but by no means covers every situation:

- Attendance Problems: truancy, excessive absenteeism, tardiness, skipping classes, exiting the school buildings, or leaving school grounds without permission.
- Attire: Lack of attire or inappropriate attire that causes a danger or disruption to the educational process.
- Communication Devices: Unauthorized or illegal use of school provided internet access and/or possession of unauthorized or illegal hardware, software, information, or programs.
- Disrespectful Language: Use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades school staff, students, or others.
- Disruptive Acts: Disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insubordination, failure to identify oneself, and physical and verbal threats.
- Drugs/Tobacco/Alcohol Use: Use of drugs for non-medical purposes, alcohol and tobacco.
- Forgery: Falsifying or altering any records, documents and signatures via handwriting or computer access.
- Fire: Tampering with the fire alarm system or failure to exercise caution, resulting in a fire in a building or on school property, or failure to follow emergency fire procedures during a drill.

- Phones or Communication Devices: Unauthorized use of the school 's phone system or communication devices such as radios
- Possession of Nuisance Devices: Unauthorized use of objects that cause distractions, including but not limited to: pagers, radios, phones, headphones, handheld video games, music devices, and any fidget device not part of a student's IEP or 504 Plan.
- Scholastic Dishonesty: Cheating on a school assignment or test or plagiarism.
- Terroristic Acts: Direct or indirect crime of violence or threat with purpose to terrorize another or to cause the evacuation of a building.
- Unsupervised Wandering/Running Away: Going beyond sight of staff members and/or wandering the grounds unsupervised.
- Violations Against Persons: Assault, fighting, harassment, bullying, and any act that endangers the health, safety or welfare of school staff, students or others.
- Violations Against Property: Damage to, destruction of or failure to return school property, school textbooks or materials, or the property of others, theft, vandalism.
- Violation of Transportation Policy and Procedures
- Weapons: Possession or use of a weapon when on school grounds.

## School Discipline Policy

Students who engage in activities that are disrespectful to themselves, others, or the school norms or property will be subject to disciplinary action. This policy applies to all school buildings, school grounds and parking lots, school property, all adjacent property, school vehicles, school-contracted vehicles and any other vehicles approved for school purposes, the area of entrance or departure from school premises or events and the vicinity of the school property. It also applies to any school sponsored activity, all school-sponsored trips including all overnight trips and school-related functions as well as activities that start or end at River Grove whether sanctioned or not sanctioned by the school. This policy also applies to any student conduct at any time or in any place, including off-campus behaviors and the use of electronically generated images and communications, which interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, faculty, visitors or community members.

Progressive discipline will be utilized to the extent reasonable and appropriate based upon the specific facts and circumstances on a case-by-case basis, consistent with the student's prior behavior record and the seriousness of the offense. Nothing in this policy shall be construed as requiring River Grove school to begin by imposing a minimum consequence before progressing to more serious forms of discipline. It is our best practice to employ consequences that are relevant and restorative.

The specific form of discipline chosen in a particular case is solely within the discretion of the school. Disciplinary action may include but is not limited to one or more of the following:

- Student conference
- After school work time
- Parent contact
- Parent conference
- Removal from class/setting
- In-school suspension
- Out-of-school suspension
- Suspension from extracurricular activities
- Restriction or loss of school privileges
- In-school monitoring
- Referral to in-school support services
- Referral to outside agency services
- Referral to police or other law enforcement

- Other disciplinary action as deemed appropriate by the school

\*Exceptions will be made to the above policy for students with Individual Education Plans (IEP).

## **Racial, Religious, Sexual Harassment, and Hazing**

The school prohibits any form of religious, racial or sexual harassment, and/or hazing. It shall be a violation of this policy for any student or personnel to:

- Harass a student or any school personnel through conduct or communication of a sexual nature or regarding race or religion.
- Haze any student, whether on or off school property, during or after school hours.

## **Zero-Tolerance for Violence Policy**

Violence, threats of violence, attempts at violence, bomb threats, or any action negatively affecting the safety and security of River Grove, its pupils, faculty, or community members shall have the minimum consequence of suspension with the school reserving the right to consider and impose expulsion and/or exclusion proceedings consistent with the Pupil Fair Dismissal Act.

## **Weapons Policy**

This policy is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons by students. River Grove will determine the seriousness of the offense, consider a variety of approaches and consequences to hold the student accountable for their behavior, and take into account mitigating circumstances. No student or non-student, including adults and visitors shall:

- Possess, use or distribute a weapon or other dangerous object when in a school location or direct vicinity. (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.)
- Possess use or distribute ammunition including, but not limited to bullets or other projectiles designed to be used in or as a weapon.
- Possess, use, or distribute explosives or any compound or mixture, the primary or common purpose of intended use of which is to function by explosion.
- Throw pennies, change/coins, or other projectiles to include spit-balls and other items.

Minnesota statute requires River Grove to, as soon as practical, refer to the criminal justice or juvenile delinquency system, as appropriate, a pupil who brings a firearm to school unlawfully.

The consequences for possessing, using, or distributing weapons may include: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the school board chairperson of dismissal to include up to expulsion. Pursuant to Minnesota law, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school. The board may modify this expulsion requirement for a pupil on a case-by-case basis. A student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

## **Recess Behavior/Responsibilities for Students**

River Grove believes it is essential for students to go outside for free play. Our students have daily recess, often more than once a day, except in extreme weather conditions such as heavy rain or severe cold/wind chill. Please refer to the separate document regarding behavior expectations during recess.

## Bus Behavior/Responsibilities for Students

Riding the school bus is a privilege at River Grove school. Students who ride the bus are expected to follow and observe the school's safety rules as well as the School Code of Conduct. Students who do not follow the rules may be subject to suspension of bus-riding privileges. Please refer to the separate document regarding behavior expectations on buses.

## Teacher/Staff Conflict Resolution Procedure

The conflict resolution procedure for resolving issues with teachers is as follows:

1. Direct communication with the teacher.
2. Meeting with the School Director and teacher.
3. Meeting with a representative of the Board of Directors through the Personnel Committee via written request.

## River Grove Response and Action Table

*This table outlines potential disciplinary actions and potential responses by teachers and administrators. This list is not intended to be comprehensive, but to provide examples of disciplinary expectations at River Grove.*

LEVEL 1 Responded by Classroom Teachers	
Actions: Disruptions Refusal to work Not following instructions All minor 'code of conduct' instances Negativity	Teacher follow up: with student immediately or afterwards to reinforce expectations.  A fitting natural consequence tied to the action based on classroom expectations.
LEVEL 2: Responded to by Classroom teachers for the first 2 incidences.	
Actions: Repetitive Level 1 Actions Academic Dishonesty Being disrespectful to community Throwing objects Lying / Forgery Disregard for personal space of others Use of toys and electronics	Responses: Documentation going home Phone call to parents Natural Consequence in school Making Amends
LEVEL 3: Administration Immediately Responds	

<p>Actions:</p> <p>Repetitive Level 2 Actions or Accumulated Level 2 instances that have included meetings, plans and communications with parents.</p> <p>Aggressive / Physical Behavior</p> <p>Destruction of Property</p> <p>Fighting</p> <p>Running Away from Teachers</p> <p>Sexual harassment / comments</p> <p>Significant emotional outburst</p> <p>Bullying / Cyber-bullying</p>	<p>Responses:</p> <p>Communicate with parents to plan for re-entry (typically a meeting)</p> <p>Documentation</p> <p>Suspension either part or all of a day, either in or out of school.</p>
<p><b>LEVEL 4: Immediate Administration Action</b></p>	
<p>Actions:</p> <p>Repetitive Level 3 Actions or Accumulated Level 2 instances that have included meetings, plans and communications with parents.</p> <p>Major or repeated harassment</p> <p>Assault</p> <p>Weapons</p> <p>Controlled substance use, possession of dealing</p> <p>Threatening behavior</p> <p>Theft</p>	<p>Responses:</p> <p>Meeting with parents to set up a restitution and re-entry plan.</p> <p>Suspension</p> <p>Police contact</p> <p>County / Social work contact</p> <p>Expulsion Recommendation</p>

## **SCHOOL AND STUDENT PROPERTY**

### **Wilder Forest**

The Wilder Forest is our outdoor classroom where students learn a variety of subjects and address academic standards while gaining an appreciation and awareness of natural resources. It is a place that will enhance students' appreciation of nature and heighten community pride and involvement. Being immersed in this environment allows students to develop self-esteem and outdoor skills, create a sense of community and build critical thinking skills.

All students, parents, and visitors will be respectful of the grounds and natural setting. All students must be under the direct supervision of a staff member at all times. Students are not allowed to remove items from the forest at any time. Students should remain on designated pathways and in designated play areas unless accompanied by staff members.

### **Search Protocol**

Desks, storage units and school technologies are all properties of the school. Faculty members for any reason may conduct inspection of the interior of these items at any time, without notice, without student or parent consent and without a search warrant. The personal possessions of students including, but not limited to, purses,



backpacks, book bags, packages or clothing may be searched only when a faculty member has a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Parents/Guardians will be notified of the search either prior to or after the search based upon the discretion of the Director.

### Replacement Fees for School Property

Families will be charged the replacement value for any school property that is intentionally damaged. A replacement fee may also be issued for school books or workbooks that are lost or damaged.

### Playground and School Property When School is not in Session

- Playground and school campus supervision is not provided before or after school. Students without supervision are expected to go home and not remain on the playground or on the school's campus.
- All visitors must report to the school office. If school is not in session, the campus is closed; all visitors must be accompanied by River Grove staff. The trails, playgrounds, and buildings are not open to visitors without prior authorization.

### Student Personal Property

- Please mark all personal property with your student's name. **Students should NOT bring valuables, personal electronics, games, or toys to school. Cell phones should be turned off and left in backpacks. Any of the electronic devices seen or used during the school day without staff permission will be confiscated and parents will be asked to pick these items up.**
- River Grove is not responsible for any personal property, including toys, outdoor equipment such as sleds, trading cards, electronics, cell phones, and other technologies, brought in by students. River Grove is not responsible for investigating any loss, damage to, or possible theft of any student personal property.

## SCHOOL COMMUNICATIONS AND DATA

### School-to-Home Communication

Staff at River Grove are working hard to keep you up to date on how your child is doing at school. Your child will also be taking an active part in communicating with you about their progress.

- *Welcome Conferences:* Individual "meet and greet" conferences will be held at the start of the school year.
- *Conferences:* Conferences will be held in the fall and the spring.
- *Report Cards:* Report cards will be provided two times a year and distributed via USPS or email.
- *Classroom Newsletters:* Teachers in each grade will send home at a minimum a monthly newsletter home to alert families of upcoming classroom events.
- *School Newsletters:* The school will be sending out regular updates via e-newsletters.
- *School Website and Social Media:* School and Board of Directors news will be shared on the school's website ([www.marineareaschool.org](http://www.marineareaschool.org)) and through the school's social media presence.

### Contacting Teachers

Please refer to the school's website for the [current staff contact list](#). Teachers are generally unable to take phone calls during the day. Please send an email or, if the message is urgent, call the school office to ask for a message to be delivered to the classroom.

### Parent/Guardian Address and Contact Information Updates

- It is the parent/guardians' responsibility to provide the school with up-to-date information for each parent or guardian, including current street and mailing addresses; accurate home, cell, and work phone numbers; and active email addresses.

- Parents/guardians should also provide current emergency contact and authorized persons info.
- [Please immediately complete this form if any of your information changes.](#)

## Student Records and Data Privacy

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds. FERPA gives parents certain rights with respect to their child's education records. Under FERPA, parents and students have the following rights:

- Inspect and review the student's education records maintained by the school within 10 working days of the date a written request is received. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. Contact your school Administrator to seek access to your child's record. You will be notified of the place and time the record(s) may be available for review.
- Request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify the part of the record you are requesting to be changed and why it is inaccurate or misleading. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination.
- Control the disclosure of their child's personally identifiable information from their education record. Parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the school; a person serving on the school board; a person or company with whom the school has contracted to perform a special task; a parent or student serving on an official committee; or an official of another school in which a student seeks to enroll. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.

## Directory Information

FERPA also requires the school, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you have advised the school to the contrary in accordance with school procedures. The school has designated the following as Directory Information:

- Student name
- Student photograph/image/recording
- Awards/honors received
- Grade level completed
- Participation in school sponsored activities and sports
- Dates of attendance

The primary use for Directory Information by the school is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications include:

- A playbill or program showing your child's role in a drama or music production
- School yearbook
- Honor roll or other recognition lists
- School/student directory
- School website
- Classroom newsletters

Directory Information may also be disclosed to outside organizations without a parent/guardian prior written consent, regardless of the reason for or source of the requested data. A student's photograph/image/recording is

also directory information and may be released. Photographs or videos of students participating in school activities and events may be taken by school personnel (and by the media with permission of school/staff) for use in publications, marketing materials or online communications.

Parents who wish to refuse to have any or all of the directory information made public, including student images, must notify the School Director by September 15 in writing each year.

### **Student Record Requests**

Requests by parents/guardians for information regarding their children's educational records should be made to the front office at least two days in advance. This includes requests for student transfers, attendance data, and requests to view your child's record. Requests to the school may not be able to be fulfilled immediately.

## **HANDBOOK ACKNOWLEDGEMENT AND VERIFICATION**

**– To sign the Handbook and Internet Use acknowledgment form electronically,  
please click here –**

The River Grove School Parent and Student Handbook is designed to provide the rules and procedures of a quality, disruptive-free education that treats all students and families equally.

By signing this page, you are acknowledging and verifying that you have received and take the responsibility to review the policies and procedures referenced in the River Grove School Parent and Student Handbook, including without limitation, the school's policies on discipline, academic requirements, attendance, transportation, bullying, due process, and dress code.

**As a parent/guardian of River Grove, I pledge:**

- To maintain high expectations for my child and the school
- To demonstrate interest in my child's progress at school
- To support my child's best efforts
- To support and work with school staff to promote my child's learning

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**As a student of River Grove, I pledge:**

- To be respectful
- To be accountable
- To be truthful

1) Student's Name \_\_\_\_\_ Grade for 2022-23 \_\_\_\_\_  
(PLEASE PRINT)

2) Student's Name \_\_\_\_\_ Grade for 2022-23 \_\_\_\_\_  
(PLEASE PRINT)

3) Student's Name \_\_\_\_\_ Grade for 2022-23 \_\_\_\_\_  
(PLEASE PRINT)

4) Student's Name \_\_\_\_\_ Grade for 2022-23 \_\_\_\_\_  
(PLEASE PRINT)

If using this hard copy acknowledgement form, please print, complete, and sign. Send completed form to the school office.

## INTERNET USE POLICY AND AGREEMENT

**– To sign the Handbook and Internet Use acknowledgment form electronically,  
please click here –**

PRIOR TO RECEIVING AUTHORIZATION TO USE THE INTERNET, STUDENTS AND THEIR PARENTS/GUARDIANS MUST SIGN THE FOLLOWING PERMISSION AND CONTRACT DOCUMENT:

To be completed by all Parents/Guardians:

I give my permission for my student to participate in the use of the Internet, a worldwide telecommunications network. I realize that he/she will be able to access major networks throughout the world using the Internet. I understand that this access is designed and intended for educational purposes only. I also understand that the student will receive instruction in the appropriate use of this resource. I recognize that it is impossible for River Grove School to prevent access to all controversial materials, and I will not hold them responsible for materials found or acquired on the network.

I realize the Internet contains material that is inappropriate for school purposes. I support the school's position that students are responsible for not accessing such material. Such unacceptable use of the network will result in the suspension of all privileges. I will not hold River Grove School accountable for unsuitable materials acquired by the student through Internet usage for school.

I acknowledge that I have read the Internet Use Policy.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

1) Student's Name \_\_\_\_\_ Grade for 2022-23 \_\_\_\_\_  
(PLEASE PRINT)

2) Student's Name \_\_\_\_\_ Grade for 2022-23 \_\_\_\_\_  
(PLEASE PRINT)

3) Student's Name \_\_\_\_\_ Grade for 2022-23 \_\_\_\_\_  
(PLEASE PRINT)

4) Student's Name \_\_\_\_\_ Grade for 2022-23 \_\_\_\_\_  
(PLEASE PRINT)

If using this hard copy acknowledgement form, please print, complete, and sign. Send completed form to the school office.