

Red Pine Student Handbook

School Hours:

Kindergarten AM – 9:25 – 11:55 PM – 1:15 – 3:45
Grades 1-5 9:25 – 3:45
Office Hours 7:30 – 4:30 Monday – Friday
(except holidays and vacation periods)

School Closing Information:

District Information Line 651-423-7777 or district website:
www.district196.org.

*For information regarding the closing of school due to inclement weather, listen to any of the following: WCCO –AM830, WCCO – TV4, KSTP – TV5, KMSP-TV9, KARE-TV11

*Students do not go outside for recess if the temperature is 5 degrees with the windchill or colder.

General Information

Attendance Policy:

Students who walk to school **should not arrive before 9:10 a.m. (grades K-5) or 1:10 p.m. (kindergarten p.m. students)**. Walking students (grades K-5) are to walk on pathways when present and not take shortcuts across private property. Parents are asked to assist in this area. All students are expected to be in school regularly and on time unless prevented by illness. **Parents are also asked to call the school at 651-423-7870 between 7:30 and 9 a.m. if the child is going to be absent or tardy.** If you need to call before 7:30 a.m., our attendance line voice mailbox number is 651-683-6969, vm #3219. Please inform the attendance secretary of the child's name, classroom and reason for absence. **The school will be calling you if your child is absent and a parent phone call has not been received.** According

to Minnesota statute: "All students 7 years of age and older must attend school for 170 days each year." Children under 7 years of age enrolled in kindergarten must receive 170 half-days or more per year. The attendance policy at Red Pine concerning excessive absenteeism is as follows:

- 10 student absences - letter is sent to parent expressing concern and advising parent of days missed.
- More than 10 days – attendance will be closely monitored noting continued absence patterns.
- 7 unexcused absences – a truancy petition is filed in Dakota County Juvenile Court

When parents must have a child excused from school during the day, please come to the office and sign him/her out. The secretary will call your child's room to have him/her come to the office. Parents should not enter the instructional areas without a "Visitor Pass". This is for your child's safety and security.

Bicycles

Children in grades 3, 4 and 5 are allowed to ride bicycles to school if their parents allow them to. However, this is ultimately a decision for the parent to make and not the school. Neither District 196 nor Red Pine Elementary accept responsibility or liability for bicycle accidents which may happen en route to school or en route home following school. Bicycle helmets are strongly encouraged. Racks are provided for parking them, **but the school does not accept responsibility for the bicycles.** Bicycles are not to be ridden on school property during school hours, including the noon hour and one-half hour after dismissal. Bicycles **must be walked across** intersections and on school property. Children who choose to ride their bikes to school are expected to have a lock for their bicycle. Skateboards and roller blades are not allowed at school.

Communications

The *Spotlight* is the official District 196 parent newsletter. The *Spotlight* communicates information to all citizens in the district. Items such as a district calendar for the month, menus, summaries of Board of Education meetings and other items of interest are printed for your information. If you do not receive the *Spotlight*, call 651-423-7700.

The *Dakota County Tribune* is the official newspaper for the district.

All grade levels communicate with parents via grade level newsletters, classroom calendars and the website. Weekly communications are also sent out through the RP Listserv.

The *Red Pine Treebune* is the major communication tool between school and home at Red Pine. Look for these monthly newsletters in your (oldest or only) child's home folder.

If a concern or problem about your child develops at school, please give your child's teacher a call as soon as possible. All teachers have voicemail and e-mail which can be found in the school handbook/calendar or on the Red Pine Website at www.district196.org/schools/rp.

Red Pine Rules

Playground

1. Keep hands and feet to yourself.
2. Stay within Red Pine School boundaries.
3. Be courteous to other children in what you say and do.
4. Use playground equipment properly and safely.
5. Students should remain on the playground unless they have permission from an adult to come in.

Indoor Recess

1. Students must be seated and participating in an activity designated by their teacher.
2. Students must remain in their homeroom unless they have permission from an adult to leave the room.
3. Students must use quiet, indoor voices.

Lunchroom

1. Remain seated until excused.
2. Speak in a quiet voice.
3. Clean up your space.
4. Do not share food.
5. All food must be eaten in the cafeteria.
6. Enter and exit in a quiet and orderly manner.

Line Basics:

1. Keep hands and feet to yourself.
2. Stand directly behind the person in front of you.
3. Face the front.
4. Do not talk.
5. Walk on the right side of the hallway.

Assembly Basics:

1. Sit flat.

2. Keep hands and feet to yourself.
3. Act respectfully.
4. Focus on the speaker.
5. Look to your teacher at the end of the program.

Discipline

District 196 has a district wide discipline policy that includes Red Pine students and parents. Students have the responsibility of following the appropriate behaviors expected in our schools. Specific consequences for inappropriate behavior are clearly communicated beginning on page 41 of this handbook. Please read them carefully and call the principal should you have any questions.

School and classroom rules have been established for a safe and orderly learning atmosphere at Red Pine. Teachers will communicate these rules to parents early in the year and the principal will visit every grade level during the first two weeks of school to communicate playground, hallway, lunchroom and bus rules to all students.

Dress & Grooming

Clothing may not include words or visuals which are obscene, abusive or discriminatory or which advertise alcohol, tobacco or dangerous drugs.

Students may wear hats or caps outside the building but **not** inside the school. This rule and social etiquette is enforced by all Red Pine staff.

Dropping Off and Picking Up Students

When dropping off and picking up students, **please do not park or wait in the bus lane in front of the school at any time.** Please use the parent lane (to the north of the school) for this purpose. Please do not park in the fire lane as you may be ticketed or towed.

Food Treats

The Minnesota State Department of Health strongly recommends that food cooked at home not be distributed to children at school. In order to comply with this recommendation, only commercially prepared food can be served at school. While birthday treats and other food items have traditionally been common fare in classrooms, we would prefer families not bring in food for birthdays. Due to the numerous students, volunteers, and staff with severe allergies, we would prefer nonfood items, such as pencils, pens and stickers be brought in as treats. We also maintain concern about the health of our students and join in the effort to improve nutrition in District 196. We do, however, realize that some families prefer to send food items to school for treats and thus commercially prepared food items will still be allowed.

Gym Shoes

Students are required to wear tennis or gym shoes when participating in physical education activities. It is recommended that students bring a pair to keep at school. Please label your child's gym shoes with his/her name.

Homebound Instruction

A child is eligible for homebound instruction if he/she has been ill or hospitalized and will be absent for 15 consecutive days or more of school. Contact the principal for more information.

Homework

Homework is not assigned as a daily requirement, but rather as an outgrowth or continuation of a school project. Homework is a child's responsibility. From time to time it may be necessary for parents to be of assistance by providing direction and encouragement to their child. Being aware of and interested in what your child does at school and in papers and projects he/she brings home is vital to his/her success in school.

Insurance

The school district does not carry insurance for accidents at school or in-school activities.

Labeling Clothes

Children's clothing (jackets, overshoes, gym shoes, etc.) should be **plainly marked** with the child's name. The school is **not** responsible for lost items.

Lost and Found

Items that have been lost are placed in the Lost 'n' Found storage chest located near the main door. Students and parents are encouraged to examine the Lost 'n' Found chest on a regular basis. Items not claimed by the end of each quarter (i.e. Nov., Jan., March, June) are taken to Goodwill.

Food Programs

Breakfast Program

Breakfast is served each morning in the cafeteria from 9:10-9:25 a.m. All students are welcome to participate.

Student Full Price Breakfast	\$1.40
Student Reduced Price Breakfast	free

Breakfast participants draw funds from their student lunch credit accounts. All prices are subject to change without notice.

Lunch Program

School lunch prices are as follows:

Student Full Price Lunch \$1.85

Student Reduced Price Lunch .40

Milk .40

Adult Lunch \$3.05*

*Parents who wish to eat school lunch with their child must give their child's teacher at least 1 day notice.

In August, you will receive a letter from Food Services advising your child as to what his/her lunch number will be for the school year. ***Please assist your child in memorizing this number prior to the start of the school year as this will greatly assist us in managing our new computerized lunch program.*** Students will retain this number throughout their entire school years in District 196.

Prepayments will be accepted daily at school. Prepayments can also be mailed directly to the Food Services Office. Unused credits will be carried forward to the next month and throughout the school year.

We can accept check payments for any amount up to \$321.90 for the entire school year. The total amount of the check will be deposited into the lunch account; change cannot be given for personal checks. If sending a check, please write the student's full name and lunch identification number on the check. If depositing cash, please place it in an envelope with the student's full name and lunch identification on it.

NO CHARGES FOR SCHOOL LUNCH OR MILK WILL BE ALLOWED. Students with no lunch credits will be given a cheese sandwich only. Please keep track of your child's lunch credits. Your account balance can be checked by calling your school cafeteria or the Food Services Office at 651-

683-6957 or checking on-line at the district or school websites. Applications for free and reduced-priced meals are available at your school office or at the Food Services Office.

All checks should be made payable to INDEPENDENT SCHOOL DISTRICT 196 for the amount of the purchase only. School lunch menus will be sent home each month with our students and will be published in the *Dakota County Tribune*.

Money Brought to School

All students should bring their lunch credit money, milk credit money, etc., to school in envelopes indicating their **names**, the **teacher's name**, **amount of money** and **what it is for** clearly marked on the envelope. Students should not bring money to school unless requested to do so for field trips. Students are not allowed to spend more than \$5.00 per visit at the Red Pine School Store.

Pet Visitation Policy

For health and safety reasons, domestic and/or wild pets are not allowed at school.

Personal Items/Property

Personal belongings that include toys, headphones, boom boxes, skateboards, roller blades, etc. are not allowed at Red Pine Elementary School. We believe these items are best used at home and not brought to school.

School-Age Child Care

School-age child care is provided at Red Pine Elementary School through the YMCA. Hours are 6 a.m. until school begins and after school until 6 p.m. YMCA staff are completely responsible for the SACC program. It is not run by ISD 196 staff. Parents wishing to enroll their children in the Red Pine SACC program should contact the YMCA directly at 651-456-9622. The direct dial number for SACC here at Red Pine is 423-7874.

School Parties

All grade levels typically have three parties per year. Parents are asked to contribute \$5.00 per child for the three parties during the year. The money is then given to a parent coordinator who is responsible for delegating party responsibilities and dividing the money as equally as possible among parent helpers who purchase items for the parties.

Birthday Invitations

As children celebrate birthdays and plan their parties, they often bring birthday invitations to school to pass out to their classmates. In school we work very hard on respecting our classmate's feelings, being kind and including everyone in our games. Because it is not always possible to invite all students from a class, we often see children who are not included in the excitement of the party feel hurt and left out. For that reason, we ask that you NOT send birthday invitations to school to be passed out. We have the PTO directory available to each family if you need a list of classmates' phone numbers and addresses.

Security of our students

In order to insure the safety of all children at all times, procedures have been established in the schools. The following procedures are in effect:

1. **Anyone coming to school is to report to the office and receive a Red Pine 'Visitor Pass'.** (Exceptions are made for school programs, scheduled visitations and conferences.)
2. Parents wishing to pick up their children from school **must come to the office to do so.** At the office, the secretary will call your child to the office while the parent signs him/her out. The child must be signed out if it is before 3:40 p.m. (end of the school day.)

3. If you wish to authorize someone to pick up your child that is not listed on the student's emergency card, you must let the office know. Picture identification will be requested of the adult picking up your child.

4. All doors to Red Pine are kept locked during the school day with the exception of our front doors for the safety and security of our students.

Telephone

Students are allowed limited use of the telephone in the office. Please refrain from calling your child at school unless for emergency reasons. We have a "Good News" phone in the office that pupils are allowed to use when they have something special to share with their parents.

Tobacco-Free Environment Policy

District 196 supports the growing national movement toward a tobacco-free environment. Use of tobacco in district buildings or on district grounds is prohibited. Thank you for your cooperation.

Visiting School

Parents are welcome and encouraged to visit school at any time. A phone call to the teacher prior to your visit would be a normal courtesy and much appreciated. Please call the school and plan your visit with the classroom teacher or send a note that you plan to visit school. Parents are asked to check-in at the office first and pick up a "visitor pass". Friends and relatives of your child who may be visiting your home may not spend the day at school as they are "non-enrolled" students and would not be protected under our liability coverage. Our staff lounge is reserved for staff use only between the hours of 11:30 a.m. and 2:00 p.m. Middle school and high school students (including former Red Pine alums) are not allowed to visit during our regular instructional days.

Withdrawing Children

If you are planning to move out of the Red Pine attendance area, please call the school and give your new address and the date of the last day your child will attend Red Pine. Records for children moving to another school in ISD 196 will be sent to the new school through the inter-school mail. Records for students enrolling in a school outside of ISD 196 will be requested in writing by the new school.