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MISSION STATEMENT

The purpose of public education at Red Lake County Central is to help individuals acquire knowledge, skills, and positive attitudes toward self and others that will enable them to solve problems, think creatively, continue learning, and develop maximum potential for leading productive, fulfilling lives in a complex and changing society.

Complaints and Grievances

The Red Lake County Central Elementary School does not discriminate in admission or access to, or treatment, or employment in its programs and activities, on the basis of sex, race, color, age, disability, religion or national origin. The Red Lake County Central Elementary Board of Education assures student grievance rights through a formal student complaint process. Mr. Randy Pederson, Principal, will investigate any issue related to instruction and/or grading and attempt to resolve the problem. Mr. Pederson will also investigate any issue relative to student transportation and/or student discipline and attempt to resolve the problem. Extracurricular complaints should be referred to Mr. Gary Brantl, Activities Director, who will investigate any activity complaint and attempt to resolve the problem. Issues not resolved on this level of authority can be appealed to Mr. James Guetter, Superintendent.

Non-Discrimination Notice

The Red Lake County Central Elementary School does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Complaints regarding alleged discrimination can be processed according to guidelines, which are available in the office of the Superintendent.

Visitors

Parents are always welcome at Red Lake County Central Elementary. To ensure the safety of our students we ask that all visitors check in at the main office when entering the school to receive a visitor's ID. Student visitors must have pre-approval from an administrator.

Absences

A perfect attendance record is commendable but should not be sought at the expense of the child's health. Special exceptions will be made for family trips, medical appointments, etc.

Tardiness

Training in punctuality and regularity of attendance is an important part of school life.

Time Schedule

Children within walking distance are encouraged to arrive at school **NO EARLIER than 7:55 A.M.** without special permission.

The School Day

School for the children will begin at 8:30 A.M. Warning bell will ring at 8:25 A.M. Dismissal time is 3:10 P.M.

Hot Lunch and Breakfast

Hot lunch and breakfast money will be collected in the office. Free or reduced price lunches may be applied for at the Superintendent's office.

Office Personnel

The secretary is on duty from 7:45 A.M. to 4:15 P.M. The bookkeeper is on duty from 7:30 A.M. to 4:00 P.M.

Money

Money left in rooms has at times disappeared. Please do not leave money in your rooms because the school will not assume responsibility for loss of money, jewelry, etc.

Leaving School Before Dismissal Time

No elementary child shall be permitted to leave school prior to dismissal time unless permission has been received from the parent or guardian in the form of a written note or phone call, or the parent comes to get the student.

Reporting Pupil Progress

The elementary school reporting is done at the end of each nine-week period. Individual parent-teacher conferences will be held in the fall for grades K-6. Spring Conferences will also be held. Fall conferences will be held on October 9th & 14th from 4:00-8:00 P.M. Spring conferences will be held on February 19th from 4:00-8:00 P.M.

Noon

Once a child has gone out to play at noon, he/she will not be allowed back in the room unless it has been cleared with the noon supervisor on duty that day. If your child is to remain indoors due to illness, a note is required.

Classroom Rules

Classroom rules will be sent home by the teacher the first day of school. Parents are asked to go over these with their children and return a tear off sheet.

Hallway Rules

1. Walk in the hallways.
2. Keep hands, feet, and remarks to self.
3. Avoid littering.
4. No ball bouncing or throwing of objects.

Bus Service

Daily Bus Service - The bus driver's duty is getting students to and from school safely. With this in mind the following rules have been set down to protect bus riders:

On The Bus - Students will:

- *Remain seated until the bus reaches its destination and comes to a full stop.
- *Sit facing the front of the bus.
- *Keep feet off seats.
- *Keep aisle clear.
- *Keep bus clean.
- *Keep head, arms, and hands inside the bus at all times.
- *Keep books, coats, and all other objects on their laps or under the seat.
- *Speak quietly, a single voice should not be heard above the general level of conversation.
- *Treat the school bus with proper respect. There should be no vandalism.
- *Obey the school bus driver's direction promptly.
- *Never push, shove, or roughhouse.
- *Never throw objects around in the bus or out the windows.

Leaving The Bus - Students will:

- *Remain seated until the bus stops.
- *Never push and shove.
- *Move quickly.
- *Let those closest to the door go first.
- *Use handrail and take steps one at a time.
- *Move away from bus so that driver can see child and they can see the driver.

Consequences for failure to follow bus rules:

- 1st offense - Referral to principal, parents notified
- 2nd offense - Student off the bus for 1 day
- 3rd offense - Student off the bus for 3 days
- 4th offense - Student off the bus for 1 week
- 5th offense - Conference held with parent, riding privileges suspended.

** The principal at any time can bypass to the 5th offense level if deemed necessary by administration and bus driver.

Delayed Bus - In the event that a student gets to school late due to the bus being delayed, he/she will not be counted tardy. Just report directly to class.

If a bus student finds it necessary to stay at school or to go home by means other than the bus, this student must bring a **written notice** from the legal guardian to the teacher. If a student plans to ride on a bus other than their assigned bus, the student must also bring a **written notice**.

Severe Weather

In case of severe weather or mechanical failure, school may be closed, starting time delayed, or early dismissal may be necessary. In this case, all pertinent information will be broadcast over KKAQ-1460 and KTRF-1230 in Thief River Falls. **Please do not call the school or staff** as phones must be kept open for outgoing calls.

Threatening Weather

Tornadoes represent the most severe weather threat during the spring to our communities because of their unexpected development.

Because of the unpredictability of tornadoes, two types of reports are usually given. The first is called a watch and the second is called a warning. When a watch is issued, it means conditions are right for a tornado. In the event a tornado watch is issued, the following steps will be taken:

- 1) When a severe storm watch is issued for the general area, the radio will be monitored during the day or while students are participating in activities associated with the school.
- 2) Cloud formations will also be monitored during this time.
- 3) When a watch is issued by the weather service, the teachers will be informed.
- 4) Supervisors outside the building and after school will be responsible for monitoring the atmospheric conditions while students are under their supervision.
- 5) Teachers will be advised when the watch has been lifted.

The following actions will be taken when a warning is issued for Red Lake County or a report of a tornado has been sighted by the general public and reported to the school by reliable sources:

- 1) A notice of a warning will be given to the teachers and they will be instructed to move their students to the assigned area while the warning is in effect.
- 2) An announcement will be made over the intercom to make sure all students and teachers are aware of the need to seek shelter.
- 3) The bell system will be activated on short 3 one-second intervals for students outside the building to be aware of the existing threat.
- 4) Once in the designated shelter area, teachers shall take roll to make certain all students are present and accounted for.
- 5) Students should remain seated and quiet for the duration of the warning.
- 6) Advisors after school and outside will be responsible for finding adequate shelter for their students.
- 7) The custodial staff will be responsible for monitoring the weather service after school hours when students are in or around the school and supervised by an advisor when a watch is issued or weather patterns indicate there could be a tornado.
- 8) Bus drivers will be responsible for monitoring the weather service while they are transporting students to and from school or related school matters when a watch is issued or weather patterns indicate there could be a tornado.
- 9) When the warning has been lifted, teachers and students will be notified and classes will be resumed.
- 10) Two tornado drills will be practiced - one in the fall and one in the spring - per year.

If a tornado should pass over the school and damage does occur, the following procedures will be taken.

- 1) Injury and damage assessments will be made and appropriate actions, as needed, will be taken.
- 2) The appropriate officials will be contacted with regard to the matter.
- 3) Electricity will be shut off within the building and, if possible, students will be retained within the building area until transportation home can be effectively arranged.
- 4) The teachers will be responsible for keeping students together until transportation arrives.
- 5) In the event the building must be evacuated, teachers will be responsible for the removal of students in an orderly fashion to an appropriate location.

Dress

School clothing should be appropriate as to time, place, weather, and length. Acceptable classroom wear for girls includes dresses, skirts, slacks, and jeans. Classroom wear for boys includes slacks or jeans, and sweater or shirt. Clothing with suggestive or derogatory pictures or phrases or advertising of alcohol, tobacco, or drugs are not permitted. Students dressed inappropriately will be asked to change or leave the building.

Data Privacy

The school keeps a cumulative file of student grades, attendance, standardized test scores and discipline records from the first day of enrollment for every student. If the student has previously attended one or more schools, the records from each school shall all be on file as well.

The contents of the student's records are available for review by the student or his/her parents/guardians according to the laws of data privacy. An appointment to review records should be made with the school administrator. Copies of the contents of those records may be made, but the original record may not be removed from the cumulative file.

Student records may not be transmitted in writing or orally to any place, or to anyone, without the written consent of the student's parent or legal guardian. Parent's may request a transfer of records document, if enrolling their child in another district.

Directory Information

A student has the right, and must request within 30 days of their first attendance date, to have their name, age, address, and all directory information removed from our directory information lists which RLCC makes available to other entities as stated in Minnesota Statute. Parent should call the office for proper paperwork if they wish to have their student's directory information removed.

2008-2009 SCHOOL CALENDAR

<u>QUARTERS</u>	<u>TOTAL DAYS</u>	<u>NO SCHOOL</u>
1st 9 Weeks - Sept. 2 - Oct. 31	42	2
2nd 9 Weeks - Nov. 3 - Jan. 16	43	12
3rd 9 Weeks - Jan. 20 - Mar. 20	42	2
4th 9 Weeks - Mar. 23 - May 28	45	3

SCHOOL WILL NOT BE IN SESSION

October 16 th & 17 th , 2008	M.E.A. Convention
November 27 th & 28 th , 2008	Thanksgiving Vacation
December 22 nd , 2008 through January 5 th , 2009	Christmas Vacation
January 19 th , 2009	Teacher Workshop/No School
February 13 th & 16 th , 2009	No School/President's Day
April 10 th & 13 th , 2009	No School/Easter Vacation
May 25 th , 20089	No School/Memorial Day
May 28 th , 2009	Last Day of School
May 29 th , 2009	Graduation

TEACHING STAFF

Kindergarten	Laurie Duden	698-4458
Kindergarten	Jane Kolstoe	796-5372
First Grade	Kaye Munt	796-5461
First Grade	Mary Fore	694-6652
Second Grade	Penni Nelson	681-6757
Second Grade	Ellen Hegge	796-5225
Third Grade	Nancy Bray	465-4390
Third Grade	Kristen Norland	683-3340
Fourth Grade	Angel Bergeson	368-1272
Fifth Grade	Dawn Halvorson	253-4276
Fifth Grade	Dan Brustad	465-4526
Sixth Grade	Connie Bishop	796-5407

SPECIAL EDUCATION

Special Education	Becky Brandt	686-1757
	JoyAnn Dahl	465-4008

READING RECOVERY

Laura Vettleson	465-4010
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SPEECH

Speech Therapist	Susan Hagge	698-4426
	Susan Lee	563-2363

PHYSICAL EDUCATION & HEALTH

Phy. Ed. & Health	Melody Brustad	465-4526
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ART

Art	Barb Pinc	465-4012
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MUSIC

Music	Krista Bernstein	796-4613
	Patty Mickelson	796-5767

EARLY CHILDHOOD FAMILY EDUCATION

Parent Educator	Margaret Hamrum	698-4449
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TECHNOLOGY COORDINATOR

	Jacqueline Cross	637-0065
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**PLUMMER PUBLIC SCHOOL
INDEPENDENT SCHOOL DISTRICT #628
PLUMMER, MN 56748**

MEMBERS OF THE BOARD OF EDUCATION

Chairman	Joe McMullen	465-4286
Vice-Chairman	Tony Gerardy	465-4353
Clerk	Lonnie Longtin	465-4605
Treasurer	Roger Walter	465-4473
Director	Janette Braaten	465-4027
Director	Lowell Hamrum	698-4449

ADMINISTRATIVE STAFF

Superintendent	James Guetter	437-6386
Principal	Randy Peterson	681-1750

OFFICE STAFF

Bookkeeper	Marilyn Fisher	465-4361
Adm Assistant	Judy Morinville	698-4282

CUSTODIAL STAFF

Head Custodian	Mike Greenwald	465-4408
Custodian	Barry Rewertz	465-4108

LUNCH PROGRAM PERSONNEL

Head Cook	Vicky Malwitz	465-4413
Second Cook	Sandra St. Cyr	698-4642
Dishwasher	Linette Clifton	465-4545

PARAPROFESSIONALS

Linette Clifton	465-4545
Andrea Eskeli	465-4020
Vicki Gustafson	964-5552
Pat Jorstad	681-3332
Tammy Pendelton	796-4569
Lisa Sorenson	465-4050
Karen Vigstol	465-4260

TRANSPORTATION PERSONNEL

Bus Driver	Kelley Baune	684-4719
Bus Driver	Glen Buckta	465-4503
Bus Driver	Dean Hesse	964-5304
Bus Driver	Marlan Sorenson	465-4050

TITLE IX COMPLIANCE POLICY

In compliance with Title IX regulations, the following for the Red Lake County Central School states:

It is the policy of the Red Lake County Central Public School District #628 not to discriminate on the basis of race, color, creed, religion, national origin, marital status, or sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Superintendent of the Plummer Public School Office, 465-4222, or to the Director of the Office for Civil Rights, Washington, D.C.

TITLE VII - CIVIL RIGHTS

It is the policy of Red Lake County Central Public School District #628 not to allow any form of sexual harassment of its students as described in the Title VII of the Civil Rights Act and the Minnesota Human Rights Act.

Inquiries regarding compliance may be directed to the Superintendent of the District, 465-4222.

PARENTS RIGHT TO KNOW TITLE I

School districts are required to notify parents of ALL children in ALL Title I schools in the beginning of each year, that parents have the right to request and receive timely information on the professional qualifications of the student's classroom teachers. This requirement applies to all parents of the children in the school—whether or not the students receive Title I services—and all Title I schools, both targeted assistance and school wide.

When the parent of child requests information on their child's classroom teacher's professional qualifications, districts must respond in a timely manner, to the requested information, at a minimum, report the following:

- a. Whether or not the teacher has met Minnesota's licensing requirements for the grade level(s) and core academic subject(s) they teach.
- b. Whether or not the teacher is teaching under a variance status;
- c. The education level and subject area of the teacher's college degree major and any graduate degree or certificate held;
- d. Whether the child is provided services by paraprofessionals, and if so, their qualifications.

Schools that receive Title I funds shall provide to each parent;

- a. Information on the level of achievement of the parent's child on the state academic assessments.
- b. Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, by a teacher who is not highly qualified.

This information provided to parents shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

The notification must take place at the start of each school year.

