ROSSMAN ELEMENTARY



STUDENT/PARENT HANDBOOK
2023-2024

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2023-24 School Calendar

The 2023-24 calendar, set by the Board of Education, is posted on the district website. A hard copy of the calendar may be available upon request.

Mission

Rossman Elementary Mission Statement: Rossman Elementary is committed to providing an education that ensures opportunities for each individual to reach their full potential.

Laker PRIDE

	Purpose our intention, what drives us	Deliver educational excellence.
	Relationships the ways we connect and behave toward each other	Care and communicate positively and respectfully within and across our schools and community. • District <→ parents and community members • District <→ building • Building <→ teacher • Building ←> parents • Teacher <→ parent • Teacher <→ students
	Innovation the creation, development and implementation of a new idea or concept to enhance educational opportunities	Embrace creativity and critical thinking. • Renew and bring up to date all systems and practices • Utilize growth mindset to hone existing intentions/objectives and explore new ideas • Support diverse ways of thinking and doing • Embed equity continually in every facet of our work
	Development a process that creates growth, progress, positive change or the addition of physical, economic, environmental, social and demographic components	Foster the academic, social, emotional, and cultural needs of all learners. • Implement and sustain PBIS at all levels • Hone our support for social/emotional health • Further learning and implementation of equitable feedback, assessment, grading and reporting • Provide professional development that supports PRIDE
	Equity the quality of being fair (not equal) and impartial	Ensure that our values, policies, and practices are equitable for our students, staff, and community. • Clarify and support understanding of equity vs. equality for all • Actively promote equity (institutional, personal, and instructional) • Remove systemic barriers • Accommodate different learning styles • Give students a voice

Welcome to Rossman Elementary School!

The purpose of the Rossman Elementary Student Handbook is to inform families of policies and procedures created to ensure a quality educational environment for all students. We strive to develop strong connections and deliver clear communication between school and home. We ask that parents and students read this handbook and keep it for future reference. If you have any questions or concerns, please contact the school office; we are happy to serve you and your student(s). Thank you for partnering with us to provide high quality education for all of our students at Rossman.

Sincerely,

Emily Sternberg, Principal

School Staff

PRINCIPAL: EMILY STERNBERG
Administrative Assistants: LaCarra Larson and Kelsey Helbling

Kindergarten
Amy Boeke
Elissa Braaten
Kristi Paulson
Whitney Richter
Molly Wenschlag

1st Grade
Summer Dobratz
Teri Holehouse
Jennifer Jackson
Ellie McCollum
Jessica Stockstrom

2nd Grade
Kristi Downey
Becky Itzen
Destany Okeson
Anna Schuld

3rd Grade
Andrea Judisch
Fletcher Nelson
April Sunram
Mark Whiting

4th Grade
Sydney Bly
Shelly Gilson
Ben Pedersen
Kacey Wood

5th Grade
Kelli Hanninen
Rian Heimark
Mindy Nielsen
Ryan Zunich

Special Education
Nicole Benson
Rachel Carlson
Carolyn Hoff
Shauntel Johannes
Christin Mohr
Graham Newman
Kayla Thorp

Speech Language
Sarah Helm
Shannon Sitz
Susan Jones (SLPA)

Physical Education
Robb Flint
Beth Leighton
Kris Swenson

Music
Kara Brager
Heather Trowbridge

STEAM/GATE
Briana Bahr

Art
Megan Klair

Academic Intervention Support
Kristen Blom
Terri Geer-Green
Kathryn Swanhorst

Behavior Intervention Support
Mike Bommersbach

School Psychologists
Sara Ebsen
Sara Jensen-Fritz

Counselor
Kari Gloege

OT/ COTA
Sheyenne Hirsch

ELL
Meredith Gulseth

Title XI Coordinator
Joe Carrier

District Nurse
Jean Schwartz

Health Assistant
Jessie Marx

Instructional Coach
Pam Daly
Rhonda Fode
Jill Perkins

Media Center Assistant
Elysia McDonald

Head Maintenance
Lloyd Alexander

Hours

School hours are from 8:15 AM to 3:25 PM for grades K –5.

Address

Rossman Elementary School
1221 Rossman Avenue
Detroit Lakes, MN 56501
218-847-9268; 218-847-1481 (Fax)

Newsletter

Our electronic newsletter, *The Rossman Report*, will be sent out weekly to inform families about upcoming events. Your attention to this is appreciated. The newsletter will also be posted on the Rossman School website.

Closings/Delays

Inclement weather may result in the district decision to start late, dismiss early, implement a flex learning day, or cancel classes. Official announcements concerning these will be made over KDLM (AM 1340), KRCQ (FM 102.3) radio stations in Detroit Lakes; and over WDAY (AM 970) or WDAY TV Channel 6 in Fargo. District Instant Alerts, the Facebook page and/or communication from your children's teacher may also be other avenues to obtain this information. Parents/families will be notified by the phone or email on file. Parents, please be sure the office has current and accurate contact information so messages are delivered. Weather announcements will be posted on the school district's social media accounts (Facebook/Twitter/Instagram).

Students living in rural areas must have an emergency plan with an alternate place to stay in the event weather disables bus transportation. Information regarding emergency weather placement must be recorded on the student's registration card. Children without an emergency placement plan will be kept at school if arrangements cannot be made.

Bus Transportation

Transportation for students will be provided either by Schultz Bus Company (847-9266), Olander Bus Company (847-7533), or district buses (847-9271). The Detroit Lakes school district approved new bus assignment procedures for the 2020-21 school year. To view bus assignment procedures, visit the school district website (www.dlschools.net). Rules for conduct on school buses are listed in detail in the Activity Calendar. The school principal is responsible for determining consequences for discipline problems that arise on the school bus. Failure to abide by rules of conduct will result in disciplinary action. The maintenance of the discipline policy as established by the School Board will be carried out by the bus driver.

Academics

Grading

Parents may follow student progress on the QMLATIV (Skyward) web-based system password protected so only you see your child's grades).

Report Cards/Progress Reports

Report cards will be used in grades K-5. Report cards will be issued at the end of each trimester for all students. Parent-Teacher conferences are held in the Fall and Spring.

Physical Education

All students K-5 have an organized physical education program. All children are expected to take part in regular physical education classes unless they have a doctor's written request if not able to participate.

Attendance

Arrival Time

Elementary teachers begin each day at 7:50 a.m. The school day begins at 8:15 a.m. School doors open at 7:30 a.m. Students coming early must stay in the cafeteria. Breakfast is served beginning at 7:40 a.m. Student drop-off area: Front entrance (circle driveway) on Rossman Avenue. DO NOT drop students off in the back parking lot (East side). This area is reserved for buses only.

Attendance Procedure

Philosophy
School attendance is the combined responsibility of the student, the parents, and the school. A student can readily make up missed assignments, but missed time in the classroom cannot be replaced. *For a student to realize their full learning potential, daily class attendance is of highest importance.*

Definitions
Excused Absence
Absences from school for reasons recognized by the State of Minnesota, the Detroit Lakes Public Schools, or deemed legitimate by administration of the school include: Personal illness, death or medical emergency in the immediate family, and inclement weather. Other reasons that may be approved as excused and are requested in advance include: medical or legal appointments, religious activities, travel, essential work at home, and family vacations. Any absence for participation in a school-sponsored activity is excused.
Unexcused Absence
Unexcused absence are those not meeting described criteria for excused absences. Common examples of unexcused absences include: oversleeping, shopping, hair appointments, missing bus, non-essential work at home, and part or full time work.

Continuing Truant
Continuing Truant is defined as: A child who is subject to the compulsory attendance laws of Minnesota Statute 120.101 and is absent from instruction in school without a valid excuse within a single school year for: (1) three days if the child is in elementary school; or (2) three or more class periods on three days if the child is in middle school, senior high school.

Procedures
Absence Reporting Procedures
Whenever possible, the parent/guardian must contact the school on the day of absence. If it is not possible to contact the school on the day of the absence, a note signed by a parent/guardian or a phone call from the parent/guardian indicating reason for absence is required upon the return of the child to school. If an absence is not reported by 10:00 AM, the Rossman Elementary office will be contacting parents to verify the student's absence. The building administrator/or designee shall determine if the absence will be excused or unexcused. If the school does not receive a note or phone call when the child returns to school, the absence shall be classified as unexcused until a note or phone call is received. The district reserves the right to require a signed note from a doctor or other appropriate medical personnel for absences due to illness or other medical reasons. If a student has been absent due to participation in a school-sponsored activity, no note or phone call from the parent/guardian is required.

Advance Notice
The district requests that the parent/guardian notify the school in writing or phone call in advance with the reason for the absence such as dental or medical appointments. The building administrator will determine if the absence will be excused or unexcused.

Continuing Truancy
Upon classification as a continuing truant, the school attendance officer or other designated school official will notify the child's parent or legal guardian by first class mail or other reasonable means, of the following:

1) That the child is truant;
2) That the parent or guardian should notify the school if there is a valid excuse for the child's absence;
3) That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statute 120.101 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statute 120A.34;
4) That this notification serves as notification required by Minnesota Statute 127.20;
5) That alternative educational programs and services may be available in the district;
6) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7) That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings;
8) That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction or delay of the child's driving privileges; and
9) That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

A copy of this letter shall also be sent to county social services.
On the seventh unexcused absence the county attorney will be notified, requesting a petition of truancy be filed.

Tardy and Absence Guidelines
The following guidelines regarding tardies and absences have been set:

Tardy - Any student who arrives at school after 8:25 AM.
Unexcused tardy - Students coming late to school without a note or parent contact. Excessive unexcused tardies will result in disciplinary action.
Morning absence - Students coming after 9:00 AM are considered absent for the AM
Afternoon absence - Students leaving before 2:00 PM are considered absent for the PM

Make Up Work
Students absent for any reason will be required to make up work missed in each class. Teachers will encourage and assist the students in this process.

Field Trips

A yearly field trip permission slip will be filled out by all parents at the beginning of the school year. Teachers will inform parents of all trips and of any additional waivers/forms that may be necessary.

Student Drop-Off/Pick-Up

Morning drop-off areas: Rossman Ave (circle driveway) and Forest Ave (southside). Parents/Guardians are asked to drop off on the school campus curbside so students do not have to cross the street.
Pick-Up Zones have been assigned to every grade level to organize the end-of-day traffic flow around Rossman Elementary. Please obtain a copy of the Rossman Parent Pick-Up Zones on the school website or in the school office.

Leaving School Grounds

Children will not be permitted to leave the school grounds once they have arrived at school unless the teachers and office personnel have a *signed and dated note from home granting permission or a phone call from the parent/guardian.*

Parents must come to the office to sign out their children upon picking up for appointments prior to dismissal. Parents must sign the student in if the child arrives late to school. The sign in/out book is located in the office.

Withdrawal of Student from School

Parents are asked to notify the school several days prior to withdrawal to indicate their child's final day of attendance. This allows an orderly transfer of information and student records to the new school.

Behavior and Discipline

Discipline Policy

The Detroit Lakes School board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe. It further believes that students are the first priority and that no physical or emotional harm is to come to them during school activities, on school grounds, or during any school-related activity.

It is the policy of Independent School District #22 to maintain a learning and working environment that is free from threats or harmful influence of any person(s) or group(s) which exhibit and promote violence and disruptive behaviors.

All pupils who attend school in ISD #22 shall comply with the regulations established by the school administration, with the policies established by the Board of Education, and shall recognize the authority of the teachers and principals of the district's schools. District employees or agents of the district shall not Intro in emotionally abusive acts including malicious shouting, ridicule, and/or threats as well as other forms of corporal punishment.

The district activity calendar contains the district wide discipline policy, sent in the mail before school starts. Parents are encouraged to review the policy with their children. Additional copies are available upon request.

Behavior Expectations

Belief Statements:

- We believe ... that an environment in which appropriate behavior is consistently and fairly expected creates a sense of security for each child which makes him/her free to learn.
- We believe ... that students can do their best learning and teachers their best teaching in an atmosphere in which appropriate behavior is expected from all.
- We believe ... in Positive Behavior Interventions and Supports (PBIS).

The Purpose of a Discipline Plan

This plan was created with the following goals in mind:

1. To develop an atmosphere in which all staff and students treat each other with respect.
2. To provide all staff and students with the necessary skills to effectively work, play, and solve problems together.
3. To consistently recognize positive choices made by students and staff.
4. To provide consistent, structured consequences when students do not utilize good decision making skills on the playground.
5. The purpose of any consequence is to assist the student in making better behavior choices in the future.

The Discipline Plan

Rossman implements school-wide *Positive Behavior and Intervention Support (PBIS).* PBIS is a systems approach to explicit teaching and reinforcing positive school and classroom behaviors. Through PBIS, Rossman has developed school-wide expectations to teach, model, and promote positive behavior in all students. PBIS helps to create and maintain a safe learning environment for all staff and students.

Rossman PBIS Expectations for ALL Students: Kind, Safe, Ready. Behavior expectations, teaching, and support focus on decision making, responsibility, and respect toward self and others under the themes of Kind, Safe, Ready. Appropriate behavior choices are praised and further supported through discussions, reteaching, modeling, and redirecting students.

If a student exhibits behaviors that are not aligned with the established expectations, often the first step is to use the situation as an opportunity to re-teach and model the expected behavior. Students who are not exhibiting expected behaviors will likely have a conversation with a staff member. Behavior redirection and support will be applied to meet the individual need of the student and the specific situation.

Consequences for behavior, beyond reteaching expectations, are at the discretion of the building principal and in alignment with district policies and state statutes.

Parent involvement in disciplining and/or cooperating with the consequences of misbehavior is extremely valuable to school staff, and, more importantly, to the child. It is best for the student when school and home work together to come to a resolution, understand the antecedent to the inappropriate behavior, and reteach/model expectations. We believe that every child can take responsibility for their choices and deserves an opportunity to learn and continue to grow – both academically and behaviorally.

Money/Valuables/Personal Property

When necessary to send money to school, please send in a sealed envelope with the child's name on it. Please pay by check whenever possible. We encourage cell phones, tablets, electronic devices, toys, jewelry, and large sums of money not be brought to school. The school is not responsible for money lost at school, or for toys and valuables lost or damaged at school. Money or valuables brought on campus are the sole responsibility of the student.
Electronics, toys, jewelry, and large sums of money should not be brought to school. If items are lost, they are the responsibility of the student, not the teacher or school. Student cell phone use is not permitted during the school day.

Bicycles/Skateboards/Roller Blades/Scooters

Children who ride bicycles to school as a necessary means of transportation are not allowed to ride on the school grounds during the school day. Note: the school will not be responsible for their security and recommend that they be parked and locked in the bike rack on the south entrance of the building.

Searches of Lockers, Desks, Personal Possessions and Person

In an effort to provide a safe and healthful educational experience for students, the School District reserves the right to search school lockers, desks, the personal possessions of students and a student's person. School lockers and desks are the property of the school district and, at no time, does the school district relinquish its exclusive control of lockers and desks that are provided for the convenience of students. Inspection of lockers and desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students and/or a student's person (including, but not limited to purses, backpacks, book bags, packages and clothing) may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

The school district may use contraband-sniffing animals through law enforcement or private certified contractors to conduct a general search of the hallways adjacent to student lockers, common areas, gym areas and parking lots. School administration may also request a limited number of classrooms be checked according to the administrator's choice of a random selection system.

Chemical Use/Abuse Policy

The following statement of philosophy relating to chemical use and/or abuse was adopted by the Board of Education for School District #22 on June 20, 1983. For further information, interpretation or assistance, contact the District Chemical Dependency Counselor at 847-4491, or the building principal.

Statement of Philosophy
The Board of Education of Independent School District #22 endorses a chemical policy and set of procedures predicated upon the following beliefs:

1. A positive relationship exists between successful school experiences and sound physical, mental, social, and emotional health.
2. It is the responsibility of the staff and administration of School District #22 to maintain an atmosphere that will promote quality learning and provide an effective response system to conditions which threaten the atmosphere.
3. The misuse of any mood-altering chemical constitutes a hazard to the learning environment and the positive development of all students.
4. A K-12 educational program, including an awareness of chemical use and dependency as well as the provision of support services for early misuse may assist in preventing chemical dependency.
5. Chemical dependency is a treatable illness; early identification and intervention is conducive to successful treatment.

6. The harmfully involved and chemically dependent cannot always help themselves by themselves. Opportunity for assistance shall be provided to students and their families in obtaining appropriate service.
7. If treatment becomes necessary outside the school setting, every effort must be exerted to affect a successful continuation in/or re-entry into the school system.

Tobacco

Possession and use of all tobacco products is prohibited on K-12 school district property and at school-sponsored activities off school property within district boundaries. This includes school buildings, grounds, and school-owned vehicles.

Appropriate Dress

Students should come to school ready for a variety of weather conditions. Unless special permission has been granted, students will not wear caps/hats, bandanas, or face-coverings during school hours within the building. Students will not be permitted to wear clothing with tobacco or alcohol advertising on it, or any other content that may be deemed inappropriate and disruptive to the learning environment. Because of health and safety factors, all students MUST wear shoes while attending school. Tennis shoes are required for PE classes. “Wheelie” shoes are prohibited (roller wheels in the heel).

Hazing Policy

Hazing is an act committed against a person, or coercion of a person into committing an act, that creates a substantial risk of harm to a person, in order for the person to be initiated into or affiliated with an organization, or for any other purpose. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

This is a summary of policy 526. A complete copy of the hazing policy is available from any school or the district office.

Bullying Prohibition

POLICY 514: BULLYING PROHIBITION POLICY
[Note: School districts are required by statute to have a policy addressing bullying. The following is a summary of DLPS Policy 514. The policy in its entirety can be found on the district website.]
I. PURPOSE A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students’ ability to learn and/or teachers’ ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intents to prevent bullying and to take action to investigate, respond to, and to remediate and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior
II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber-bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
E. False accusations or reports of bullying against another student are prohibited.
F. A student who engages in an act of bullying, reprisal, retaliation, or knowingly making a false report of bullying shall be subject to discipline or other remedial responses for that act in accordance with school district's policies and procedures, including the school district's discipline policy (See Policy 506). A teacher, administrator, volunteer, contractor, or other employee of the school district who permits, condones, or tolerates bullying or engages in an act of reprisal, retaliation, or knowingly making a false reporting of bullying shall be subject to disciplinary action.

REPORTING PROCEDURE
A. Any student who believes he or she has been the target or victim of bullying or should report the alleged acts as soon as possible but in no event longer than one school day to an appropriate school district official designated by this policy. Any teacher, administrator, volunteer, contractor, or other employee of the school district with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
C. The building principal, the principal's designee, or the building supervisor (hereinafter "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker as soon as possible but in no event longer than one school day. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report

taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

MALICIOUS and SADISTIC CONDUCT
"Malicious and sadistic conduct" is defined as conduct that creates a hostile learning environment by acting with the intent to cause harm and injury without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty
Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A, is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Health, Security, Safety

Wellness Policy

Policy # 533 – WELLNESS/NUTRITION POLICY OF THE SCHOOL DISTRICT. The purpose of this policy is to assure a school environment that enhances student attendance and academic performance by supporting healthy eating and physical activity.

Illness/Medications

If a child is in school and doesn't feel well, they will be sent to the Health Office to visit the Health Assistant. The following symptoms of illness will result in the child being sent home: Fever, vomiting, diarrhea, head lice, impetigo, pink eye, chicken pox, measles, and any other infectious disease. Complaints of stomachaches and headaches will be treated in the following manner: The child will be allowed to rest in the sick bay area of the health office. If symptoms improve, the student will be sent back to class. If symptoms do not improve, parents will be notified to come and pick up the child.

MEDICATION ADMINISTRATION
Students must have a statement signed by physician and parent, with medication named, directions for administration and an authorization for school personnel to administer the medicine. The form is available in the Main Office and should be returned to the school along with the medication in an originally labeled bottle from the pharmacy that issued the medication. Prescription medication must be kept in the health office and will be distributed under the supervision of a health assistant or certified staff member.
The school staff cannot administer over the counter medications unless the parent provides the health office with the medicine in its original container and signed permission slip. Students are not allowed to carry any medicine on them. Any medication is to be kept in the health office at all times.
Parents must keep current contact and emergency information on file with the health and school offices.

OVERDOSE MEDICATION
Effective July 1, 2023, Minnesota law requires a school district or charter school to:

1. Maintain a supply of opiate antagonists at each school site
2. Have two doses of nasal naloxone available on-site

Immunizations

The State of Minnesota has a policy that all students must be protected against Rubella (German measles), Rubella (red measles), diphtheria, tetanus, pertussis (whooping cough), polio, mumps, and Hepatitis B before starting school unless there is a religious exemption. Students not protected must be, by law, excluded from school. Parents of children not in compliance with immunization requirements will be contacted.

Parent/Student Rights in Identification (Sec. 504)

Section 504 is an Act which prohibits discrimination against persons with disability in any program or activity that receives or benefits from Federal Financial assistance. The Act defines a person with a disability as anyone whom:

1. has a physical or mental impairment which substantially limits one or more major life activities including activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

(34 Code of Federal Regulations Part 104.3)

In order to fulfill its obligations under Section 504, the Detroit Lakes School District #22 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and learners. No discrimination against any person with a disability will be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, provide access to appropriate education services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.
The Family Educational Rights and Privacy Action (FERPA) also specifies rights related to educational records. The Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are any questions, please feel free to contact 504 Coordinator for the school district, at 847-9271 or the building principal.

Emergencies/Illness/Injuries

Unfortunately, children may get sick or injured at school from time to time. It is very important that an emergency contact is on file in the office in the event parents cannot be reached. If no one with authority to seek medical attention can be contacted, the school will act in the best interest of the child.

Weapons

Detroit Lakes Schools and their grounds are a weapons-free zone. Students in possession of a weapon will be disciplined. (Policy #501)

Safety Drills

The Detroit Lakes School District ensures the safest and most secure environment possible for students and staff. As part of this practice, all of our schools have adopted policies for a variety of emergency situations. Students will be taught how to appropriately respond in an emergency or crisis.

Lockdown drills are mandated by Minnesota State Law and will be practiced a certain number of times per year. Teachers will go through the steps with the students and help to answer any questions they may have. There are two types of lockdowns:

CODE YELLOW is a Shelter-In-Place modified lockdown that keeps students secured in rooms and suspends regular school functions but still allows teachers to have classes and assigns some staff members to alternate duties. A Code Yellow may be used for a variety of situations and there is no reason to panic. Students not already in classrooms should report to their homeroom or the nearest classroom promptly.

CODE RED is a Lockdown Emergency where all students and staff must take shelter in a room immediately. It is a potentially unstable and dangerous situation that will stop all school functions and involve law enforcement officers. A Code Red involves moving students and staff to the nearest safe place right away. Students and staff outside the building will go to the school evacuation point and wait there for further direction.

Background Checks

Employment and services criminal history background checks -
The school district has adopted a policy that promotes the physical, social and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants and advisors. The school district may also elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Child Abuse/Neglect Policy

The statement of philosophy relating to Child Abuse and/or Neglect was adopted by the Board of Education for School District #22 on June 20, 1983. For further interpretation or assistance, contact the District Social Worker or your Building Administrator.

1. It is the policy of Independent School District #22 to protect children whose health or welfare may be jeopardized through physical or sexual abuse or conditions of neglect.
2. It is the policy of Independent School District #22 to comply with the law requiring the reporting of suspected physical or sexual abuse and conditions of neglect involving children.
3. The reporting of maltreatment of minors shall be strictly in accordance with the provision of Minnesota Statute, Chapter 626.556.

Sexual, Racial, and Religious Harassment and Violence Policy

1. Everyone in the Detroit Lakes Public Schools has a right to feel respected and safe. Consequently, it is important for everyone to know about the district policy to prohibit sexual, racial, or religious harassment or violence of any king.
2. A harasser may be a student or an adult. Harassment may include, but is not limited to, any of the following when related to race, religion, sex or gender:
   a. name calling, jokes, or rumors;
   b. pulling on clothes;
   c. graffiti;
   d. notes or cartoons;
   e. unwelcome touching of a person or clothing;
   f. offensive or graphic posters, book covers; or
   g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, social worker, principal, or the District Human Rights Officer, at 847-9271.
4. You may also make a written report using your own paper or the district report form available in the principal's office, School District office, or the office of the Human Rights Officer. It should be given to the teacher, counselor, social worker, principal, or the District Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take all reports of sexual, racial, or religious harassment or violence seriously and will take timely and appropriate action based on the report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have made a report.
8. This is a summary of the policy prohibiting sexual, racial, and religious harassment and violence of Independent School District #22. If you would like a copy of the complete policy, have questions or would like further clarification, please contact the District Human Rights Officer at 847-9271 or your building administrator.

Insurance

The district does not carry insurance on students. Parents, however, have the opportunity to take out insurance at group rates. Information will be sent home early in the school year. If you do not have family insurance, you may wish to consider enrolling your children. Contact the school office with questions.

Suicide Prevention Information

National Suicide Prevention 24-Hour Lifeline: 988
Becker County & White Earth Mental Health Crisis Line: 877-380-3621 or 218-850-4357

Water Quality

The Detroit Lakes School District follows the recommendations of the Minnesota Department of Health's "Lead Contamination Control in School Drinking Water Guidance Manual." The Detroit Lakes School District completed lead in water testing of all potable water sources during the 2021-2022 school years. The Detroit Lakes School District followed Minnesota Department of Health's protocol in the reduction of any water sources found to be

above action levels of lead. There are no known sources of water above the recommended action level for lead. Testing will be completed every 5 years. The results of testing are available upon request.

Food Service

2023-24 Free School Meals Program

Students are allowed one free breakfast and one free lunch per day. More information on MDE Free School Meals Program: https://education.mn.gov/MDE/dse/FNS/SNP/free/
Students may choose to bring lunch from home. Milk may be purchased by the student who brings a cold lunch from home. *Please refrain from sending soda/pop in student lunches - it is against federal lunch regulations to have pop in the lunchroom during lunch hours. Also, we continue to encourage our students to make healthy choices.

All families are asked to fill out the 2023-24 Educational Benefits Form. Children in households participating in the Supplemental Nutrition Assistance Program (SNAP), MN Family Investment Program (MFIP), or Food Distribution Program on Indian Reservations (FDPIR) and foster, homeless, migrant and runaway children can qualify without reporting household income.

Students have the option to participate in the MILK/JUICE BREAK program; participation is purely optional. Parents may pay for half a year in September and again in January. There will be NO refund and students must select milk or juice. Students will not be permitted to buy daily. Payments can be made through QMLATIV/Skyward (the student information system) is a family-based system. Money will be deposited into and deducted from a family account. If a family has more than one child in the district, money for lunch has to only be sent to school with one child, and will be deposited in your family account.

General Information

Conferences

Parent/teacher conferences are scheduled on the school calendar two times each school year. In addition to this, other individual conferences may be scheduled as needed. Parents are encouraged to contact the school at any time they have a concern.

Change of Information

Parents must keep the school office informed of changes of address, phone number, and emergency information. It is extremely important that we are able to contact parents in the event of illness or other emergencies.

Communication and Contact Information

Topic/ Concern	Contact	Contact Info/Email Address
General School and Lunch Account Questions	Kelsey Helbling - Administrative Asst.	khelbling@detlakes.k12.mn.us 218-847-9268
Student Records, Registration/Enrollment and Transfer Paperwork; Attendance Questions	LaCarra Larson - Administrative Asst. to the Principal	lacarralarson@detlakes.k12.mn.us 218-847-9268
Homeless Support; Attendance Concerns	Allison Knutson - Homeless Liaison/Truancy Counselor	aknutson@detlakes.k12.mn.us
SAIL Program	Rhonda Fode - Instructional Coach; SAIL Program Coordinator	rfode@detlakes.k12.mn.us
Grading, Curriculum, Individual Student Concerns	Grade-level Classroom Teachers; Special Education Teachers	218-847-9268 www.dlschools.net Staff Directory
Health Questions	Jessie Marx - Health Assistant	218-847-9268, ext. 7111
Student Support Groups; Individual Counseling; Behavior Support; Parenting Questions	Kari Gloege – School Counselor	kgloege@detlakes.k12.mn.us 218-847-9268, ext. 7101
Transportation	Kathy Boelter	kboelter@detlakes.k12.mn.us 218-847-9271, ext. 1115
Laker Kids – After School Child Care	Director: Andrew Lesch	alesch@detlakes.k12.mn.us
Rossman PTO	Emily Sternberg	esternberg@detlakes.k12.mn.us 218-847-9268, ext. 7113
Latest News and Updates	Emily Sternberg, Principal	esternberg@detlakes.k12.mn.us 218-847-9268, ext. 7113 Detroit Lakes Schools Website: www.dlschools.net Facebook: Detroit Lakes Public Schools

Lost and Found

Lost articles found at school are kept in a location for students or parents to reclaim. Please mark student's items with first and last names to help us find the owner. Please stop in periodically to check for lost articles. At the end of each month all lost and found items will be donated to a local charity.

Parent Volunteers

Rossman Elementary greatly benefits from the participation and involvement of parents and community members in school activities and functions. Parents wishing to volunteer at school are asked to contact the school office or their child's teacher.

Pest Control

Detroit Lakes Public School personnel may apply pest control materials inside buildings or on school grounds as necessary. Pest control materials are requested by the US Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the district office located at 702 Lake Ave. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should an application be deemed necessary on a day different from the days specified in the schedule.

Pets

Due to many student allergies, along with safety concerns, pets are typically not allowed in the school building for show-and-tell.

PTO - Parent Teacher Organization

Rossman PTO is a vibrant and involved organization. Every family with a child at Rossman is considered a member. There is no membership fee. The PTO of Rossman Elementary strives to create a caring partnership between students, family, school and community. To get more information about the PTO, please contact the Rossman Elementary School office. PTO meeting dates will be published in the Rossman Report.

Pledge of Allegiance

Minnesota Statute 121A.11 requires schools to recite the Pledge of Allegiance to the Flag of the United States of America one or more times per week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so, and this choice is respected by all students and staff.

Recess

Students will play outdoors on school playgrounds before school and before/after lunch on most days. Students need to dress according to weather conditions. Suggested winter wear for children during cold weather months include: warm coat, hat, mittens, snow pants, and winter boots. All children are expected to go out for recess when the weather temperature or wind chill temperature is at or above -10 degrees. Noon supervisors oversee lunch and recess activities in the cafeteria, hallways, and on the playground.

Student Promotion, Retention, and Placement

School District #22 Board of Education, administration, and the teaching staff believe that promotion, retention, and placement of students must permit flexibility and recognize individual differences. Factors such as academic achievement, student performance, social and emotional needs, and a student's special education Individual Education Plan (IEP) are considered. Efforts will be made to identify the special needs and talents of students early in their school careers so that an appropriate placement can be made. The final decision as to promotion, retention, or placement will be made by the principal after consultation and review of recommendations from teachers, parents and other resource personnel. The complete copy of this policy can be obtained at the school or district office.

Title IX Policy

It is the policy of the Board of Education of School District #22 not to discriminate on the basis of 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 Title IX coordinator, at 702 Lake Avenue, Detroit Lakes, (218-847-9271), or to the Director of the Office for Civil Rights, Department of Health and Welfare, Washington, D.C.

Visitors

Parents interested in visiting their child's class school during regular classroom hours must prearrange the visit with the classroom teacher. Children are not permitted to visit school unless accompanied by an adult or pre-arrangements have been made with the teacher or the building administrator.

The building is locked during the school day. All visitors will check in the office upon entrance to the building to visit or to check a child out for appointments. A "Visitor" badge must be obtained upon sign-in worn AT ALL TIMES while visiting the building.

Opt Out Form for MCA Testing

A copy of the opt out form is available in the office.

Distribution of Non School Sponsored Materials

The purpose of policy 505 is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non school-sponsored material. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board has adopted regulations and procedures regarding distribution of non-school-sponsored material on school property and at school activities.

This is a summary statement of Policy 505. A complete copy of the policy is available at any school or the district administration center.

Technology

Acceptable Use Policy

All Detroit Lakes Public School buildings have access to the Internet. The school district has adopted an acceptable use policy for staff and students concerning Internet usage. In addition, the district takes steps to prohibit access by students to inappropriate materials on the Internet. An acceptable use form must be signed by student and parent before a student is allowed access to the Internet. A copy of the entire acceptable use policy is available at any school or the district office.

School Web Page

Rossman School Web page can be accessed at www.dlschools.net. Please notify the school office to share feedback or information that should be on the website.

Statewide Computer Reporting System

All Minnesota school districts are part of a statewide computer reporting system which uses the student social security number to record information about your child. This information is in turn provided to the Minnesota Department of Children, Families and Learning. This Department is required by law to collect and store information about each pupil, each staff member, and each educational program. Therefore, we ask that you, the parent, provide your child's social security number although you are not legally required to do so.

This information is used to determine how much money your school district receives from the state and federal government, to judge the quality of the state's educational programs, to improve instruction, to follow trends in student enrollment, and to track student participation in various programs.

The school district will use all social security numbers currently collected unless a parent and/or student withdraws that permission. If you choose to withdraw that permission, please notify the school your child presently attends.

Surveillance Equipment

To help ensure the safety of students and staff, Rossman Elementary uses video cameras for surveillance on school property including, but not limited to, halls, cafeterias, gymnasiums, and parking areas. Video cameras will not be used for classroom surveillance unless the principal and classroom teacher consent to the surveillance. Video cameras will not be used at a time or location that would violate a student's reasonable expectation of privacy including, but not limited to, a locker room, bathroom, or another area where a student may disrobe.

Parents Responsibility

Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. Instructions for where to obtain a copy of the Student/Parent Alternative To Internet Use Request Form for those parents requesting alternative activities not requiring Internet access.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and how to exercise this option.
4. A statement that the school district's acceptable use policy is available for parental review.