ARRIVAL AND DISMISSAL PROCEDURES

• Grades 1-5 should line up at the main entrance of the building. Kindergarten students line up at door 14. There will be a staff member on duty at 8:40 to let students into the building. All students who get dropped off or walk to school enter through the main entrance and door 14.

• Grades 1-5 will exit through the front entrance of the building. Kindergarten students will exit through door 14. Students are to be picked up by 3:30.

• Students who ride the bus will enter and exit using the doors on the east side of the building.

EARLY DISMISSAL

• When you wish to have your student dismissed early, it is necessary for the parent/guardian to come to the office FIRST to sign the student out. The student will then be called to the office. WE ARE UNABLE TO RELEASE A STUDENT OTHER THAN THROUGH THIS PROCEDURE. If someone other than the parent/guardian is picking up the child, please send a note or call the office telling us the person’s name.

ADDRESS CHANGES

• Any time a family moves to a new address – new enrollment papers need to be filled out and returned to our enrollment center. Enrollment forms can be found on our district website at www.district279.org. Click the Services & Departments heading and from the drop down list choose Enrollments. The Enrollment Center is located in the Northwest Family Service Center, 7051 Brooklyn Blvd., Brooklyn Center, MN 55429.

SECURITY MEASURES

• All doors (except the main entrance) are kept locked throughout the day. The main entrance door is locked at 4:00 pm.

• We encourage you to visit Rice Lake, please sign in at the office and get a visitor sticker each time.

• Staff members wear district-provided picture I.D. badges while at Rice Lake.

• We have safety procedures to use in different emergency situations. These procedures are reviewed and practiced often, with students and staff.

• We make use of walkie-talkies. We are in constant communication with teachers and paraprofessionals when students are outside.

REQUESTS FOR INDOOR RECESS

• Occasionally, parents will request that their student stay indoors for recess due to recent illness. If you feel it is necessary for your student to stay in for recess, a physician’s statement is required.

EMERGENCY CARDS

• Please notify the school immediately if you have work number changes, home number changes or emergency phone number changes. This is vital information that needs to be current at all times.
COLD WEATHER/HOT WEATHER

• During the cold weather months, make a special effort to check your student's attire before sending him/her off to school. Check to see that their clothing is appropriate: winter coat, hat, mittens, boots, etc. Also keep in mind that children normally will enter school at 8:40 a.m., plan their departure from home to coincide with this schedule.

• Osseo Area Schools work to conserve your energy dollars, the classroom thermostats are set at 68°. We recommend sending a sweater to wear in the classrooms and hallways.

• Each morning we receive up-to-date weather information which helps us to decide on an 'inside' or 'outside' recess period. We generally use a -5 wind chill factor as our threshold.

LOST & FOUND

• Don’t forget to LABEL outer wear, (including snow pants, boots, coats, gloves, and hats), and everyday items such as lunchboxes, backpacks, and balls brought for outdoor recess.

• Every school year we have hundreds of items in our lost and found that are never claimed. We try to look for names to get items returned to their owner. Please be sure to check out our lost and found area by the nurse’s office when you are here for conferences, book fairs, or other events.

WHAT CAN I BRING FROM HOME?

• Children are allowed to bring certain equipment from home. Be sure equipment is clearly marked with your child’s name.

Allowed from home:

♦ Basketballs ♦ Footballs
♦ Nerf balls ♦ Tennis balls
♦ Volleyballs ♦ Jump ropes
♦ Softball gloves ♦ Frisbees
♦ Whiffle balls ♦ Softballs
♦ Foam balls ♦ Plastic bats
♦ Ring Toss games ♦ Playground balls
♦ Soccer balls

Not allowed from home:

♦ Radios ♦ CD Players
♦ Toy guns ♦ Baseball bats
♦ Baseballs ♦ Golf balls
♦ Anything metal or sharp
♦ Racquets (tennis, racquetballs, etc.)
♦ Skateboards ♦ Darts
♦ Rollerblades ♦ Laser pens
♦ Electronic Games (Game Boy)
♦ Trading cards (Pokemon)
♦ Scooters ♦ Roller shoes
LUNCH INFORMATION

• Our Food Service Department uses a computerized system for payment of school meals. The system allows parents to prepay lunch accounts through FeePay.

• Because of allergy risks, food items brought in from outside sources will not be allowed into the cafeteria. If you bring in food, you may be asked to picnic outside or eat in a different area – not the lunchroom. You are welcome to sign your child out to take them to lunch.

• The easiest way to apply for Free and Reduced Lunch is online at http://d279.us/fma. Eligibility can often be determined as quickly as the next day. Application forms will be available at the school office.

• Students eligible for free meals do not need to make deposits into their account to receive lunch each day, however, extra milk or juice, extra entrees, etc., will cost money. Students who only purchase milk can pre-pay their account as well, thus eliminating the need for exact change each day.

• Checks or cash will be accepted any day. Checks must have the child’s name and PIN number written on it. Checks for your student’s account can be made out to Rice Lake Elementary or ISD 279. If sending cash, put it in an envelope labeled lunch money and record the child’s name and PIN number. Deposits can also be made online through our FeePay program.

• Parents are welcome to join their children for lunch at any time. As our Food Service Department would like to be fully prepared each day, please call our office before 10:00 a.m. to let us know that you are coming. Please sign in at the front office when you join your student for lunch.

• Hot lunch - $2.55 (includes milk)
• 2nd student lunch – entrée - $1.75
• 2nd student complete lunch – $3.35
• Adult lunch - $3.75
• Pre-School visiting child lunch $3.00
• Breakfast - $1.55
• Kindergarten Breakfast - $.00
• Adult/Pre-School Breakfast - $2.30
• Milk - $.50

VISITING TEACHERS

• Teachers often have meetings and commitments before and after school, we ask that you make arrangements in advance before planning a visit. Teachers regularly use voicemail and email, we encourage you to use these methods when you want to schedule an in-person meeting with your students teacher.

PROPER USE OF MEDICATION

• For the protection and care of children, medicine can only be dispensed upon our receipt of a physician’s directions on a prescription bottle, along with written authorization from the physician and parent on a Medical Authorization form. No over-the-counter medicine, i.e., vitamins, aspirin, TYLENOL, cough syrup can be administered without statement from physician/dentist.

ELECTRONIC WEDNESDAY ENVELOPE

• All communication from Rice Lake, Osseo School District, Park and Recreation, and Community Service Organizations will be available to you online.

• Every Wednesday you can check our website to view all of the Wednesday envelope items. (http://schools.district279.org/rl/) We will be sending a link out via email. Some items will still come home in the Wednesday envelope. If requested – we will send hard copies home for you. Replacement Wednesday envelopes may be purchased for 25¢.

• You can follow Rice Lake PTO on facebook for up to date reminders and important announcements.

www.facebook.com/ricelakepto/
BUSSING INFORMATION

- Information on bus routes to Rice Lake is mailed directly to families in August. The district guideline is: students are bussed if the family lives more than .8 miles from school. Watch for a brightly colored postcard in your mail.

- You can check bus eligibility online at district279.org/trans. Bus questions can be directed by e-mail to Busquestions@district279.org

- Kindergarten parents: Please be sure that your child wears the name tag listing his/her name, address, telephone number and take home bus number for the first month of school. We suggest pinning the name tag on the child’s backpack. You can laminate them to make them last longer if you wish.

- Daycare: If your child goes to daycare, you should fill out a Daycare Form. If this information changes during the year, please let the office know.

BUS SPECIAL REQUESTS

- The transportation system is not designed to permit children to go on other buses because of birthday parties, clubs, play dates etc. Parents need to find other systems for meeting these needs. Requests for students to ride a different bus will be denied.

PET POLICY

- Due to health and air quality concerns, no pets of any species are allowed at school. Pets are not allowed for “Show and Tell”.

- Exceptions are:
  - Certified therapy dogs, which will be permitted on a case by case bases.
  - Science curriculum approved by the district.
  - Organized educational groups that are pre-approved by the principal.

Rice Lake Elementary School
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