



The Discovery Connections

A newsletter for parents of Discovery Elementary Students

Fall 2025

A WELCOME MESSAGE FROM THE PRINCIPAL-DR. MATHEW NELSON

Welcome back to Discovery Elementary! I hope everyone had a great summer and now find yourself excited to be starting the school year. There is such an awesome excitement in the air here, brought in by the students and staff as we begin another school year together at Discovery. A special thanks goes to Candice Rozeske, Chris Doze and our custodial staff for all their work in helping us get the entire school ready for another school year. Construction on a revamp of Door 6 to eliminate water from running towards the school is almost complete, and the awesome new playground is set to open early in September. The excitement that all the students bring back to school with them energizes everyone to make this year a great one for our students!

As I have said many times in the past and every year in this introduction newsletter, there is just something special about Discovery Elementary. When we are in the middle of the school year and working so hard for the students we serve, we do not often take time to reflect on and appreciate all the great things about our school family and culture, but we have a GREAT thing going here! I appreciate our amazing team and our strong commitment to doing what is best for our students. It is hard to pinpoint exactly what it is that makes us so different and special, however, I do believe the quote below really gets at the core of what we are all about and what we strive to do for kids every day.

They may forget what you said, but they will never forget how you made them feel.
~Carl W. Buechner

"Together we're better!" continues to resonate in my mind whenever I think about the great school community we have at Discovery Elementary. It is clear that we all work together to establish a positive school culture with a focus on the Community C's as character education and education of the whole child are at the core mission at Discovery Elementary School. Our Community "C's" are: Care, Cooperate, Contribute, Celebrate, Collaborate, Cheerful, Considerate, Courageous, and Creative. We believe it is important to emphasize these skills and help students understand what it looks like to demonstrate these important character skills.

We look forward to a great 2025-2026 school year together!



BETTER
TOGETHER



HELPFUL INFORMATION

MORNING ARRIVAL

1. **School starts at 7:45am.** Students can be dropped off starting at 7:25 in the drop-off lane in the parking lot or in front of the main entrance(canopy). There is no supervision available until 7:25am. If they arrive prior to 7:25 students will need to wait in the vestibule. Please assure your child(ren) dress appropriately for the weather.
2. **Doors automatically open at 7:25** and students may enter at that time.
3. Please make sure to have your child at school before the start time. During this time we focus on breakfast, morning jobs, purposeful play, building classroom connections and getting settled in for the day.
4. **Late arrivals-** Parent/Guardians **please sign your student in** at the office on the tablet. While you sign them in, please have your child proceed to class.

END OF DAY PICK-UP

1. Students who are being picked up at the end of the day are dismissed at 2:15 to walk out to the flagpole near the parking lot.
2. Main doors unlock at 2:10 if you prefer to park and enter the building upon pick up instead. Please wait for your child in the vestibule to be released.

CONTACT INFORMATION

- **Attendance Line: 763.682.8401**
- **Health office: 763.682.8408**
- **Main office: 763.682.8400**
- **Dr. Nelson: 763.682.8426**
- **Vision Transportation: 763.682.3232**

CHANGES TO END OF DAY TRANSPORTATION

- Please call the school office at 763.682.8400 before 1:00PM with any changes to end of day transportation plans for your child to ensure their safety.
- You may get in the habit of letting the teacher know, but our teachers are not regularly able to check their email while teaching.



EARLY PICK UP

Should you need to pick up your student early for any reason, please follow the procedures below:

- Send a note with your student or call the office so we can have them ready when you arrive
 - Include:
 - Time of pick up
 - If your child will return
 - Who is picking the student up
- Stop in the office and sign your child out
- Mrs. Rozeske will page the student to the office when it is time to leave



PARENT & VISITOR INFORMATION

1st week of School

- We know having positive transitions to and from school, especially during the first few days, are very important and can look different for every student.
- Parents may walk with their child to the classroom for the first week of school without signing in.
- After the first week, we ask parents to stop into the office and sign in.

Daily

- To enter the building for any reason during the school day, visitors are required to enter through the secure entrance at the main office to **sign in and obtain a visitor's badge**.

Teacher Communications

- Email is the best way to reach your child's teacher for non-urgent communications.
- If you have further questions or concerns, please schedule a phone call/meeting with your child's teacher at a convenient time to prevent classroom disruptions during the day

Volunteering

- All classroom volunteers/field trip chaperones are **required to have a background check** done through the BHM system.
- If you wish to volunteer in a classroom setting, please reach out to your child's teacher directly regarding scheduling.
- To **complete a background check, please contact Mrs. Rozeske** in the office at crozeske@bhmschools.org

ITEM DROP OFF

To prevent classroom interruptions, if you are dropping something off for your child please:

- Mark the item with the student's full name
- Teacher's name
- Leave it with Mrs. Rozeske at the front desk so she can get it to your student at a convenient break in the teaching schedule



RECESS/LUNCH SCHEDULE

- **10:30 am**– K-1-2 Recess
- **10:45–11:10 am**– K-1-2 Lunch
- **11:15 am** 3-5 Recess
- **11:30–11:55 am**–3-5 Lunch



ATTENDANCE

Regular daily attendance is important to school success. Missing even one day of school can have negative impacts on a student's academic progress and overall well-being. While a single day may seem insignificant, it can disrupt learning, create knowledge gaps, and contribute to a cycle of missed learning over time. These effects can accumulate and lead to lower grades, difficulty keeping up with peers, and even a higher likelihood of dropping out of school.

Below is our District Unexcused Absence/Tardiness Policy

- 3 unexcused tardies = 1 unexcused absence
- After 3 unexcused absences (9 unexcused tardies), parent contacted; Wright County Human Services may be notified.
- After 7 unexcused absences (21 unexcused tardies), educational neglect may be filed according to state statute.

You are strongly encouraged to take family vacations during school holidays such as winter or spring break. In the event this is not possible, *preapproval of the vacation by the building principal, per district policy, will be required for the absence to be excused.*

Below is what the district-wide elementary letter that gets mailed out to families with attendance concerns:

To the Parents of:

We are concerned that your child has been tardy frequently or absent for part or all of several school days. Missing all or any part of the school day interferes with readiness to learn.

As of this date, your child has:

- _____ tardies (3 unexcused tardies = 1 unexcused absence)
- _____ 3 unexcused absences
- _____ 7 unexcused absences
- _____ 10 excused absences
- _____ more than 10 excused absences



MN state law requires schools to report cases of excessive unexcused absences to county officials. Our county requests notification when a student has 5 unexcused absences.

Action taken as of this date on behalf of your child:

- _____ Parent notification
- _____ Pacer Center brochure
- _____ Implemented a Student Support Plan
- _____ Initial referral to Wright County Truancy and Educational Neglect Intervention Program
- _____ Intervention referral to Wright County Truancy and Educational Neglect Intervention Program
- _____ Medical verification required for all future absences

Please contact me if you have any questions or need assistance. I am confident we can work together to improve your child's attendance.

ATTENDANCE CONTINUED

Here's a more detailed look at the potential consequences of missing school

Academic Impact:

Missed Instruction:

Students miss out on new information, learning activities, and opportunities to ask questions that are crucial for understanding the material.

Difficulty Keeping Up:

Even a single day can create a gap in knowledge, making it harder for students to grasp concepts taught later.

Lower Grades:

Regular absenteeism, even if seemingly minor, can contribute to lower grades and overall academic performance.

Difficulty with Future Learning:

Missing key information can create a foundation of knowledge gaps that make it harder to learn future concepts that build upon the missed material.

Social and Emotional Impact:

Loss of Connection:

Missing school can disrupt social connections with peers and teachers, potentially leading to feelings of isolation or disengagement.

Increased Anxiety:

Students who miss school may experience increased anxiety about catching up or feeling behind.

Disrupted Routines:

Missing school can disrupt daily routines, making it harder for students to adjust back into the school environment.

If your child is ill or must miss school, please utilize the following options to report their absence:

- call the school office/attendance line at 763.682.8401 and leave a detailed message stating:
 - student first and last name
 - teacher name
 - Reason for absence
- Login to parent portal and submit the absence under absence requests.
 - Detailed instructions are available on page 6!

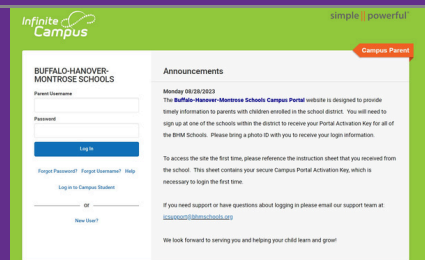
Parents will be contacted at work or home if an absence is not reported.

Portal Absence Request for Parents

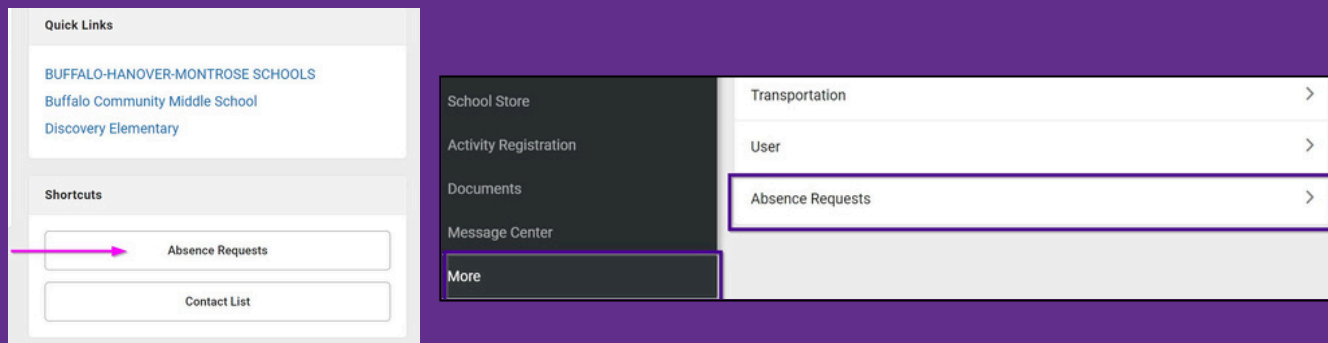
Parents and guardians can use the Absence Request tool to submit a request that informs the office in advance when their student is not going to be in school. After the request is processed, Campus creates an attendance record for the student.

Step 1: Log in to Parent Portal

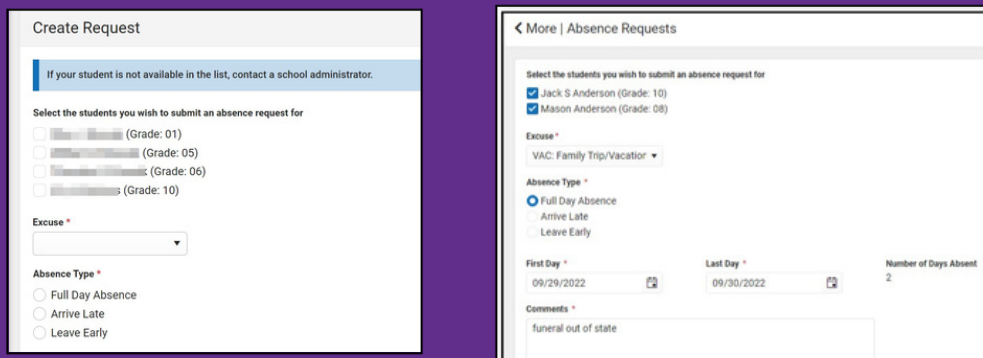
Don't have an account?
Contact your building secretary!



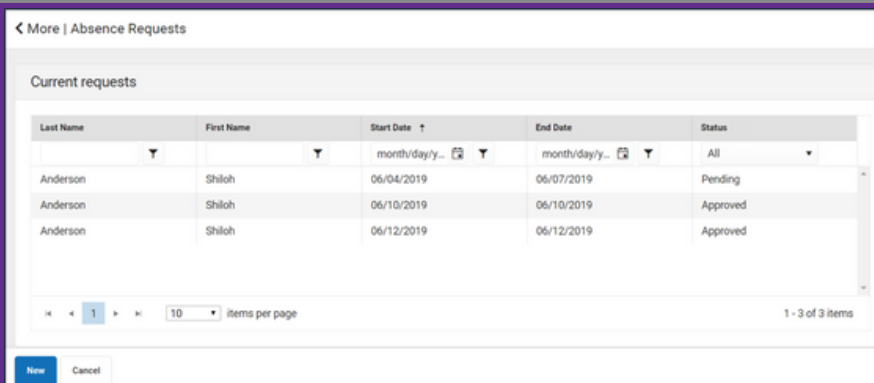
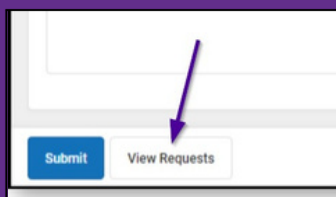
Step 2: Click Absence Requests (or more in the menu, then Absence Requests)



Step 3: Enter the absence(s).

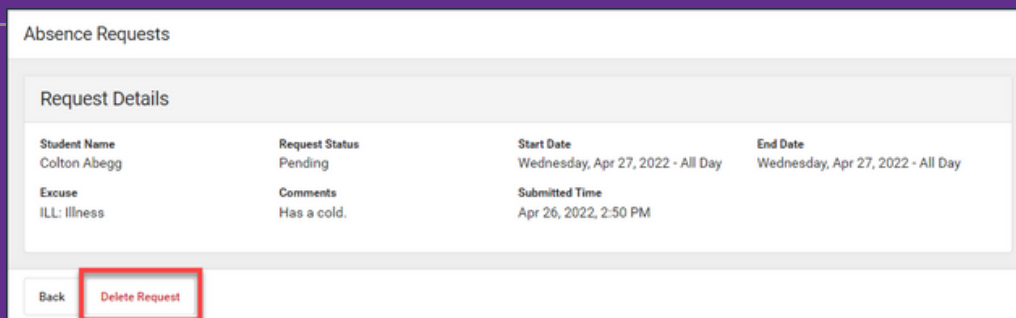


Step 4: View Requests to see Status



Pending = Parent Submitted, School Approval Pending / Approved = School Approved

To Delete Requests:
Only available before
School Processing



DISCOVERY ELEMENTARY PARENT HANDBOOK

ELEMENTARY PARENT HANDBOOK 2025-2026

Buffalo-Hanover-Montrose Schools



To view the handbook, please click here!

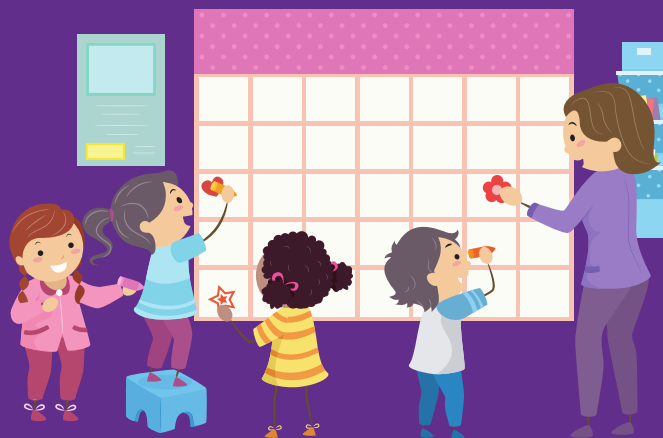
WEBSITE/FACEBOOK INFO



[Click here!](#)

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IMPORTANT UPCOMING DATES

- **1st Day of School Grades K-5 (last names A-K)**- Tuesday, Sept. 2nd
- **1st Day of School Grades K-5 (last names L-Z)**- Wednesday, Sept. 3rd
- **School in session for ALL students**- Thursday, Sept. 4th
- **Picture Day for Students/Staff**- Wednesday, September 17th
- **Annual Required Lockdown Drill**- Wednesday, September 17th (more details below)
- **Early Release Day**- Friday, October 3rd (early release at 12:15)
- **K-2 Field Trip to Stages Theatre-Wednesday**, October 8th (more information coming soon)
- **Conference Night 1**- Thursday, October 9th
- **Scholastic Book Fair**- Thursday, October 9th (Time TBD)
- **Conference Night 2**- Tuesday, October 14th
- **Scholastic Book Fair**- Tuesday, October 14th (Time TBD)
- **Fall Break (No school)**- Wednesday-Friday, October 15-17
- **Retake Picture Day**- Tuesday, October 21st (For absences or retakes. Must bring back picture packet if getting retakes)
- **Early Release Day**- Friday, November 1st (early release at 12:15)
- **K-8 Teacher Workshop-No School**- Monday, November 3rd
- **Family Fun Night**- Thursday, November 6th (more details coming soon)
- **Early Release Day**- Friday, November 7th (early release at 12:15)

VOLUNTEERS WANTED!



Help with a variety of Tasks/Events
throughout the year

- **PARENTS/GUARDIANS**
- **GRANDPARENTS**
- **DISCOVERY ALUMNI**
- **OTHERS!**

- **FAMILY FUN NIGHT**
- **BOOK FAIRS**
- **READ-A-THON**
- **ETC.**



**SCAN ABOVE TO SIGN-UP
FOR
VOLUNTEER OPPORTUNITIES**





ANNUAL REQUIRED LOCKDOWN DRILL WEDNESDAY, SEPTEMBER 17TH

In previous years, schools have been required to conduct 5 lockdown drills annually with students. Schools are still required to practice 5 lockdown drills, but new legislation recommends that not all are conducted with students present.

- BHM schools will conduct **1 lockdown drill with students** each fall, so the lockdown drill on **Wednesday, September 17th at 1:45** will serve as our annual student training.
- Lockdown drills consist of:
 - all building and classroom doors being locked
 - lights off
 - students sitting quietly away from doors and windows until the all clear is given
 - Lockdown drills generally take approximately 5 minutes.
 - Students and staff will be given notice prior to the drill starting as well as reminders about the purpose of the drill.
 - Students will also have the opportunity to ask questions and debrief after the drill concludes.

Please note: If you choose to opt your student out of this drill, contact your school's attendance line at before the date of the drill, so we know the reason for the absence.