

Student Handbook

2025-2026



Welcome to J.A. Hughes Elementary School

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Welcome to J.A. Hughes Elementary School

District #630 Mission Statement

The mission of Red Lake Falls Public Schools is to build pride and self esteem by providing total resources so individuals can reach their full potential.

SCHOOL PLEDGE

Today is a new day at J.A. Hughes.
I will do my best to be my best.
I will listen so I can learn.
I will show respect.
I will not give up.
I am strong and I will make this day great!

Staff and Student at J.A. Hughes treat each other
with dignity, fairness and respect.

MORE INFORMATION ON BOARD POLICIES

For more information on these and other specific I.S.D. #630 board policies, please refer to the I.S.D. #630 Policy Manual. The Policy Manual can be viewed in its entirety at the District Office, J. A. Hughes Elementary or Lafayette High School.

Red Lake Falls Public School District #630 is an equal opportunity employer.

TABLE OF CONTENTS

1 <u>Board of Education</u>	42 <u>Consequences for School Bus/Bus Stop Misconduct</u>
1 <u>Elementary Staff</u>	43 <u>Destruction or Theft of School Property</u>
2 <u>School Calendar</u>	44 <u>Appropriate Dress</u>
3 <u>District Phone/Fax Numbers</u>	44 <u>Labeling Clothing- Tennis Shoes</u>
3 <u>Office, Teacher & Student Hours</u>	45 <u>Students Winter Dress</u>
3 <u>Student Drop Off and Admission to Building</u>	45 <u>Weather</u>
3. <u>Teacher Requests</u>	45 <u>Winter Playground Guidelines/Other Winter Guidelines</u>
4 <u>Entering the School Building</u>	46 <u>Emergency School Closing/Emergency Situation</u>
4 <u>Camera Surveillance</u>	47 <u>Health Policies</u>
4 <u>Parking</u>	47 <u>Immunizations</u>
4 <u>Walkers</u>	47 <u>Medication Policy</u>
4 <u>Bicycles/Roller Blades/Skate Boards</u>	47 <u>Lost and Found</u>
4 <u>Bus Passes</u>	48 <u>Leaving School Grounds</u>
5 <u>Dismissal</u>	48 <u>Notices and Communication with Parents</u>
5 <u>Visiting School and Visitor Passes</u>	48 <u>Reporting Pupil Progress</u>
5 <u>School Attendance</u>	49 <u>Promotion and Retention Policy</u>
6 <u>Procedure for Reporting Absences</u>	49 <u>Preschool Screening</u>
7 <u>Tardiness</u>	49 <u>Telephone/Cell Phones</u>
7 <u>School Breakfast & Lunch Program</u>	50 <u>Minnesota Academic Standards</u>
7 <u>Milk Break</u>	50 <u>K-3 Read Well Legislation and Literature</u>
7 <u>Personal Possessions, Lockers and Valuables</u>	50 <u>Technology Use</u>
7 <u>Conduct at Games- School Sportsmanship</u>	51 <u>Drug Free and Weapon Free Schools</u>
8 <u>General Discipline Policies at J.A. Hughes</u>	51 <u>Fire Alarm Tampering and Bomb Calls</u>
32 <u>Responsibilities and Rules</u>	51 <u>Fire Drill and Natural Disaster (Tornado) Drills</u>
34 <u>Unacceptable Behaviors and Consequences</u>	52 <u>Student Directory Information</u>
34 <u>Bullying</u>	52 <u>Parent Rights</u>
39 <u>Chronic Repeat Behaviors and Offenders</u>	54 <u>Student Computer Acceptable Use Policy (sample)</u>
39 <u>Hazing Definition</u>	55 <u>Testing</u>
40 <u>Sexual Harassment Policy</u>	57 <u>Index</u>
41 <u>School Bus Regulations</u>	

Welcome to J.A. Hughes Elementary School 2025-2026 School Year

This handbook and its contents were approved by the School Board at its July 2025 meeting. This handbook may be changed or amended during the school year. Changes will be posted in the office of the principal and on the school website. If you have any questions about the provisions of this handbook, contact the principal.

The information in this handbook has been carefully prepared to help all children-school readiness through sixth grade, succeed at J.A. Hughes Elementary School. This information is in compliance with District #630 Board of Education policies and its desire to promote a positive and safe learning environment. Please keep this handbook to use as a reference throughout the school year. Complete district policies can be located in each building.

We welcome your cooperation, your suggestions, and your comments. We hope you and your child will have a very satisfying and rewarding educational experience at J. A. Hughes Elementary School.

I.S.D. # 630 BOARD OF EDUCATION

Mike Swendra, Chairperson	Chris Cardinal- Director
Andy Knott, Vice-Chair	Beth Keller, Director
Linda Schultz, Clerk	Lacey Konickson, Director
Josiah Hoefer, Treasurer	

2025-2026 ELEMENTARY STAFF

Tony Greene	Superintendent
Chris Bjerklie	Principal
Hailea Page	Administrative Assistant
Kelsey Landman	ECFE/School Readiness/Parent Ed
Ryan Brumwell	Special Education
Kayler Knott	Special Education
Paula Lewis	Special Education
Nicole Gullingsrud	Kindergarten
Hannah Seeger	Kindergarten
Rachel Wooten	Grade 1
Marshall Mickelson	Grade 1
Laura Anderson	Grade 2
Jessica Vettleson	Grade 2
Carly Kleven	Grade 3
Jacob Rath	Grade 3
Jenelle Remick	Grade 4
Madyson Carlson	Grade 4
Brooklyn Ose	Grade 5
Aubrey Knott	Grade 5
Annah Haugen	Grade 6
Brian Remick	Grade 6

Eric Biermaier
Holly Klawitter
Pete Hagl
Lacie Hovland

Chris Nelson
Jennifer Wieland
Rene' Strege
Tom Hovland

Kathryn Donaldson
Lindsey Gagner
Nancy Haglund

Lindsey Largis
Renae Lehrer
Teshia Mugaas
Joy Nava
Hunter Pierson
Carly Reese
Nyssa Renner
Loreen Schultz
Jeff Battles
Dan Grembowski
Dale Caswell

Lona Thode
Randy Sauve

Reading Interventionist
Art
Physical Education
Band/Kindergarten Music
Speech
Math Interventionist
Music
Family Service/School Social Worker
Technology Coordinator

Para-Professional
Para-Professional
Para-Professional
Para-Professional
Para-Professional
Para-Professional
Para-Professional
Para-Professional
Para-Professional
Custodian
Custodian
Evening Cleaner

Head Cook
Asst. Cook

Mental Health

For mental health emergencies or personal and family crisis, call the Mental Health Crisis Line at:
1-800-282-5005

text MN to 741741 to speak anonymously with a Crisis Counselor
or

call the National Suicide Prevention Lifeline
1-800-273-8255

Non-Emergency Appointments:

Alluma- Crookston: 218-281-3940
Sanford Thief River Falls Behavioral Health Clinic - 218-683-4351

SCHOOL CALENDAR 2025-2026

August 20, 21, 25-28	Staff Development
August 27	J.A. Hughes Back to School Night
September 2	First Day of School
September 11	J.A. Hughes School Pictures
October 8	Student ½ Day Parent/Teacher Conferences 12:30-7:30
October 16-17	No School (Education Minnesota Convention)
October 31	Student ½ Day, End of 1 st Quarter (PM Staff Dev)
November 14	No School
November 27-28	No School Thanksgiving
December 24-January 2	No School (Winter Break)
January 16	½ Student Day (PM Staff Dev) End of 2 nd Quarter
February 4	½ Student Day Parent/Teacher Conferences 12:30-7:30
February 16	No School
February 18	Midterms
February 26	Student ½ Day Parent/Teacher Conferences 12:30-7:30
March 20	Student ½ Day, (PM Staff Dev) End of 3 rd Quarter
April 3-6	No School
April 22	Midterms
May 21	Student's Last Day
May 22	Staff Development Graduation (6:30 p.m.)

Storm Make-up Days: 5-E Learning, Feb. 16th, April 6th, End of the Year

Red Lake Falls Public Schools I.S.D. # 630 Phone Numbers

J. A. Hughes Office:	218-253-2161
J. A. Hughes Fax	218-253-4479
Lafayette High School	218-253-2163
Lafayette High School Fax	218-253-4480
District Office	218-253-2139
District Fax	218-253-2135

OFFICE HOURS - TEACHER HOURS

The teachers and staff are here for you. J.A. Hughes Office hours are 7:00 AM to 3:45 PM. and teacher hours are 7:30 AM to 3:30 PM. on regularly scheduled school days.

TEACHER REQUESTS FOR THE FOLLOWING SCHOOL YEAR

For a teacher request to be considered please submit in writing with reason to the Principal by May 1st of each year. Requests made are not a guarantee of placement with the teacher.

STUDENT DROP OFF and ADMISSION TO BUILDING

J.A. Hughes doors will open at 7:30 a.m. and at 9:30 a.m. in the event school is 2 hours late. When dropping students off, please do not stop or park in the bus-loading zone between signs. This area must be kept clear for buses. Students and parents should use the main

entrance only. Your cooperation is requested and appreciated. Students are not allowed in classrooms, gym, library, and computer labs before or after school without staff supervision.

ENTERING THE SCHOOL BUILDING

Please use the front doors when coming to the school. For security and safety reasons, all doors are locked during the school day. Visitors will be buzzed in through an intercom system. Upon entering the building for any reason, please come to the office so we can greet you and give you a visitor pass. Please do not remove your child from the building without checking in at the office.

CAMERA SURVEILLANCE

J.A. Hughes Elementary School is under video surveillance at all times. Due to Data Privacy, monitoring is restricted to administration and/or law enforcement.

PARKING

Parking and/or stopping is not allowed in the bus loading/unloading area in front of the school anytime during the day. This space is for bus drop off and pickup only. Designated visitor parking located in the parking lot near the front entrance. Handicapped parking is available near the main entrance in the designated area.

WALKERS

Bus transportation is provided for all students on the west side of Red Lake Falls and those who live north of Highway #32. If your child walks to and from school they should cross the highway at the junction of Hamilton and Highway #32. For safety reasons, students walking or students being picked up by parents will remain on the sidewalk until all buses have left. Students walking to school are asked to arrive no earlier than 7:35 a.m.

BICYCLES

Students are allowed to ride their bicycles to school. The school cannot accept responsibility for damage to the bicycles/roller blades/skateboards. As a measure of safety, students are not allowed to ride bicycles on school grounds during the school day. If a child breaks this rule, he/she could be denied the privilege of riding their bicycles to school. Students will remain on the sidewalk until all buses have left.

BUS PASSES

Parents will designate a primary pick-up/drop off stop. Students will be allowed one bus stop per family/household. Bus passes for birthday parties will not be permitted. Emergency/special circumstance drop off requests will be reviewed and acted on at the discretion of administration.

DISMISSAL

Children are instructed to go home immediately upon dismissal from school. No child will be kept after school unless the parents have been notified. Children will not be released to waiting cars of anyone that cannot identify him/herself to the satisfaction of the school administration/staff.

VISITING SCHOOL and VISITOR PASSES

Visitors to J.A. Hughes are not permitted beyond J.A. Hughes Office unless prior approval is given by the principal. When permitted, all visitors, including parents, must wear a visitor's pass during school hours. Upon entering the school building, please sign in and obtain a visitor's pass from the office.

SCHOOL ATTENDANCE

Minnesota State Statute §120A requires that children attend school. For students under the age of 12, it is presumed that it is a parental responsibility to ensure the child's attendance. A student is required to attend school each and every day and each and every class period. If they miss a school day or part of the day, for legitimate reasons, a parent or guardian must notify the school. J.A. Hughes will follow the school attendance guidelines as presented by the Attendance Board Committee.

If a student is absent without lawful excuse three or more full days, they are considered as continuing truant. Truancy is a violation of Minnesota state law. The law also mandates that parents compel their children to attend school. There are potential criminal penalties if a parent fails to do so. Students are expected to be in school except in cases of emergency or for reasons as explained in the code below.

The code lists the following as the only legal excuses for absence to school.

1. Personal Illness/Medical or Dental Treatment – The school may require a certificate from a doctor if deemed advisable.
2. Illness in the family – All schoolwork should be kept current.
3. Quarantine in the home – The absence arising from this condition is limited to the length of quarantine as fixed by the proper health official.
4. Death of a relative - The absence arising from this condition is limited to three days, unless reasonable cause may be shown by parent or guardian for a longer absence.
5. Observances of a religious holiday – Any student of any religion shall be excused if his absence was for the purpose of a religious holiday consistent with their creed or belief.
6. Family emergency/work for student's parent or any absence when with student's parent.
7. Vacation plans for families can be facilitated by calling the school one week prior to the date of vacation so teachers can prepare work for the student.

Any other reason must be excused by the school prior to the absence. A student has two days to make up late work for an acceptable absence for each day missed. Tests and quizzes will be scheduled with individual teachers.

PROCEDURE FOR REPORTING ABSENCES:

1. If a student is ill or an emergency arises, a parent or guardian will call the office and report this information on the day the student will be gone by 8:10 a.m. No excused absences will be given until parent contact has been made.
2. When a student who has been absent returns to school, he/she will present a note to the Principal's Office from the parent indicating the reason for the absence. All absences that have not been verified as excused within three (3) days will automatically become unexcused absences.

Any absence from school for a period, part of a day, or all day without the knowledge or consent of the parents, nor approval of the school, is considered an unexcused absence.

When a child has had one or two unexcused absences, the school will begin initial interventions. This may include a contact with the parent, and in-school detention. At three unexcused absences, the school is legally required to notify the parent or guardian that the child is a continuing truant. A letter is usually sent outlining potential legal consequences as well as recommended action for the parent. If the child has seven unexcused absences, they are then considered habitually truant. The school is required to report that the student is in violation of the compulsory attendance laws. A meeting may be

scheduled with the county attorney, school administration and parents to develop an attendance contract agreed upon by parents/guardians, student and school.

TARDINESS

Students are expected to be in their classroom by 8:05 and ready to start class at 8:10. Students that are tardy should report to the office for an admission slip. Chronic or habitual latecomers will meet with the Principal to determine appropriate action.

Excused Tardiness

Parents are to call the office whenever a student is tardy. Valid excuses are the same as for an excused absence. If the parent is unable to call the school, the student should come to the office with a note of explanation signed by the parent. Failure to call may result in an unexcused tardy.

Unexcused Tardiness

Any tardiness to school or class that is not verified as excusable by a parent, guardian, teacher, or other school official within three days is considered unexcused.

SCHOOL BREAKFAST & LUNCH PROGRAM

A complete school breakfast and lunch are free for all students. Breakfast and lunch are served each day school is in session. Breakfast is not served when school is late. Monthly menus are available. Students bringing a lunch from home may purchase a carton of milk for .40¢. **Students are not allowed to charge ala-carte items.** Seconds are available for purchase when available. Lunch accounts may be checked online through the school website. Online reports could be one day off in reporting. Meal prices for adults are as follows: Adult breakfast- \$2.25 Adult lunch-\$5.00. Families are encouraged to complete an application for free or reduced priced meals.

MILK BREAK

Students may purchase a carton of milk each day as a morning snack. This is separate and not part of the school lunch program. Kindergarten students will receive their milk during Milk Break at no cost. A small, nutritious snack, such as a fruit, may be sent with your child. Please do not send boxes of crackers or cookies.

LOCKERS AND PERSONAL POSSESSIONS WITHIN A LOCKER

Pursuant to Minnesota statutes, school lockers are the property of the school district. Inspection of the interior of lockers 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 within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers

were searched unless disclosure would impede an ongoing investigation by police or school officials.

DESKS

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

PERSONAL POSSESSIONS AND STUDENT'S PERSON

The personal possessions of students and/or a student's person may be searched when school officials have reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions. If you have money or other valuables in school for some specific reason, we suggest you leave them in the office until they are needed. The school will not be responsible for articles taken from students' lockers/desks.

DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. DEFINITIONS

- A. "No exclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. No exclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).
- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of

problems. The policies must be designed to address students' inappropriate behavior from recurring.

- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
 - 1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;
 - 2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
 - 3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to

implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or to prevent imminent bodily harm or death to the student or another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.
- I. Reasonable Force Reports
 - 1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent

with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).

1. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).
3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;

- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;

3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing

a visible or an audible effect by combustion, explosion, deflagration or detonation;

18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise

derogatory to a protected minority group or which connotes gang membership;

31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees Policy;

- 44. Violation of the school district's one-to-one device rules and regulations;
- 45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
- 46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
 - 1. a student causes or is likely to cause serious physical harm to other students or staff;
 - 2. the student's parent or guardian specifically consents to the use of recess detention; or
 - 3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public

upon request. The school district is encouraged to use the data in professional development promoting the use of no exclusionary discipline.

- G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;

- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

- 1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
- 2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;

3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. Procedures for Removal of a Student from a Class.

1. Any student needing to be removed from a classroom will first be asked by the teacher to leave the classroom and report to the office; if student refuses to leave, teacher will contact the office and the principal or principal designee will report to the student's classroom and assist in the removal of student.
2. Teacher will initiate removal of student, if student refuses, principal or principal designee will be notified to assist in removal.
3. If student needs to be removed from class, parents of student will be contacted, incident will be discussed and a plan will be developed with assistance from parents and teacher to allow student back into class.

D. Period of Time for which a student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)

1. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

E. Responsibility for and Custody of a Student Removed from Class.

1. Any student that is asked to leave or removed from a class will report to the elementary office.
2. Student required to leave class will report to the elementary office; if student refuses to leave classroom, principal or principal designee will escort student to elementary office.
3. Students who leave classroom when asked by classroom teacher will report to the office unaccompanied by an adult; student whose refuses to leave will be escorted to the elementary office by principal or principal designee. Students leaving class unaccompanied by an adult; teacher will contact elementary office to notify them of student coming to office.
4. Once student arrives in the elementary office, student will discuss incident with principal or principal designee (and teacher if required) before being allowed to return to class.
5. After student is removed from class the elementary office will be responsible for the student until student is returned to class.

F. Procedures for Return of a Student to a Specific Class from Which the Student was Removed.

1. Before returning to class; the student will meet with the principal or principal designee to discuss incident and be allowed the opportunity to explain their version of the incident and assist in creating a plan for returning to class. Classroom teacher may also be involved in the meeting depending upon reason and severity of removal.
2. Depending upon severity and type of incident, conference with student, parent/guardian, teacher or other appropriate staff member may be required before returning to class.

G. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;

1. Parents of student removed from class will be contacted by principal or principal designee to discuss incident which resulted in removal of student and action required for student to return to class.
2. Depending upon severity and type of incident, conference with student, parent/guardian, teacher or other appropriate staff member may be required before returning to class.

H. Students with Disabilities; Special Provisions.

1. Based on individual student incident, severity and number of removals, student may be referred to Student Assistance Team for possible discussion of further intervention or assessment.
2. The students IEP case manager, principal or principal designee and classroom teacher will determine whether and IEP meeting will need to be held with parents before student can return to class.
3. Removal of students who may need additional intervention or behavioral services will be reviewed on an individual basis before further services are provided.

I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. Red Lake Falls Elementary's Multi-Disciplinary Team will meet to determine how to best address students found to have chemical abuse problems while on school premises.
2. Reporting procedures will be created by the Red Lake Falls Elementary Multi-Disciplinary Team and distributed to staff upon completion.

J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

Principal or principal designee will determine appropriate interventions based upon code of student conduct violations on an individual basis depending upon incident, severity and number of previous violation referrals.

XII. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
 - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
 - b. kindergarten through Grade 3.
2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.

2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.
3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team,

including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minnesota Statutes section 120B.02, although in a different setting.
7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.
9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56, shall be personally served upon the student at or before

the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference.

10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own

choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XIV. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

XV. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13.

XVI. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior

was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XVII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, or the implementation of the behavior and discipline policies are not being implemented appropriately or are being discriminately applied.

The process is initiated by submission of a complaint in writing to the Superintendent or the superintendent's designee. The complaint must be submitted in writing and dated by the person making the complaint.

A Discipline Complaint form is on the District website and available in administration offices. The process is initiated by filling in the form and submitting the form to the superintendent of school.

1. Upon receipt of the complaint, district representatives will investigate the complaint. The investigation will commence within three school days of receipt of the complaint. The

Superintendent will direct the investigation. The district may use outside counsel as it sees fit. The superintendent may designate staff responsible for any aspect of the process.

- 2. Upon completion of the investigation, written determination will be provided to the complainant addressing each allegation. The determination will contain findings and conclusions, with appropriate application of the Minnesota Government Data Practices Act.
- 3. If the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A. 61, including any local policies that were not implemented appropriately, the Superintendent will require a corrective action plan to correct a student’s record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future.
- 4. Reprisals or retaliation against any person who asserts, alleges, or reports a complaint is prohibited. District administration will apply appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal’s office.

XX. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

PROHIBITED ITEMS:

- | | | |
|--|------------------------------|----------------------|
| gum/candy/pop | hats/headgear/hoods in class | |
| matches/lighters | fireworks | guns-including BB |
| squirt guns/toy guns | gun-caps-bullets | laser-light pointers |
| hand held video games | sunflower seeds/nuts | fidget spinners |
| snowboards | weapons | |
| gang paraphernalia and/or colors & symbols | | |
| any other item(s) that could cause damage to school property or injury to self and others. | | |
| Possession of inappropriate cell phone text messages, pictures, videos, and recordings. | | |

SCHOOL RESPONSIBILITIES

This policy is designed to protect the rights of the individual student and ensure that all students have the right to receive a safe and quality education. J. A. Hughes staff members are to treat all persons with dignity, fairness, and respect.

The following rights shall be recognized:

The right to a free and appropriate education.

The right to due process of law.

The right to freedom of inquiry and reasonable expression.

The right to privacy as defined in common practice and law.

The right to be informed of school rules.

The right to a school environment free of bullying, sexual harassment and violence.

The right to a school environment free of discrimination based on race or gender.

Handicapped students' rights are to be defined by virtue of an IEP in accordance to provisions on MN Rule 3525.2470.

Student Responsibilities

Students at J. A. Hughes Elementary School are expected to treat all persons with dignity, fairness, and respect.

PARTICIPATION:

Participate fully in the serious business of learning.

Report to school and to all scheduled classes on time.

Pay close attention to instructions given by all teachers and staff members.

Complete assignments on time and to the best of his/her potential.

Request help when needed.

Do your own work.

Behaviors

Avoid any behavior that affects one's learning or the learning of others in a negative manner.
Cooperate in maintaining reasonable care of books and other instructional materials.
Refrain from acts of putting students down, bullying, hazing, threatening, and fighting with other students or engaging in deliberate attempts to embarrass or harm other students.
Refrain from acts of physical contact by keeping hands, feet, and objects to oneself and refrain from deliberate attempts to embarrass or harm other students.
Recognize the rights and human dignity of fellow students.
Do not cheat – Do not take credit for others words or works.

RESPECT FOR STAFF MEMBER

Show respect for the knowledge and authority of staff members.
Follow directions the first time they are given.
Use acceptable and courteous language to comply with all reasonable requests.

BATHROOM RULES

No yelling or lingering in the bathroom.
No physical/verbal abuse or intimidation/bullying acts on other students.
No climbing or hanging on structures within the bathroom or other acts of vandalism.
Use the facilities as they are intended to be used.

PLAYGROUND RULES

Listen to and follow directions of all supervisors.
Use playground equipment as it is intended to be used.
Exhibit good sportsmanship.
No physical/verbal abuse or intimidation/bullying acts with other students.
Playground activities shall not consist of wrestling, play-fighting, excessive chase, taking personal belongings from one another, etc.

LUNCHROOM RULES

Listen and follow directions of all supervisors.
Keep an appropriate lunchroom tone of voice.
No cutting or inappropriate behavior in the serving line or at lunch tables.
Stay seated while eating. Walk at all times.
Never throw food or other objects and clean eating area when finished.
No profanity, obscene language, fighting, horseplay, or any other type of behavior that would hurt or endanger you or other students.

HALLWAY RULES

Listen and follow directions of all staff.
Walk at all times on the right-hand side of the hall.

Speak in soft, quiet voices.

Keep hands off walls, windows, bulletin boards, decorations and other students.

ASSEMBLY RULES

Listen to and follow directions of all staff members.

Watch and listen politely to performances and speakers.

Respond and applaud appropriately.

Enter and leave assembly in an orderly manner following any supervisor's directions.

UNACCEPTABLE BEHAVIORS AND CONSEQUENCES

Listed below are some unacceptable behaviors, which will not be tolerated at J. A. Hughes Elementary School from any student at any time.

disrupting learning	defying authority	cheating
late assignments	frequent tardiness	vandalism
dishonesty	inappropriate clothing	swearing
verbal or physical abuse	bullying - verbal & physical	skipping class
harassment	hazing	stealing
failure to identify oneself upon request		
violation of any rule of conduct specified in this handbook		

Consequences for these unacceptable behaviors may include, but are not limited to, any of the following:

principal/student and/or parent conference	in school or out of school
detention	
loss of school privileges	restitution
parent notification	referral to police
lunch/recess period restrictions	out of school suspension
expulsion from school for all or part of the year	truancy petition
appropriate restorative solutions	missed class parties/trips
removal from participation or attendance at extracurricular events	

BULLYING

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 a student's ability to learn and/or a teacher's 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 intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for 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:
 - 1. on the school premises, at the school functions or activities, on the school transportation;
 - 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 - 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. 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 or 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 cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.
- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, 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.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.
- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall

permit, condone, or tolerate bullying.

- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- J. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. 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.

The term “bullying” specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “Malicious and sadistic conduct” means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

- F. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- G. “Prohibited conduct” means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.
- H. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person 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 the “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 immediately. 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, 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.

V. SCHOOL DISTRICT ACTION

- A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and the student's developmental age and behavioral history. School district action taken for violation of this policy will be consistent with the requirements of applicable collective

bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent or guardian of students who are targets of bullying or other prohibited conduct and the parent or guardian of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law. For purposes of notification presumed under this paragraph, a parent or legal guardian may designate in writing to the school another individual to be notified of the prohibited conduct.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct.

VII. TRAINING AND EDUCATION

- A. Consistent with its applicable policies and practices, the school district must discuss this policy with students, school personnel and volunteers and provide appropriate training for all school district personnel to prevent, identify, and respond to prohibited conduct. The school district must establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with

Minnesota Statutes, section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;

3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. Article II, paragraph D, regarding malicious and sadistic conduct must be conspicuously posted throughout each school building.
- C. This policy shall be conspicuously posted in the administrative offices of the school and school district in summary form.
- D. This policy must be distributed to each school district or school employee and independent contractor, if the contractor regularly interacts with students, at the time of employment with the district or the school.
- E. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- F. This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on the school district's or a school's website, consistent with the district policies and practices.

- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.
- H. The school district designates [insert name of staff member] as the primary contact person in the school building to receive reports of prohibited conduct

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

HAZING POLICY/DEFINITION

Engaging in any behavior, which constitutes “hazing”, is a violation of this discipline policy and may subject the student to discipline including suspension and expulsion. “Hazing” is defined as doing something or making another student do something that creates a risk of harm to a student in order for the student to be initiated into or affiliated with a student organization. “Hazing” is a violation of school policy regardless of time and place it occurs. Regardless of any provision in this policy to the contrary, a student may be subject to suspension of up to 10 days or expulsion for violation of any provision of this policy.

SEXUAL HARASSMENT POLICY

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. ss 2000e, et seq., and Minnesota Statutes 363.01-.14, the Minnesota Human Rights Act. It is the policy of District #630 to maintain a learning and working environment that is free of sexual harassment. The school district prohibits any form of sexual harassment.

Sexual harassment may include but is not limited to:

1. Verbal harassment or abuse
2. Subtle pressure sexual activity
3. Inappropriate patting or pinching or physical contact with another person
4. Intentional brushing against another person’s body (re-occurring)
5. Demanding sexual favors accompanied by implied overt promises of preferential treatment with regard to an individual’s educational status
6. Any sexually motivated unwelcome touching; (catching a person alone for a quick kiss or forced touching)
7. Repeated looks or comments regarding one’s body
8. Verbal sexual suggestions; jokes
9. Innuendoes

10. Constant leering

Sexual harassment is not flirtation. Flirtation feels good, sexual harassment feels bad. Any sexual harassment as defined when perpetrated on any person in the district will be treated as sexual harassment under this policy. The feelings of the recipient must be considered.

REPORTING PROCEDURES FOR SEXUAL HARASSMENT

Any employee or student who feels that he/she is being subjected to offensive remarks or conduct by another person associated with School District #630 should inform the person involved of the specific behavior found objectionable and request that it be stopped immediately. The statement of objection may be delivered through a third party. If the matter cannot be settled between the two parties, the principal/designee should be notified.

Any third person with knowledge or belief of conduct, which may constitute sexual harassment, should report the alleged acts immediately to the principal/designee.

The principal/designee receiving the complaint shall review the written report with the Superintendent within 24 hours of receiving the report or the next normal business day. The School District recognizes that not every advance or comment of a sexual nature constitutes harassment. Complaints filed with malicious intent will subject the complainant to disciplinary actions deemed appropriate by the School District and may be subject to possible civil action by the accused. A complaint unsubstantiated by the district investigation does not mean the complaint filed was filed with malicious intent. False accusations of sexual harassment can have serious detrimental effects on innocent parties.

PROCESS TO ADDRESS CONCERNS

From time to time students and parents may have a concern or issue they want to address. The following is the recommended process for addressing concerns:

Step 1: Make contact with the person employed by the district that is most involved with your concern. (i.e. if the concern is about a class or action taken by a teacher, arrange to meet with that teacher and seek information and a solution)

Step 2: If you do not feel the issue is resolved, arrange to meet with the building Principal. If the building Principal was the person most involved in step one, step two could be to contact the Superintendent.

At this point, the concern will be put in writing and the administration will look into available facts and will respond back to the complainant as soon as possible.

Step 3: If you have gone through steps one and two and the issue is still a concern, you may request of the Superintendent that the issue be taken before a committee of two school board members and the Superintendent. They will review available data and respond to the parent.

Step 4: If after doing the above steps, the complainant is still not satisfied, you should request of the Superintendent a place on the regular school board meeting agenda.

Note: Often resolving a problem is knowing what happened and what decision was made and why. It does not necessarily mean changing a decision.

SCHOOL BUS REGULATIONS

BUS PASSES

Please keep transportation information current.

During normal day-to-day operations, our school buses are often loaded at or very near to capacity. Students should have a primary pick-up/drop-off stop.

Emergency/special circumstance drop off requests will be reviewed and acted on at the discretion of administration.

Bus passes for birthday parties will not be permitted.

CONDUCT AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school busses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop. Consequences for school bus/bus stop misconduct will be imposed by the building principal or designee. In addition, all school/bus stop misconduct will be reported to the Building Principal or designee. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

School Bus and Bus Stop Rules

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School Office.

Rules at the Bus Stop

1. Get to your bus stop 5 minutes before your scheduled pick up time.

2. Respect the property of others while waiting at your bus stop.
3. No bullying, fighting, harassment, intimidation, or horseplay.
4. Keep your hands, arms, legs, and belongings to yourself.
5. Use appropriate language.
6. Stay away from the street, road, or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
9. No use of alcohol, tobacco, or drugs.

Rules on the Bus

1. Immediately follow directions of the driver
2. Sit in your seat facing forward. Remain seated while the bus is in motion.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body and all objects inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No bullying, fighting, harassment, intimidation, or horseplay.
7. Do not throw any objects.
8. No use of alcohol, tobacco, or drugs.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Do not damage the school bus

Consequences for School Bus/Bus Stop Misconduct

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges. Consequences are progressive and may include warnings, assigned seat, bus suspensions, repayment of any damages done to the bus, etc. and will follow current school district policy. Based on the severity of a student's misconduct, more serious consequences may be imposed at any time at the discretion of the Principal and Director of Transportation. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

School district policy for elementary (K-6) students:

- | | |
|-----------------------------------|--|
| 1. <u>1st offense-</u> | written warning |
| 2. <u>2nd offense-</u> | 3 school days suspension from riding the bus |
| 3. <u>3rd offense-</u> | 5 school days suspension from riding the bus |
| 4. <u>4th offense-</u> | 10 school days suspension from riding the bus/meeting with parents |

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. The transportation office may also maintain records.

DESTRUCTION OR THEFT OF SCHOOL PROPERTY

Students in all grades are furnished with free textbooks. Although textbooks are furnished, there is a great responsibility on the part of the student to care for their books. If a child deliberately damages or loses a book, he/she will replace the book or be assessed a fee depending on the severity of the damage and the original condition of the book.

This policy is in effect in regard to any other student property, school equipment, furniture or supplies that are deliberately damaged. A fee will be assessed to restore the item to service or to replace it, whatever the case may be.

APPROPRIATE DRESS

There is a direct relationship between the manner in which people dress and the way they act. Students are encouraged to be dressed appropriately for school, school activities and in keeping with community standards. Appropriate clothing includes, but is not limited to, the following:

1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

1. Clothing that is not in keeping with community standards.
2. Clothing bearing a message that is offensive, lewd, vulgar, or obscene.
3. Apparel promoting products or activities that is illegal for use by minors.
4. Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves,

advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.

5. Any apparel or footwear that would damage school property. (NO flip flops or high heels will be allowed on the playground or gym classes for safety reasons.)
6. Hats, hoods and pajamas are not to be worn in the building except with the approval of the building principal (i.e., student undergoing chemotherapy, medical situations).

Questions regarding student dress will be referred to the principal. If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process, school activities, poses a threat to the health or safety of the student or others, parents will be notified and the student will be directed to make modifications or will be sent home for the day.

LABELING CLOTHING

To alleviate the problem of lost clothing and personal belongings, please label all items with your child's name. Boots, caps, gloves, mittens, and personal belongings are often exchanged or mislaid. Children often have articles of clothing which are identical and when misplaced it is very difficult to sort out. Please mark them clearly with some type of identification (example – write the student's name on the tag). Please feel free to check the lost and found box for lost items.

TENNIS SHOES

For your child's health and safety, students are asked to have tennis shoes for gym periods. Students will not be allowed to participate in PE when the activity warrants having tennis shoes and the child does not have them. Many children wear snow-boots to and from school, however, each child is expected to wear shoes while moving from area to area within the building.

STUDENTS WINTER DRESS

Students will go outside every day that weather permits. Many students come to school without being properly dressed for Minnesota weather. Parents, please make sure your son/daughter is dressed for the weather. **Each student needs a warm jacket, snow pants, boots, mittens/gloves, hats, etc.).** Please send an extra set of clothes for emergencies. Please label clothing.

WEATHER

If the combined temperature (air temperature + wind chill) is above 0 (zero) degrees Fahrenheit or warmer, students may be allowed to go out (this is not rigid, but a rough guideline depending on weather conditions and other circumstances).

WINTER PLAYGROUND GUIDELINES

Sledding Guidelines:

Students must sled in the areas marked by cones.

Students may only start out sledding from the top hill (to avoid students being blindsided).

Students may sled in groups as long as they are not crashing into each other or creating hazards for other sliders.

Sleds are limited to two people.

No standing in sleds.

Small jumps may be allowed unless deemed unsafe by the supervisor.

When students go up the hill, they must walk around the marker cones.

If a student is crashing into other sleds or students intentionally, placing their sled in someone else's way, or causing other excessive mischief/hazards, they may be removed from the activity/playground as determined by severity by any playground supervisor.

The above guidelines are subject to change, for the safety of students, based on weather conditions or other circumstances as deemed necessary by the playground supervisors.

OTHER WINTER GUIDELINES

No snowballs or throwing of ice chunks!

Snow-creature construction may take place as long as they are out of the way of the sledding areas.

Students are limited to the hill area and playground system area (they should not be on the other side of the school by the swings without permission of a playground supervisor).

EMERGENCY SCHOOL CLOSING

Emergency school announcements will come to you through the District Instant Alert System. It is very important for you to keep personal contact information up to date through Instant Alert. Contact the school if you need assistance. Emergency school closings, due to severe weather or for any other reason, will also be announced over KTRF (1230 AM) Thief River Falls or KROX (1260 AM) Crookston. These radio stations list the school closings several times during the early morning radio programs or as necessary during the school day.

Parents are urged to be alert to the possibility of early closings or late starts during severe winter weather/storms. Be sure school emergency forms and Instant Alert information are up to date.

SCHOOL READINESS

For children attending the full day program, follow the late start or early dismissal times of the school. For children attending the half day program, if school is called to start late, class

is cancelled for the day. In the event school is in session and you feel the weather conditions warrant your child to be home, you have the right to keep them at home or to pick them up at school, if you so desire. Should the weather be so severe that the buses cannot get your children home, they will be taken to their storm homes in town.

EMERGENCY SITUATION

Should an emergency situation occur while school is in session, Red Lake Fall Schools response plan will be as follows:

1. No students will be dismissed from school unless a parent/guardian (or individual previously designated by a parent) comes for the student.
2. No students will be allowed to leave with another person (even a relative, close neighbor or babysitter) unless that person is designated on the student's emergency form.

If any emergency situation should exist, we ask that you observe the following guidelines:

1. Please do not call the school.
2. The phone lines must be kept open for emergency calls. Information will be put on the radio and Instant Alert as soon as possible providing more information and direction for where to pick up your student and any other students for whom you are the emergency form designee (KTRF 1230 AM or KROX 1260 AM).
3. Park your vehicle in the visitor parking lot, the loop in front of the school must be kept clear for emergency vehicles and busses.
4. If students have been relocated to another site for public safety reasons, announcements will be made through the district Instant Alert System or on KTRF 1230 AM or KROX 1260 AM radio stations. In most cases, students at Hughes Elementary will be relocated to Hillcrest Nursing Home or the high school.

HEALTH POLICIES

J.A. Hughes Elementary will follow the Minnesota Department of Health guidelines regarding student and staff attendance due to illness (<https://tinyurl.com/ycsvbvzs>). If your child has shown any of the following symptoms, **DO NOT** send them to school:

- Vomiting or diarrhea in the last 24 hours
- Temperature above normal. Students should be fever free for 24 hours without the aid of medication before returning to school.
- Respiratory distress
- Bacterial infection such as strep, impetigo, and has not been on prescription medication for at least 24 hours.
- Contagious conjunctivitis (pink eye) or pus draining from the eye. Student must be on medication for at least 24 hours before returning to school.
- Head lice-until hair is free of nits.
- Ringworm, scabies or an undiagnosed rash.
- Any illness or condition contagious to others until treatment is complete.
- Students will be sent home if their temperature reaches 100°

IMMUNIZATIONS

Minnesota Statutes Section 121A.15 requires children enrolled in a Minnesota school to be immunized against certain diseases. All students must have an accurate up to date immunization record on file before entering school. You will have 30 days after your child's first day of attendance to have complete records on file. Your child will not be allowed to come to school without this information on file.

MEDICATION POLICY

Students requiring medication at school shall be identified and medication brought to the office by parents. A written statement requesting and authorizing school personnel to give said medication in the dosage prescribed by the physician/parent shall be required from the parents. The medicine shall be in the original container. Medication distribution forms are available in the office. For your child's safety as well as others, please do not send medications with your student. Students are not allowed to transport their medication home from school.

We cannot supply any medication. Included in this statement is Tylenol, Hydrogen Peroxide, first aid ointment, etc. We will provide basic first aid: band-aids, ice packs, wound dressings, splints, etc. as needed.

LOST AND FOUND

Articles found by students and staff are brought to the office and placed in the lost and found basket (with the exception of money and jewelry). Whenever your child misplaces something, encourage them to check the lost and found basket. Items are set out at various times during the school year. At the end of the school year, any unclaimed articles are given away or destroyed.

LEAVING SCHOOL GROUNDS

No child, after arriving at school, is allowed to leave the school grounds unless the parent sends a note requesting that their child be allowed to leave. The parents assume responsibility for the child when they leave the school grounds. Law enforcement may be notified if a child leaves school grounds without permission or notification.

Although the Outdoor Learning Center is part of the school grounds, students must be accompanied by a classroom teacher.

Children will not be released to waiting cars or anyone that cannot identify him/herself to the satisfaction of the school administration/staff.

NOTICES AND COMMUNICATION WITH PARENTS

Occasionally we send notices home, but we know that these notices don't always reach you. Please help us by impressing upon your child the importance of you receiving every message we send out.

Check your child's back pack daily for the following types of information:

1. Do and Return Sheets
2. A weekly newsletter sent home with your son/daughter at the end of each week.
3. Classroom newsletters which may include information on classroom activities, projects, upcoming events or items needed as donations for the classroom
4. Brochures or flyers of special events
5. Notices will be posted on the school website. Teachers can be reached via email through the school website and teacher web pages. www.redlakefalls.k12.mn.us

REPORTING PUPIL PROGRESS

Four report cards are issued during the school year. Some teachers may send progress reports during the quarter.

Parent-teacher conferences have been scheduled for two different times this year. Refer to the school calendar for dates and times. You will be invited to have a conference with your child's teacher during this time. The conferences are an integral part of our school's program.

The purpose of parent teacher conferences is to discuss your child's strengths, needs, progress, and to gain insight into the most effective approach to use with your child. If you wish, you may initiate a parent teacher conference with your child's teacher at any point during the school year by contacting the main office. You may also request to have progress reports emailed.

PROMOTION AND RETENTION POLICY

Promotion: A student that achieves at levels deemed acceptable by local and state required standards shall be promoted to the next grade level at the completion of each school year.

Each child shall be evaluated individually, and should areas of concern or problems arise, the teacher and other school personnel involved with the growth of this child shall conference with the parents and make all attempts to solve the situation. If all efforts of the educational teacher, team and parents fail to help raise the ability of the child to cope either academically or socially, every attempt shall be made to have a consolidated agreement between the

parents and school that the child should be held back if it is felt to be in the best educational interest of the child.

Retention: Retention of a student may be considered when professional staff and/or parents believe that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement in meeting state required standards. The retention of a student must involve teacher, parent, a child study team, and the principal. Before a final decision is made, a conference with the parent(s) or guardian(s) is required.

PRESCHOOL SCREENING

Early Childhood Screening is required by the state of Minnesota before entering Kindergarten in a Public School. Screening is done twice a year at Hughes starting at age 3. Please inquire about screening dates if your child has not been screened. The screening is a careful check for vision, hearing, development, growth, and an immunization review. The screening may detect common health problems before they can become serious. It is not a substitute for a medical exam by your family doctor or dentist. There is no fee or charge for the screening.

TELEPHONE/CELL PHONES

School phones are for business purposes, not for use by students unless an emergency arises. Students will not be allowed to use the telephone to make arrangements to stay for after school events or go home with a friend, etc. These arrangements should be made before coming to school.

Students will be allowed to make limited calls home, at office/teacher discretion. It is important that the student assume the responsibility of being prepared for the school day.

Cell Phones are not to be used by students during the school day. Cell phones must be kept in student lockers or backpacks. If you need to reach your child, please use the school number and phone.

MINNESOTA ACADEMIC STANDARDS

Rigorous state academic standards have been passed by the legislature and meet the requirements of Federal No Child Left Behind laws. A standard is a summary description of what students should know or be able to do within a particular discipline/subject. Copies of the standards are available in the office or visit the Minnesota Department of Education Website at <http://education.state.mn.us>. The new standards are very specific and cover the content areas in Language Arts, math, the arts, science and social studies.

The standards are broken down into strands and sub strands. The K-2 standards are to be mastered by the end of second grade. Minnesota Comprehensive Assessments in math, reading and science are given to 3rd, 4th, 5th, and 6th graders. Parents, you have a vital role

and responsibly in helping your children meet these required standards. Our school is graded on Student Achievement.

K-3 READ WELL LEGISLATION & LITERACY PLAN

The J.A. Hughes K-3 Literacy Plan meets the requirements of MN Statute 120B.12, which says that every child must be reading at or above grade level no later than the end of grade 3. J.A. Hughes Literacy plan was approved by the School Board in June of 2023 at its regularly scheduled school board meeting. Parents are an important component of the plan. Please see the school website for the complete district K-3 Literacy Plan.

TECHNOLOGY USE

Students and Parent/Guardian are required to sign the Acceptable Use Policy before using school technology devices and access Internet services.

Headphones are provided for your child to use in the lab. If your student breaks his/her headphones, you will be asked to furnish a replacement headphone or send appropriate funds to replace them. Students have a responsibility in proper care of computers and specialized equipment. Any student that destroys or uses equipment other than its intended purpose will be denied the privilege of using said equipment and could be asked to replace damaged equipment.

There will be two device/technology fees of \$50.00 each that will be paid in Kindergarten and then again in 3rd grade. Free and reduced students will pay \$25.00.

DRUG FREE AND WEAPON FREE SCHOOLS

Minnesota Law is tough on anyone selling or possessing illegal drugs in school or within one city block of a school. People convicted may spend up to 30 years in prison. This law is also tough on people caught possessing or using a dangerous weapon in or within one block of a school. People convicted may spend up to five years in prison. Juveniles convicted of these crimes and who are 14 years of age or older will be treated as an adult in court.

FIRE ALARM, FIRE EQUIPMENT, EMERGENCY EQUIPMENT, CAMERA TAMPERING & BOMB THREATS

Listed are the penalties that will be administrated to any student who shall be guilty of any threat to endanger the well-being of students, teachers, or employees of the Red Lake Falls School System. These penalties shall apply to any or all accomplices of said threat:

The student(s) shall be suspended from school and/or expulsion recommended by the Board of Education.

The student(s) shall be subject to an examination by a psychologist before he/she or those involved shall be allowed back into school.

The student(s) shall be prosecuted under the Minnesota State Law 609.79, subdivision 1, which states: "whoever, without disclosing his/her identity and with intent to alarm or annoy another, makes a telephone call, whether or not conversation ensues, may be sentenced to imprisonment for not more than 90 days or to payment of a fine not more than \$100.00".

Whoever intentionally gives a false alarm of fire, or unlawfully breaks, injures, defaces, or removes any such box or disturbs any of the wired, poles, or other supports and appliances connected with or forming a part of any fire alarm system or any auxiliary fire appliance is guilty of a misdemeanor and shall be prosecuted under Minnesota State Law.

FIRE DRILLS/ INTRUDER DRILLS/NATURAL DISASTER (TORNADO) DRILLS

A natural disaster (tornado) plan and fire exit route is posted in each classroom. Students should become familiar with the plan. When a drill is announced over the P.A. system or by the faculty, or the fire alarm is sounded, everyone must go to the designated shelter area and remain there until the "all clear" is given. The main purpose is to get to the sheltered area promptly, efficiently, and safely.

STUDENT DIRECTORY INFORMATION

District 630 considers the following data to be directory information, which is available for public release. Data includes: Name, address, telephone number, date and place of birth, grade level, participation in officially recognized activities and sports, height and weight of member of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student and names and pictures of students participating in or attending extra-curricular activities, school events and high school league activities or events. Students may be videotaped or recorded for educational purposes. Student pictures and videos may be posted to district or school staff social media accounts such as Facebook or Twitter, etc.

Parents have the right to request that the information listed above not be provided for the student or self. Any parent or adult student who wants to make this request must do so in

writing prior to the first day of school each year. After that time, school officials will assume the listed information can be in the public domain.

Red Lake Falls Public School District 630 Student Computer Acceptable Use Policy

Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form.

Detach and return to the Media Center as soon as possible

Student Acknowledgement of Understanding

I have read and agree to comply with the terms of this policy governing the use of ISD 630's computers. I understand that violation of this policy will result in disciplinary action.

student signature

date

grade

student's printed name

I have read and discussed the ISD 630 Computer Acceptable Use Policy with _____
and grant permission for him/her to use the district's computers.
student's name

parent/guardian signature

date

Testing



Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Updated April 21, 2022 - Page 1 of 2

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



(education.mn.gov >
Students and Families >
Programs and Initiatives >
Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 2022 to 2023 school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

☐ MCA/MTAS Reading

☐ MCA/MTAS Science

☐ MCA/MTAS Mathematics

☐ ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

INDEX

A		M	
APPROPRIATE DRESS	44	MEDICATION POLICY	47
B		MILK BREAK	7
BICYCLES/ROLLER BLADES/SKATE		<u>MINNESOTA ACADEMIC STANDARDS</u>	50
BOARDS	4	<u>MORE INFORMATION ON BOARD POLICIES</u>	1
BULLYING	34	N	
<u>BUS PASSES</u>	4	NOTICES AND COMMUNICATION WITH	
C		PARENTS	48
CLOTHING	44	P	
Computer Acceptable Use Policy	53	<u>PARKING</u>	4
D		PERSONAL POSSESSIONS AND STUDENT'S	
DESKS	8	PERSON	8
DESTRUCTION OR THEFT OF SCHOOL		<u>PRESCHOOL SCREENING</u>	49
PROPERTY	43	<u>PROCEDURE FOR REPORTING ABSENCES:</u>	6
District #630 Mission Statement	1	PROCESS TO ADDRESS CONCERNS	41
<u>DRUG FREE AND WEAPON FREE</u>		<u>PROHIBITED ITEMS:</u>	31
SCHOOLS	51	<u>PROMOTION AND RETENTION POLICY</u>	49
E		<u>PUPIL PROGRESS</u>	48
ELEMENTARY STAFF	1	R	
<u>EMERGENCY SCHOOL CLOSING</u>	46	Red Lake Falls Public Schools I.S.D. # 630	
EMERGENCY SITUATION	46	Phone Numbers	3
ENTERING THE SCHOOL BUILDING	4	<u>REPORTING PROCEDURES FOR SEXUAL</u>	
F		HARASSMENT	40
FIRE ALARM, FIRE EQUIPMENT,		S	
EMERGENCY EQUIPMENT, CAMERA		<u>SCHOOL ATTENDANCE – IT IS THE LAW</u>	5
TAMPERING & BOMB THREATS	51	SCHOOL BREAKFAST & LUNCH PROGRAM	7
<u>FIRE DRILLS/ NATURAL DISASTER</u>		SCHOOL BUS REGULATIONS	41
(TORNADO) DRILLS/LOCK DOWN DRILLS	51	<u>SCHOOL CALENDAR 2014-2015</u>	3
H		SCHOOL PLEDGE	1
HAZING POLICY/DEFINITION	39	<u>SEXUAL HARASSMENT POLICY</u>	40
I		<u>STUDENT DIRECTORY INFORMATION</u>	52
I.S.D. # 630 BOARD OF EDUCATION	1	<u>STUDENT DROP OFF and ADMISSION TO</u>	
<u>IMMUNIZATIONS</u>	47	BUILDING	3
K		T	
K-3 READ WELL LEGISLATION & LITERACY		TABLE OF CONTENTS	0
PLAN	50	TARDINESS	7
L		<u>TECHNOLOGY USE</u>	50
LEAVING SCHOOL GROUNDS	48	<u>TELEPHONE/CELL PHONES</u>	49
LOCKERS AND PERSONAL POSSESSIONS		U	
WITHIN A LOCKER	7	<u>UNACCEPTABLE BEHAVIORS AND</u>	
<u>LOST AND FOUND</u>	47	CONSEQUENCES	34

<u>V</u>		<u>WEATHER</u>	45
<u>VISITING SCHOOL and VISITOR PASSES</u>	5	Welcome to J.A. Hughes Elementary School	1
<u>W</u>		<u>Welcome to J.A. Hughes Elementary School</u>	
		<u>2014-2015 School Year</u>	1
<u>WALKERS</u>	4	WINTER DRESS	45
		WINTER PLAYGROUND GUIDELINES	45