

# Student Handbook

## 2021-2022



## Welcome to

# J.A. Hughes Elementary

## School

601 1<sup>st</sup> Street NE, PO Box 7

Red Lake Falls, MN 56750

Chris Bjerklie, Principal

Phone 218-253-2161

Fax 218-253-4479

[www.redlakefalls.k12.mn.us](http://www.redlakefalls.k12.mn.us)

# **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**

I like myself.  
I can think for myself.  
I am responsible for my own actions.  
There is not a problem I cannot solve.  
I will do my best work today.

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

<b><u>1 Board of Education</u></b>	<b><u>18 Consequences for School Bus/Bus Stop Misconduct</u></b>
<b><u>1 Elementary Staff</u></b>	
<b><u>2 Tentative School Calendar</u></b>	
<b><u>3 District Phone/Fax Numbers</u></b>	<b><u>20 Destruction or Theft of School Property</u></b>
<b><u>3 Office, Teacher &amp; Student Hours</u></b>	<b><u>20 Appropriate Dress</u></b>
<b><u>3 Student Drop Off and Admission to Building</u></b>	<b><u>20 Labeling Clothing- Tennis Shoes</u></b>
<b><u>3 Entering the School Building</u></b>	<b><u>22 Students Winter Dress</u></b>
<b><u>3 Camera Surveillance</u></b>	<b><u>22 Weather</u></b>
<b><u>3 Parking</u></b>	<b><u>23 Winter Playground Guidelines/Other Winter Guidelines</u></b>
<b><u>4 Walkers</u></b>	<b><u>23 Emergency School Closing/Emergency Situation</u></b>
<b><u>4 Bicycles/Roller Blades/Skate Boards</u></b>	<b><u>24 Health Policies</u></b>
<b><u>4 Bus Passes</u></b>	<b><u>25 Immunizations</u></b>
<b><u>4 Dismissal</u></b>	<b><u>25 Medication Policy</u></b>
<b><u>4 Visiting School and Visitor Passes</u></b>	<b><u>25 Lost and Found</u></b>
<b><u>4 School Attendance</u></b>	<b><u>25 Leaving School Grounds</u></b>
<b><u>5 Procedure for Reporting Absences</u></b>	<b><u>26 Notices and Communication with Parents</u></b>
<b><u>6 Tardiness</u></b>	<b><u>26 Reporting Pupil Progress</u></b>
<b><u>6 School Breakfast &amp; Lunch Program</u></b>	<b><u>26 Promotion and Retention Policy</u></b>
<b><u>6 Milk Break</u></b>	<b><u>27 Preschool Screening</u></b>
<b><u>7 Personal Possessions, Lockers and Valuables</u></b>	<b><u>27 Telephone/Cell Phones</u></b>
<b><u>7 Conduct at Games- School Sportsmanship</u></b>	<b><u>27 Minnesota Academic Standards</u></b>
<b><u>7 Conduct at School Programs/Concerts</u></b>	<b><u>28 K-3 Read Well Legislation and Literature</u></b>
<b><u>8 General Discipline Policies at J.A. Hughes</u></b>	<b><u>28 Technology Use</u></b>
<b><u>8 Discipline Definitions</u></b>	<b><u>28 Drug Free and Weapon Free Schools</u></b>
<b><u>9 Responsibilities and Rules</u></b>	<b><u>29 Fire Alarm Tampering and Bomb Calls</u></b>
<b><u>12 Unacceptable Behaviors and Consequences</u></b>	<b><u>29 Fire Drill and Natural Disaster (Tornado) Drills</u></b>
<b><u>12 Bullying</u></b>	<b><u>29 Student Directory Information</u></b>
<b><u>17 Chronic Repeat Behaviors and Offenders</u></b>	<b><u>29 Parent Rights</u></b>
<b><u>17 Hazing Definition</u></b>	<b><u>1 More Information on Board Policies</u></b>
<b><u>17 Sexual Harassment Policy</u></b>	<b><u>30 Student Computer Acceptable Use Policy (sample)</u></b>
<b><u>18 School Bus Regulations</u></b>	<b><u>33 Testing</u></b>
	<b><u>35 Index</u></b>

## **Welcome to J.A. Hughes Elementary School 2021-2022 School Year**

This handbook and its contents were approved by the School Board at its July 2021 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 schools 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	

### **2021-2022 ELEMENTARY STAFF**

James Guetter	Superintendent
Chris Bjerklie	Principal
Julie Beyer Buse	Administrative Assistant
Hannah Kent	ECFE/School Readiness/Parent Ed
Ryan Brumwell	Special Education
Kayler Knott	Special Education
Paula Lewis	Special Education
Nicole Gullingsrud	Kindergarten
Hannah Seeger	Kindergarten
Jessica Carlson	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
Madison Wahlberg	Grade 4
Brooklyn Anderson	Grade 5
Aubrey Knott	Grade 5
Annah Harder	Grade 6
Brian Remick	Grade 6

Eric Biermaier	Title 1
Holly Klawitter	Art
Pete Hagl	Physical Education
Lacie Hovland	Band/Kindergarten Music
Caitlin LaCoursiere	Speech
Chris Nelson	Math Interventionist
Jennifer Wieland	Music
Rene' Strege	Family Service/School Social Worker
Tom Hovland	Technology Coordinator
Lindsey Gagner	Para-Professional
Nancy Haglund	Para-Professional
Michelle Holzer	Para-Professional
Teshia Mugaas	Para-Professional
Joy Nava	Para-Professional
Carly Reese	Para-Professional
Nyssa Renner	Para-Professional
Heidi Rewertz	Para-Professional
Rebecca Sand	Para-Professional
Loreen Schultz	Para-Professional
Heather Wallace	Para-Professional
Ben Swendra	Custodian
Dale Caswell	Evening Cleaner
Lona Thode	Head Cook
Linda Wilson	Asst. Cook

### **SCHOOL CALENDAR 2021-2022**

August 30-September 3	Staff Development
September 1	J.A. Hughes Back to School Night
September 3	Staff Development (8:00-12:00)
September 7	First Day of School
September 17	J.A. Hughes School Pictures
October 13	Student ½ Day Parent/Teacher Conferences 12:30-7:30
October 21-22	No School (Education Minnesota Convention)
November 5	Student ½ Day, End of 1 <sup>st</sup> Quarter (PM Staff Dev)
November 8	No School
November 25-26	No School Thanksgiving
December 24-January 2	No School (Winter Break)
January 17	No School (Staff Dev)
February 16	Student ½ Day Parent/Teacher Conferences 12:30-7:30
February 21	No School
March 17	Student ½ Day, (PM Staff Dev)
March 18	No School
April 15-18	No School
May 26	½ Student Day- Student's Last Day
May 27	Graduation (6:30 p.m.)

Storm Make-up Days: February 21<sup>st</sup> , April 18<sup>th</sup>, 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.

### **STUDENT DROP OFF and ADMISSION TO BUILDING**

Students are requested to arrive at school no earlier than 7:30 a.m. 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 7:45 a.m.

### **BICYCLES**

Students are allowed to ride their bicycles boards 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**

Students will be allowed one bus stop per family/household. Daily bus passes to alternate locations will not be allowed due to the requirements on schools related to Covid-19.

### **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. If you are picking up your child, he/she will be released after the busses have left the parking lot.

### **VISITING SCHOOL and VISITOR PASSES**

Due to the uncertainty of Covid-19 and the Delta Variant, 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**

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 25¢. Students are not allowed to charge meals. Lunch accounts may be checked online through the school website. Online reports could be one day off in reporting. Meal prices are as follows: Student breakfast-\$1.85. Student lunch- \$2.85. Adult breakfast- \$2.85. Adult lunch-\$4.05. Families are encouraged to complete an application for free or reduced priced meals.

**\*\*THE USDA HAS MADE ALL STUDENT LUNCHEES FREE FOR THE 2021-22 SCHOOL YEAR, PROVIDING YOUR CHILD TAKES A COMPLETE LUNCH.\*\***

### **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.

## **CONDUCT AT SCHOOL PROGRAMS/CONCERTS – CONCERT ETIQUETTE**

1. Students are expected to treat performers and directors with utmost respect and use concert etiquette procedures learned in class. This includes but is not limited to:
2. Students should remain quiet during a performance.
3. Cells phones should be turned off.
4. Students should only applaud at appropriate times.
5. Students should be sitting with a parent/guardian if you are not participating in the program/concert being presented.
6. Students should show respect to performers, directors, faculty and staff members.
7. Students are expected to follow all current school rules and regulations.

## **GENERAL DISCIPLINE POLICIES AT J. A. HUGHES**

J. A. Hughes Elementary School will use the concept of assertive discipline. One of the key factors of assertive discipline is the fact that everyone knows the rules and sanctions.

It is the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational experience. It is the responsibility of the school board, administrators and teachers to safeguard the health and safety of each student and will support personnel who act in accordance with State statutes, State Board of Education regulations and this policy.

Your child's classroom teacher may send home a list of rules that he/she expects the students to follow in the classroom. Along with the list of rules, may be the sanctions that will be imposed if a student chooses to break the classroom rules.

**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.

**DISCIPLINE DEFINITIONS**

**REASONABLE FORCE STANDARD**

The Reasonable Force Standard allows a teacher, school employee, school bus driver, or other agent of the district to use reasonable force when it is necessary, under the circumstances, to restrain a student or prevent bodily harm or death to another.

**DETENTION**

Detention may be assigned by the principal/designee, teacher, or other support staff. After school detention will take place as arranged with principal/teacher and parent.

**IN SCHOOL SUSPENSION (ISS)**

ISS prohibits a student from attending regular classes and keeps the student in school under the supervision of the principal/designee for part or all of the day.

**OUT OF SCHOOL SUSPENSION (OSS)**

OSS prohibits a student from attending school for a period no longer than 10 days per event. Make-up work must be done. Parents will be notified, if at all possible, prior to the actual suspension. OSS may be deferred for a day in order to accomplish the parent contact. Where this delay is not judged to be wise, a close relative or the sheriff will be notified prior to the out-of-school suspension occurring.

**EXPULSION**

Expulsion prohibits a student from attending school for a period no longer than the school year. Parents shall be notified, in writing, of violations of the rules of conduct and resulting

disciplinary action by first class mail except as provided otherwise by The Pupil Fair Dismissal Act of 1974.

## **DISMISSAL**

A pupil may be dismissed on any of the following grounds:

1. willful violation of any reasonable school board regulation
2. willful conduct that significantly disrupts the rights of others to an education
3. willful conduct that endangers the pupil or other pupils or surrounding persons, or the property of the school

Parents, teachers, and the Principal have a common interest in remedying the student's behavior problems. Contact may be made with the school social worker, school psychologist, or personnel deemed appropriate or as required by an Individual Education plan (IEP).

While the consequences stated herein are specific for stated violations of school policy, it must be stressed that overall satisfactory behavior of students is of utmost importance. Therefore, offenses will be on an individual and cumulative basis. Thus, a student's inappropriate behavior may result in different offenses being combined for subsequent occurrences.

## **J.A. HUGHES RESPONSIBILITIES AND RULES**

### **GOALS**

The goal of the J. A. Hughes Elementary discipline plan is to create a safe and respectful learning environment that provides equitable and consistent treatment of all students. It stresses both prevention and positive reinforcement while helping children function properly in the school setting.

The ultimate goal of good discipline can only be achieved when there is a productive partnership between home and the school. Parents play a very vital role in this plan. J. A. Hughes Elementary School administration and staff ask that parents read the philosophy, rules, and consequences to attending children.

It is the goal of all involved to understand the rules and work together for promoting and maintaining a positive school climate. Students are expected to treat each other with dignity, tolerance, and respect.

## **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 students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

## II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. 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 that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
1. The developmental 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 positive behavioral interventions up to and including suspension and/or expulsion. 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 and/or termination of services and/or contracts.

- G. The school district will act to investigate all complaints of bullying 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 any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:
  - 1. harming a student or a group of students;
  - 2. damaging a student’s or a group of students’ property;
  - 3. placing a student or a group of students in reasonable fear of harm to person or property;
  - 4. creating a hostile educational environment for a student or a group of students; or
  - 5. intimidating a student or a group of students.
- B. “Immediately” means as soon as possible but in no event longer than 24 hours.
- C. “On school district property or at school-related functions” 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.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying 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's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of bullying at the building level. Any person may report bullying 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.
- 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 receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying in a timely manner may be subject to disciplinary action.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

**For more information, refer to District Policy #514 in the Principal's office/district office.**

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(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

## **DEFINITIONS**

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

- A. “Bullying” means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:
1. harming a student or a group of students;
  2. damaging a student’s or a group of students’ property;
  3. placing a student or a group of students in reasonable fear of harm to person or property
  4. creating a hostile educational environment for a student or a group of students;

- B. “Immediately” means as soon as possible but in no event longer than 24 hours.

C. “On school district property or at school-related functions” 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.

## **SCHOOL DISTRICT ACTION**

Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.

**For more information, refer to District Policy #514 in the Principal's Office/District Office.**

### **CHRONIC REPEAT BEHAVIORS AND OFFENDERS**

Students, who continue to demonstrate inappropriate behaviors, and have had opportunities to change behavior, will have further consequences. Students could be asked to attend sessions after school, of a skills class to help reinforce positive behavior. If a student does not comply with any of the interventions, a meeting will be set with parents for the possible referral to the following types of services: mental health screening, children's mental health, child protection, educational neglect, transition program, or truancy.

If a student has been suspended, either ISS or OSS for a total of ten (10) school days during a semester, further short term suspensions will be followed by a review of the student's records by the principal. A report will be made and a copy sent to the superintendent stating the findings as to the facts of the latest incident and recommendations, if any, about dealing with the student in the future.

### **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**

Any child who is not taking their regular bus home after school or will not be getting off at their regular bus stop must have a written note or a parent contact by phone requesting a bus pass. Students will not be allowed to ride any bus except their own unless they have a bus pass signed by the office. Bus passes will not be issued on a student's statement. We must have contact from the parents. Please notify the office by 2:00. Please keep transportation information current.

During normal day-to-day operations, our school buses are often loaded at or very near to capacity. There are times when children attending a party, as guests of a bussed student, will overload a bus. If this situation arises, the parents of children who do not normally ride that bus will be asked to provide transportation. Parents affected by this regulation will be notified as early as possible in the day

### **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. 1<sup>st</sup> offense- written warning
2. 2<sup>nd</sup> offense- 3 school days suspension from riding the bus
3. 3<sup>rd</sup> offense- 5 school days suspension from riding the bus
4. 4<sup>th</sup> offense- 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. For your child's safety, students that are not riding the bus must wait on the front patio until the busses have left.

## **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](http://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 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> 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 2021 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 \$40.00 each that will be paid in Kindergarten and then again in 3rd grade. Free and reduced students will pay \$20.00.**

### **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**

The computer network is the property of ISD 630 and is to be used for academic purposes. Students are provided access to the computer network and the Internet to assist them in the educational process. All students have a responsibility to use the district's computers for legitimate school projects/assignments. Abuse of computers, prohibited activities, the computer network, or the Internet will result in disciplinary action that may lead to loss of computer privileges for a day, month or the school year.

Students are given computer access to enhance the educational process. Students should have no expectation of privacy in anything they create, store, send or receive using the district's computer equipment. The computer network is the property of ISD 630 and the staff has the right to access and review any and all materials created, stored, sent or received by any student. ISD 630 has the right to utilize software to monitor student usage of the school's technology equipment.

The Internet is a worldwide network of computers that contains millions of pages of information. Students are cautioned that many of these pages contain material inappropriate for the school environment. The school district has an Internet filtering system (Sonic Wall Fire Wall) in place that is programmed to block offensive sites. However, no such devices are foolproof and it is impossible to monitor the students at all times. Teachers and Staff members will assist students in becoming good information consumers. Students are responsible for their behavior and use of the information when accessing the Internet. Parents/Guardians are responsible for setting the standards they expect their child to follow.

ISD 630 does not provide individual e-mail accounts for the students nor does it endorse the use of e-mail. Parents/students should be aware that having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. In addition, students are cautioned against giving out any personal information (real name, address, phone number, etc.) when using the Internet/e-mail. ISD 630 is not responsible for material viewed by students through their e-mail accounts. However, district employees have the right to read anything on a school computer monitor and students will be held responsible for any material they choose to view.

To gain access to the ISD 630 Computer Network, all students and a parent/guardian must sign and return this Acceptable Use Policy. Each student will then be given a user ID and will be responsible for logging on and off the computers and follow all instructions given by the supervisor in charge. Any student coming across any prohibited material, network

messages or warnings on the school's computers is responsible to immediately notify the supervisor in charge.

**Prohibited Activities/Material on the district's computers include but are not limited to:**

Downloading (whether from a disc, CD-Rom, Internet, etc.) This includes screen-savers, games, music, wallpaper, pictures, video clips, viruses, etc.

Violating copyright laws

Chat-rooms / Bulletin Boards / Yahoo Messenger / MSN Messenger/ Windows Messaging/ Novel Messenger etc.

Offensive, fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, unlawful materials or otherwise inappropriate for the school environment

Personal Advertisements, solicitations, promotions, mailing lists

Jokes

Purchasing/bidding on items on-line

Tampering with/damaging the schools computers

Using a computer without logging on properly or logging onto a computer under another students ID; accessing/sending/transmitting data or confidential information belonging to another student

Using the computers for personal/commercial publications (without prior permission/payment)

Deleting/changing programs/settings

E-mail forwards, attachments, chain-letters



# Testing



## Parent/Guardian Guide to Statewide Testing

This document provides basic information to help parents/guardians make informed decisions that benefit their children, schools and communities.

### Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

### Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- Students who do not participate will receive a score of "not proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

## Academic Standards and Assessments

### What are academic standards?

The [Minnesota K-12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

### What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

#### Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3-8 and in high school in reading and mathematics; given annually in grades 5, 8 and in high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

#### ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K-12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this form on the district website and include it in district student handbooks.

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required each year parents/guardians wish to opt the student out of statewide assessments.*

Date \_\_\_\_\_ (This form is only applicable for the 20\_\_ to 20\_\_ school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

Please initial to indicate you have received and reviewed information about statewide testing.

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides a *Parent/Guardian Guide to Statewide Testing* on the [MDE website](#) (Students and Families > Statewide Testing).

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 or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will receive a score of "not proficient" and waives the opportunity to receive a college-ready score that could save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only.

Student ID or MARSS Number \_\_\_\_\_

## INDEX

<b>A</b>		<b><u>LOCKERS AND PERSONAL POSSESSIONS WITHIN A LOCKER</u></b>	7
<b>APPROPRIATE DRESS</b>	21	<b><u>LOST AND FOUND</u></b>	25
<b>B</b>		<b>M</b>	
<b>BICYCLES/ROLLER BLADES/SKATE BOARDS</b>	4	MEDICATION POLICY	25
<b><u>BULLYING</u></b>	12	MILK BREAK	6
<b><u>BUS PASSES</u></b>	4	<b><u>MINNESOTA ACADEMIC STANDARDS</u></b>	27
<b>C</b>		<b><u>MORE INFORMATION ON BOARD POLICIES</u></b>	1
<b><u>CLOTHING</u></b>	22	<b>N</b>	
Computer Acceptable Use Policy	30	<b><u>NOTICES AND COMMUNICATION WITH PARENTS</u></b>	26
<b><u>CONDUCT AT SCHOOL PROGRAMS/CONCERTS – CONCERT ETIQUETTE</u></b>	7	<b>P</b>	
<b>D</b>		<b><u>PARKING</u></b>	3
<b>DESKS</b>	7	PERSONAL POSSESSIONS AND STUDENT'S PERSON	7
<b>DESTRUCTION OR THEFT OF SCHOOL PROPERTY</b>	21	<b><u>PRESCHOOL SCREENING</u></b>	27
<b>DISCIPLINE DEFINITIONS</b>	8	<b><u>PROCEDURE FOR REPORTING ABSENCES:</u></b>	5
<i>District #630 Mission Statement</i>	1	<b><u>PROCESS TO ADDRESS CONCERNS</u></b>	18
<b><u>DRUG FREE AND WEAPON FREE SCHOOLS</u></b>	28	<b><u>PROHIBITED ITEMS:</u></b>	8
<b>E</b>		<b><u>PROMOTION AND RETENTION POLICY</u></b>	26
<b><u>ELEMENTARY STAFF</u></b>	1	<b><u>PUPIL PROGRESS</u></b>	26
<b><u>EMERGENCY SCHOOL CLOSING</u></b>	23	<b>R</b>	
EMERGENCY SITUATION	24	Red Lake Falls Public Schools I.S.D. # 630 Phone Numbers	3
<b>ENTERING THE SCHOOL BUILDING</b>	3	<b><u>REPORTING PROCEDURES FOR SEXUAL HARASSMENT</u></b>	18
<b>F</b>		RESPONSIBILITIES AND RULES	9
<b><u>FIRE DRILLS/ NATURAL DISASTER (TORNADO) DRILLS/LOCK DOWN DRILLS</u></b>	29	<b>S</b>	
<b>G</b>		<b><u>SCHOOL ATTENDANCE – IT IS THE LAW</u></b>	4
GENERAL DISCIPLINE POLICIES AT J. A. HUGHES	7	<b><u>SCHOOL BREAKFAST &amp; LUNCH PROGRAM</u></b>	6
<b>H</b>		<b><u>SCHOOL BUS REGULATIONS</u></b>	19
<b><u>HAZING POLICY/DEFINITION</u></b>	17	<b><u>SCHOOL CALENDAR 2014-2015</u></b>	2
<b>I</b>		SCHOOL PLEDGE	1
<b><u>I.S.D. # 630 BOARD OF EDUCATION</u></b>	1	<b><u>SEXUAL HARASSMENT POLICY</u></b>	17
<b><u>IMMUNIZATIONS</u></b>	25	<b><u>STUDENT DIRECTORY INFORMATION</u></b>	29
<b>K</b>		<b><u>STUDENT DROP OFF and ADMISSION TO BUILDING</u></b>	3
<b><u>K-3 READ WELL LEGISLATION &amp; LITERACY PLAN</u></b>	28	<b>T</b>	
<b>L</b>		TABLE OF CONTENTS	0
<b><u>LEAVING SCHOOL GROUNDS</u></b>	25	<b>TARDINESS</b>	6
		<b><u>TECHNOLOGY USE</u></b>	28
		<b><u>TELEPHONE/CELL PHONES</u></b>	27
		<b>U</b>	
		<b><u>UNACCEPTABLE BEHAVIORS AND CONSEQUENCES</u></b>	12

<i>V</i>	
<b><u>VISITING SCHOOL and VISITOR PASSES</u></b>	4
<i>W</i>	
<b><u>WALKERS</u></b>	3

<b><u>WEATHER</u></b>	22
<b><u>Welcome to J.A. Hughes Elementary School</u></b>	
<b><u>2014-2015 School Year</u></b>	1
WINTER DRESS	22
WINTER PLAYGROUND GUIDELINES	23