

# **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.

## **CODE OF ETHICS**

**We**, the students and staff of J. A. Hughes Elementary School, believe in devotion to ideals that make for clean living and the development of ourselves mentally, physically, socially, and spiritually.

**We** believe in the spirit of loyalty and devotion to our school and its program of activities.

**We** believe in an attitude of courtesy, kindness, and consideration for those around us and a wholesome respect for the right and privileges of others.

**We** believe in the spirit of good sportsmanship; a spirit which gives due recognition to the ability of our opponents.

**We** believe that J. A. Hughes Elementary School offers an opportunity to each of us to train for the highest type of citizenship and a life of usefulness in our community.

## **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 Students at J.A. Hughes  
treat each other with dignity,  
fairness and respect.**

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## Welcome to J.A. Hughes Elementary School 2009-2010 School Year

This handbook and its contents were approved by the School Board at its August 2009 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 web site. 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 your child 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.

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	Deb Amiot, Director
Wes Largis, Vice-Chair	Wayne Hanson, Director
Gary Thibert, Treasurer	Jenny Schmitz, Director
Reed Engelstad, Clerk	

### 2009-2010 ELEMENTARY STAFF

Joel Young	Superintendent
Jan Anderson	Principal
Julie Beyer Buse	Elementary/A.D. Office Secretary
Margaret Hamrum	ECFE/School Readiness Parent Educator
Wanda Nelson	ECFE Early Childhood/School Readiness Teacher
Judy Bernard	Developmental Disabilities
Shirley Johnson	Speech
Michelle Spurgin	LD/EBD
Linda Johnston	Art
Pete Hagl	Physical Education
Jennifer Wieland	Music
Lacie Hovland	Band/Kindergarten Music
Jessica Sandness	Kindergarten
Jennifer Roff	Kindergarten
Laura Anderson	Grade 1
Carly Kleven	Grade 1
Barb Sorenson	Grade 2
Jannelle Knott	Grade 2
Brian Remick	Grade 3
Oriann Johnson	Grade 4-6
Chris Nelson	Grade 4
Michael Mueller	Grade 5
Deb Salberg	Grade 6
Renae Dalen	School Social Worker

Rene Sage  
Josie Myhre

Family Service Specialist  
Technology Tech

Wendy Brieland  
Deb Cota  
Nancy Haglund  
Shirley Hanson  
Barb Lee  
Sheila Reich  
Stacie Schmitz  
Angie Schafer

Para-Professional  
Para-Professional  
Para-Professional  
Para-Professional  
Para-Professional  
Para-Professional  
Para-Professional  
Para-Professional

Paul Waldal  
Lona Thode  
Sharon Gilbertson

Head Custodian  
Head Cook  
Cook

### TENTATIVE SCHOOL CALENDAR 2009-2010

August 27, Sept. 1,2,3	Teacher Workshop Days
September 2	J.A. Hughes Open House/Parent Night
September 8	First Day of School
September 25	Picture Day
October 15,16	Education Minnesota Convention ( <b>no school</b> )
<b>November 6</b>	<b>End of 1<sup>st</sup> Qtr</b>
November 17 & 19	Parent Teacher Conferences 4:00 to 8:00 PM
November 20	Student ½ Day
November 26 & 27	Thanksgiving Vacation ( <b>no school</b> )
December 3	Elementary Christmas Program K-6 7:00
December 23 – Jan. 3	Winter Vacation ( <b>no school</b> )
January 4	School Resumes
January 18	Regional Teacher Workshop ( <b>no school</b> )
<b>January 22</b>	<b>End of 2<sup>nd</sup> Qtr</b>
January 29	Student & Teacher ½ Day
February 9 & 11	Parent/Teacher Conferences 4:00 to 8:00 PM
February 12	Student ½ day
February 15	President's Day ( <b>no school</b> )
March 19	Student ½ Day
<b>March 26</b>	<b>End of 3<sup>rd</sup> Qtr</b>
April 2 & 5	Spring Break ( <b>no school</b> )
April 23	Student ½ Day
May 6	Elementary Spring Program 1-6 7:00
May 27	Student ½ day - Students' last day of school
<b>May 27</b>	<b>End of 4<sup>th</sup> Qtr</b>
May 28	Graduation
May 28	Teacher Workshop

1<sup>st</sup> Storm Makeup Day-February 15

2<sup>nd</sup> Storm Makeup Day- April 5

172 Student Days

180 Teacher Days

\*\*\*This calendar is subject to change with board approval.

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

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

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

We cordially invite you to visit our school. To facilitate your visit and as a courtesy to the staff we ask that you call the office and let us know when you would like to visit. Parents/Visitors may observe classrooms from the back of the room and may not interfere with teacher instruction or with student learning. No out of district friends or relatives of students are allowed.

*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. Please do not go to a classroom without checking in at the office.

### **ENTERING THE SCHOOL BUILDING**

Please use the front doors when coming to the school. For security and safety reasons, all doors except the front doors are locked during the school day. 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.

### **PARKING**

**No parking or stopping is 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. **Visitor** parking is in the lot by the storage sheds. **Handicapped parking** is available in the rear of the school in the staff parking lot. **Staff** parking is along the playground edge. **Office** parking is at the west end of the circle drive.

### **TEACHER AND OFFICE HOURS**

The teachers and staff are here for you. Office hours are 7:00 AM to 4:00 PM. and teacher hours are 7:30 AM to 3:30 PM. on regularly scheduled school days.

### **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 video taped or recorder for educational purposes.

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 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.

### **School Attendance – It Is the Law**

1 Day = 8:20-3:05    ½ Day = 8:20-11:40; 11:40-3:05

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.**

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. This can include up to a \$1000.00 fine and/or 90 days in jail or both.

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. Please make homework requests early in the day.**

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. **Note:** 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.
7. **ANY OTHER REASON MUST BE EXCUSED BY THE SCHOOL PRIOR TO THE ABSENCE.**
8. 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.

### **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. If this is not done, the parent will be called when possible. **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.**
3. 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 8:15 and ready to start class at 8:20. Students that are tardy should report to the office for an admission slip.

### **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.

**Chronic or habitual latecomers** will meet with the Principal to determine appropriate action.

## **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 sack 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 report could be one day off in reporting. Breakfast-\$1.40 Lunch- \$2.00. Families are encouraged to complete an application for free or reduced priced meals. Many sources of school funding on based on these applications.

### **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. A small, nutritious snack may be sent with your child. Kindergarten snack is provided; the charge is \$60 for the year.

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

Students are requested to **arrive at school no earlier than 7:45 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 or computer lab before or after school without staff supervision. Students will be admitted to the classrooms at 8:00 a.m.

### **WALKERS**

Bus transportation is provided for all students on the north side of Red Lake Falls 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 busses have left.

### **STUDENT ACCIDENT INSURANCE**

Student Accident Insurance is available for you to purchase. Information is included in the fall packets mailed to each home. Please call the office if you need further information.

### **BICYCLES/ROLLER BLADES/SKATE BOARDS**

Students are allowed to ride their bicycles/roller blades/skate 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/roller blades/skateboards on school grounds. If a child breaks this rule, he/she could be denied the privilege of riding their bicycles/roller blades/skateboards to school. For safety reasons, students will not be allowed to ride their bicycles/roller blades/skateboards in the bus-loading area. Students will remain on the sidewalk until all buses have left.

### **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 2:15.** 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.

### **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. Students are not allowed in classrooms, library, gym, or computer lab before or after school without staff supervision.

When a child is ill or for some other reason it is necessary to send him/her home during the day, we will contact the parent/guardian first, following the emergency guidelines indicated by parents on their Emergency Form.

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

### **LOCKERS, LOCKS AND VALUABLES**

1. Lockers are the property of the school and are provided for student use.
2. Lockers are for coats, shoes/boots, extra clothes, etc. No food is to be kept in lockers.

3. Unauthorized locks will be removed.

The principal/designee may open any locker when there is reasonable proof that the locker contains alcohol, narcotics, tobacco, or other items considered harmful to students, staff, or in violation of other rules contained in this handbook. For more information, refer to District Policy #502 in the principal's office/district office.

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 GAMES – SCHOOL SPORTSMANSHIP**

Loyal students at Red Lake Falls want their team to win, but to win fairly and cleanly. He/she respects the decision of the referees, even though he/she may believe it to be wrong. He/she enters into all activities wholeheartedly, yells for the team even when defeat is certain. He/she treats the opposing team and their boosters with respect. He/she is a modest winner, a good loser and does not boo players or officials.

Students are expected to watch the game and not interfere with players on the floor/field. Parents' of young children should accompany their children to games and parent cooperation is requested in supervising their children during any school event.

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

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:

1. No talking during a performance.
2. No walking around or leaving the school during a performance.
3. Applauding at appropriate times.
4. Sitting with a parent/guardian if the student is not participating in the program/concert being presented.
5. Showing respect to performers, directors, faculty and staff members.
6. Abiding by 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 will be sending home a list of rules that he/she expects the students to follow in the classroom. Along with the list of rules, will be the sanctions that will be imposed if a student chooses to break the classroom rules.

#### **General Discipline Rules:**

1. **At all times--keep hands, feet, and objects to yourself**
2. Students are to stay in their own classroom and are not to take shortcuts through other rooms.

3. Weather permitting; all students will go outside during the noon recess period. Your child will need proper clothing for the weather conditions. **Students staying indoors must have a note and will report to the library.**
4. Students are not to leave the school grounds without permission.
5. Students are not to go on the school roof to get playground equipment.
6. Students are not to use profanity or obscene language, fight, play fight, horseplay, or use any other type of behavior that would hurt or endanger themselves or other students.
7. The following items are not allowed in school:

**Prohibited Items**

cellular phones	gum/candy/pop	hats/headgear/hoods in class
matches/lighters	fire crackers	BB guns
squirt guns/toy guns	gun-caps-bullets	laser-light pointers
pen-knives	pocket knives	jack-knives
hand held video games	personal sound systems	sunflower seeds/nuts
sling shots	weapons	snowboards
wrist-rockets	gang paraphernalia and/or colors & symbols	

or any other item that could cause damage to school property or injury to themselves and others.

**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:

- a) willful violation of any reasonable school board regulation
- b) willful conduct that significantly disrupts the rights of others to an education
- c) 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**

### **Section 1** **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 and positive school climate.

### **Section 2** **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:**

1. The right to a free and appropriate education.
2. The right to due process of law.
3. The right to freedom of inquiry and reasonable expression.
4. The right to privacy as defined in common practice and law.
5. The right to be informed of school rules.
6. The right to a school environment free of sexual harassment and sexual violence.
7. The right to a school environment free of discrimination based on race or gender.
9. Handicapped students' rights are to be defined by virtue of an IEP in accordance to provisions on MN Rule 3525.2470.

### **Section 3** **Student Responsibilities**

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

**PARTICIPATION:**

1. Participate fully in the serious business of learning.
2. Report to school and to all scheduled classes on time.
3. Pay close attention to instructions given by all teachers and staff members.
4. Complete assignments on time and to the best of his/her potential.
5. Request help when needed.
6. Do your **own** work.

**BEHAVIOR:**

1. Avoid any behavior that affects one's learning or the learning of others in a negative manner.
2. Cooperate in maintaining reasonable care of books and other instructional materials.
3. 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.
4. 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.
5. Recognize the rights and human dignity of fellow students.
6. Do not cheat – Do not take credit for others words or works.

**RESPECT FOR STAFF MEMBERS:**

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

**Bathroom Rules:**

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

**Playground Rules:**

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

**Lunchroom Rules:**

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

**Hallway Rules:**

1. Listen and follow directions of all staff.
2. Walk at all times on the right-hand side of the hall.
3. Speak in soft, quiet voices.
4. Keep hands off walls, windows, bulletin boards, decorations and other students.

**Assembly Rules:**

1. Listen to and follow directions of all staff members.
2. Watch and listen politely to performances and speakers.
3. Respond and applaud appropriately.
4. 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
failure to identify oneself upon request	harassment	hazing
violation of any rule of conduct specified in this handbook		stealing

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

principal/student and/or parent conference	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	loss of merits
removal from participation or attendance at extra curricular events	

**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.

**NON-COMPLIANCE POLICY**

**Board Approved (3/26/97) Non-Compliance Policy  
J. A. Hughes Elementary School**

This policy is being developed for playground, non-classroom, and classroom non-compliance issues for use by **all building staff**.

*Note: Initial steps **may** include: warning, classroom discipline policy, student sitting out of recess, assigned to responsibility class, “on the wall” at recess, etc.*

If a student is exhibiting non-compliant behavior the student is told:  
“You have 1 minute to think about your behavior” (and comply with staff request).

**Consequences:**



**First non-compliance incident:**

Parents will be notified;  
Student will have **immediate** 1/2 day In School Suspension for non-compliance;



**IF the student refuses to leave the area:**

The student will be escorted to the designated room (resource room) to sit with the assigned teacher; after recess, the student will be escorted to the Time-Out/ISS room, where the student will spend the rest of the school day working on assignments/responsibility/respect worksheets.



**IF the student still refuses to leave the area:**

Parents will be called to take their child home 1/2 day OSS



The student’s parents will be notified;  
The student will have 1/2 day ISS for non-compliance;



**Second non-compliance incident:**

The student’s parents will be notified;  
The student will have **immediate** 1/2 day ISS for non-compliance;  
After school social skills program/respect lesson 3 days (24 hour notice to parent)



**Third non-compliance incident:**

The student’s parents will be notified;  
The student will have **immediate** 1/2 day ISS for non-compliance + 1 Day OSS  
After school social skills program/respect lesson 5 days



#### **Fourth non-compliance incident:**

The student's parents will be notified;

The student will have **immediate** 1/2 day ISS for non-compliance + 3 Days OSS

Possible after school social skills program/respect lessons. See above paragraph on Chronic Repeat Behaviors and Offenders

### **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 2:15. 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. The school bus driver will not wait for tardy students.
2. Respect the property of others while waiting at your bus stop.
3. No 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 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 (for example, field trips or competitions) 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. 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:

<u>1<sup>st</sup> offense-</u>	warning
<u>2<sup>nd</sup> offense-</u>	3 school days suspension from riding the bus
<u>3<sup>rd</sup> offense-</u>	5 school days suspension from riding the bus
<u>4<sup>th</sup> 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. There is no formal dress code at our elementary school; however, we do expect parents to use discretion and common sense in choice of clothes for their children. We expect the children's clothing to meet common standards of cleanliness and neatness as well as being warm and comfortable. **Clothing should not interfere with a student's health, safety, or participation in school activities.**

- Midriffs shall be covered when the person is standing normally with their hands at their sides.  
No open back tops.
- The waistband or belt area cannot be lower than the upper hip when wearing pants/slacks/jeans.
- Shorts/skirts cannot be shorter than a student's fingertips when held at their sides.
- Students must wear appropriate shoes at all times during school hours. (**NO** flip flops will be allowed on the playground or gym classes)
- No hats or headgear

Students are prohibited from wearing clothing with a sexually explicit or implicit message, or with alcohol/tobacco/drug-related or gang symbolism. Persons determined not to be wearing acceptable school clothing may be given clothing from the lost and found box or parents may be contacted to bring appropriate clothing. Judgment on such clothing will be the responsibility of the Principal and staff based on whether or not the clothing is disruptive to the educational process.

### 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.** For emergencies, an extra set of clothing is suggested.

### WEATHER

If the combined temperature (air temperature + wind chill) = -20 to -25 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.
- **NOTE:** 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 closing, due to severe weather or for any other reason, will 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 emergency forms are up to date.

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, RLF schools response plan will be as follows:

- No students will be dismissed from school unless a parent/guardian (or individual previously designated by a parent) comes for the student.
- 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:

- **Please do not call the school.** The phone lines must be kept open for emergency calls.
- Information will be put on the radio 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).
- Park your vehicle in the visitor parking lot, the loop must be kept clear for emergency vehicles and busses.
- If students have been relocated to another site for public safety reasons, announcements will be made 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.
- Please remind your students to follow the directions of school/emergency personnel.

## **MINNESOTA ACADEMIC STANDARDS**

Rigorous academic standards were passed by the legislature in the spring of 2003. A standard is a summary description of what students should know or be able to do within a particular discipline. 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 (reading, writing & listening), 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 responsibility in helping your children achieve these required standards. Our school is graded on Student Achievement.

## **NWEA – NORTHWEST EVALUATION ASSOCIATION MEASURES OF ACADEMIC PROGRESS (MAP)**

Measures of Academic Progress are a series of tests that measure a student's general knowledge in reading, language usage, and math. Students in grades K-6 take these computerized tests up to three times a year, generally in the fall, winter and spring. They measure student progress and growth in basic skills.

## **TECHNOLOGY USE**

More and more technology integration is being used in regular classroom instruction, assignments and testing. Students and parents are asked to sign an acceptable use policy before a student is allowed to use and access Internet services. Please see a sample policy at the end of this handbook. 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.

## **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.

## **LOST AND FOUND**

Articles found by students and staff are brought to the office and placed in the lost and found basket in the front entry (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.

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.

### **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.

All Kindergartners, beginning in 2000-2001 school year, and seventh graders beginning in 2001-2002 school year, are required to have started the three shot Hepatitis B series prior to attending District #630 schools.

### **MANDATED REPORTER RESPONSIBILITIES**

Everyone hired by District #630 schools is a mandated reporter regarding suspected child abuse and/or neglect. Proper procedures will be followed as required by law to protect the safety of all children.

### **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.

**NOTICE: We can not supply any medication!!!** (This includes Tylenol, Hydrogen Peroxide, first aid ointment, etc. We will provide basic first aid (Band-Aids, ice packs, wound dressings, splints, etc. as needed).

### **NOTICES TO 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. A weekly newsletter is sent home with your son/daughter every Friday. Teachers may also send out a separate notice regarding special events and happenings in your son/daughter's classroom. Notices will be posted on the school website. Teachers can be reached via email through the school website. ([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 anytime. Call the school and a conference will be scheduled. 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.

### **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. For your child's safety, flip flops are not allowed during gym class or on the playground.

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. Fire safety rules do not allow students to be without footwear in the halls, cafeteria, gym, etc.

### **TELEPHONE**

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.

### **DRUG FREE AND WEAPON FREE SCHOOLS**

New 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 new 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 TAMPERING AND BOMB CALLS**

Listed are the penalties that will be administered 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:

1. The student(s) shall be suspended from school and/or expulsion recommended to the Board of Education.
2. The student(s) shall be subject to an examination by a psychologist before he/she or those involved shall be allowed back into school.
3. 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".
4. 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/ NATURAL DISASTER (TORNADO) DRILLS/LOCK DOWN 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.

### **HAZING 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 affects 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.*

## **Parent Rights**

The Protection of Pupil Rights Amendment, PPRA, affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The school district will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

### **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.

## **Sample Computer Use Policy**

# **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 will lead to loss of computer privileges.

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 and the like.
- 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

.....  
 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

Please check the appropriate boxes below:

\_\_\_\_\_ I give permission for above-mentioned student to access the Internet

\_\_\_\_\_ I do not give permission for above-mentioned student to access the Internet

\_\_\_\_\_ parent/guardian signature \_\_\_\_\_ date

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