



Elementary Student Handbook

Laurentian Elementary
1409 Progress Parkway
Eveleth, MN 55734
218-735-6201

North Star Elementary
411 South 5th Avenue
Virginia, MN 55792
218-742-3944

Parkview Elementary
506 North 9th Ave.
Virginia, MN 55792
218-742-3801

Rock Ridge Vision

- An educational environment designed to inspire passion and joy for everyone
- Collaborative educational experiences with immediate real-world applications
- Meaningful integration of community professionals into the daily education of students
- Adaptable learning spaces that will continually meet the needs of an ever-changing world

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DISTRICT CALENDAR

Rock Ridge Public Schools

2024-2025 School Calendar

July					August					T- 4	September					T- 20
1	2	3	4	5				1	2	S- 0	2	3	4	5	6	S- 20
8	9	10	11	12	5	6	7	8	9		9	10	11	12	13	
15	16	17	18	19	12	13	14	15	16		16	17	18	19	20	
22	23	24	25	26	19	20	21	22	23		23	24	25	26	27	
29	30	31			26	27	28	29	30		30					
October					November					T- 19	December					T- 15
	1	2**	3	4					1	S- 19	2	3	4	5	6	S- 15
7	8	9	10	11	4	5*	6	7	8		9**	10	11	12	13	
14	15	16	17	18	11	12	13	14	15		16	17	18	19	20	
21	22	23	24	25	18	19	20	21	22^		23	24	25	26	27	
28	29	30	31		25	26	27	28	29		30	31				
January					February					T- 19	March					T- 21
		1	2	3	3	4	5	6	7	S- 19	3	4	5	6	7^	S- 21
6	7	8	9	10	10	11	12	13	14		10	11	12	13	14	
13	14	15	16	17	17	18	19	20	21		17	18	19	20	21	
20	21	22	23*	24	24	25	26**	27	28		24	25	26	27	28*	
27	28	29	30	31							31					
April					May					T- 21	June					T- 0
	1	2	3	4				1	2	S- 20	2	3	4	5	6	S- 0
7	8	9	10	11	5	6	7	8	9		9	10	11	12	13	
14	15	16	17	18	12	13	14	15	16		16	17	18	19	20	
21	22	23	24	25	19	20	21	22	23		23	24	25	26	27	
28	29	30**			26	27	28	29**	30		30					

Graduation Date: Friday, May 30

	First & Last Pupil Days	**Midterm (Quarter 1)	Oct. 2	^Trimester 1	Nov. 22
	No School	*Quarter 1	Nov. 5	^Trimester2	Mar. 7
	Early Release	**Midterm (Quarter 2)	Dec. 9	^Trimester 3	May 29
	Student Contact Days	*Quarter 2	Jan. 23		
	Conference Exchange Day	**Midterm (Quarter 3)	Feb. 26	Pupil Days	173
	Inservice Days (August 30 = flex day, complete these hours in the summer if interested)	*Quarter 3	Mar. 28	Conf. Exchange	1
		**Midterm (Quarter 4)	April 30	Inservice Days	6
		*Quarter 4	May 29	Teacher Days	180

ARRIVAL AND SCHOOL DISMISSAL

All elementary students are expected to attend school daily and to report to class on time. The start and end times for each building will vary. Please see the chart below for details.

	Drop off time	Start time	End Time	Wednesday Dismissal
Laurentian	7:30 AM	8:05 AM	2:45 PM	1:45 PM
North Star	7:30 AM	7:55 AM	2:45 PM	1:45 PM
Parkview	7:20 AM	7:50 AM	2:40 PM	1:40 PM

If you need to pick up your child during school hours, please contact your school secretary to make arrangements for pick-up. Please do not ask us to send your child home from school unattended. If plans for the care of your child after school should change, please notify our office by 1:30 p.m. These regulations are for the safety of your child. If your child is taking a bus to their after-school destination and is not a regular bus student, the office and bus driver must receive a note.

If for any reason you do not want your child released except for your care, please contact the elementary principal at the beginning of each school year, or when such circumstances arise. You need to put your request in writing.

All Wednesdays are early dismissal with students.

ATTENDANCE - Board Policy #503

ISD 2909 is committed to maximizing instructional time. Students present in class are proven to have higher student achievement and dedication to personal growth. We are continuously striving to improve the academic success and social/emotional learning of our students; school attendance and punctuality are foundational pieces of the process. We ask students, parents, and guardians to partner with us in proactively making attendance a priority every day. These procedures recognize that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. These practices will assist students in attending class.

Minnesota State Law: (a) Every child between seven and 17 years of age must receive instruction unless the child has graduated. Every child under the age of seven who is enrolled in a half-day kindergarten program shall receive instruction except as provided in subdivision 6, a parent may withdraw a child under the age of seven from enrollment at any time. (b) A school district by annual board action may require children subject to this subdivision to receive instruction in summer school. A district that acts to require children to receive instruction in summer school shall establish at the time of its action the criteria for determining which children must receive instruction. (c) A pupil 16 years of age or older who meets the criteria of MN 1234D.68, subdivision 2, may be assigned to an area learning center. Such assignment may be made only after consultation with the principal, area learning center director, and parent or guardian.

ABSENCES

If your child will be absent from school for any reason, please call your schools attendance line.

Laurentian = 218-735-6200

North Star = 218-742-3940

Parkview = 218-742-3800

Attendance is taken every school day by 8:30 AM. If your child is absent and we haven't received notice from a parent/guardian, a phone call home will be made. When you are calling the attendance line, please leave the following information:

- Child's Name
- Grade
- Teacher's Name
- Reason for absence
- Length of absence (if known)

Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes every day that school is in session. Students are required to make up all assignments or to complete alternative assignments for all absences as deemed appropriate by the classroom teacher.

Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Teacher's/Supervisor's Responsibility

It is the teacher's/supervisor's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's/supervisor's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's/supervisor's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Administrator's Responsibility

It is the administrator's responsibility to require students to attend all assigned classes.

EXPECTATIONS

Rock Ridge district policy states that students are allowed a maximum of 10 absences per semester course. Absences that are considered exempt in the following chart do not count within the 10 allowable absences. Other days missed, including illnesses not verified by a medical practitioner will count towards a student's maximum number of allowable absences. Under no condition shall a student leave the school without permission from the nurse or office administration. If a student leaves without permission, he/she will be considered truant. Once permission has been granted, the student must sign out in the office. While the teacher/school should remind families of excessive absenteeism, it is the responsibility of the parent/guardian to be responsible for tracking their child's absences by checking the student information system or asking the office for support.

EXEMPT Absences Do Not Count Towards 10	EXCUSED Absences Count Towards 10	UNEXCUSED Absences Count Towards 10
<p>Documented Medical Code M for Medical</p> <ul style="list-style-type: none"> - Appointments w/ Medical Note - Illness & Injuries w/ Medical Note - School Nurse Recommendation <p>School Related Activities Code S for School Excused</p> <ul style="list-style-type: none"> - School Related Assessment - Sport/Activity Participation - College Visits w/ Documentation - Career Visits w/Documentation <p>Administrative Referral Code I for I</p> <ul style="list-style-type: none"> - In School Suspension <p>Code O for OSS</p> <ul style="list-style-type: none"> - Out of School Suspension <p>Discretion of Administration Code X for Exempt</p> <ul style="list-style-type: none"> - Prior Approval Required - Community Service - Funerals of Immediate Family - Documented Legal Concerns - Religious/Cultural Observance 	<p>Undocumented Medical Code AE for Absence Excuse</p> <ul style="list-style-type: none"> - Illness - Injury - Appointments w/out Documentation - Serious Illness of Family <p>Physical Emergencies Code AE for Absence Excuses</p> <ul style="list-style-type: none"> - Fire or Similar Disturbance - Weather Related <p>Funerals Code AE for Absence Excuses</p> <ul style="list-style-type: none"> - Non-Immediate Family <p>Family Leave/Vacations Code AE for Absence Excuses</p> <ul style="list-style-type: none"> - Please make every effort to communicate with your teacher prior to your absence <p>Non-School Related Activities Code AE for Absence Excuses</p> <ul style="list-style-type: none"> - Community Activities <p>Unforeseen Circumstances Code AE for Absence Excuses</p> <ul style="list-style-type: none"> - Oversleeping - Transportation Trouble <p>Once a student has reached 10 cumulative excused/unexcused absences in a semester, all future absences will be coded as unexcused unless it is considered exempt.</p>	<p>Uncleared Absences Code AU for Absence</p> <ul style="list-style-type: none"> - Any absence that is not cleared by a parent/guardian within 24 hours <p>Truancy/Educational Neglect Code TR for Truancy/Educational Neglect</p> <ul style="list-style-type: none"> - Any absence in which a student leaves the building without parent/guardian notification - Any absence in which a student is not in the assigned location without prior notification <p>Once a student has reached 10 cumulative excused/unexcused absences in a semester, all future absences will be coded as unexcused unless it is considered exempt.</p>

OVER TEN CUMULATIVE ABSENCES

The purpose of attendance interventions is to reengage students with the school community. We recognize the students and families may be struggling with a variety of concerns and we recognize the need to work together to reengage students with the positive supports a school community can offer. Research shows that students connected to school are less likely to miss classes and more likely to graduate on time.

Students in grades K-8 with 10 or more absences will be enrolled in our Check & Connect mentoring program and/or referred to county truancy or educational neglect resources.

NOTIFICATIONS

Daily

Daily notifications will be sent via electronic systems for all absences not cleared by a parent/guardian.

Continuing Truant (3 Unexcused Absences)

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse (unexcused absence) within a single school year for:

1. Three days if the child is in elementary school

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardians.

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201.

Habitual Truant (7 Unexcused Absences)

A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.

- A principal shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.
- Once a student has reached 7 excused or unexcused absences, a formal notification will be provided to the student and his/her guardian. This notification will be generated only one time per semester regardless of additional absences. A student who has missed 7 or more days will result in a parent/guardian conference with administration to discuss absenteeism and possible interventions.

BIRTHDAYS

Please let the teacher know if you would like to send treats to class to celebrate your child's birthday. **All treats must be commercially made, as home-baked items cannot be given to students due to state health regulations.** We request that you send any party invitations to students through the mail instead of passing them out at school. It is easy for feelings to be hurt unintentionally when invitations are distributed at school.

BREAKFAST

The school cafeteria will be offering a daily breakfast program for those students who would like to participate. Students wishing to eat a school breakfast should go directly to the cafeteria upon arrival to **finish eating by the time school starts.** When students are finished, they are expected to empty their tray and go directly outside for morning recess or to their classroom depending on the time. Students are not to remain in the cafeteria to socialize.

BULLYING - Board Policy # 514

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
 1. on the school premises, at the school functions or activities, on the school transportation;
 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of

bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 1. The developmental ages and maturity levels of the parties involved;
 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 3. Past incidences or past or continuing patterns of behavior;
 4. The relationship between the parties involved; and
 5. The context in which the alleged incidents occurred.

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

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

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

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

III. DEFINITIONS

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

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
 - 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 - 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
 - F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
 - G. "Prohibited conduct" means bullying or cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.
 - H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
 - I. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant’s or reporter’s future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited

conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

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

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
- C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

BUS TRANSPORTATION

1. The bus driver has complete authority on the bus.
2. The school bus does not stop, nor does it wait for students who are not out at their designated school bus pick up location. Students who miss their bus through their own negligence must find their own transportation to or from school.
3. Students must ride their assigned bus to and from school unless administrative approval is granted. A written request must be made by a parent and the office must sign the request.
4. Students must board and leave their bus at the location designated by the district.
5. Permanent changes to the bus transportation (i.e. moving or change in before/after school care) must be made at least one week in advance by filling out a Transportation Change Request Form. Forms are available online or by contacting the office.

District Policy: Bus drivers will report serious and/or continued violations to the administration. Parents or guardians will be notified by letter. Transportation may be denied a student by school authorities for repeated or flagrant violation of bus rules. **NOTE: All School District Policies remain in effect while riding a school bus.**

Please visit the following for more information:

Bus Conduct: <https://rrps.org/district/transportation/bus-conduct/>

Bus Discipline: <https://rrps.org/district/transportation/bus-discipline-codes/>

CELLPHONES AND PERSONAL DEVICES

Personal communication devices/cellphones are to be turned off and put in backpack, unless under the direct supervision of faculty and associated with learning. The District accepts no responsibility for loss or damage to personally owned devices brought to school by students.

Students using phones or electronic devices without authorization for the first time will be asked to surrender his/her phone to the teacher and can pick up the phone at the end of the day. The second time the phone will need to be picked up by a parent/guardian in the main office. The third time there will be a meeting with the administration to create a personal electronics plan/contact.

CHILD ABUSE AND NEGLECT

District employees are required by law to immediately report evidence of child physical or sexual abuse, neglect, or emotional maltreatment to the Child Protection Unit of St. Louis County Social Services. Any person who is required to report this evidence and willfully fails to do so will be guilty of a misdemeanor. At the same time, any person who reports child physical or sexual abuse, neglect, or emotional maltreatment is immune from civil or criminal liability. The purpose of reporting such an incident is not to accuse or punish anyone but to help ensure that the situation does not continue.

CODE OF CONDUCT - Board Policy # 506

Code of Conduct: We believe that students and staff have a right to be safe, a right to be treated kindly, and a right to learn. To help ensure that these rights are upheld, we have adopted policies and procedures to give our students directions and set the limits which must be maintained to offer an effective learning environment. While each teacher will display his/her own set of classroom rules, the conduct guidelines that follow are implemented school wide.

	Respect for <i>People</i>	Respect for <i>Space</i>	Respect for <i>Learning</i>
School	<ul style="list-style-type: none"> Follow directions from adults Treat others with respect. Accept responsibility for your choices. 	<ul style="list-style-type: none"> Caring for property of school and others. Keep our school clean. 	<ul style="list-style-type: none"> Respect of the learning of others Be prepared with homework and supplies
Hallways	<ul style="list-style-type: none"> Voices off/low Hands to Self 	<ul style="list-style-type: none"> Walk behind the person in front of you Keep to the right side of the hallway 	<ul style="list-style-type: none"> Do not disturb learning
Common Spaces	<ul style="list-style-type: none"> Respect other's space Appropriate voices 	<ul style="list-style-type: none"> Value property / clean-up / help out Stay in one place 	<ul style="list-style-type: none"> Move in orderly fashion Walking feet Stay on task
Bathrooms	<ul style="list-style-type: none"> Quiet - no visiting Lock doors when in use Flush Wash hands with soap Let teachers know if there is problem 	<ul style="list-style-type: none"> One person per stall Follow the arrows on the floor Leave it as clean as you found it Respect others privacy / space Use space appropriately 	<ul style="list-style-type: none"> Do not disturb learning
Cafeteria	<ul style="list-style-type: none"> Respect all adults Clean up after yourself Use manners Welcome all to the table 	<ul style="list-style-type: none"> Stay at your space Walking feet Remain seated Inside voices Push in your chairs 	<ul style="list-style-type: none"> Keep the space tidy Stay on task
Playground / Outside	<ul style="list-style-type: none"> Take turns Include others Line up when called Show good sportsmanship Keep hands to self 	<ul style="list-style-type: none"> Stay off the rocks. Stay within the boundaries Respect the equipment Respect play space 	<ul style="list-style-type: none"> Do not disturb classrooms

Disciplinary Action for Inappropriate Behavior:


The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district.

Consequences for inappropriate behavior may include but are not limited to:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation;
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-School suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act; 506-8
- Q. Preparation of an admission or readmission plan;
- R. Expulsion under the Pupil Fair Dismissal Act;
- S. Exclusion under the Pupil Fair Dismissal Act and/or
- T. Other disciplinary action as deemed appropriate by the school district.

All students are protected under the Pupil Fair Dismissal Act. Students involved in out of school suspension or possible expulsion will be given a copy of this document which outlines the steps the school district will be taking and defines the students' rights. Parents/guardians of students who have not been involved in suspension/expulsion situation who wish to view the Pupil Fair Dismissal Act may contact the school principal. Nothing in this handbook is intended to conflict with the Pupil Fair Dismissal Act or school board policy #506.

Elementary Behavior Matrix

	Level 1 Addressed by classroom teacher	Level 2 Addressed by teacher and/or other staff	Level 3 Addressed by staff and administration
Defiance <input type="checkbox"/> Not listening <input type="checkbox"/> Not following directions/policies <input type="checkbox"/> Arguing/saying “no” repeatedly	1. Reteach expectations	1. Log entry by teacher/staff	1. Log entry by teacher/staff
Inappropriate Language <input type="checkbox"/> Cussing <input type="checkbox"/> Name calling/Threats <input type="checkbox"/> Using unkind words	2. Reteach expectations with 1:1 conversations	2. Think sheet (reteach) with designated adult	2. Reteach with designated adult
Disruption <input type="checkbox"/> Distracting others <input type="checkbox"/> Disrupting the learning of others	3. Log Entry and Parent Contact by Teacher	3. Parent Contact and log entry detailed by adult from previous step	3. Consequence
Physical Contact <input type="checkbox"/> Hitting/Pushing/Fighting <input type="checkbox"/> Biting/Pinching <input type="checkbox"/> Tripping/Kicking/etc.		4. Follow-up email to teacher by designated adult	4. Parent contact
Property Destruction/Stealing <input type="checkbox"/> Vandalism/Graffiti <input type="checkbox"/> Breaking/Throwing/Dropping items <input type="checkbox"/> Stealing from peers/adults			5. MTSS/ADAPT referral possible
Possession-Inappropriate Items <input type="checkbox"/> Weapons <input type="checkbox"/> Drugs/Alcohol/Tobacco <input type="checkbox"/> Non-School appropriate items			
Technology Violation <input type="checkbox"/> Inappropriate images/sites <input type="checkbox"/> Cyber-bullying <input type="checkbox"/> Policy violation			

DIGITAL TOOLS

Rock Ridge Public Schools uses a variety of digital tools to support student learning. Technology vendors and software is utilized to support work as we help all students develop the skills necessary to succeed in an ever-changing world. We have an inventory of our curriculum, testing, and assessment tools posted <https://rrps.org/digital-tools/> and include an outline of the student data elements within each tool. This list is maintained and communicated annually to all families at the start of the school year. Please reach out to Bill Bryson (bill.bryson@rrps.org) for additional questions regarding specific digital tools used in classrooms.

DRESS CODE - Board Policy # 504

While it has become obvious nation-wide that dress codes are almost impossible to maintain, we credit our Rock Ridge families for the neat, appropriate attire of our students! Our school is a place for the business of education, and students' grooming and dress should be appropriate to the school setting, as well as appropriate for the season and the weather. Any apparel, hair style, cosmetics, or jewelry — even if not specifically mentioned which poses a threat to the health or safety of the student or others, or disrupts the educational process is not acceptable. Inappropriate body markings and clothing at school and school related activities includes, but is not limited to the following:

1. Clothing that exposes the midriff or chest, intentional exposure of undergarments or undergarments that are worn as outer garments, and other clothing that is not in keeping with community standards. "Short shorts," spaghetti strap tank tops, tops that expose the midriff. See-through or sexually suggestive apparel, which exposes the body in an inappropriate or suggestive manner.
2. Wearing of masks or costumes (except those necessary for COVID protection), painted faces, disguises or grooming that limits or prevents the identification of a student or substantially disrupts the learning environment.
3. Clothing that includes words or pictures that are obscene, vulgar, sexually explicit, convey sexual innuendo, abuse/discrimination, or which promote or advertise alcohol, chemicals, tobacco, or any other product that is illegal for use by minors. Clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups or gangs.
4. Hats are not allowed to be worn in the building.

Students disregarding the dress code will be sent to the office. A parent may be asked to bring in alternate clothing or the student may use clothing available in the nurse's office.

Please do not send your child to school in flip-flop type shoes or shoes with wheels. These are unsafe while children are going up and down the school stairs and running around on the playground.

Enforcement of the dress code is under the discretion of School Staff & Administration.

EMERGENCY SCHOOL CLOSING

School will be open every day unless prevented by severe weather or other emergency or facility issues. In this event, an announcement will be made early in the morning via the district's instant alert system. This system will also alert you, by an automated phone message, to any school closings due to inclement weather.

In addition to an Instant Alert System, the radio and TV stations listed below will announce information concerning the Rock Ridge Public Schools if school is cancelled in the morning. The same stations will announce early dismissals due to severe weather or other emergencies.

Radio	Television
WEVE 97.9 FM 1340 AM	KDLH TV3
WTBX 93.9FM	KBJR TV6
Radio USA 99.9 FM	WDIO TV10
KMFG 106.3 FM KMFG/WMFG 1240 AM WNMT 650 AM	

HAZING - Board Policy #526

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures. Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be 526-2 initiated into or affiliated with a student organization shall be subject to discipline for that act. I. The school district will act to investigate all complaints of hazing 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

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to: 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body. 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student. 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student. 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not 526-3 represent that it will provide supervision or assume liability at these locations and events.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.

- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. **REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receive a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be 526-4 subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. 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 legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials, or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law. 526-5 F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

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

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References:

- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
- Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.69 (Hazing Policy)

Cross References:

- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- MSBA/MASA Model Policy 413 (Harassment and Violence)
- MSBA/MASA Model Policy 506 (Student Discipline) MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
- MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

HEALTH SERVICES

There is a health office located within each elementary school that is staffed by a nurse. The Health Service nurse is trained in CPR and First Aid. Students with special health problems should notify the school office and the nurse. Students are to report to the Nurse's Office if they are ill with a pass from their teacher. Students must go to the nurse's office for evaluation and a phone call will be made to their parents before being sent home. Students must check out of the office if leaving school at any time. **Students may not call home to leave without first checking in and getting approval from the nurse or the office.**

Accidents

Accidents in school, on the school grounds or occurring at a school event must be reported to the nurse and the principal. The student's health status will be assessed as to the degree of injury and treatment needed. Health service personnel will administer basic first aid.

If an injury needs further medical/dental assessment and/or treatment, parents will be called to transport their child to the health care facility of their choice. If parents cannot be reached, the designated individual on the emergency card will be called. Parents are responsible for the choice of treatment sought.

In the event of a life-threatening accident or emergency requiring immediate attention, parents will be notified by telephone as to the student's condition. The student will be transported by school vehicle or ambulance to the medical /dental facility designated by the parent. If the parents cannot be reached, the school authorities will use their judgment in calling an ambulance or the child's physician/dentist per the Emergency Card information. If a parent does not approve of the aforementioned plan, he/she must designate in writing what they would like done and have it on file in the nurse's office.

Immunizations

As required by Minnesota Statutes Section 121A.15, children enrolled in a Rock Ridge Public Schools must receive immunizations required per the Minnesota School Immunization Law. Proof of immunizations must be provided prior to the student's first date of attendance. All students entering grade 7 must show proof of 2 MMR vaccines, a series of 3 Hepatitis B vaccines, 1 Tdap vaccine, 3 polio vaccines, 1 Meningococcal vaccine and 2 Varicella vaccines or certify that the student had chicken pox. If immunization is medically contraindicated or if a parent or guardian wishes to be exempt based on beliefs from one or more immunization requirements, then section 2 of the "Student Immunization Form" available on our school website must be completed and provided to the school health office. Students not in compliance will not be allowed to attend school.

Medication Procedure

Students may not have any over the counter or prescription medication with them at any time. If a student may need medication at some point, a parent or guardian must fill out a "Consent for Administration of Medication During School Hours" to be kept on file with the nurse. The medication, whether prescription or over the counter, MUST be in its original bottle and must have the student's full name either on a prescription label or written on the over the counter bottle. The medication will then be kept in the office for dispensation as needed. Parents/guardians are responsible for providing and refilling medication.

Elementary Nursing Offices

Laurentian Nurse: 218-735-6206

North Star Nurse: 218-742-3947

Parkview Nurse: 218-742-3821

INSTRUCTIONAL MATERIALS

The school district shall have a procedure for a parent, guardian, or an adult student, 18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

INTERVIEW OF STUDENTS BY OUTSIDE AGENCIES - Board Policy # 519

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures of access to students by authorized individuals during the school day.

Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.

Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

LOCKERS - Board Policy # 502

The 1995 Omnibus Crime Act creates a statewide school policy. It provides that it is the policy of the State of Minnesota that:

"School lockers are the property of Rock Ridge Public Schools. At no time does the Rock Ridge District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspection of the interior of lockers may be conducted by school authorities 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 authorities 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 authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials."

1. STUDENTS ARE RESPONSIBLE FOR ALL CONTENTS CONTAINED IN THEIR LOCKERS.
2. STUDENTS ARE ADVISED NOT TO LEAVE MONEY OR OTHER VALUABLES IN THEIR LOCKERS.
3. Students found tampering with another person's locker will be subject to disciplinary actions and liable for damaged/stolen property
4. STUDENTS ARE NOT TO CHANGE LOCKERS.
5. Students will be expected to honor a request by the administration to open his/her locker for inspection. Should a student refuse to honor the request, the school reserves the right to cut the lock on the student's locker.

LOST AND FOUND

There is a lost and found table located within each elementary school building. Items are displayed, and those not claimed are disposed of. It's a good idea to mark your child's belongings, as many valuable pieces of clothing and equipment are turned in and never claimed.

LUNCH/RECESS

The cafeteria is a place for students to eat their lunches and visit with their classmates. Students are expected to remain seated at one table with their class. Students spend about 20 minutes of their lunch period eating their lunches and the remaining time outside on the playground. Students are supervised in the cafeteria and on the playground by lunchroom aides. Students are encouraged to participate in our well-balanced, hot lunch program.

All parents are encouraged to complete the school lunch paperwork as part of the educational funding for our school is calculated according to how many of our students' parents complete free and reduced school meal forms and then qualify for free and reduced-price school meals.

Students are not to remove food items from the cafeteria and bring outside onto the playground.

PERSONAL PROPERTY

Students are not to bring to school personal property that is not directly related to class work (example: cell phones, video games, music devices, cameras, money in excess of a student's daily needs), as safe storage is a concern. **Rock Ridge Public Schools will not be responsible for lost or stolen items.**

PEST CONTROL: (PARENT'S RIGHT TO KNOW ACT)

Our school district utilizes a licensed, professional pest control service form for the prevention and control of rodents, insects, and other pests in an around the district's buildings. The program consists of:

1. inspection and monitoring to determine whether pests are present and whether treatment is needed;
2. recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. utilization of non-chemical measures such as traps, caulking and screening; and application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to the label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should an application be deemed necessary on a day different from the days specified in the schedule.

PETS

Students and parents are **not** to bring pets to school.

PLEDGE OF ALLEGIANCE - Board Policy # 531

The Pledge of Allegiance will be recited daily on the days school is in session. It is the responsibility of every citizen to show proper respect to his/her country and its flag. However, students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag, on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate in a meaningful ceremony. A student who chooses not to participate may either stand or sit, remaining respectfully silent. No homework may be done during this short time.

PTA

We have great PTAs at each Rock Ridge elementary school! The Parent/Teacher Association does wonderful things for our students and staff! The groups coordinate lucrative fundraisers, run Book Fairs, fund class field trips, provide treats for school parties, and honor and appreciate our teachers. Join you schools PTA.... it's a great way to get involved! Contact your child's elementary school office for more information.

SEXUAL, RELIGIOUS, RACIAL HARASSMENT & VIOLENCE POLICY - Board Policy # 413

Everyone at Rock Ridge Public Schools has a right to feel respected and safe. Consequently, we want to familiarize you with our policy to prevent religious, racial or sexual harassment and violence of any kind.

A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:

1. name calling, jokes or rumors
2. pulling on clothing
3. graffiti
4. notes or cartoons
5. unwelcome touching of a person or clothing
6. offensive or graphic posters or book covers or
7. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make a student feel uncomfortable or fearful, he/she needs to tell a teacher, a counselor, the principal or the Human Rights Officer, who is the School Nurse. Students may also make a written report. The student's right to privacy will be respected as much as possible. We take all reports seriously and will take appropriate actions based on the reports. The school district will also take action if anyone tries to intimidate the victim or take action to harm him/her because he/she reported the situation.

This is just a summary of the Rock Ridge School District's policy against religious, racial and sexual harassment and violence. Complete copies are available in the Superintendent's office. Remember: Religious, racial and sexual harassment and violence are against the law! For more information contact:

School Nurse, Human Rights Officer,
Rock Ridge Public Schools
411 Fifth Avenue South
Virginia, MN 55792

749-5437, extension 1918

STUDENTS TECHNOLOGY RESOURCES & INTERNET POLICY - Board Policy # 524

A copy of the *Technology Resource Acceptable Use Policy* is available on the school district website. iPad Handbooks are also available on the district web site or may be obtained from your school office.

Students are not allowed access to school computers or devices until their signature pages have been signed by both the student and a parent or guardian and returned to school.

TESTING

In a world of increasing system accountability, schools are being asked how well they are educating their students and how their students compare with students in other schools. To help measure our system's accountability and to give parents/students an idea of how we're doing, students at Rock Ridge participate in a computer testing program called Fastbridge. These tests measure academic progress in reading and math. Students in grades 3-6 also participate in the Minnesota State MCA testing each spring.

WEAPONS POLICY - Board Policy # 501

Bringing a dangerous weapon on school property is a violation of Minnesota law. It is a serious violation called a felony. You may not possess a dangerous weapon at any time on school property.

A dangerous weapon can be many things. It includes guns, switchblades, brass knuckles, nun-chucks, certain liquids and pellet guns. It does not matter, for instance, whether the gun is loaded or unloaded. A dangerous weapon includes any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death.

Possession on school property includes on a school bus, at a bus stop, on school property, on any property leased by a school and whether the school is public or private. It also includes off campus locations where school hosted activities are taking place.

Violation of the terms of Minnesota law will result in penalties including expulsion from school in addition to statutory penalties, which include significant fines and prison.

+Please keep this handbook for future reference.

Listed Policies:

- Policy 413: Harassment and Violence:*
The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. Rock Ridge Public Schools prohibits any form of religious, racial or sexual harassment and violence.
- Policy 501: Weapons Policy:*
The purpose of this policy is to assure a safe school environment for students, staff and the public.
- Policy 502: Search of student lockers, desks, personal possessions, and student's person:*
The purpose of this policy is to provide for a safe and healthful educational environment by enforcing Rock Ridge Public School's policies against contraband.
- Policy 503: Attendance:*
- A. The Board of Education of Rock Ridge Public Schools believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between students and establishes regular habits of dependability important to the future of the student. The purpose of to encourage regular school attendance. It is intended to be positive and not punitive.
 - B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.
- Policy 504: Student Dress and Appearance:*
The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.
- Policy 506: Student Discipline:*
The purpose of this policy is to ensure that students are aware of and comply with Rock Ridge Public Schools' expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. Rock Ridge Public Schools will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.
- Policy 514: Bullying:*
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. Rock Ridge Public Schools 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.
- Policy 520: Student Surveys:*
Occasionally Rock Ridge Public Schools utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.
- Policy 524: Student Technology Use Agreement Policy:*
The term "Technology Resource(s)" includes, but is not limited to: computer hardware and software, Internet, web-pages, instant messaging systems, networks, telephones, pagers, scanners, printers, digital cameras, photocopy and facsimile machines and all communications and information communicated thereby, including e-mail and voice-mail and all communications and information transmitted by, received from, entered into, or stored in these resources. The term "District" refers to the Rock Ridge Public Schools, Independent School District #2909. The term "user(s)" includes all Rock Ridge Public Schools, Independent School District #2909 faculty/staff members, students, and any other person who may use or access the Technology Resources belonging to the District.

For a list of all board policies, please refer to the webpage below:

<http://rrps.org/school-board/school-board-policies/>