



**ROCK RIDGE PUBLIC SCHOOLS
411 SOUTH 5TH AVENUE
VIRGINIA MN 55792**

Regular Meeting

Monday, August 23, 2021 at 6:00 PM

VHS Goodman Auditorium - Use Door 3, 6, or 8., 411 SOUTH 5TH AVENUE, VIRGINIA, Minnesota 55792

AGENDA

1. Call to order.
2. Approval of agenda.
3. Recognition of visitors and visitor input.
4. Consent Agenda:
 1. Approval of July 26, 2021 regular meeting minutes. 5
 2. Approval of August 9, 2021 regular meeting minutes. 9
 3. Payment of the bills. 13
 4. Approval of hire of Annie Perkio for the C-Team Volleyball Coach position effective August 16, 2021.
 5. Approval of hire of Sarah Voss for the Junior Varsity Volleyball Coach position effective August 16, 2021.
 6. Approval of hire of Kathryn Troutwine for the Eveleth-Gilbert Girls' Assistant Coach position effective August 16, 2021.
 7. Approval of hire of Dallas Hammer for the Assistant Boys' Cross Country Coach position effective August 16, 2021.
 8. Approval of hire of Bradley Matuszak for the Teacher Interventionist in Math & Reading (0.8 FTE) position effective August 31, 2021.
 9. Approval of hire of Kate Barnes for the Elementary Teacher position effective August 31, 2021.
 10. Approval of hire of Dominick Sereno for the Part-Time Bus Driver position effective August 31, 2021.
 11. Approval of hire of David Sovil for the Part-Time Bus Driver position effective

August 31, 2021.

12. Approval of hire of Jeremy Deedrick for the Long-Term Elementary Teacher position effective August 31, 2021 through November 30, 2021.

13. Approval of hire of Jaime Checco for the School Readiness Teacher effective August 31, 2021 pending licensure.

14. Approval of hire of Sara Malich for the Para Educator position effective September 7, 2021.

15. Approval of hire of Tessa Tome for the Para Educator position effective September 7, 2021.

16. Approval of hire of Alice Pelton for the Para Educator position effective September 7, 2021.

17. Approval of hire of Steven Begich for the Para Educator position effective September 7, 2021.

18. Approval of hire of Cindy Kujala for the Para Educator position effective September 7, 2021.

19. Approval of hire of Kane Wallner for the Para Educator position effective September 7, 2021.

20. Approval of hire of Desiree Tomczak for the Para Educator position effective September 7, 2021.

21. Approval of hire of Ashley Bernard for the Para Educator position effective September 7, 2021.

22. Approval of hire of Ryan Cobby for the Varsity Assistant Boys' Hockey Coach position effective November 15, 2021.

23. Approval of hire of Evan Friedlieb for the Junior Varsity Boys' Hockey Coach position effective November 15, 2021.

24. Approval of 2021-2022 Fall coaches and volunteers. 20

25. Acceptance of resignation of Abbigail Korte from the 7th Grade Volleyball Coach position effective August 10, 2021.

26. Acceptance of resignation of Tracie Birchem from the Para Educator position effective August 10, 2021.

27. Acceptance of resignation of Nancy Judnick from the Title I position effective August 11, 2021.

28. Acceptance of resignation of Nancy Pickett from the Title I Instructor position effective August 11, 2021.

29. Acceptance of resignation of Dusty Schechinger from the Para Educator position effective August 17, 2021.

30. Acceptance of resignation of Kendra Mariucci from the Para Educator position effective August 17, 2021.

31. Acceptance of resignation of Tracy Cornell from the Para Educator position effective August 18, 2021.

32. Acceptance of resignation for the purpose of retirement of Irene Gibson from the Para Educator position effective August 18, 2021.

33. Acceptance of resignation of Angela Tollefson from the Para Educator position effective August 19, 2021.

34. Acceptance of resignation of Gary Hultman from the EFGSD Joint Powers Recreation Board effective following the October 13, 2021 meeting.

35. Approval of voluntary reduction of work hours for Carol Peterson from 0.4 FTE to 0.25 FTE for the 2021-2022 school year.
36. Approval of unpaid leave of absence for Holly Bachschneider from August 15, 2021 through December 31, 2021.
37. Approval of unpaid leave of absence of Chrystal Olson for the 2021-2022 school year.
38. Approval of lane change of Ashley Tikkanen from BA+20 to MA.
39. Approval of lane change of Samantha Andrews from BA+20 to MA.
40. Approval of lane change for Mathew Stephens from MA to MA+18.
41. Acceptance of donation from the Majetich Family in the amount of \$300.00 in memory of Sirkka Peltto Majetich to be used in the purchase of the aquatic center video scoreboard.
42. Acceptance of donation from Bill and Traci Addy in the amount of \$1,000.00 (\$500 in memory of Steve Kerzie - Steve Kerzie Legacy Fund and \$500 to the Career and Tech Education Department).
43. Acceptance of donation from David L. Braaten in the amount of \$200.00 for the #RockRidgeRising Campaign.
44. Acceptance of donation from the McLeod Family in the amount of \$1,000.00 in memory of their Uncle Steve Kerzie - Steve Kerzie Legacy Fund.
45. Acceptance of donation from Jeanne Aho in the amount of \$100.00 for the #RockRidgeRising Campaign.
46. Acceptance of donation from MN Cement Masons, Plasterers & Shophands, Local 633 (Gilbert Class of 84-85-86) in the amount of \$1,000.00 to be used in the #RockRidge Rising Career and Tech Education Department.
47. Acceptance of donation from the Iron Range Building Trades Council (Gilbert Class of 84-85-86) in the amount of \$1,000.00 to be used in the Career and Tech Education Department.
48. Approval of overnight athletic trips for Fall 2021. 22
49. Approval of out of state travel for Noel Schmidt to attend "Strategic Planning: Internal Facilitator Training Program," by the Cambrian Group in Kansas City on November 8-11.
50. Approval of purchase of (60) AppleTV 4K to be used with Interactive Classroom Displays and Digital Signage at Laurentian Elementary from Apple, Inc. for \$10,740.00.
5. Reports:
 1. Fundraising Update.
 2. Employer Engagement Update. 23
 3. Excess furniture sale and shop auction update.
 4. Superintendent.
 1. Open House: Highway 53 Intersection Study. 25
 2. Update on start of 2021-2022 school year. 26
6. Administration Items:
 1. Consider approval of hire of Cassandra Hainey for the Positive Community Grant Coordinator position effective August 30, 2021. 30
 2. Consider approval of high school baseball co-op beginning with the Spring 2022 season. 32
 3. Consider approval of the 2021-2022 Resolution for Membership in the 33

MSHSL.

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| 4. Consider approval of Naming Rights Agreement between ISD 2909 and Allison Kreibich Agency, a State Farm Insurance agency. | 36 |
| 5. Consider purchase offer presented for the Manual Arts Building. | 44 |
| 6. Consider approval of \$11.00/hour for election judges and \$13.00/hour for head judges, Ballot Board judge and Health Care Facilities judge for the November 2, 2021 Special Election. | |
| 7. Consider approval of the 2021-2022 Franklin Elementary Student Handbook. | 68 |
| 8. Approval of 2021-2022 Nelle Shean Student Handbook. | 92 |
| 9. Consider approval of the 2021-2022 Parkview Elementary Student Handbook. | 114 |
| 10. Consider approval of the 2021-2022 Roosevelt Elementary Student Handbook. | 137 |
7. Unfinished Business.
8. Meeting Announcements:
1. The next regular meeting will be Monday, September 13, 2021 at 6:00 P.M. at the Virginia High School Auditorium, 411 5th Ave S, Virginia, MN 55792.
9. Adjournment.

**OFFICE OF THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 2909
MONDAY, JULY 26, 2021, 6:00 P.M.
GILBERT SCHOOL MEDIA CENTER 1 SUMMIT ST S, GILBERT, MN
MINUTES OF THE REGULAR SCHOOL BOARD MEETING**

Members Present:

Billy Addy Matt Sjoberg
Murray Anderson Pollyann Sorcan
Brandi Lautigar Stacey Sundquist
Tim Riordan Tom Tammaro
 John Uhan

Members Absent:

None

Other Staff Present:

Dr. Noel Schmidt, Superintendent
Jeff Carey, Buildings and Grounds
Elisa Boe, Teacher & Dean of Students
Shanon Kush-Jeffery, Early Childhood Coordinator
Troy Caddy, Curriculum Director
Maxine Perko, Teacher
Willie Spelts, Fundraising Coordinator
Stacie Lamma, Administrative Assistant

- I. CHAIR SUNDQUIST called the regular meeting to order at 6:00 P.M. and the Pledge of Allegiance was recited and roll call was taken.
- II. **ADDITIONS/DELETIONS TO THE AGENDA: NONE.**
- III. **APPROVE AGENDA:**
Motion to **approve the agenda** made by SJOBERG, seconded by UHAN. **Sorcan suggested an amendment to the motion to consider the Purchase Offer for 402 Roosevelt Avenue before consideration of the Manual Arts Building demo bid. Sjoberg rejected the suggested amendment.** Motion passed 8-1 with SORCAN voting NO.
- IV. **RECOGNITION OF VISITORS AND VISITOR INPUT:** Donna Pettinelli. Chair SUNDQUIST then called for a ten-minute recess at 6:05 P.M. Visitor Input continued at 6:15 P.M. - Katherine Disterhaft, Thomas Walton, Teri Radtke, and Marian Louks.
- V. **CONSENT AGENDA:**
Motion to **approve the Consent Agenda with 4.11 Acceptance of resignation of Mark Forte as the school district appointee to the Eveleth, Fayal, Gilbert and School District Joint Powers Recreation Board effective July 19, 2021 moved to Unfinished Business** made by SORCAN, seconded TAMMARO. Motion passed unanimously.
- A. Approval of June 28, 2021 working session minutes.
 - B. Approval of June 28, 2021 regular meeting minutes.
 - C. Approval of July 12, 2021 special meeting minutes.
 - D. Approval of the payment of bills.
 - E. Approval of transfer of Amanda Lambert from the Para Educator position to the Parkview Elementary Secretary position effective July 26, 2021.
 - F. Approval of transfer of Karlene Leseman from the Secondary Special Education Teacher position (VHS) to the Special Education Teacher position (Nelle Shean/Franklin) effective August 31, 2021.
 - G. Acceptance of Samantha Andrew's voluntary movement from a 1.0 FTE Elementary Teacher position to the 0.8 FTE Math and Reading Teacher Interventionist for the 2021-2022 school year.
 - H. Approval of hire of Jessica Kralich for the Head Girls' Tennis Coach position (EG) effective August 16, 2021.
 - I. Approval of hire of Samantha Andrews for the 0.8 FTE Math and Reading Teacher Interventionist effective August 31, 2021.
 - J. Approval of hire Aaron Nielsen for the Secondary Special Education Teacher position effective August 31, 2021.

- K. Acceptance of resignation of Amber Johnson from the Musical Choreographer position effective July 20, 2021.
- L. Acceptance of resignation for the purpose of retirement of Sharon Rogers from the Para Educator position effective July 30, 2021.
- M. Acceptance of resignation for the purpose of retirement of Lisa Laakso from the Para Educator position effective August 31, 2021.
- N. Acceptance of donation to the #RockRidgeRising Campaign – Steve Kerzie Legacy Fund from the McLeod Family in the amount of \$1,500.00.
- O. Acceptance of donation to the #RockRidgeRising Campaign – Steve Kerzie Legacy Fund from David and Sally Hirsch in the amount of \$30.00.
- P. Acceptance of donation to the #RockRidgeRising Campaign – Steve Kerzie Legacy Fund from the Golden Bear Fund/Bernie Kukar in the amount of \$1,000.00.
- Q. Acceptance of donation from Carly, Gunnar and Bodi George in the amount of \$300.00 to be used in the purchase of the aquatic center video scoreboard.
- R. Acceptance of donation from Jill Wirtanen in the amount of \$200.00 as part of the Gilbert Classes of 84-85-86 Matching Donation Opportunity to be used for the #RockRidgeRising Campaign.
- S. Acceptance of donation in honor of Rob Perpich from Tim and Kathy Riordan in the amount of \$100.00 as part of the Gilbert Classes of 84-85-86 Matching Donation Opportunity to be used for the #RockRidgeRising Campaign.
- T. Acceptance of donation in memory of Mrs. Mary Harrington from John and Mary Harrington in the amount of \$2,000.00 to be used for the #RockRidgeRising Campaign and in the Mary Harrington Classroom Dedication.
- U. Acceptance of donation in memory of Mrs. Mary Harrington from Ty and Mary Armstrong in the amount of \$2,000.00 to be used for the #RockRidgeRising Campaign and in the Mary Harrington Classroom Dedication.
- V. Acceptance of donation in memory of Mrs. Mary Harrington from Mr. and Mrs. Joseph Harrington in the amount of \$2,000.00 to be used for the #RockRidgeRising Campaign and in the Mary Harrington Classroom Dedication.
- W. Acceptance of donation from Allison Kreibich – State Farm/Charities Aid Foundation of America in the amount of \$4,500.00 to be used for the purchase of a varsity baseball scoreboard.

VI. **CONSTRUCTION:**

- A. Quarterly Presentations were given by members of Kraus-Anderson for the Laurentian Elementary, Rock Ridge High School, North Star Elementary, and the Demolition Projects.
- B. Motion to **postpone the decision on the Manual Arts demo bid** made by SORCAN, seconded by SJOBERG. Following discussion, motion passed unanimously.

VII. **REPORTS:**

- A. Sorcan read the Al Zupanch Proclamation. Motion to **adopt the full proclamation in word and spirit into the minutes** made by SORCAN, seconded by LAUTIGAR. Motion passed unanimously.

Proclamation in Honor and Memory of Al Zupanchich

Whereas, the Eveleth City Council and its citizens have lost a great patron with the passing of Al Zupanchich on June 14, 2021; and

Whereas, Al Zupanchich owned and operated the Eveleth Country Foods IGA for nearly 40 years; and

Whereas, Al Zupanchich is to be recognized as a respected businessman and pillar in Eveleth’s community and to be remembered for his kindness, generosity and humility; and

Whereas, Al Zupanchich supported most every cause, fundraiser or event brought to his attention, often without receiving acknowledgement for his giving, even when it meant sacrificing his needs or the needs of his business; and

Whereas, Al Zupancich identified the importance of keeping a viable grocery store operative for Eveleth residents, and, in order to maintain a local hometown grocery store, declined to profit from the sale of his building when approached to sell it; and

Whereas, Al Zupancich has been admired by his employees, friends and acquaintances as trustworthy, reliable, respected, patient, kind, humble, generous and community-spirited; and

Whereas, Al Zupancich will be missed by all those whose lives he touched during his life; especially the Eveleth Community; and

Whereas, the legacy of Al Zupancich, as a true humanitarian, will be carried on by his employees and supporters of the Eveleth Country Foods IGA and the Eveleth neighborhood;

NOW, THEREFORE, BE IT PROCLAIMED, that July 1 to July 8, 2021 be declared “Al Zupancich Days” in honor of Al Zupancich and remembrance of his selfless contributions to the Eveleth community.

Dated this 6th day of July, 2021.

Robert Vlasisavljevich Mayor of Eveleth

- B. Willie Spelts and Deanna Kerzie gave an update on the #RockRidgeRising – Steve Kerzie Legacy Fund.
- C. Willie Spelts gave a report on the most recent donations to #RockRidgeRising.
- D. Elisa Boe provided an update and constructive feedback on the 2021 summer school session.
- E. Jeff Carey updated the board on the upcoming sale of uniforms and other school paraphernalia.
- F. Stacie Lamppa explained the new School Board Meeting Public Comment Form available on the Rock Ridge website.
- G. Supt. Schmidt provide a Covid update for the upcoming school year, the potential of listing other Eveleth buildings for sale, and upcoming community meetings regarding Critical Race Theory.

VIII. **ADMINISTRATION ITEMS:**

- A. Motion to **approve the MDE Geers Grant (\$10,000) to assist with Friday School Readiness fees** made by SJOBERG, seconded by LAUTIGAR. Motion passed unanimously.
- B. Motion to **approve the Pre-K to Grade 3 Grant – K-2 Reading Progressions Grant from the Northland Foundation (\$1000)** made by LAUTIGAR, seconded by ADDY. Motion passed unanimously.
- C. Motion to **approve the grant from the Northland Foundation (\$25,000) for the use in training PreK-3 teachers in SMART** made by RIORDAN, seconded SJOBERG. Motion passed unanimously.
- D. Motion **approve the \$81,000 Virginia Community Fund grant request to be used for the purchase of the aquatic center video scoreboard** made by SJOBERG, seconded by LAUTIGAR. Motion passed 8-0 with RIORDAN abstaining.
- E. Motion to **approve the finalized portions of the 2021-2022 Rock Ridge Grades 7-12 Handbook** made by ADDY, seconded by TAMMARO. Following discussion, ADDY rescinded his motion and requested further discussion by the Activities Committee.
- F. Motion to **approve the 2021-2022 ARCC Services Contract** made by TAMMARO, seconded by ANDERSON. Motion passed 8-0 with RIORDAN abstaining.
- G. Motion to **approve the Annual Long-Term Facility Maintenance Application to MDE** made by RIORDAN, seconded by TAMMARO. Motion passed 8-1 with SORCAN voting NO.

IX. **UNFINISHED BUSINESS:** SORCAN – revisit bylaws of area rec boards, revisit how board meetings are conducted (Zoom, in person).

X. **MEETING ANNOUNCEMENTS** were made.

- XI. **CLOSED SESSION:** Motion to **enter into closed session to consider strategy for teacher contract negotiation pursuant to Minn. Stat. 13D.03** made by ADDY, seconded by ANDERSON. Board entered into closed session at 8:56 P.M.
- XII. **REOPEN:** Motion to **reopen regular meeting** made by TAMMARO, seconded by UHAN. Regular meeting resumed at 9:23 P.M.
- XIII. **ADJOURNMENT:** Moved by TAMMARO, seconded by ADDY, to **adjourn meeting**. Motion passed unanimously. Meeting adjourned at 9:23 P.M.

CHAIR – Stacey Sundquist

CLERK – Brandi Lautigar

**OFFICE OF THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 2909
MONDAY, AUGUST 9, 2021, 6:00 P.M.
GILBERT SCHOOL MEDIA CENTER 1 SUMMIT ST S, GILBERT, MN
MINUTES OF THE REGULAR SCHOOL BOARD MEETING**

Members Present:

Billy Addy	Matt Sjoberg
Murray Anderson	Pollyann Sorcan
Brandi Lautigar	Stacey Sundquist
Tim Riordan	Tom Tammaro
	John Uhan

Other Staff Present:

Dr. Noel Schmidt, Superintendent

Members Absent:

None

- I. CHAIR SUNDQUIST called the regular meeting to order at 6:00 P.M. and the Pledge of Allegiance was recited and roll call was taken.
- II. **ADDITIONS/DELETIONS TO THE AGENDA:** SORCAN moved to remove Items 10 & 11 – Closed Session for preliminary considerations of allegations against an individual who is subjected to the Board’s Authority pursuant to Minn. Stat. 13D.05, subd. 2(b) and Open Session: Possible action based on the topics discussed in closed session. No second. Motion failed. SORCAN requested that Item 10 remain an Open Session.
- III. **APPROVE AGENDA:**
Motion to **approve the agenda as amended** made by SJOBERG, seconded by ADDY. Motion passed 8-1 with SORCAN voting NO.
- IV. **RECOGNITION OF VISITORS AND VISITOR INPUT: NONE.**
- V. **CONSENT AGENDA:**
SUNDQUIST pulled Item 4.14 Approval of lane change for Rebekah Deedrick due to error. SORCAN pulled 4.2 Approval of July 26, 2021 regular meeting minutes and 4.4 Approval of hire of Cassandra Hayney for the Positive Community Norms Grant Coordinator – both for further discussion.

Motion to **approve the Consent Agenda with amendments** made by TAMMARO, seconded UHAN. Motion passed unanimously.
 - A. Approval of July 26, 2021 working session minutes.
 - B. Approval of the payment of bills.
 - C. Approval of hire of Megan Williams for the Assistant Girls’ Swim Coach position effective August 16, 2021.
 - D. Approval of hire of Nancy Reed for the Junior High Girls’ Swim Coach position effective August 16, 2021.
 - E. Approval of hire of Abigail Korte for 7th Grade Volleyball Coach position effective August 16, 2021.
 - F. Acceptance of resignation of Beth Bittmann from the Franklin PM Bus Supervisor position effective June 29, 2021.
 - G. Acceptance of resignation of Paige Johnson from the Playground Aide position effective July 1, 2021.
 - H. Acceptance of resignation of Justine Slygh from the Para Educator position effective August 2, 2021.
 - I. Acceptance of resignation of Jessica Higgins from the Para Educator position effective August 5, 2021.

- J. Approval of request for unpaid leave of absence of Wendy Thompson for the 2021-2022 school year.
- K. Approval of new rate of pay for newly hired (July 26, 2021 regular meeting) Secondary Teacher Aaron Nielsen due to clerical error. Change of pay is from MA (\$50,702) to MA Step 4 (\$59,297).
- L. Approval of lane change for Meggie Schroeder from BA Step 6 to BA+20 Step 6.

DISCUSSION OF PULLED CONSENT AGENDA ITEMS:

- July 26, 2021 regular meeting minutes had some omitted information. SORCAN will submit those to Stacie Lamma so the minutes can be revised and approved at the next board meeting.
- Approval of hire of Cassandra Hainey for the Positive Community Norms Grant Coordinator – details regarding the hiring process and her contract were requested. Motion to **postpone the hiring until the next meeting when more information is provided** made by SORCAN, seconded by TAMMARO. Motion passed unanimously.

VI. CONSTRUCTION:

- A. CM Contract Amendment presentation provided by Paul Noll, Kraus-Anderson.
 - 1. Motion to **approve Contract Amendment No. 1 to Construction Manager Agreement** made by UHAN, seconded by RIORDAN. Motion passed 7-1 with SORCAN voting NO and ANDERSON unavailable.
- B. North Star Elementary CD Estimate presentation provided by Pete Auvinen, Kraus-Anderson.
 - 1. Motion to **approve the North Star Elementary CD estimate** made by UHAN, seconded by LAUTIGAR. Motion passed 7-2 with TAMMARO and SORCAN voting NO.

VII. REPORTS:

- A. A thank you to Kimmy Christenson, owner of The Freeze 32o, and all the local businesses and families who helped make the “Stuff the Bus” drive a huge success.
- B. Supt. Schmidt provided a draft of a letter regarding the start of the school year and Covid-19 guidelines to be sent to Rock Ridge families. Due to interruptions from visitors in attendance, Chair SUNDQUIST called for a recess during his report at 7:01 P.M. Meeting resumed at 7:11 P.M.

VIII. ADMINISTRATION ITEMS:

- A. Motion to **approve INAC as the 2021-2022 Food Service Management Company** made by TAMMARO, seconded by LAUTIGAR. Motion passed unanimously.
- B. Motion to **approve the 2021-2022 Rock Ridge Grades 7-12 Student Handbook** made by SJOBERG, seconded by ANDERSON. Following discussion, motion passed 8-1 with SORCAN voting NO.
- C. Motion to **approve the Resolution of the Board of County Commissioners for the Distribution of American Recovery Act Funds St. Louis County Student Reengagement Initiative** made by ADDY, seconded LAUTIGAR.
Roll Call Vote: Addy (Yes), Anderson (Yes), Lautigar (Yes), Riordan (Yes), Sjoberg (Yes), Sorcan (Yes), Sundquist (Yes), Tammaro (Yes), Uhan (Yes). Motion passed unanimously.
- D. Motion **approve the PSEO contract between Rock Ridge Public Schools and Mesabi Range College** made by RIORDAN, seconded by SJOBERG. Motion passed unanimously.

- IX. **UNFINISHED BUSINESS:** SORCAN – updates on Equity Coordinator (NLC), purchase agreement on the Manual Arts Building, Manual Arts Building demo bid, board meeting production post Covid-19 Peacetime Emergency, revisit relationship with Eveleth-Gilbert Recreation Board now that this is a consolidated district.

- X. **MEETING ANNOUNCEMENTS** were made.

XI. **Open session for preliminary considerations of allegations against an individual who is subjected to the Board’s Authority pursuant to Minn. Stat. 13D.05, subd. 2(b).** Chair SUNDQUIST read the Resolution Censuring A School Board Member – POLLYANN SORCAN. Following discussion, motion to **approve the resolution** made by RIORDAN, seconded by ANDERSON.
Roll Call Vote: Addy (Yes), Anderson (Yes), Lautigar (Yes), Riordan (Yes), Sjoberg (Yes), Sorcan (No), Sundquist (Yes), Tammaro (Yes), Uhan (Yes). Motion passed 8-1.

RESOLUTION CENSURING A SCHOOL BOARD MEMBER

WHEREAS, Pollyann Sorcan is a member of the School Board of Rock Ridge Public Schools (“Board”), Independent School District No. 2909 (“District”);

WHEREAS, Ms. Sorcan has failed to respect and follow the District’s policies, including the District’s Rules of Order at Board meetings;

WHEREAS, Ms. Sorcan has failed to respect data privacy laws while acting in her capacity as a Board member;

WHEREAS, Ms. Sorcan has failed to carry out the District’s mission and has actively undermined the District’s mission by refusing to work with the Board’s Negotiation Committee on a contract, undercutting the District’s mission on social media, and more;

WHEREAS, the Board has determined that Ms. Sorcan’s failure to follow the District’s mission/policies and her inappropriate disclosures of information provide a legitimate basis to censure her.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. The Board censures Ms. Sorcan for the following reasons:
 - a. Ms. Sorcan has violated District policy and has failed to take direction from the Board Chair. District Policy 203.1 outlines the Rules of Order for meetings and provides that the Board Chair can give direction to other Board members. Ms. Sorcan has been unwilling to accept direction from the Board Chair, Stacey Sundquist, in Board meetings. Ms. Sorcan tends to waste meeting time with questions and non-tangential comments. For example, Ms. Sorcan consistently brings up older topics the Board has already discussed and acted upon.
 - b. Ms. Sorcan has failed to respect data privacy laws, District Policy 205 (Open and Closed Meetings), and District Policy 406 (Public and Private Personnel Data). She revealed private data at a general Board meeting, including private data on personnel issues, which was previously discussed in closed session. This conduct violates District policy and data privacy under the Minnesota Government Data Practices Act, which all public officials must follow.
 - c. Under District Policy 201, Board members are responsible for the care, management, and control over District schools, and they must “carry out the mission of the school district with diligence, prudence, and dedication.” Ms. Sorcan has at times acted against the mission of the District. For example, she has been unwilling to accept the District’s legal counsel’s advice and has failed to support Board actions after action has been taken in Board meetings. She has also undermined Board committees; for example, she was removed from the Negotiation Committee for refusing to sit down with the Committee to discuss a new contract. Ms. Sorcan has also published misleading and inaccurate social media posts which contradict official Board actions and discussions.
2. Mr. Sorcan has been advised of many of these concerns. The above described conduct demonstrates that Ms. Sorcan abdicated her responsibilities as a member of the Board in favor of her personal interests.
3. The Board also hereby removes Ms. Sorcan from any and all School Board committee assignments until such time as the Board decides that Ms. Sorcan may again be assigned to committees.

XIII. **ADJOURNMENT:** Moved by TAMMARO, seconded by ADDY, to **adjourn meeting.** Motion passed unanimously. Meeting adjourned at 7:34 P.M.

CHAIR – Stacey Sundquist

CLERK – Brandi Lautigar

Rock Ridge Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2909	1	4582	1070	E 01	4N6 FANATICS	1 Year 4n6 Fanatics Subscription (Site License)	Check
						8/19/2021	
							\$150.00
							Paid Amt: \$150.00
							Check Amount: \$150.00
2909	1	4583	1840	E 05	APS	Refinish Gym Floor	Check
						8/19/2021	
							\$3,400.00
							Paid Amt: \$3,400.00
							Check Amount: \$3,400.00
2909	1	4584	2470	E 01	BLUE CROSS / BLUE SHIELD OF MN	RETREE INSURANCE	Check
						8/19/2021	
							\$1,068.17
							Paid Amt: \$1,068.17
							\$1,314.66
							Paid Amt: \$3,451.00
							Check Amount: \$3,451.00
2909	1	4585	3280	E 03	CHRISTENSEN PARTS	Degreaser	Check
						8/19/2021	
							\$23.98
							Paid Amt: \$23.98
							\$112.14
							Paid Amt: \$112.14
							Check Amount: \$136.12
2909	1	4586	1293	E 01	DYNAMIC FITNESS & STRENGTH	600400. Stamball 14" dia. 10lb	Check
						8/19/2021	
							\$26.00
							Paid Amt: \$26.00
							\$30.00
							Paid Amt: \$30.00
							\$66.00
							Paid Amt: \$66.00
							\$47.00
							Paid Amt: \$47.00
							\$62.00
							Paid Amt: \$62.00
							\$101.50
							Paid Amt: \$101.50
							Check Amount: \$332.50
2909	1	4587	4820	E 01	EDUCATORS BENEFIT CONSULTANTS	403B Admin & Compliance Monthly Fee	Check
						8/19/2021	
							\$234.03
							Paid Amt: \$234.03
							Check Amount: \$234.03
2909	1	4588	1415	E 01	FAIRVIEW HEALTH SYSTEMS	DOT Physical	Check
						8/19/2021	
							\$97.00
							Paid Amt: \$97.00
							Check Amount: \$97.00

Rock Ridge Public Schools

Detail Payment Register By Check

Co	Bank	Check No	Code	Red	Vendor	Pmt/Void Date	Pmt Type	
2909	1	4589	5560		FLOOR TO CEILING		Check	
				E 05	101 865 000 369 350	tiles		\$356.58
				E 05	101 865 000 369 350	freight		\$25.00
							Paid Amt:	\$381.58
							Check Amount:	\$381.58
		PO#: 2547	Voucher #:	7669	Invoice	Invoice No: INV124381	8/19/2021	
2909	1	4590	5880		GILBERT WATER & LIGHT DEPT		Check	
				E 01	005 810 000 000 332	UTILITIES		\$315.90
				E 03	005 760 000 720 330	UTILITIES		\$1,537.18
				E 01	100 810 000 000 330	UTILITIES		\$3,345.63
				E 01	301 810 000 000 330	UTILITIES		\$972.44
							Paid Amt:	\$6,171.15
							Check Amount:	\$1,593.68
		PO#: 2554	Voucher #:	7704	Invoice	Invoice No: 21JULY	8/19/2021	
				E 01	301 810 000 000 330	UTILITIES		\$1,593.68
				E 01	301 810 000 000 330	UTILITIES		\$1,593.32
							Paid Amt:	\$1,593.32
							Check Amount:	\$9,358.15
		PO#: 2627	Voucher #:	7706	Invoice	Invoice No: 21JULY	8/19/2021	
2909	1	4591	5940		GMIEN		Check	
				E 01	301 810 000 000 401	Dumpster for Gilbert		\$614.25
							Paid Amt:	\$614.25
							Check Amount:	\$614.25
		PO#: 2627	Voucher #:	7680	Invoice	Invoice No: 53380	8/19/2021	
2909	1	4592	6090		GRANDE ACE HARDWARE		Check	
				E 01	302 810 000 000 401	Quick crete		\$15.99
				E 01	302 810 000 000 401	Ant trap		\$6.98
							Paid Amt:	\$22.97
							Check Amount:	\$22.97
		PO#: 2553	Voucher #:	7667	Invoice	Invoice No: 173056	8/19/2021	
				E 01	301 810 000 000 401	Fasteners		\$1.80
				E 01	301 810 000 000 401	Fasteners		\$3.98
				E 01	301 810 000 000 401	Fasteners		\$1.60
							Paid Amt:	\$7.38
							Check Amount:	\$30.35
		PO#: 2554	Voucher #:	7668	Invoice	Invoice No: 173145	8/19/2021	
2909	1	4593	6350		HALLBERG ENGINEERING		Check	
				E 06	100 870 000 000 520	PROF SERVICES		\$1,119.00
							Paid Amt:	\$1,119.00
							Check Amount:	\$1,119.00
		PO#: 2635	Voucher #:	7690	Invoice	Invoice No: 28138	8/19/2021	
2909	1	4594	6550		HENDRICKSON LARRY		Check	
				E 01	302 810 000 000 401	July Boiler Work		\$1,050.00
							Paid Amt:	\$1,050.00
							Check Amount:	\$1,050.00
		PO#: 2635	Voucher #:	7661	Invoice	Invoice No: 80621	8/19/2021	

Rock Ridge Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
2909	1	4595	6830	E 01	HOMETOWN ELECTRIC OF N MN		Check	
					Labor			\$214.00
					Invoice No: 7643	8/19/2021	Paid Amt:	\$214.00
							Check Amount:	\$214.00
2909	1	4596	7540	E 01	ISD #332		Check	
					ENTRY FEE			\$65.00
					Invoice No: GTE82021	8/19/2021	Paid Amt:	\$65.00
							Check Amount:	\$65.00
2909	1	4597	1417	E 01	JW PEPPER		Check	
					MUSIC			\$12.29
					Invoice No: 170877762	8/19/2021	Paid Amt:	\$12.29
							Check Amount:	\$12.29
2909	1	4598	1345	E 01	KELVIN EDUCATIONAL		Check	
					Midwest Delta Dart Class Pack Item #280130			\$139.90
					Invoice No: 311807	8/19/2021	Paid Amt:	\$139.90
							Check Amount:	\$139.90
2909	1	4599	8890	E 01	L & M SUPPLY INC		Check	
					Eye bolts			\$3.99
					Invoice No: 9085931	8/19/2021	Paid Amt:	\$3.99
					Spray gun			\$28.99
					Invoice No: 9087090	8/19/2021	Paid Amt:	\$28.99
					Solder wire			\$21.99
					propane tank			\$3.97
					Gas tank 9.89			\$9.89
					Invoice No: 9094455	8/19/2021	Paid Amt:	\$35.85
							Check Amount:	\$68.83
2909	1	4600	9480	E 03	LUNDGREN MOTORS INC		Check	
					Lamp asyrmby			\$12.20
					Invoice No: 74700	8/19/2021	Paid Amt:	\$12.20
							Check Amount:	\$12.20
2909	1	4601	9740	E 01	MARIUCCI VIDEO PRODUCTION INC		Check	
					CH 12 MGMT FEES			\$2,525.00
					Invoice No: 80421	8/19/2021	Paid Amt:	\$2,525.00
							Check Amount:	\$2,525.00
2909	1	4602	10150	E 01	MEDICAREBLUE RX		Check	
					RETIREE INSURANCE			\$643.30
					RETIREE INSURANCE			\$643.30

Rock Ridge Public Schools

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2909	1	4607	10800	E 01	MN ENERGY RESOURCES CORP UTILITIES	8/19/2021	Check
		PO#:			7654 Invoice Invoice No: 21JULY		
							Paid Amt: \$18.00
							Check Amount: \$306.42
2909	1	4608	10820	B 01	MN PEIP MEDICAL	8/19/2021	Check
		PO#:			7695 Invoice Invoice No: 1110423		
							Paid Amt: \$67,931.80
							Check Amount: \$67,931.80
2909	1	4609	10900	E 01	MN TELECOMMUNICATIONS TECH	8/19/2021	Check
		PO#:			7691 Invoice Invoice No: 7519		
					E 01 005 605 000 311 320		Paid Amt: \$2,475.00
							Check Amount: \$67,931.80
2909	1	4610	11290	B 01	NATIONAL INSURANCE SERVICES OF WI LIFE INSURANCE	8/19/2021	Check
		PO#:			7693 Invoice Invoice No: 1455782		
					B 01 215 004		Paid Amt: \$979.86
							Check Amount: \$2,843.91
2909	1	4611	11480	E 01	LTD INSURANCE	8/19/2021	Check
		PO#:			7694 Invoice Invoice No: 1455781		
							Paid Amt: \$1,864.05
							Check Amount: \$2,843.91
2909	1	4612	11760	E 01	NEXTERA COMMUNICATIONS PHONE	8/19/2021	Check
		PO#:			7689 Invoice Invoice No: 21AUG		
							Paid Amt: \$676.85
							Check Amount: \$676.85
2909	1	4613	1405	E 06	NTS PROF SERVICES	8/19/2021	Check
		PO#:			7701 Invoice Invoice No: 2107046		
							Paid Amt: \$520.00
							Check Amount: \$520.00
2909	1	4614	1405	E 03	O'DAY EQUIPMENT LLC	8/19/2021	Check
		PO#:			7657 Invoice Invoice No: SRVCE0098352		
							Paid Amt: \$590.29
							Check Amount: \$590.29
2909	1	4614	12590	E 03	PRAXAIR DISTRIBUTION INC	8/19/2021	Check
		PO#:			7684 Invoice Invoice No: 65198828		
							Paid Amt: \$62.10
							Check Amount: \$62.10

Rock Ridge Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2909	1	4614	12590	E 03	005 760 000 720 401	Cylinder Rental Eveleth Bus Garage	Check
						8/19/2021	
							\$77.55
							Paid Amt: \$77.55
							\$77.55
							Paid Amt: \$77.55
							Check Amount: \$217.20
2909	1	4615	12850	E 03	005 760 000 720 401	Air Filters, Oil filters, Motor oil	Check
						8/19/2021	
							\$523.95
							Paid Amt: \$523.95
							\$21.59
							Paid Amt: \$39.58
							\$17.99
							Paid Amt: \$15.99
							Check Amount: \$579.52
2909	1	4616	12940	E 01	302 810 000 000 401	Face Masks 2 cases	Check
						8/19/2021	
							\$2,482.20
							Paid Amt: \$2,482.20
							\$37.68
							\$410.70
							\$280.95
							\$266.80
							\$107.88
							\$771.10
							\$0.00
							Paid Amt: \$1,875.11
							Check Amount: \$4,357.31
2909	1	4617	13190	E 01	302 294 701 000 350	Helmet reconditioning	Check
						8/19/2021	
							\$1,784.62
							\$148.26
							Paid Amt: \$1,932.88
							Check Amount: \$1,932.88
2909	1	4618	13670	E 05	301 865 000 369 350	Air filters	Check
						8/19/2021	
							\$209.00
							\$11.34
							Paid Amt: \$220.34
							Check Amount: \$220.34

Rock Ridge Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2909	1	4619	13840	E 01	SCHOOL SPECIALTY LLC	8/19/2021	Check
					TOWELETTES		
					Invoice No: 208128035935		
							\$10.39
							Paid Amt: \$10.39
							Check Amount: \$10.39
2909	1	4620	14140	E 01	SHERWIN WILLIAMS	8/19/2021	Check
					White paint		
					Invoice No: 7315-0		
					White paint		
					Invoice No: 6935-6		
							\$259.70
							Paid Amt: \$259.70
							\$198.24
							Paid Amt: \$198.24
							Check Amount: \$457.94
2909	1	4621	14630	E 01	ST LUKES CLINICS	8/19/2021	Check
					DOT Physical		
					Invoice No: 23430594		
							\$115.49
							Paid Amt: \$115.49
							Check Amount: \$115.49
2909	1	4622	15040	E 01	SUPER ONE	8/19/2021	Check
					Water for boardroom		
					Invoice No: 00080686		
							\$19.36
							Paid Amt: \$19.36
							Check Amount: \$19.36

Report Total: \$109,906.88

2021-2022 FALL COACHES					
SPORT	HEAD	ASSISTANT	C TEAM/ASST/JH		
B&G CROSS COUNTRY	Chris Ismil*	Steve Manning			
Virginia Side RR	\$4,060	\$2,668			
Eveleth-Gilbert	Jon Wagner*	Dallas Hammer			
	\$3,688	\$2,305			
GIRLS TENNIS	Kortney Rosati*	Jill Westerbur			
Virginia Side	\$4,060	\$2,668			
Eveleth	Jessica Kralich	Kate Troutwine			
	\$3,688	\$2,305			
GIRLS SWIMMING	Perry Brown*	Megan Williams	Nancy Reed		
RR Coaches	\$5,670	\$3,838	\$2,668		
RR POMS -ALL YEAR	Emily Jankila - VA*	Jessica Kralich - EG			
	\$2,938	\$1,614			
BOYS FOOTBALL	Matt Anderson*	Nate Anderson*	Isaac Christensen*	Jeff Teasck B*	Jace Friedlieb*
Virginia Side of RR	\$6,402	\$4,278	\$4,278	\$4,278	\$3,987
Eveleth	Sean Streier*	Dan Dosan*	Ryan Malich		
	\$5,532	\$3,688	\$3,688		
BOYS FOOTBALL JH	Austin Strukel*	Evan Friedlieb*	Ed Cremers 8th*	Brian Skadsem 7th*	
	\$3,400	\$3,400	\$2,668	\$2,668	
	Ben Louhi	Mike Williams			
	\$3,400	\$3,400			
GIRLS VOLLEYBALL	Janessa Greenly*	Sarah Voss	Annie Perkio		
	\$5,082	\$3,400	\$2,668		
Eveleth	Beth Bittman*	Alex Schlotec*	Amy Kvaternik 8th*	Jodi Westby*	
	\$5,532	\$3,688	\$2,305	\$3,688	
Already Board Hired for Fall 2021-2022 Season					
* Returning Coach					

VOLUNTEERS FOR FALL SPORTS 2021-2022

GIRLS TENNIS:

Megan Lundberg

Matthew Skubic

Jim Prittinen

Tom Prosen

Heidi Coldagelli

Sarah Benz

FOOTBALL:

Dan Berry

Nick Miller

Dave Kunz

Nathan Kero

ROCK RIDGE SECTOR MEETINGS, JUNE 2021

Summary Report

- 1. Human Services (June 7): 19 participants** Organizations represented: Range Mental Health, St. Louis County (Economic Services & Supports, Home & Community Based Services, Human Resources, Adult Services, Children & Family Services, and Housing departments); AEOA Employment & Training, Senior Services, Weatherization, Transit, and HR; Bois Forte Health & Human Services; NHS Northstar; Woodland Hills; East Range DAC; Range Center; First Children's Finance; and MN Department of Health.
- 2. Law, Public Safety, Corrections (June 10): 13 participants** Organizations represented: Arrowhead Regional Corrections; MN Department of Corrections; NE Regional Corrections Center; MN State Highway Patrol; St. Louis County Sheriff Department, 911 Dispatch, Court Administration, Human Resources, and Attorney's Office; Virginia Police Department; Williams Law; Cope & Peterson; and MN 6th Judicial District
- 3. Architecture & Construction (June 11): 20 participants (7 part of RRPS build)** Organizations represented: Northern Mechanical & Iron Range Plumbing and Pipefitters; McGough Construction; Kraus Anderson; IBEW; St. Louis County Public Works and Human Resources; Ironworkers; 218Trades; International Masonry Institute; Ulland Brothers; Cuningham Group; Jamar Company; DSGW; Bricklayers & Allied Craftworkers; and RJ Mechanical
- 4. Science, Engineering, and Natural Resources (June 15): 15 participants** Organizations represented: MN DNR Forestry, Ecological & Water Resources, Conservation Officers, Bear Head State Park, Parks & Trails, and Graduate Engineers; Northeast Technical Services; St. Louis County department of Land and Minerals; Polymet; UMD/Iron Range Engineering; Northern St. Louis County Soil & Water Conservation; and Twin Metals
- 5. Mining, Manufacturing, and Transportation (June 22): 11 participants** Organizations represented: United State Steel; Cleveland Cliffs; Komatsu; Ziegler/CAT; L&M Radiator; Iracore; Superior Rock Bit; Lundgren Ford; Range Regional Airport; and MN DOT
- 6. Hospitality & Tourism (June 24): 9 participants** Organizations represented: Fortune Bay; Giant's Ridge; MN Discovery Center; Comfort Inn & Suites; Iron Range Tourism Board; Super 8/AmericInn; Voyageur's National Park; National Park Service; Small Business Development Center; Lake County Tourism; Country Kitchen
- 7. IT, Communications, & Arts (June 29): 14 participants** Organizations represented: WDIO; Upper Midwest Film Office; Art Unlimited; Wise Elephant Consulting; Cleveland Cliffs; Essentia; St. Luke's; US Steel; SWIM Creative; St. Louis County IT; Aimclear; WA Fisher; Hometown Focus

TOTAL: 101 participants from 70 different organizations*

St. Louis County is counted as one organization but had people from 13 different departments participate. Same for MN DNR, with people from 6 different departments participating.

PROCESS OF SECTOR ENGAGEMENT

Prior to each meeting, participants completed a survey (102 received so far) asking them to:

- **Rank the twelve 21st Century Skills in order of importance to their field/sector**
 - Will be used to identify top priorities related to 21st Century Skills within and across academies
 - Consistently in the top for all sectors are communication, critical thinking, and collaboration
- **Identify academic subjects that relate to their field/sector**
 - Will be used to identify classes that are natural fits for applied curriculum in each academy
 - Every sector has emphasized the importance of reading, written and verbal communication
- **Rank competencies recognized nationally by business and industry (mostly from Common Career Technical Core Competencies as developed by 42 states, an effort coordinated by Advance CTE, to establish a set of standards for each of the 16 career clusters and corresponding career pathways**
 - Help to establish benchmark competencies for each academy
 - Help to articulate what is really important to business and industry from which we can develop new or enhance existing classes and experiential learning activities
- **Indicate whether they are willing to work with teachers in the future to develop applied curriculum** (90% said yes, or 91 people; there were even some experienced curriculum writers in the bunch)

During each meeting:

- **First 30 minutes:** Overview of vision for new system; overview of academy model concept; review of survey results
- **Remainder of time:** participants broken into 2 or 3 small groups to discuss three topics:
 - Workforce: Needs, challenges, desired skills & qualities, entry-level and career pathway opportunities
 - Academics: Identification of specific ways to apply the sector in the classroom by subject; information can be used to help teachers develop applied lessons and project-based opportunities
 - Career Exploration: Challenges and opportunities to introduce students and teachers to careers in the sector

Resulting products:

- **Comprehensive notes** for each sector including details of each discussion topic for teachers/staff
- **Analysis of important skills** for each sector and identification of commonalities across sectors to help design course sequences
- Information that can be used to **design academy-specific training for teachers** in conjunction with labor market information and other data

Highway 53 Intersection Study

Open House

MnDOT District 1 | St. Louis County

MnDOT is conducting a study of three intersections along Highway 53 near the new Rock Ridge school development. The study will address safety and capacity at each intersection and make recommendations for improvements.



SCAN ME

MnDOT will be hosting an in-person Open House



Thursday, August 26, 2021



5:30 PM



St Louis County Public Works Building
7823 Highway 135
Virginia, MN 55792

In addition to the in-person open house, an online meeting platform is also provided. The meeting can be accessed at the following link:



<http://www.dot.state.mn.us/d1/projects/hwy53-eveleth/>

For more information about the project please contact:

Alex Peritz

Project Manager

218-742-1062

alex.peritz@state.mn.us

Pippi Mayfield

Public Engagement &

Communications Director

218-725-2834

pippi.mayfield@state.mn.us



Dear K-6 Parents and Legal Guardians,

As many of you know, the Rock Ridge School District is planning for the return of in-person schooling, starting on Tuesday, September 7. This is what many parents and students have been looking and hoping for.

However, because of concerns over the number of unvaccinated individuals, the number of individuals who are not wearing masks, and the faster spread of the Delta variant, some parents of elementary school students may be interested in a high-quality online option for their child, taught by Rock Ridge teachers who are following the Rock Ridge curriculum. Unlike other online providers, your child will not have five or six or seven different teachers. Your child will have the same outstanding Rock Ridge teacher every day.

The Rock Ridge School District wants to know, if the option were available, how many K-6 students would enroll in 100% online school, run by Rock Ridge elementary school teachers, for the 2021-2022 school year. We must receive a minimum of 15 students in each grade, K-6, interested in 100% online schooling, for this to happen. If we get fewer than 15 students in a grade level interested in 100% online schooling, we will probably not be able to run the class.

Note: This option only applies to K-6 students. It does not apply to 7-12 students. All 7-12 learning will be in-person learning.

If you have already registered your K-6 child for school and you want your child to attend regular in-person schooling, you do not need to do anything and can ignore the contents of this notice.

Parents who select the 100% K-6 online option need to understand:

1. There is no transportation for online classes
2. There is no food service for online classes
3. There is no option to take some classes online and other classes in-person. This option will be 100% online.
 - Once selecting this option, and if we have enough students to run the course, parents will not be able to change their minds and send their child back to in-person classes. If parents select this option, it will be for the entire 2021-2022 school year. Once the school year begins, students who have exceptional circumstances occurring during the 2021-2022 school year and want to change back to in-person learning, will need to speak with the principal. However, in order to keep class sizes balanced, between online and in-person classes, very few students (if any) will be allowed to switch back and forth.
4. All K-6 students enrolling in 100% online instruction will receive a school-issued iPad
5. Instruction will be delivered by an outstanding, local, Rock Ridge elementary school teacher
6. If a student has no internet access or very poor internet access, and the student is taking the 100% online class, Rock Ridge will provide a hotspot for internet access

7. The school day for 100% online students will mimic the school hours of in-person instruction
8. The school calendar for 100% online students will also mimic the school calendar of in-person instruction

If you are interested in having your K-6 child take the 100% online course, please answer the following questions.

DO NOTHING IF YOU WANT YOUR CHILD IN REGULAR IN-PERSON CLASSES.

If you have multiple K-6 children and you wish to select the 100% online schooling option, please fill out a separate form for each one of your children.

1. I want my elementary child to take the 100% online class for the entire 2021-2022 school year:

_____ Yes

2. My child is entering this grade (check one):

_____ Kindergarten

_____ First grade

_____ Second grade

_____ Third grade

_____ Fourth grade

_____ Fifth grade

_____ Sixth grade

3. My child currently attends (check one):

_____ Rock Ridge Public Schools

_____ St. Louis County Schools

_____ Mountain Iron Public Schools

_____ Mesabi East Public Schools

_____ Chisholm Public Schools

_____ Hibbing Public Schools

_____ Other Public School

If "other" type in the name of the school district your child would have attended:

4. My child normally would have attended this elementary school for in-person schooling (check one):

_____ Parkview Elementary School

_____ Roosevelt Elementary School

_____ Franklin Elementary School

_____ Nelle Shean Elementary School

_____ Other

If "other" type in the name of the elementary school your child would have attended:

_____ -

5. My child's name is (type in answer):

6. The child's parents/guardian names are (type in answer):

7. The child's parents/guardian address is (type in answer):

8. I need a wi-fi internet hotspot:

_____ Yes

_____ No

The deadline for sending in this completed form is Monday, August 30, midnight.

IMPORTANT: If we have enough students to run the class, it will be on a **first-come, first-served basis**. If we run the class, to guarantee a spot for your child, **send in your answers to this form ASAP**.

AGAIN, DO NOTHING IF YOU WANT YOUR CHILD IN REGULAR IN-PERSON CLASSES.

Reminder: We must have a minimum of 15 students to run each of these classes.

Looking forward to the start of the school year!

If you have not registered your child for school in Rock Ridge, please call one of the following Important Phone numbers:

Parkview Elementary School(K-2 in Virginia): 218-742-3801

Roosevelt Elementary School (3-6 in Virginia): 218-742-3944

Nelle Shean Elementary School (5-6 in Gilbert): 218-744-7770

Franklin Elementary School (K-4 in Eveleth): 218-744-7709



POSITIVE COMMUNITY NORMS GRANT COORDINATOR



Overview of the role:

The Positive Community Norms Grant Coordinator is responsible for overseeing the general development of a community coalition to address youth substance use prevention within the Virginia, Eveleth, Gilbert and surrounding Rock Ridge school communities. The Coordinator is responsible for overseeing member recruitment and retention, coordination of coalition meetings, implementation of initiatives, and assisting with reporting requirements for funders. This position carries a considerable responsibility for planning, implementing, and evaluating activities associated with the Coalition to include providing general oversight for coalition activities, associated projects and grant management.

If you are the right candidate for this position you will share in the passion of creating a healthy and safe community for our youth. You will value collaboration, community engagement and youth involvement.

Full Time Position: Travel and Flexible Hours Required

This position is a (5) year at-will grant funded position that requires instate, overnight and out-of-state travel.

Pay range: \$46,000 - commensurate with experience and expertise

Benefits: Competitive benefits package including medical, dental, life and disability insurance, sick leave, vacation, and paid holidays.

Job Responsibilities:

- Create and maintain a coalition of community members who will address youth substance use.
- Create and sustain partnerships with stakeholders in the community working on similar goals.
- Learn, organize and evaluate strategies that have a positive impact on delaying youth substance use based on the needs and resources of your community.
- Implement and monitor all grant activities according to the specifications set forth in the grant.
- Actively participate in and lead local and state-wide youth activities.
- Organize, support and educate the school and community in the PCN framework.

Qualifications, Skill Requirement:

■ *Minimum Qualifications*

Associates Degree with 1 year community organizing, project management and/or leadership experience, or 3 years community organizing, project management and/or leadership experience.

The Grant Coordinator must pass a criminal background check.

The Grant Coordinator must have a valid driver's license.

■ *Preferred Qualifications*

Bachelor's Degree in Public Health, Counseling, Social Work, Psychology, Sociology, Education or other Human Service related field.

■ *License/Certification Required*

Applicant must complete Substance Abuse Prevention Skills Training (SAPST) and Prevention Ethics to obtain Certified Prevention Professional (CPP) certification within the second year of employment and maintain certification in the remaining years of the grant.

Culture and Value Statement:

Rock Ridge Public Schools is committed to creating an educational environment designed to inspire passion and joy for everyone.

Baseball CO-OP

ISD 2909 School Board

After reviewing participation numbers and talking to both head coaches, the activities committee and the two athletic directors recommend we move forward and CO-OP high school baseball this spring 2022 as Rock Ridge Baseball. The original plan was to have them CO-OP in the spring of 2023.



**2021-2022 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of School District Number 2909, County of St. Louis, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

Virginia High School
Eveleth-Gilbert High School

(If more than four high schools, attach an additional list)

is/are authorized by this, the Governing Board of said school district or school to:

1. _____ Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): _____
OR:
 Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____ Signed: _____
(Clerk/Secretary - Local Governing Board) (Superintendent or Head of School)

Date: _____ Date: _____

District Office Address, City, Zip: 411 South 5th Ave
Virginia, MN 55792

School Superintendent's Phone: 218-742-3901 School Superintendent's Email: Noel.Schmidt@rrps.org

2020-2021 RESOLUTION FOR MEMBERSHIP

This page must be completed once for each school in the district.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Please complete and return this form with your school's 2021-2022 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

Virginia High School

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Murray Anderson

(Designated School Board Member – please print)

Josh Lamppa

(Designated School Representative – please print)

murray.anderson@rrps.org

Email Address

josh.lamppa@rrps.org

Email Address

208.02 ACTIVITY REPRESENTATIVES

Josh Lamppa

(Boys' Sports – please print)

Josh Lamppa

(Girls' Sports – please print)

Jason Ness

(Speech – please print)

Matt Krage

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Murray Anderson

(Board Member—please print)

Cameron Stocke

(Student—please print)

Stacie Lamppa

(Parent—please print)

Ed Cremers

(Faculty Member—please print)

Josh Lamppa

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

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Please complete and return this form with your school's 2021-2022 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

Eveleth - Gilbert High School

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Murray Anderson

(Designated School Board Member - please print)

Chad Hazelton

(Designated School Representative - please print)

murray.anderson@rrps.org

Email Address

chad.hazelton@rrps.org

Email Address

208.02 ACTIVITY REPRESENTATIVES

Chad Hazelton

(Boys' Sports - please print)

Chad Hazelton

(Girls' Sports - please print)

Jason Ness

(Speech - please print)

Kevin Szumal

(Music - please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Murray Anderson

(Board Member - please print)

Jake Bradach

(Student - please print)

Kristin Troutwine

(Parent - please print)

Melissa Lantigar

(Faculty Member - please print)

Chad Hazelton

(Mailing Representative - please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

NAMING RIGHTS AGREEMENT

This Naming Rights Agreement ("Agreement") is entered into by and between Independent School District No. 2909, Rock Ridge Public Schools, a public school district duly and properly organized under the laws of the state of Minnesota (hereinafter referred to as the "District") and the Allison Kreibich Agency, a State Farm insurance agency and corporate entity under the laws of the state of Minnesota (hereinafter referred to as "Kreibich").

RECITALS

- A. **WHEREAS**, in a historic vote by the voters in the former Virginia School District and the Eveleth-Gilbert School District, the voters approved the consolidation of the two school districts into a new, single school district.
- B. **WHEREAS**, the consolidation became effective on July 1, 2020, and the two former school districts have now consolidated into Independent School District No. 2909, Rock Ridge Public Schools.
- C. **WHEREAS**, the newly consolidated District has embarked on a major facilities construction project based upon the recent consolidation and based upon the successful 2019 voter approved referendum to fund the construction of new school and extra-curricular facilities (hereinafter referred to as the "Project") in what is now the consolidated Rock Ridge School District.
- D. **WHEREAS**, the Project includes the construction of a new high school campus. In addition to construction of a new, state-of-the-art high school building, the campus will have new, modern athletic facilities, including a new varsity baseball field.
- E. **WHEREAS**, Kreibich is a longtime, local State Farm insurance agency and, as a local business, has been a longtime, strong supporter of local communities,

local schools, school activities and high school sports.

F. **WHEREAS**, Kreibich and State Farm are prepared to make a significant donation of money to the District, to be utilized for the purchase and installation of the new main baseball scoreboard that will be installed at the new varsity baseball field being constructed as part of the Project.

G. **WHEREAS**, in appreciation for and recognition of Kreibich and State Farm's significant donation, the District intends to give significant name recognition to Kreibich and State Farm on the main scoreboard in the new varsity baseball field, pursuant to the terms of this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, the receipt and sufficiency of which are hereby acknowledged, the District and Kreibich hereby agree as follows:

1. Kreibich commits to a total donation of \$54,000 to the District which said proceeds will be dedicated for the purchase and installation of the main baseball scoreboard to be installed at the new varsity baseball field that will be constructed as part of the Project. Kreibich's \$54,000 donation (which includes anticipated matching amounts from Kreibich's parent company, State Farm) will be made as follows:
 - (a) On or before May 1, 2021, \$4500 from Kreibich with an immediate request to State Farm corporate to match Kreibich's donation, for a total donation of \$9000. The District agrees to complete and submit any necessary forms or paperwork required by State Farm corporate, and to otherwise comply with other reasonable terms or requirements of State Farm corporate, for the matching funds to be paid by State Farm corporate. The District acknowledges that there is no legally binding agreement or contractual relationship between the District and State Farm corporate related to any donations or matching funds that would be paid by State Farm corporate. If State Farm corporate denies the request to match for any reason, it shall be the legal responsibility of Kreibich to pay

the additional \$4500.

- (b) On or before May 1, 2022, \$4500 from Kreibich with an immediate request to State Farm corporate to match Kreibich's donation, for a total donation of \$9000. The District agrees to complete and submit any necessary forms or paperwork required by State Farm corporate, and to otherwise comply with other reasonable terms or requirements of State Farm corporate, for the matching funds to be paid by State Farm corporate. The District acknowledges that there is no legally binding agreement or contractual relationship between the District and State Farm corporate related to any donations or matching funds that would be paid by State Farm corporate. If State Farm corporate denies the request to match for any reason, it shall be the legal responsibility of Kreibich to pay the additional \$4500.
- (c) On or before May 1, 2023, \$4500 from Kreibich with an immediate request to State Farm corporate to match Kreibich's donation, for a total donation of \$9000. The District agrees to complete and submit any necessary forms or paperwork required by State Farm corporate, and to otherwise comply with other reasonable terms or requirements of State Farm corporate, for the matching funds to be paid by State Farm corporate. The District acknowledges that there is no legally binding agreement or contractual relationship between the District and State Farm corporate related to any donations or matching funds that would be paid by State Farm corporate. If State Farm corporate denies the request to match for any reason, it shall be the legal responsibility of Kreibich to pay the additional \$4500.
- (d) On or before May 1, 2024, \$4500 from Kreibich with an immediate request to State Farm corporate to match Kreibich's donation, for a total donation of \$9000. The District agrees to complete and submit any necessary forms or paperwork required by State Farm corporate, and to otherwise comply with other reasonable terms or requirements of State Farm corporate, for the matching funds to be paid by State Farm corporate. The District acknowledges that there is no legally binding agreement or contractual relationship between the District and State Farm corporate related to any donations or matching funds that would be paid by State Farm corporate. If State Farm corporate denies the request to match for any reason, it shall be the legal responsibility of Kreibich to pay the additional \$4500.
- (e) On or before May 1, 2025, \$4500 from Kreibich with an immediate request to State Farm corporate to match Kreibich's donation, for a total donation of \$9000. The District agrees to complete and submit any necessary forms or paperwork required by State Farm corporate, and to otherwise comply with other reasonable terms or requirements of State Farm corporate, for the matching funds to

be paid by State Farm corporate. The District acknowledges that there is no legally binding agreement or contractual relationship between the District and State Farm corporate related to any donations or matching funds that would be paid by State Farm corporate. If State Farm corporate denies the request to match for any reason, it shall be the legal responsibility of Kreibich to pay the additional \$4500.

- (f) On or before May 1, 2026, \$4500 from Kreibich with an immediate request to State Farm corporate to match Kreibich's donation, for a total donation of \$9000. The District agrees to complete and submit any necessary forms or paperwork required by State Farm corporate, and to otherwise comply with other reasonable terms or requirements of State Farm corporate, for the matching funds to be paid by State Farm corporate. The District acknowledges that there is no legally binding agreement or contractual relationship between the District and State Farm corporate related to any donations or matching funds that would be paid by State Farm corporate. If State Farm corporate denies the request to match for any reason, it shall be the legal responsibility of Kreibich to pay the additional \$4500.

2. The District agrees that, upon completion of construction of the new varsity baseball field which shall include the installation of the new main scoreboard at the field, and for a period of ten years thereafter or until the scoreboard needs replacement (whichever period is longer), the District will erect and maintain prominent signage on this main scoreboard at the varsity baseball field, giving prominent advertising and name recognition to Kreibich and State Farm for their significant donations towards the purchase and installation of the scoreboard. This signage and advertising for Kreibich and State Farm will be the sole and exclusive signage and advertising that will be allowed on the main scoreboard at the new varsity baseball field. The size, design, style and wording of the signage will be as mutually agreed upon between the District and Kreibich prior to the installation of the main scoreboard and prior to the purchase and installation of the signage.

3. The District reserves and retains the right to allow other businesses or sponsors, that are not insurance related businesses, to have advertising or advertising visibility generally in and around the varsity baseball field. Kreibich also acknowledges and agrees that the District reserves and retains all naming rights for all other facilities, fields, stadiums, athletic-related equipment, plazas, departments or any other areas to be constructed or installed as part of the Project.

4. Miscellaneous Provisions

a. Notices. The contact information for each party to this Agreement, for any notices or subsequent communications that may have to be sent or provided from one party to another regarding this Agreement or the implementation or administration of this Agreement, is as follows:

1. Rock Ridge Public Schools
Attn: Willie Spelts, H.R. & Fundraising Coordinator
411 5th Avenue South
Virginia, MN 55792
2. Allison Kreibich Agency
Attn: Allison Kreibich
820 N. 9th Street
Suite 110 – Olcott Plaza
Virginia, MN 55792

5. Complete Agreement.

This Agreement constitutes the entire and complete agreement between the parties with respect to the donations being made by Kreibich and State Farm to the District for the purchase and installation of the main scoreboard at the new varsity baseball field.

6. Governing Law.

This Agreement will be governed by, interpreted and enforced in accordance with the laws of the state of Minnesota and the parties consent to the exclusive

jurisdiction and venue of the Minnesota State District Court, sited at the St. Louis County Courthouse in Virginia, Minnesota, for the resolution of any disputes that may arise regarding the interpretation, administration or enforcement of this Agreement.

7. Severability.

If any provision of this Agreement is held to be illegal, invalid, or unenforceable, under the present or future laws effective during the term of this Agreement, such provision will be fully severable. This Agreement will be construed and enforced as if such illegal, invalid, or unenforceable provision had never comprised part of this Agreement, and the remaining provisions of this Agreement will remain in full force and effect.

8. Amendments.

Any amendments to this Agreement must be in writing and must be approved and signed by both parties to this Agreement.

9. Binding Effect.

This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors, assigns, heirs and beneficiaries.

**INDEPENDENT SCHOOL DISTRICT #2909
ROCK RIDGE PUBLIC SCHOOLS**

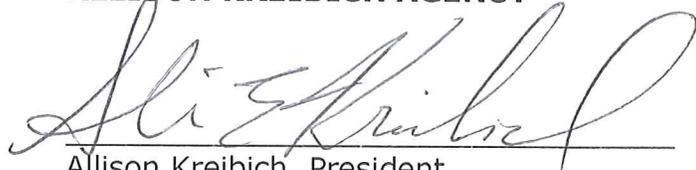
Dated: _____, 2021

By: _____
Dr. Noel Schmidt
Superintendent of Schools

By: _____
Stacey Sundquist
Chairperson, Board of Education

ALLISON KREIBICH AGENCY

Dated: 8/5, 2021


Allison Kreibich, President



COMMERCIAL PURCHASE AGREEMENT

This form approved by the Minnesota Association of REALTORS® and the Minnesota Commercial Association of REALTORS®, which disclaims any liability arising out of use or misuse of this form. © 2020 Minnesota Association of REALTORS®, Edina, MN

1. Page 1 Date July 22nd 2021

- 2. BUYER(S) is/are: Tim Collelo Realty LLC & Isaac Wolter & Amy Angell, (Check one.)
3. [] individual(s); OR [X] a business entity organized under the laws of the State of MN.
4. SELLER(S) is/are:
5. [] individual(s); OR [] a business entity organized under the laws of the State of
6. Buyer's earnest money in the amount of
7. Five Thousand Dollars
8. (\$ 5,000.00) shall be delivered no later than two (2) Business Days after
9. Final Acceptance Date to be deposited in the trust account of: (Check one.)
10. [] listing broker; or
11. [X] North Shore Title (Trustee),
12. within three (3) Business Days of receipt of the earnest money or Final Acceptance Date whichever is later.
13. Said earnest money is part payment for the purchase of property at
14. 402 Roosevelt Ave located in the
15. City/Township of Eveleth, County of St. Louis County,
16. State of Minnesota, Zip Code 55734, PID # (s) 040-0090-00330
17.
18. and legally described as follows Eveleth Central Division NO 1 Block 47
19.
20. (collectively the "Property")
21. together with the personal property as described in the attached Addendum to Commercial Purchase Agreement:
22. Personal Property, if any, all of which property the undersigned has this day sold to Buyer for the sum of:
23. Twenty Thousand
24.
25. (\$ 20,000.00) Dollars ("Purchase Price"), which Buyer agrees to pay in the following manner:
26. 1. CASH of 100 percent (%) of the sale price, or more in Buyer's sole discretion, which includes the earnest
27. money; PLUS
28. 2. FINANCING of 0 percent (%) of the sale price. Buyer shall, at Buyer's sole expense, apply for any
29. financing as required by this Purchase Agreement.
30. Such financing shall be: (Check one.) [] a first mortgage; [] a contract for deed; or [] a first
31. mortgage with subordinate financing, as described in the attached Addendum to Commercial Purchase Agreement:
32. [] Conventional/SBA/Other [] Contract for Deed.
33. DUE DILIGENCE: This Purchase Agreement [] IS [] IS NOT subject to a due diligence contingency. (If answer is IS,
34. see attached Addendum to Commercial Purchase Agreement: Due Diligence.)
35. CLOSING: The date of closing shall be October 28th 2021.



COMMERCIAL PURCHASE AGREEMENT36. Page 2 Date July 22nd 202137. Property located at 402 Roosevelt Ave Eveleth MN 5573438. **DEED/MARKETABLE TITLE:** Subject to performance by Buyer, Seller agrees to execute and deliver a: *(Check one.)*39. **WARRANTY DEED** **LIMITED WARRANTY DEED** **CONTRACT FOR DEED**40. **OTHER:** _____ **DEED** conveying marketable title, subject to:

41. (a) building and zoning laws, ordinances, and state and federal regulations;

42. (b) restrictions relating to use or improvement of the Property without effective forfeiture provisions;

43. (c) reservation of any mineral rights by the State of Minnesota or other government entity;

44. (d) utility and drainage easements which do not interfere with existing improvements; and

45. (e) others (must be specified in writing): _____

46. _____

47. **TENANTS/LEASES:** Property **IS** **IS NOT** subject to rights of tenants (if answer is **IS**, see attached *Addendum*
-----*(Check one.)*-----48. *to Commercial Purchase Agreement: Due Diligence*).49. Seller shall not execute leases from the Date of this Purchase Agreement to the date of closing, the term of which lease
50. extends beyond the date of closing, without the prior written consent of Buyer. Buyer's consent or denial shall be

51. provided to Seller within _____ days of Seller's written request. Said consent

52. shall not be unreasonably withheld.

53. **REAL ESTATE TAXES:** Real estate taxes due and payable in the year of closing shall be prorated between Seller and
54. Buyer on a calendar year basis to the actual date of closing unless otherwise provided in this Purchase Agreement.55. Real estate taxes, including penalties, interest, and any associated fees, payable in the years prior to closing shall
56. be paid by Seller. Real estate taxes payable in the years subsequent to closing shall be paid by Buyer.57. **SPECIAL ASSESSMENTS:**58. **BUYER AND SELLER SHALL PRORATE AS OF THE DATE OF CLOSING** **SELLER SHALL PAY**
-----*(Check one.)*-----59. on the date of closing all installments of special assessments certified for payment with the real estate taxes due and
60. payable in the year of closing.61. **BUYER SHALL ASSUME** **SELLER SHALL PAY ON DATE OF CLOSING** all other special assessments
-----*(Check one.)*-----

62. levied as of the Date of this Purchase Agreement.

63. **BUYER SHALL ASSUME** **SELLER SHALL PROVIDE FOR PAYMENT OF** special assessments pending as
-----*(Check one.)*-----64. of the Date of this Purchase Agreement for improvements that have been ordered by any assessing authorities. (Seller's
65. provision for payment shall be by payment into escrow of up to two (2) times the estimated amount of the assessments
66. or less, as allowed by Buyer's lender.)67. Buyer shall pay any unpaid special assessments payable in the year following closing and thereafter, the payment of
68. which is not otherwise here provided.69. As of the Date of this Purchase Agreement, Seller represents that Seller **HAS** **HAS NOT** received a notice
-----*(Check one.)*-----70. regarding any new improvement project from any assessing authorities, the costs of which project may be assessed
71. against the Property. Any such notice received by Seller after the Date of this Purchase Agreement and before
72. closing shall be provided to Buyer immediately. If such notice is issued after the Date of this Purchase Agreement
73. and on or before the date of closing, then the parties may agree in writing, on or before the date of closing, to pay,
74. provide for the payment of, or assume the special assessments. In the absence of such agreement, either party may
75. declare this Purchase Agreement canceled by written notice to the other party, or licensee representing or assisting the
76. other party, in which case this Purchase Agreement is canceled. If either party declares this Purchase Agreement
77. canceled, Buyer and Seller shall immediately sign a written cancellation of Purchase Agreement confirming said
78. cancellation and directing all earnest money paid here to be refunded to Buyer.

MNC:PA-2 (8/20)

COMMERCIAL PURCHASE AGREEMENT79. Page 3 Date July 22nd 202180. Property located at 402 Roosevelt Ave Eveleth MN 55734.81. **POSSESSION:** Seller shall deliver possession of the Property: *(Check one.)*82. **IMMEDIATELY AFTER CLOSING;** or83. **OTHER:** _____.84. Seller agrees to remove ALL DEBRIS AND ALL PERSONAL PROPERTY NOT INCLUDED HERE from the Property
85. by possession date.86. **PRORATIONS:** All items customarily prorated and adjusted in connection with the closing of the sale of the Property
87. here including but not limited to rents, operating expenses, interest on any debt assumed by Buyer, shall be prorated
88. as of the date of closing. It shall be assumed that Buyer will own the Property for the entire date of the closing.89. **RISK OF LOSS:** If there is any loss or damage to the Property between Date of this Purchase Agreement and the date
90. of closing, for any reason, the risk of loss shall be on Seller. If the Property is destroyed or substantially damaged before
91. the closing, this Purchase Agreement shall be canceled, at Buyer's option, if Buyer gives written notice to Seller, or licensee
92. representing or assisting Seller, of such cancellation within thirty (30) days of the damage. Upon said cancellation,
93. Buyer and Seller shall immediately sign a written cancellation of Purchase Agreement confirming said cancellation
94. and directing all earnest money paid here to be refunded to Buyer.95. **EXAMINATION OF TITLE:** Seller shall, at its expense, within 25 _____ days after Final
96. Acceptance Date, furnish to Buyer, or licensee representing or assisting Buyer, a commitment for an owner's policy
97. of title insurance from North Shore Title _____, including levied and pending special
(Name of Title Company)98. assessments. Buyer shall be allowed ten (10) days ("Objection Period") after receipt of the commitment for title
99. insurance to provide Seller, or licensee representing or assisting Seller, with written objections. Buyer shall be deemed
100. to have waived any title objections not made within the Objection Period provided for immediately above and any
101. matters with respect to which title objection is so waived may be excepted from the warranties in the Deed as specified
102. here to be delivered pursuant to this Agreement.103. **TITLE CORRECTIONS AND REMEDIES:** Seller shall have thirty (30) days ("Cure Period") from receipt of Buyer's
104. written title objections to cure any title objections but shall not be obligated to do so. Upon receipt of Buyer's title
105. objections, Seller shall, within ten (10) days, notify Buyer, or licensee representing or assisting Buyer, in writing whether
106. or not Seller will endeavor to cure such objections within the Cure Period. Liens or encumbrances for liquidated
107. amounts created by instruments executed by Seller and which can be released by payment proceeds of closing shall
108. not delay the closing.109. If Seller's notice states that Seller will not endeavor to cure one or more specified objections within the Cure Period,
110. Buyer may, as its sole remedy, within ten (10) days of the sending of such notice by Seller, declare this Purchase
111. Agreement canceled by written notice to Seller, or licensee representing or assisting Seller, in which case this Purchase
112. Agreement is canceled. If Buyer declares this Purchase Agreement canceled, Buyer and Seller shall immediately sign a
113. written cancellation of Purchase Agreement confirming said cancellation and directing all earnest money paid here to
114. be refunded to Buyer. If Buyer does not declare this Purchase Agreement canceled as provided immediately above,
115. Buyer shall be bound to proceed with the closing and to purchase the Property subject to the objections Seller has
116. declined to cure without reduction in the Purchase Price.117. If Seller's notice states that Seller will endeavor to cure all of the specified objections, or if Seller's notice states that
118. Seller will endeavor to cure some, but not all, of the specified objections and Buyer does not declare this Purchase
119. Agreement canceled as provided above, Seller shall use commercially reasonable efforts to cure the specified objections
120. or those Seller has agreed to endeavor to cure and, pending correction of title, all payment required here and the
121. closing shall be postponed.122. If Seller, within the Cure Period provided above, corrects the specified objections Seller's notice indicated Seller would
123. endeavor to cure, then upon presentation to Buyer, or licensee representing or assisting Buyer, of documentation
124. establishing that such objections have been cured, the closing shall take place within ten (10) days or on the scheduled
125. closing date, whichever is later.

MNC:PA-3 (8/20)

COMMERCIAL PURCHASE AGREEMENT126. Page 4 Date July 22nd 2021127. Property located at 402 Roosevelt Ave Eveleth MN 55734.

128. If Seller, within the Cure Period provided above, does not cure the specified objections which Seller's notice indicated
129. Seller would endeavor to cure, Buyer may, as its sole remedy, declare this Purchase Agreement canceled by written
130. notice to Seller, or licensee representing or assisting Seller, given within five (5) days after the end of the Cure Period,
131. in which case this Purchase Agreement is canceled. Buyer and Seller shall immediately sign a *Cancellation of Purchase*
132. *Agreement* confirming said cancellation and directing all earnest money paid here to be refunded to Buyer. Neither
133. party shall be liable for damages here to the other. In the alternative, Buyer may elect to waive such objections by
134. providing written notice to Seller, or licensee representing or assisting Seller, within such five (5)-day period and accept
135. title subject to such uncured objections, in which event, Buyer shall be bound to proceed with the closing and to purchase
136. the Property subject to the objections Seller has not cured without reduction in the Purchase Price. If neither notice
137. is given by Buyer within such five (5)-day period, Buyer shall be deemed to have elected to waive the objections and
138. to proceed to closing as provided in the immediately preceding sentence.

139. If title is marketable, or is made marketable as provided here, and Buyer defaults in any of the agreements here,
140. Seller, in addition to any other right or remedy available to Seller here, at law or in equity may cancel this Purchase
141. Agreement as provided by either MN Statute 559.21 or MN Statute 559.217, whichever is applicable, and retain all
142. earnest money paid here as liquidated damages.

143. If title is marketable, or is made marketable as provided here, and Seller defaults in any of the agreements here,
144. Buyer may, in addition to any other right or remedy available to Buyer here, seek specific performance within six
145. (6) months after such right of action arises.

146. **REPRESENTATIONS AND WARRANTIES OF SELLER:** The following representations made are to the best
147. of Seller's knowledge.

148. There is no action, litigation, investigation, condemnation, or other proceeding of any kind pending or threatened
149. against Seller or any portion of the Property. In the event Seller becomes aware of any such proceeding prior to
150. closing, Seller will promptly notify Buyer of such proceeding.

151. The Property is in compliance with all applicable provisions of all planning, zoning, and subdivision rules; regulations;
152. and statutes. Seller has obtained all necessary licenses, permits, and approvals necessary for the ownership and
153. operation of the Property.

154. Prior to the closing, payment in full will have been made for all labor, materials, machinery, fixtures, or tools furnished
155. within the 120 days immediately preceding the closing in connection with construction, alteration, or repair of any
156. structure on, or improvement to, the Property.

157. Seller has not received any notice from any governmental authority as to condemnation proceedings, or violation of
158. any law, ordinance, regulation, code, or order affecting the Property. If the Property is subject to restrictive covenants,
159. Seller has not received any notice from any person or authority as to a breach of the covenants. Any such notices
160. received by Seller shall be provided to Buyer immediately.

161. Seller has not executed any options to purchase, rights of first refusal, or any other agreements giving any person or
162. other entity the right to purchase or otherwise acquire any interest in the Property, and Seller is unaware of any options
163. to purchase, rights of first refusal, or other similar rights affecting the Property.

164. The legal description of the real property to be conveyed has been or shall be approved for recording as of the date
165. of closing.

166. If Seller is an organized entity, Seller represents and warrants to Buyer that Seller is duly organized and is in good
167. standing under the laws of the State of Minnesota; that Seller is duly qualified to transact business in the State of
168. Minnesota; that Seller has the requisite organizational power and authority to enter into this Purchase Agreement and
169. the Seller's closing documents signed by it; such documents have been duly authorized by all necessary action on
170. the part of Seller and have been duly executed and delivered; that the execution, delivery, and performance by Seller of
171. such documents do not conflict with or result in a violation of Seller's organizational documents or Bylaws or any judgment,
172. order, or decree of any court or arbiter to which Seller is a party; and that such documents are valid and binding obligations
173. of Seller, and are enforceable in accordance with their terms.

MNC:PA-4 (8/20)

COMMERCIAL PURCHASE AGREEMENT174. Page 5 Date July 22nd 2021175. Property located at 402 Roosevelt Ave Eveleth MN 55734.

176. Seller will indemnify Buyer, its successors and assigns, against and will hold Buyer, its successors and assigns, harmless from, any expenses or damages, including reasonable attorneys' fees, that Buyer incurs because of the breach of any of the above representations and warranties, whether such breach is discovered before or after the date of closing.

180. See attached *Addendum to Commercial Purchase Agreement: Due Diligence*, if any, for additional representations and warranties.

182. **REPRESENTATIONS AND WARRANTIES OF BUYER:** If Buyer is an organized entity, Buyer represents and warrants to Seller that Buyer is duly organized and is in good standing under the laws of the State of Minnesota; that Buyer is duly qualified to transact business in the State of Minnesota; that Buyer has the requisite organizational power and authority to enter into this Purchase Agreement and the Buyer's closing documents signed by it; such documents have been duly authorized by all necessary action on the part of Buyer and have been duly executed and delivered; that the execution, delivery, and performance by Buyer of such documents do not conflict with or result in a violation of Buyer's organizational documents or Bylaws or any judgment, order, or decree of any court or arbiter to which Buyer is a party; and that such documents are valid and binding obligations of Buyer, and are enforceable in accordance with their terms. Buyer will indemnify Seller, its successors and assigns, against and will hold Seller, its successors and assigns, harmless from, any expenses or damages, including reasonable attorneys' fees, that Seller incurs because of the breach of any of the above representations and warranties, whether such breach is discovered before or after the date of closing.

194. **TIME IS OF THE ESSENCE FOR ALL PROVISIONS OF THIS CONTRACT.**

195. **CALCULATION OF DAYS:** Any calculation of days begins on the first day (calendar or Business Days as specified) following the occurrence of the event specified and includes subsequent days (calendar or Business Days as specified) ending at 11:59 P.M. on the last day.

198. **BUSINESS DAYS:** "Business Days" are days which are not Saturdays, Sundays, or state or federal holidays unless stated elsewhere by the parties in writing.

200. **DEFAULT:** If Buyer defaults in any of the agreements here, Seller may cancel this Purchase Agreement, and any payments made here, including earnest money, shall be retained by Seller as liquidated damages and Buyer and Seller shall affirm the same by a written cancellation. In the alternative, Seller may seek all other remedies allowed by law.

203. If Buyer defaults in any of the agreements here, Seller may terminate this Purchase Agreement under the provisions of either MN Statute 559.21 or MN Statute 559.217, whichever is applicable.

205. If this Purchase Agreement is not canceled or terminated as provided here, Buyer or Seller may seek actual damages for breach of this Purchase Agreement or specific performance of this Purchase Agreement; and, as to specific performance, such action must be commenced within six (6) months after such right of action arises.

208. **SUBJECT TO RIGHTS OF TENANTS, IF ANY, BUYER HAS THE RIGHT TO VIEW THE PROPERTY PRIOR TO CLOSING TO ESTABLISH THAT THE PROPERTY IS IN SUBSTANTIALLY THE SAME CONDITION AS OF THE DATE OF THIS PURCHASE AGREEMENT.**

211. **METHAMPHETAMINE PRODUCTION DISCLOSURE:**

212. (A Methamphetamine Production Disclosure is required by MN Statute 152.0275, Subd. 2 (m).)

213. Seller is not aware of any methamphetamine production that has occurred on the Property.

214. Seller is aware that methamphetamine production has occurred on the Property.

215. (See *Disclosure Statement: Methamphetamine Production*.)

216. **NOTICE REGARDING AIRPORT ZONING REGULATIONS:** The Property may be in or near an airport safety zone with zoning regulations adopted by the governing body that may affect the Property. Such zoning regulations are filed with the county recorder in each county where the zoned area is located. If you would like to determine if such zoning regulations affect the Property, you should contact the county recorder where the zoned area is located.

220. **NOTICE REGARDING PREDATORY OFFENDER INFORMATION:** Information regarding the predatory offender registry and persons registered with the predatory offender registry under MN Statute 243.166 may be obtained by contacting the local law enforcement offices in the community where the Property is located or the Minnesota Department of Corrections at (651) 361-7200, or from the Department of Corrections web site at www.corr.state.mn.us.

COMMERCIAL PURCHASE AGREEMENT

225. Page 6 Date July 22nd 2021

226. Property located at 402 Roosevelt Ave Eveleth MN 55734

227. **DISCLOSURE NOTICE:** If this Purchase Agreement includes a structure used or intended to be used as residential
 228. property as defined under MN Statute 513.52, Buyer acknowledges Buyer has received a *Disclosure Statement:*
 229. *Seller's Property Disclosure Statement* or *Disclosure Statement: Seller's Disclosure Alternatives* form.
 230. BUYER IS NOT RELYING ON ANY ORAL REPRESENTATIONS REGARDING THE CONDITION OF THE PROPERTY.

231. **(Check appropriate boxes.)**
 232. SELLER WARRANTS THAT THE PROPERTY IS EITHER DIRECTLY OR INDIRECTLY CONNECTED TO:
 233. **CITY SEWER** **YES** **NO** / **CITY WATER** **YES** **NO**
 234. **SUBSURFACE SEWAGE TREATMENT SYSTEM**
 235. SELLER **DOES** **DOES NOT** KNOW OF A SUBSURFACE SEWAGE TREATMENT SYSTEM ON OR SERVING
 236. THE PROPERTY. (If answer is **DOES**, and the system does not require a state permit, see *Disclosure Statement:*
 237. *Subsurface Sewage Treatment System*.)
 238. **PRIVATE WELL**
 239. SELLER **DOES** **DOES NOT** KNOW OF A WELL ON OR SERVING THE PROPERTY. (If answer is **DOES** and well
 240. is located on the Property, see *Disclosure Statement: Well*.)
 241. To the best of Seller's knowledge, the Property **IS** **IS NOT** in a Special Well Construction Area.
 242. THIS PURCHASE AGREEMENT **IS** **IS NOT** SUBJECT TO AN *ADDENDUM TO PURCHASE AGREEMENT:*
 243. *SUBSURFACE SEWAGE TREATMENT SYSTEM AND WELL INSPECTION CONTINGENCY.*
 244. (If answer is **IS**, see attached *Addendum*.)
 245. **IF A WELL OR SUBSURFACE SEWAGE TREATMENT SYSTEM EXISTS ON THE PROPERTY, BUYER HAS**
 246. **RECEIVED A DISCLOSURE STATEMENT: WELL AND/OR A DISCLOSURE STATEMENT: SUBSURFACE SEWAGE**
 247. **TREATMENT SYSTEM.**

248. There **IS** **IS NOT** a storage tank located on the Property that is subject to the requirements of MN Statute 116.48.
 249. (If answer is **IS**, see *Commercial Disclosure Statement: Storage Tank(s)*.)

250. **AGENCY NOTICE**
 251. Andrea Zupancich is **Seller's Agent** **Buyer's Agent** **Dual Agent.**
 (Licensee) -----(Check one.)-----
 252. Z' Up North Realty
 (Real Estate Company Name)
 253. Tim Collelo is **Seller's Agent** **Buyer's Agent** **Dual Agent.**
 (Licensee) -----(Check one.)-----
 254. Tim Collelo Realty, LLC
 (Real Estate Company Name)

255. **DUAL AGENCY DISCLOSURE:** Dual agency occurs when one broker or salesperson represents both parties to a
 256. transaction, or when two salespersons licensed to the same broker each represent a party to the transaction. Dual
 257. agency requires the informed consent of all parties, and means that the broker or salesperson owes the same fiduciary
 258. duties to both parties to the transaction. This role limits the level of representation the broker and salespersons can
 259. provide, and prohibits them from acting exclusively for either party. In dual agency, confidential information about price,
 260. terms, and motivation for pursuing a transaction will be kept confidential unless one party instructs the broker or
 261. salesperson in writing to disclose specific information about him or her. Other information will be shared. Dual agents
 262. may not advocate for one party to the detriment of the other.



COMMERCIAL PURCHASE AGREEMENT

263. Page 7 Date July 22nd 2021

264. Property located at 402 Roosevelt Ave Eveleth MN 55734

265. **CONSENT TO DUAL AGENCY**

266. Broker represents both parties involved in the transaction, which creates a dual agency. This means that Broker and

267. its salespersons owe fiduciary duties to both parties. Because the parties may have conflicting interests, Broker and its

268. salespersons are prohibited from advocating exclusively for either party. Broker cannot act as a dual agent in this

269. transaction without the consent of both parties. Both parties acknowledge that

270. (1) confidential information communicated to Broker which regards price, terms, or motivation to buy, sell, or lease will

271. remain confidential unless the parties instruct Broker in writing to disclose this information. Other information will

272. be shared;

273. (2) Broker and its salespersons will not represent the interest of either party to the detriment of the other; and

274. (3) within the limits of dual agency, Broker and its salesperson will work diligently to facilitate the mechanics of the

275. sale.

276. With the knowledge and understanding of the explanation above, the parties authorize and instruct Broker and its

277. salespersons to act as dual agents in this transaction.

278. **SELLER:** _____
 (Business Entity or Individual Name)

279. By: _____
 (Seller's Signature)

280. _____
 (Seller's Printed Name)

281. Its: _____
 (Title)

282. _____
 (Date)

BUYER: _____
 (Business Entity or Individual Name)

By:  _____
 (Buyer's Signature)

Timothy Collelo
 (Buyer's Printed Name)

Its: _____
 (Title)

07/22/2021
 (Date)

283. **SELLER:** _____
 (Business Entity or Individual Name)

284. By: _____
 (Seller's Signature)

285. _____
 (Seller's Printed Name)

286. Its: _____
 (Title)

287. _____
 (Date)

BUYER: _____
 (Business Entity or Individual Name)

By:   _____
 (Buyer's Signature)

Amy Angell Isaac Wolter
 (Buyer's Printed Name)

Its: _____
 (Title)

07/22/2021 07/22/2021
 (Date)

288. **SUCCESSORS AND ASSIGNS:** All provisions of this Purchase Agreement shall be binding on successors and

289. assigns.

290. **CLOSING COSTS:** Buyer or Seller may be required to pay certain closing costs, which may effectively increase the

291. cash outlay at closing or reduce the proceeds from the sale.

292. **FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT ("FIRPTA"):** Section 1445 of the Internal Revenue Code

293. provides that a transferee ("Buyer") of a United States real property interest must be notified in writing and must

294. withhold tax if the transferor ("Seller") is a foreign person and no exceptions from FIRPTA withholding apply. Buyer

295. and Seller agree to comply with FIRPTA requirements under Section 1445 of the Internal Revenue Code.

296. Seller shall represent and warrant, under the penalties of perjury, whether Seller is a "foreign person" (as the same

297. is defined within FIRPTA), prior to closing. Any representations made by Seller with respect to this issue shall survive

298. the closing and delivery of the deed.

299. Buyer and Seller shall complete, execute, and deliver, on or before closing, any instrument, affidavit, or statement

300. reasonably necessary to comply with the FIRPTA requirements, including delivery of their respective federal taxpayer

301. identification numbers or Social Security numbers.



COMMERCIAL PURCHASE AGREEMENT302. Page 8 Date July 22nd 2021303. Property located at 402 Roosevelt Ave Eveleth MN 55734.

304. Due to the complexity and potential risks of failing to comply with FIRPTA, including the Buyer's responsibility for
 305. withholding the applicable tax, Buyer and Seller should **seek appropriate legal and tax advice regarding FIRPTA**
 306. **compliance, as the respective licensees representing or assisting either party will be unable to assure either**
 307. **party whether the transaction is exempt from FIRPTA withholding requirements.**

308. **NOTE:** MN Statute 500.221 establishes certain restrictions on the acquisition of title to agricultural land by aliens
 309. and non-American corporations. Please seek appropriate legal advice if this Purchase Agreement is for the
 310. sale of agricultural land and Buyer is a foreign person.

311. **ACCEPTANCE DEADLINE:** This offer to purchase, unless accepted sooner, shall be withdrawn at 11:59 P.M.,
 312. _____, and in such event all earnest money shall be returned to Buyer.

313. **CONDEMNATION:** If, prior to the closing date, condemnation proceedings are commenced against all or any part
 314. of the Property, Seller or licensee representing or assisting Seller, shall immediately give written notice to Buyer, or
 315. licensee representing or assisting Buyer, of such fact and Buyer may, at Buyer's option (to be exercised within thirty (30)
 316. days after Seller's notice), declare this Purchase Agreement canceled by written notice to Seller or licensee representing
 317. or assisting Seller, in which case this Purchase Agreement is canceled and neither party shall have further obligations
 318. under this Purchase Agreement. In the event Buyer declares the Purchase Agreement canceled, Buyer and Seller
 319. shall immediately sign a written cancellation confirming such cancellation and directing all earnest money paid
 320. here to be refunded to Buyer. If Buyer fails to give such written notice, then Buyer shall be bound to proceed with
 321. closing, subject to any other contingencies to this Purchase Agreement. In such event, there shall be no reduction in
 322. the purchase price, and Seller shall assign to Buyer at the closing date all of Seller's rights, title, and interest in and to
 323. any award made or to be made in the condemnation proceedings. Prior to the closing date, Seller shall not designate
 324. counsel, appear in, or otherwise act with respect to, the condemnation proceedings without Buyer's prior written
 325. consent.

326. **MUTUAL INDEMNIFICATION:** Seller and Buyer agree to indemnify each other against, and hold each other harmless
 327. from, all liabilities (including reasonable attorneys' fees in defending against claims) arising out of the ownership,
 328. operation, or maintenance of the Property for their respective periods of ownership. Such rights to indemnification will
 329. not arise to the extent that (a) the party seeking indemnification actually receives insurance proceeds or other cash
 330. payments directly attributable to the liability in question (net of the cost of collection, including reasonable attorneys'
 331. fees); or (b) the claim for indemnification arises out of the act or neglect of the party seeking indemnification. If, and
 332. to the extent that, the indemnified party has insurance coverage, or the right to make claim against any third party for
 333. any amount to be indemnified against, as set forth above, the indemnified party will, upon full performance by the
 334. indemnifying party of its indemnification obligations, assign such rights to the indemnifying party or, if such rights are
 335. not assignable, the indemnified party will diligently pursue such rights by appropriate legal action or proceeding and
 336. assign the recovery and/or right of recovery to the indemnifying party to the extent of the indemnification payable
 337. made by such party.

338. **FULLY EXECUTED PURCHASE AGREEMENT AND FINAL ACCEPTANCE:** To be binding, this Purchase Agreement
 339. and all addenda must be fully executed by both parties and a copy must be delivered.

340. **ELECTRONIC SIGNATURES:** The parties agree the electronic signature of any party on any document related to
 341. this transaction constitute valid, binding signatures.

342. **ENTIRE AGREEMENT:** This Purchase Agreement and all addenda and amendments signed by the parties shall
 343. constitute the entire agreement between Buyer and Seller. Any other written or oral communication between Buyer and
 344. Seller, including, but not limited to, e-mails, text messages, or other electronic communications are not part of this
 345. Purchase Agreement. This Purchase Agreement can be modified or canceled only in writing signed by Buyer and
 346. Seller or by operation of law. All monetary sums are deemed to be United States currency for purposes of this Purchase
 347. Agreement.

348. **SURVIVAL:** All warranties and representations in this Purchase Agreement shall survive the delivery of the deed or
 349. contract for deed and be enforceable after the closing.

350. **DATE OF THIS PURCHASE AGREEMENT:** Date of this Purchase Agreement to be defined as the date on line one
 351. (1) of this Purchase Agreement.

MNC:PA-8 (8/20)

COMMERCIAL PURCHASE AGREEMENT

352. Page 9 Date July 22nd 2021

353. Property located at 402 Roosevelt Ave Eveleth MN 55734

354. OTHER: Tim Collelo Realty LLC is a 50% buyer and Isaac Wolter & Amy Angell are the other 50% buyers.
355. This is a company and individual purchase.
356. Sellers to leave any materials that pertain or belong to the property for maintenance, replacement parts and any other things needed for operation of the property. Subject to

357. ADDENDA: Attached addenda are a part of this Purchase Agreement.

358. [] If checked, this Purchase Agreement is subject to
359. attached Addendum to Commercial Purchase
360. Agreement: Counteroffer.

361. FIRPTA: Seller represents and warrants, under penalty
362. of perjury, that Seller [] IS [X] IS NOT a foreign person (i.e., a
------(Check one.)-----
363. non-resident alien individual, foreign corporation, foreign
364. partnership, foreign trust, or foreign estate for purposes
365. of income taxation. (See lines 292-310.) This representation
366. and warranty shall survive the closing of the transaction
367. and the delivery of the deed.

368. SELLER

369. _____
(Business Entity or Individual Name)

370. By: _____
(Seller's Signature)

371. _____
(Seller's Printed Name)

372. Its: _____
(Title)

373. _____
(Date)

374. SELLER

375. _____
(Business Entity or Individual Name)

376. By: _____
(Seller's Signature)

377. _____
(Seller's Printed Name)

378. Its: _____
(Title)

379. _____
(Date)

BUYER

Tim Collelo Realty LLC
(Business Entity or Individual Name)

By: [Authentisign Signature] Timothy Collelo
(Buyer's Signature)

Tim Collelo
(Buyer's Printed Name)

Its: _____
(Title)

07/22/2021
(Date)

BUYER

(Business Entity or Individual Name)

By: [Authentisign Signature] [Authentisign Signature] Isaac Wolter & Amy Angell
(Buyer's Signature)

Isaac Wolter & Amy Angell
(Buyer's Printed Name)

Its: _____
(Title)

07/22/2021 07/22/2021
(Date)

380. FINAL ACCEPTANCE DATE: _____ The Final Acceptance Date
381. is the date on which the fully executed Purchase Agreement is delivered.

382. THIS IS A LEGALLY BINDING CONTRACT BETWEEN BUYER(S) AND SELLER(S).
383. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.

384. THIS MINNESOTA ASSOCIATION OF REALTORS® COMMERCIAL PURCHASE AGREEMENT IS NOT
385. DESIGNED TO BE AND IS NOT WARRANTED TO BE INCLUSIVE OF ALL ISSUES SELLER AND BUYER
386. MAY WISH TO ADDRESS, AND EITHER PARTY MAY WISH TO MODIFY THIS PURCHASE AGREEMENT
387. TO ADDRESS STATUTORY OR CONTRACTUAL MATTERS NOT CONTAINED IN THIS FORM.
388. BOTH PARTIES ARE ADVISED TO SEEK THE ADVICE OF AN ATTORNEY TO ENSURE
389. THIS CONTRACT ADEQUATELY ADDRESSES THAT PARTY'S RIGHTS.



WIRE FRAUD ALERT



Internet fraud — the use of Internet services or software with Internet access to defraud victims — is on the rise in real estate transactions.

THESE SOPHISTICATED CRIMINALS COULD:

- **HACK INTO YOUR E-MAIL ACCOUNT** or the e-mail of others involved in your real estate transaction and may direct you to wire money to the hacker’s account.
- **SEND FRAUDULENT E-MAILS** that appear to be from your real estate licensee, lender, or closing agent.
- **CALL YOU** claiming they have revised wiring instructions.

Buyers/Tenants and Sellers/Owners are advised to:

- (1) Never wire funds without confirming the wiring instructions directly with the intended recipient.
- (2) Verify that the contact information for the wire transfer recipient is legitimate by calling a known phone number for the broker or closing agent. Do not rely on the information given to you in an e-mail communication.
- (3) Never send personal information through unsecured/unencrypted e-mail.

If you suspect wire fraud in your transaction:

- (1) Immediately notify your bank, closing agent, and real estate licensee.
- (2) File a complaint online at the Internet Crime Complaint Center (IC3) at <http://www.ic3.gov>.

The undersigned acknowledge receipt of this wire fraud alert and understand the importance of taking proactive measures to avoid being a victim of wire fraud in a real estate transaction.

Authentisign
Timothy Collela
 (Signature) 07/22/2021 11:10:07 PM CDT (Date)

Authentisign
[Signature]
 (Signature) 07/22/2021 11:13:59 PM CDT (Date)

Authentisign
[Signature]
 (Signature) 07/22/2021 11:11:07 PM CDT (Date)

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ADDENDUM TO COMMERCIAL PURCHASE AGREEMENT

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1. Date July 22nd, 2021

2. Page 1

3. Addendum to Purchase Agreement between parties, dated July 22nd 2021
4. (Date of this Purchase Agreement), pertaining to the purchase and sale of the Property at
5. 402 Roosevelt Ave Eveleth MN 55734

6. In the event of a conflict between this Addendum and any other provision of the Purchase Agreement, the language
7. in this Addendum shall govern.

- 8. 1. Building will be turned into apartments 18-22 units is planed from 1-bedroom units to 3-
- 9. bedroom units. This will consist of nicer mid-range units with no high-end units plans as of
- 10. now. This will depend on an agreement between with ISD, the City and Greater Minnesota Housing
- 11. Fund.
- 12. 2. We have the ability to self fund this project but a financial plan will be done after an
- 13. accepted offers and agreement is signed so we can apply for the correct funding with Greater
- 14. Minnesota Housing Fund.
- 15. 3. Funding Provided list of assets showing more than enough equity to complete the project.
- 16. Once an agreement is made between all parties then lending by Greater Minnesota Housing Fund
- 17. can be applied for.
- 18. 4. Schedule completion: 2-3 years
- 19. 5. Minimum tax value of the proposed improvements will be provided once we have an development
- 20. agreement.
- 21. 6. Buyers will enter into an agreement with ISD, the city and Greater Minnesota Housing Fund to
- 22. address all the details of plans.

19. **SELLER**

20. _____
(Business Entity or Individual Name)

21. By: _____
(Seller)

22. Its: _____
(Title)

23. _____
(Date)

24. **SELLER**

25. _____
(Business Entity or Individual Name)

26. By: _____
(Seller)

27. Its: _____
(Title)

28. _____
(Date)

BUYER

Tim Collelo Realty LLC
(Business Entity or Individual Name)

By: Timothy Collelo
Buyer 7/22/2021 11:10:08 PM CDT

Its: Owner
(Title)

07/22/2021
(Date)

BUYER

Isaac Wolter & Amy Angell
(Business Entity or Individual Name)

By: [Signature] [Signature]
Buyer 7/22/2021 11:14:02 PM CDT 7/22/2021 11:12:04 PM CDT

Its: Owner
(Title)

07/22/2021 07/22/2021
(Date)

**THIS IS A LEGALLY BINDING CONTRACT BETWEEN BUYER(S) AND SELLER(S).
IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.**

Totals		22						
--------	--	----	--	--	--	--	--	--

INCOME AND EXPENSES			
Category		Total	Per Unit
Gross Potential Rent			
Residential Income		19,400	882
Parking Income			-
Commercial Income			-
Total Potential Rent		19,400	882
Other Income from Operations			
Tenant Fees			-
Laundry		200	9
Other			-
Total Other Income		200	9
Rental Loss	<i>Percent</i>		
Residential Vacancy	7.00%	1,372	62
Parking Vacancy	10.00%	-	-
Commercial Vacancy	50.00%	-	-
Total Rental Loss		1,372	62
Effective Gross Income		18,228	829
Operating Expenses			
Management Fee		1,000	45
Administrative		200	9
Payroll			-
Maintenance		200	9
Utilities		1,000	45
Supportive Housing			-
Insurance		500	23
Total M&O		2,900	132
Real Estate Taxes		1,000	45
Deposit to Replacement Reserves			-
Other			-
Total Operating Expenses		3,900	177
Net Operating Income		14,328	651
Temporary Income (ie TIF)			-

	252,000
--	---------

Letter of Intent for Proposed Development 402 Roosevelt Ave

To whom it may concern: It is our pleasure to submit this letter of intent to pursue the purchase of the land and buildings located at 402 Roosevelt Avenue, Eveleth MN for the redevelopment of these school properties into an apartment housing complex.

Project Summary: Phase one of the project will be the acquisition of the above properties to convert into multi-unit apartments. The initial phase of the project will be comprised of approximately 18-22 apartments. Our goal will to keep the historical aspects of the property unless seen fit to change for safety and code standard purposes. We would like to keep the historical integrity of the buildings intact. These initial plans will be adjusted and detailed as we are able to access and take possession of the property to further our planning. The first phase of our project will be personally funded between three owners. We have combined real estate and property rental and management experience of over 40years. Attached you will find a list of our combined real estate assets to show our financial ability to finance this project. We are confident with our great relationship with our lenders, if need be we will also be partnering with them as the project gets further along.

Total plan will be compromised of 18-22 apartments in 402 Roosevelt with a total cost of \$800,000.

Approximate cost per unit \$40k

Total Cost of project is estimated at \$800,000.00

Unit Mix:

one- two- and three-bedroom units –

Apartment Features: - Distinctive floors plans - Professionally designed interiors. Upgraded Community Amenities: - On/Off-site leasing.

Project Construction Schedule Estimated to commence on or before June 2022? with a completion approximately 12-36 months after commencement.

In closing, we look forward to working with the City throughout the approval process to transform these buildings into an asset to the community of Eveleth. We also plan on hiring 3 to 5 local people to help our crew and have a permanent onsite or local manager once the project is complete. These will be mid to upper end units with the intent to provide nice affordable long-term housing.

Please let us know any concerns you have and what the city would like to see. We also are open to the city renting the space they are currently using if they would like. During this project the exterior and lawn maintenance will be upkept as not to be an eyesore to the public.



Three handwritten signatures in blue ink, each enclosed in a blue square box with a yellow sticky note icon above it.

Tim Collelo Realty LLC / Tim Collelo

1427 Cloquet Avenue Cloquet, MN 55720

Direct: 218-591-7100 Office: 218-878-0583 Fax: 218-878-2096 E-mail: timcollelo@hotmail.com

A committed professional full service Real Estate Broker Licensed Minnesota and Wisconsin with diverse experience in all aspects of REO property management and disposition.

Service Area Duluth, Cloquet, Carlton, Cotton, Saginaw, Brookston, Floodwood, Wrenshall, Moose Lake, Sturgeon Lake area and surrounding suburbs. WI: Douglas County

Position: Broker Owner of Tim Collelo Realty LLC

Experience

- Licensed broker since 2004, in the business since 1998, opened my own Real Estate Company in 2004. I have been doing REO's since 2001. Please call me anytime with any questions you may have 218-591-7100.
- Currently handling REO management and disposition for Chronos, BLM, HUD, Carrington, Fannie Mae, Green River Capital, Precision Management, CitiGroup, Chase, ResNet, Equator, Dispo, BOA, SPI, Valuation Partners and hope to add you to the list. I have been working REO's since 2001, you will find I have extensive knowledge in REO and complete all tasks in a timely matter. BPO's with great accuracy over 453 completed in 2020.
- I know how task sensitive REO's are and always try my best to completed them before the deadlines. My staff and I are knowledgeable, friendly and know the importance that everyone works together to make things go smoothly to sell REO properties. I always will help other agents in filling out the forms so they will be correct the first time as it reduces the chance of them being sent back for corrections and allow the properties to close on time.
- Last 12 months 80 listing sales 77% or 62 were REO's with 23 sold by my company. Sold properties: 15 REO's not listed by my company were sold to investors that work solely with me, 8 REO's sold to owner occupants and 3 commercial properties sold, 1 was a REO listed and sold by my company. Average DOM for REO's is 43 with 5 DOM being low and 158 DOM being the high.

Tim Collelo: Real Estate Assets as of 6/28/2021

416 42nd St E, Hibbing MN 55746 \$140,000

1424 14th Ave E, HIBBING 55746 \$25,000

1011 W 8th St Duluth MN \$150,000

4119 Kingston Rd, Duluth MN \$75,000

305 Granite St, Cloquet MN 55720 \$125,000

8842 S Meller Rd Solon Springs WI 54873 \$55,000

11029 Hwy 71 Mizpah 56660 \$75,000

25915 Maple Tree Lane Pine City MN 55063 \$ 150,000

6541 TABAKO RD Wright MN 55798 \$220,400

6549 Tabako Road Wright MN 55798 \$150,000

Total: \$1,165,400.00 Free and clear real estate assets.

Other assets Equity in Real Estate after mortgage:

1427 Cloquet Ave Cloquet MN 55720 \$225,000

4196 County Rd 61 Moose Lake MN 55767: \$150,000

Total: \$375,000 Equity in Mortgage properties

Total Equity in Real Estate: \$1,540,400.00

Other assesses Free and Clear:

3-Fishing boats: \$22,000

Pontoon: \$10,000

Construction Tools: \$75,000

2014 T-750 Skidsteer: \$45,000

1995 753 Skidsteer: \$10,000

2001 GMC Duramax: \$13,000

2005 Chevy Duramax: \$17,000

2006 Chevy Duramax: \$8,000

2001 Yamaha 600R: \$3,500

1992 Chevy box truck: \$5,500

2007 Gooseneck Dump Trailer 15,000lbs \$12,000

2008 Saab 97x 5.3i \$5,000

36,000lb Tilt Trailer: \$8,500

1996 Dodge ¾ ton plow truck: \$5,500

Enclosed trailer: \$8,500

Total: \$248,500

My name is Isaac Wolter and I am 39 years old. I purchased my first apartment building of 5 units in November of 2003. Since then I have owned, maintained and managed all of my properties personally. Recently I have hired a management company, duluth property management, to manage my properties. I have 18 years experience in management experience and i also provided all the maintance for my properties. I have worked with the city of duluth listening since 2003 with out any issues nor fines to have paid. I also have worked with the duluth housing authority, cloquet housing authority and fon du lac housing authority. these housing authorities require annual inspections and housing standards to me maintained, I have maintained a great relationship with these places. I beleive I have about 15 years experience with these authorities. I have had many tenants that have moved for there own reasons and came back to rent with me as they have found my services, respect for them, and my response times for them to be top priority. Feel free to contact me and I will be happy to help answer any questions you may have about me and my history 218-590-1403. Have a great day!

	Property		Date Acq.	Present Value
1	10 15th St, Cloquet MN		2011	150,000
2	13302 W 3rd St, Duluth		2003	250,000
3	211 North Ave		2008	200,000
4	204 Arch St		2019	150,000
5	901 Erickson Rd, Wrenshall		2018	200,000
6	3156 Maple Dr, Cloquet MN	X	2017	200,000
7	220 Ave A, Cloquet		2005	120,000
8	815 White Ave, Cloquet	X	2019	120,000
9	94812 Co Rd 61 (Homestead)	X	2020	270,000
10	3716 Main St, Barnum (Commercial)	X	2016	400,000
11	715 Hawthorne, Cloquet	X	2016	70,000
12	4343 Nancy St, Moose Lake	X	2018	120,000
13	111 8th Street, Cloquet	X	2019	100,000
14	xxx3rd St, Moose Lake	X	2019	50,000
15	2393 County Rd 3, Carlton		2004	75,000
16	509 2nd St., Carlton		2018	180,000
17	Industrial Ave. Moose Lake			60,000
18	409 Elm Ave, Moose Lake		2006	180,000
19	Maere Road, Wreshall			40,000
20	512 11 Ave S, Virginia		2020	40,000
21	202 1/2 Hwy 61, Hinckley	X	2020	160,000
22	5710 Wadena Duluth			130,000
23	3738 Front Street, Barnum	X	2017	120,000
24	Tabako Rd, Wright	X		250,000
				3,635,000

The Properties marked with X's are Co-owned with Amy Angell and Tim Colleo

Amy Angell started in rental property ownership and management in 2011.

Background in Loss Prevention and Security Management for 8 years.

Currently self employed running two commercial businesses including a small retail shop since May 2011. Both businesses are in good standing with the department of secretary of state.

Motel ownership and management since 2016 of the Northwoods Inn & Cottages in Barnum, MN.

Below properties are owned by both Amy Angell and Isaac Wolter.

We have established many positive working relationships in our communities and believe we have a good reputation as local business owners.

	Property	Present Value
1	3156 Maple Dr, Cloquet MN	200,000
2	3738 Main Street, Barnum MN	120,000
3	94812 Co Rd 61, Moose Lake (HS)	270,000
5	815 White Ave, Cloquet	120,000
6	3716 Main St, Barnum (Commercial)	400,000
7	715 Hawthorne, Cloquet	70,000
8	4343 Nancy St, Moose Lake	120,000
9	111 8th Street, Cloquet	100,000
10	xxx3rd St, Moose Lake	50,000
11	202 1/2 Hwy 61, Hinckley	160,000
12	3732 Front Street, Barnum	60,000
	Totals	1,670,000

**ROCK RIDGE SCHOOL DISTRICT
FRANKLIN ELEMENTARY
STUDENT HANDBOOK
2021-2022**



**602 Fayal Ave
Eveleth, MN 55734
218-744-7709
rrps.org**

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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ROCK RIDGE

SCHOOL DISTRICT #2909

2021-2022 School Calendar

July				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

August					T-1
2	3	4	5	6	S-0
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

September					T-20
		1	2	3	S-18
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

October					T-19
				1	S-18
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

November					T-20
1	2	3	4	5	S-20
8	9	10*	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

December					T-16
		1	(2)	3	S-16
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

January					T-21
3	4	5	6	7	S-20
10	11	12	13	14	
17	18	19	20	21*	
24	25	26	27	28	
31					

February					T-18
	1	2	3	4	S-18
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28					

March					T-22
	1	2	3	4	S-21
7	(8)	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30*	31		

April					T-19
				1	S-19
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

May					T-21
2	3	4	5	6	S-21
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

June					T-3
		1	(2*)	3	S-2
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

	First & Last Pupil Days
	No School
	Early Release Wednesday
	Student Contact Day
	Teacher Inservice Day
	Conference Exchange Day

Midterm- Qtr. 1	<u>Oct. 7</u>
Quarter 1	Nov 10*
Midterm- Qtr. 2	<u>Dec. 13</u>
Quarter 2	Jan. 21*
Midterm- Qtr. 3	<u>Feb 24</u>
Quarter 3	Mar. 30*
Midterm- Qtr. 4	<u>May 2</u>
Quarter 4*	Jun. 2
Graduation	

Trimester 1	(Dec. 2)
Trimester 2	(Mar. 8)
Trimester 3	(Jun. 2)

Pupil Days	173
Inservice Days	6
Conf. Exchange Day	1
Teacher Contract Days	180

FRANKLIN DIRECTORY

2021-2022 SCHOOL YEAR
DISTRICT VOICEMAIL (218) 744-2211

Name	Position	Extension/Direct Dial	Email
Mrs. Angie Williams	Principal	1910/218-744-7710	angie.williams@rrps.org
Mrs. Stacy Buatala	Secretary	1909/218-744-7709	stacy.buatala@rrps.org
Ms. Nicole Young	Dean of Students	1917/218-744-7717	nicole.young@rrps.org
Ms. Katie Peterson	Nurse	1911/744-7711	katie.peterson@rrps.org
Mrs. Carole Kostich	ADAPT	2101	carole.kostich@rrps.org
Mr. Joe Grigal	Kindergarten Teacher	2108	joe.grigal@rrps.org
Mrs. Kim Wolner	Kindergarten Teacher	2116	kim.wolner@rrps.org
Ms. Laurie Hipple-Jam	1st Grade Teacher	2210	laurie.hipplejam@rrps.org
Mrs. Jody Negen	1st Grade Teacher	2110	jody.negen@rrps.org
Mrs. Becki Carey	2nd Grade Teacher	2212	becki.carey@rrps.org
Mrs. Kaylee Hennen	2nd Grade Teacher	2211	kaylee.hennen@rrps.org
Mrs. Gaye Lossing	2nd Grade Teacher	2203	gaye.lossing@rrps.org
Mrs. Beth Bittmann	3rd Grade Teacher	2312	beth.bittmann@rrps.org
Ms. Laurie Kuoppala	3rd Grade Teacher	2309	laurie.kuoppala@rrps.org
Mrs. Deb Tikkanen	3rd Grade Teacher	2310	deb.tikkanen@rrps.org
Ms. Kristy Hill	4th Grade Teacher	2301	kristy.hill@rrps.org
Ms. Melissa Lautigar	4th Grade Teacher	2303	melissa.lautigar@rrps.org
Mr. Ed Thompson	4th Grade Teacher	2305	ed.thompson@rrps.org
Ms. Jessica Kralich	Special Education	2313	jessica.kralich@rrps.org
Mrs. Karlene Leseman	Special Education	2311	karlene.leseman@rrps.org
Mrs. Brianne Pellinen	Title 1	2214	brianne.pellinen@rrps.org
Mr. Wayne Roberts	Phy Ed	1922	wayne.roberts@rrps.org
Mr. Rob Hinrichs	Phy Ed	1922	robert.hinrichs@rrps.org
Ms. Patricia Anderson	Speech	2208	patricia.anderson@rrps.org
Mrs. Roxanne Kelson	Media Center	2300	roxanne.kelson@rrps.org

ARRIVAL AND SCHOOL DISMISSAL

Eveleth-Gilberts' Kindergarten through 4th grade are housed at Franklin Elementary. Your child's safety and well being is our number one priority at Franklin Elementary. We will do whatever it takes to ensure that your child has a positive learning experience and is kept in a safe, secure learning environment.

Franklin begins the school day at 8:15. Students may enter the building starting at 7:45. Students can be dropped off at 7:45 where they will be supervised on our playground. Breakfast is served from 7:45 - 8:10. The Franklin office is staffed from 7:30 - 4:00.

Children are allowed in school prior to 8:15 A.M. if it is raining, if the temperature is more than 10 below with the windchill, or wind conditions are severe. **Walkers should not arrive at school before 8:00 A.M. and should leave immediately after school.**

During the cold winter months please make a special effort to observe your youngsters carefully before sending them off to school. Check to be sure that clothing is adequate. Be sure that he/she is dressed for some unexpected emergency, such as a stalled bus, a lengthy wait at the bus stop, or an extreme change in the weather.

Children will ordinarily be outside for noon hour (approximately 25-30 minutes) unless the weather is severe.

Franklin ends the school day at 2:50. If you are waiting to pick up your child after school, please wait on the playground side of the building. Please note: Wednesday is early dismissal, students are dismissed one hour early at 1:50.

If you need to pick up your child during school hours, please contact Stacy Buatala, secretary, at 744-7709 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 being dismissed at 1:50.

ATTENDANCE

[Policy 503](#) ISD 2909 Student Attendance Policy

It is the goal of Rock Ridge Public Schools to promote consistent school attendance by its students as there is a clear connection between student academic success and school attendance. Rock Ridge Public Schools continues to promote a partnership with parents and students to maximize student attendance using the following objectives:

- Increase district wide attendance rates
- Be able to identify the whereabouts of every student for safety purposes
- Identify attendance patterns to design strategies for improvement
- Promote a sense of responsibility on the part of the students, parents, and staff to ensure maximum attendance by students

Research shows how missing school can have an impact on the development of children.

- A child is less likely to be reading proficiently by the third grade
- An increase in the achievement gap
- Missing school in the elementary grades can lead to skipping classes in high school and increase the likelihood of dropping out
- Chronic absenteeism in 6th grade is one of the larger predictors of not graduating from high school
- Inconsistent attendance at school can be habit-forming and may impact future employment opportunities and/or college completion

Absences

When your child is absent, please call the school or send a note prior to your child's absence. We ask that families contact the school by 8:30 a.m. by calling 744-7709. If we do not hear from you regarding your child's absence, you will receive a call from the Dean of Students to verify that your child is safe.

Excessive absences, whether excused or unexcused, cause significant disruption and academic hardship. Students who accumulate 3 unexcused absences over the course of the year will be sent a letter reminding their families of the importance of school attendance and available support. Students who accumulate more than 7 unexcused absences may be referred to Social Services. Students who are absent for 10 or more days (excused or unexcused) in a semester will be sent a letter that indicates a doctor's note is required to excuse any further absences.

In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Attendance Law, MH Statute 120A.22, students are required to attend all assigned classes each day. After seven (7) unexcused absences, as required by MN laws governing Education Neglect, the school is required to file a report with Social Services.

Students will have 2 days to make up any missed work for every 1 day of excused absence. At that time, the assignment would be considered late and individual classroom late work policies will apply.

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 teachers/school should remind families of excessive absenteeism, it is the responsibility of the parents/guardians 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>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 - 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 child's teacher prior to child's 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</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 are to re-engage 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 re-engage students with the positive support 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.

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 may 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.

BULLYING

[Policy 514](#) ISD 2909 Bullying Prohibition Policy

I. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly

prohibited on school premises, on school district property, school functions or activities, or on school transportation. 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 cyber bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, 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. 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. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contacts.

- G. 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.

II. 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 cyber bullying as defined in this policy.

- B. “Cyber bullying” 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.

III. 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.

IV. 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.
- 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.

V. 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.

BUS TRANSPORTATION OF STUDENTS

Policy 709 ISD 2909 Student Transportation Safety

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.**

CAFETERIA

Breakfast and lunch are served daily in the cafeteria. The USDA is allowing schools to provide meals free of charge for all students for the 2021-22 school year through a provision of the National School Lunch Program called the Seamless Summer Option (SSO). No application is required to receive this free meal benefit. However, students will be charged \$2.70 (lunch) or \$2.00 (breakfast) if they eat more than one meal.

Breakfast is served from 7:45-8:10 AM. Students wishing to eat a school breakfast should go directly to the

cafeteria upon arrival in order to **finish eating by 8:10 AM.**

The cafeteria is a place for students to eat their lunches and visit with their classmates. We do not assign seats, but we do require students to remain seated at their assigned tables. Students spend about twenty minutes of their lunch period eating their lunches and the other 20 minutes outside on the playground. Students are supervised in the cafeteria and on the playground by lunchroom aides.

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

Policy 506 ISD 2909 Student Discipline

In any community, a system of rules is necessary for successful work and learning to take place and to ensure personal safety. It is crucial that students learn the school rules and understand the value and importance of following them. Another key lesson that everyone needs to understand is the importance of staying in one's own personal space (both verbally and physically) and to respect the personal space of others. We want students to accept and understand when they have made a poor choice or done something wrong, and accept the consequences for their behavior as part of their learning experience.

Students need to develop skills that will help them to become good citizens and community members. Included are a basic knowledge of personal rights and responsibilities, learning to resolve conflicts in appropriate ways and learning to make safe, healthy choices in their daily lives. It is important for students to learn to show common courtesy and respect to others. All students need to behave in a way that allows everyone, regardless of gender, race, disability, ethnicity, personal identity, and religious affiliation, to feel free of fear and intimidation.

The consequences for misbehavior described in this regulation are designed to be fair, firm and consistent for all students in grades K-4 in the Rock Ridge School District. **They apply to the students while they are in school or any district building during regular school hours or at times they are attending district events outside the regular school day. They also apply while students are on any district property or in any district vehicle.**

Because it is not possible to list every misbehavior that occurs, misbehavior not included in this regulation will be responded to as necessary by district staff. Administrators may involve the police and other law enforcement authorities as necessary. If a student violates a district rule that is also a violation of the law, the student will be referred to the police in addition to being dealt with by district staff.

Classroom Behavior Expectations

Be Prompt and Prepared:

Bring the following to class on a daily basis:

1. be on time
2. appropriate text(s)/ other materials (example: gym clothes, swimsuit, etc.)
3. notebook/folder
4. pen/pencil
5. daily planner
6. completed homework/make-up work
7. a leisure reading book (accelerated reader)

Responsibility

1. Make good choices
2. Take care of yourself
3. Help others when needed
4. Listen and follow directions
5. Complete work on time
6. Keep up with your books, pencils, backpacks, folders, jackets, etc.

Resourceful

1. Come to class prepared to learn
2. Have necessary materials (paper, pencils, books, folders)
3. Use materials wisely, recycling when possible
4. Try to solve problems or locate materials and information needed on your own before asking the teacher for help

Respectful

1. Be kind to self and others
2. Use good manners
3. Take care of school property
4. Listen carefully to instructions, and follow directions
5. Respect personal space
6. Listen when others are talking
7. Be positive
8. Be on time for class/school

Cafeteria Behavior Expectations

All students must remain in the school cafeteria during their lunch period. Students are not to be wandering in the halls during their lunch period. Classes are in session for the other grades.

All students are expected to follow these rules:

- Follow the directions of the cafeteria supervisors.
- Respect the cafeteria supervisors.
- Be on time.
- Talk quietly.
- Do not cut in front of others in the food line.
- No throwing food or objects.
- Clean up your table.
- Place all trash in the proper receptacles.
- Keep hands, feet, and objects to self.
- Get permission to use the restroom from the lunchroom supervisors.
- All other school rules apply to the cafeteria as well.
- **No bullying**. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone for a group on purpose. Bullying can cause a victim to feel upset, afraid, ashamed, embarrassed, and anxious about going to school and it can involve children of any age. Bullying is when you keep picking on someone because you think you're cooler, smarter, stronger, or better than them.

Playground Behavior Expectations

1. Keep hands, feet, and "body" to self.
2. Baseballs, footballs, kick balls, soccer balls are allowed on the large activity field only.
3. No metal or wood bats, hard balls, bicycles, skateboards, scooters, roller blades, Healy's (shoes with pop out rollers in them), music players, hockey sticks, pen knives, trading cards, electronic games, cell phones, etc.

4. Playground equipment:
5. Use walking feet on the equipment.
6. No climbing “up” the slide.
7. No climbing on top of the equipment.
8. No playing in or behind the skating rink.
9. Stay within the fenced area near the playground.
10. Food and beverages are to be consumed in the cafeteria only.
11. Enter the building with a buddy only with the permission of staff from the playground for use of the bathroom or visit to the nurse.
12. No throwing of wood chips or asphalt.
13. **No bullying.** Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Bullying can cause a victim to feel upset, afraid, ashamed, embarrassed, and anxious about going to school and it can involve children of any age.
14. Bullying is when you keep picking on someone because you think you’re cooler, smarter, stronger, or better than them.

Disciplinary Actions for Inappropriate Behavior

NOTE: The school administration reserves the right of expediting the disciplinary process pending circumstances.

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

Disciplinary action may include, but is not limited to, one or more of the following:

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

- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

All students are protected under the Pupil Fair Dismissal Act. Students involved in 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 student's rights. Parents/guardians of students who have not been involved in suspension/expulsion situations 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.

DRESS CODE

Policy 504 ISD 2909 Student Dress and Appearance

The clothes a student wears to school shall be an agreement between the student and the parents. Proper guidance from the home regarding grooming and dress contributes to the development of the child's self-confidence. Remember students who are in grades 3 and 4 may need deodorant and other hygiene products. Also, parents need to realize that what may be appropriate dress outside of school does not mean it is appropriate for school. Think before you dress for school! **Remember: Franklin Elementary Staff reserves the right to determine whether a student's clothing is acceptable or not.**

General guidelines to follow:

- Students are expected to dress in a manner that is not disruptive to the classroom situation.
- Shorts are permissible dress in the Franklin School. However, it is still advisable to wear clothing that protects the knees in the event of a fall on the blacktop areas.
- Students must wear shoes (no shoes with wheels) or other footwear and shirts as required in all public buildings. No flip flops will be allowed!
- Students should dress appropriately for existing weather conditions.
- Classroom teachers will inform you in advance if there is a need for special clothing for a particular activity.
- Students should not wear dark soled shoes or hiking boots in school as they mark the floors.
- Students' pants are expected to fit to an appropriate length. Please make sure they wear a belt if the pants do not fit well. Pants dragging on the ground are not appropriate for school and are not permitted.
- Hats may be worn to school but must be removed prior to entering the building.
- Clothing advertising tobacco, alcohol and/or other inappropriate messages are not to be worn to school.

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	Public Access 12

HAZING

Policy 526 ISD 2909 Hazing Prohibition

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, 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

The Health Office is located in the Franklin Elementary School. The office is staffed from 7:45 A.M. to 3:15 P.M., Monday through Friday. Health service personnel are staffed by a nurse, in addition to being trained in first aid and cardiopulmonary resuscitation (CPR). The primary responsibility for the student's health rests with the parents. The school assists the student to maintain, protect, and improve his/her own health status and helps to develop competence in dealing with health problems that he/she will encounter.

Illness During School

When a student presents himself/herself at the Health Office complaining of an illness, he/she is assessed by the Health Service Personnel. A rest area is provided for students. They are monitored to determine if they can return to class or home. If the child presents symptoms that do not allow him/her to function in the classroom, the parent will be telephoned to transport their child home. When parents cannot be reached, information provided on the emergency card will be used. If the Health Office is unable to reach anyone, the child will remain in the office for the remainder of the day or until a responsible adult is reached. Children will not be sent home without permission of the parent or designated emergency phone numbers.

Parents are responsible for transporting the ill child home. Only under extenuating circumstances will the school provide transportation. If the parent requests and the child's condition allows, students may walk home. The parent is to call the Health Office when the child reaches home.

NOTE: IN THE EVENT OF A SERIOUS INJURY OR ILLNESS, AN ATTEMPT WILL BE MADE TO CONTACT THE PARENT PRIOR TO CALLING AN AMBULANCE. HOWEVER, IN CASES THAT PRESENT THEMSELVES AS VERY SERIOUS OR LIFE THREATENING, THE SCHOOL RESERVES THE RIGHT TO CALL FOR EMERGENCY MEDICAL ASSISTANCE.

Immunizations

As required by Minnesota Statutes Section 121A.15, children enrolled in 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 Policy

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.

Nurse: 218-744-7711

Interview of Students by Outside Agencies

Policy 519 ISD 2909 Interviews of Students by Outside Agencies

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

Policy 502 ISD 2909 Search of Student Lockers, Desks, Personal Possessions, and Student’s Person

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 liable for student discipline.
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

We have one Lost and Found box near the front entrance by the school office. Items are displayed, and those not claimed are disposed of.

PERSONAL PROPERTY

Students are not to bring to school personal property that is not directly related to class work (examples, but not limited to: phones, video games, music players, cameras, money in excess of a student's daily needs, etc.), as safe storage is a concern. **Franklin Elementary will not be responsible for lost or stolen personal 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 and 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 or school-sponsored events.

PLEDGE OF ALLEGIANCE

[Policy 531](#) ISD 2909 Pledge of Allegiance

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

Franklin has a very active and supportive PTA. Monthly meetings are held in the Franklin Cafeteria. The board consists of a chairperson, co-chairperson, and treasurer. Some of the functions of this group include: providing parental opinion for the principal and a variety of fundraising activities. This is a good way to be involved with your child's education and field trip programs. Please consider joining this committee!!

SEXUAL, RELIGIOUS, RACIAL HARASSMENT POLICY

[Policy 413](#) ISD 2909 Harassment and Violence

Everyone at Franklin Elementary School 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, 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 Misty Elliott, 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:

Misty Elliott, Human Rights Officer
Rock Ridge Public Schools
411 Fifth Avenue South
Virginia, MN 55792
749-5437, extension 1918

STUDENTS TECHNOLOGY RESOURCES & INTERNET POLICY

[Policy 524](#) ISD 2909 Internet Acceptable Use and Safety Policy

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 the Roosevelt 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.**

WEAPONS POLICY

[Policy 501](#) ISD 2909 Schools Weapon Policy

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: [Rock Ridge Public Schools Board 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 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 teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is 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 School's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process.

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 519: Interviews of Students by Outside Agencies

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 for access to students by authorized individuals during the school day.

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 email 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.

Policy 526: Hazing Prohibition

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.

Policy 531: Pledge of Allegiance

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

**ROCK RIDGE SCHOOL DISTRICT
NELLE SHEAN ELEMENTARY
STUDENT HANDBOOK
2021-2022**



Vision: "OUR EDUCATION DESTINATION"

We see...

- 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 workforce

Rock Ridge School District
Gilbert Campus
Nelle Shean Elementary
801 Jones St
Eveleth, MN 55734
218-744-7770
www.rtps.org

ROCK RIDGE NELLE SHEAN STUDENT HANDBOOK

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NELLE SHEAN SCHEDULE 2021-2022

Students enter the building at 8:05 (Students will report to the playground when they arrive at school)

Class begins at 8:10

6th grade lunch 12:10 - 12:35

6th grade recess 12:35 - 1:05

5th grade recess 12:10 - 12:40

5th grade lunch 12:40 - 1:05

Wednesday's lunch times are all 10 minutes earlier.

School dismissed 2:45 M-T-Th-F

School dismissed 1:45 Wednesday

Eveleth-Gilbert Student Activity Calendar 2021-2022

Eveleth-Gilbert Schools 2021-2022 Activity Calendar part of the Rock Ridge School District
View the Activity Calendar at <https://rrps.org/activities/calendars/>

Gilbert Campus Staff/Contact List

VOICE MAIL/EMAIL

Dial into the District phone system at 218-744-2211 and enter the following extension number to leave a message for the instructor or staff member.

<i>Name, Position</i>	<i>Extension</i>	<i>Email address</i>
Bauman, Jeannine - FACS	6306/6308	jeannine.bauman@rrps.org
Belt, Natalie - 6th Grade	5107	natalie.belt@rrps.org
Berry, Dan - English	4002	dan.berry@rrps.org
Berry, Denise - Gilbert Campus Secretary	1800	denise.berry@rrps.org
Brunfelt, Amanda - 5th Grade	5112	mandy.brunfelt@rrps.org
Chad, Samantha - Health Services	1808	samantha.chad@rrps.org
Dundas, Paula- Computers/ Ind Technology	6311	paula.madden@rrps.org
Early Childhood Spec Ed	5114	esandstrom@northlandsped.org
Custer, Deb - Art	6302	deb.custer@rrps.org
Ebben, Ellen - ECFE-SR 3's	5001	ellen.ebben@rrps.org
Fierke, Tara - Gilbert Campus Counselor	1833	tara.fierke@rrps.org
Forsman, Reid - Choir	6206	reida.forsman@rrps.org
Griepentrog, Todd - Gilbert Campus Principal	1803	todd.griepentrog@rrps.org
Hazelton, Chad - Activities Director	1912	chad.hazelton@rrps.org
Hoag, Mike - Maintenance/Transportation	1948	mike.hoag@rrps.org
Kemp, Angie - Math	4202	angie.kemp@rrps.org
Kowalski, Terri - World Language	4101	terri.kowalski@rrps.org
Lindeman, Julie - School Readiness	5010	julie.lindeman@rrps.org
Kunz, Dave - Social Studies	4100	david.kunz@rrps.org
LaLonde, Lori - 6th Grade	5108	lori.lalonde@rrps.org
Landwer, Stace - 6th Grade	5106	stace.landwer@rrps.org
Leseman, Karlene- NS Special Education	5109/VM 2311	karlene.leseman@rrps.org
Muster, LaDonna - Title I	5102	ladonna.muster@rrps.org
Nucech-Duesler, Crystal - School Readiness	5005	crystal.nucechduesler@rrps.org
Olson, Kristopher - Science	6103	kristopher.olson@rrps.org
Primozych, Mary Jo	5102	maryjo.primozych@rrps.org
Rengo, Dave - EGJH Special Education	4102	david.rengo@rrps.org
Schriber, Shelley - 5th Grade	5101	michelle.schriber@rrps.org
Schroeder, Alicia - Curriculum/AVID	EGHS-1132	alicia.schroeder@rrps.org
Streier, Sean - Health and Phy Ed	4106/6309	sean.streier@rrps.org
Szumal, Kevin - Band and General Music	6202	kevin.szumal@rrps.org
Wilcox, Sheila - Orchestra	6201	sheila.wilcox@rrps.org

DIRECT DIAL PHONE NUMBERS

Athletic Office	744-7712	District Human Resource Secretary	744-7700
Band Office	744-7782	Media Center	744-7780
Bus Garage Eveleth	744-7748	Nursing Office	744-7776
Bus Garage Gilbert	744-7788	Gilbert Principal	744-7773
Business Office	744-7705	Gilbert Campus Office	744-7770
Counseling Office	744-7775	Superintendent	742-3901
Cafeteria	744-7777	Superintendent's Secretary	742-3900

GENERAL INFORMATION

BEFORE AND AFTER SCHOOL HOURS

Elementary students are expected to report to the playground upon arrival at school. Students who will be eating breakfast should report to the cafeteria and upon completion of their meal report to the playground. At the beginning of the school day, classroom teachers will escort their students to the playground. Breakfast is served beginning at 7:45 a.m. each school day.

After school is released at the end of the day students will be asked to leave our building and wait outside for either bus or parent pick up.

ATTENDANCE

[Policy 503](#) ISD 2909 Student Attendance Policy

It is the goal of Rock Ridge Public Schools to promote consistent school attendance by its students as there is a clear connection between student academic success and school attendance. Rock Ridge Public Schools continues to promote a partnership with parents and students to maximize student attendance using the following objectives:

- Increase district wide attendance rates
- Be able to identify the whereabouts of every student for safety purposes
- Identify attendance patterns to design strategies for improvement
- Promote a sense of responsibility on the part of the students, parents, and staff to ensure maximum attendance by students

Research shows how missing school can have an impact on the development of children.

- A child is less likely to be reading proficiently by the third grade
- An increase in the achievement gap
- Missing school in the elementary grades can lead to skipping classes in high school and increase the likelihood of dropping out
- Chronic absenteeism in 6th grade is one of the larger predictors of not graduating from high school
- Inconsistent attendance at school can be habit-forming and may impact future employment opportunities and/or college completion

Absences

When your child is absent, please call the school or send a note prior to your child's absence. We ask that families contact the school by 8:30 a.m. by calling 744-7770. If we do not hear from you regarding your child's absence, you will receive a call from the school to verify that your child is safe.

Excessive absences, whether excused or unexcused, cause significant disruption and academic hardship. Students who accumulate 3 unexcused absences over the course of the year will be sent a letter reminding their families of the importance of school attendance and available support. Students who accumulate more than 7 unexcused absences may be referred to Social Services. Students who are absent for 10 or more days (excused or unexcused) in a semester will be sent a letter that indicates a doctor's note is required to excuse any further absences.

In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Attendance Law, MH Statute 120A.22, students are required to attend all assigned classes each day. After seven (7) unexcused absences, as required by MN laws governing Education Neglect, the school is required to file a report with Social Services.

Students will have 2 days to make up any missed work for every 1 day of excused absence. At that time, the assignment would be considered late and individual classroom late work policies will apply.

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 teachers/school should remind families of excessive absenteeism, it is the responsibility of the parents/guardians to be responsible for tracking their child's absences by checking the student information system or asking the office for support.

BULLYING

Policy 514 ISD 2909 Bullying Prohibition Policy

I. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, school functions or activities, or on school transportation. 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 cyber bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, 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. 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. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contacts.

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.

II. 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 cyber bullying as defined in this policy.

- B. “Cyber bullying” 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.

III. 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.

IV. 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.
- 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.

V. 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.

BUS TRANSPORTATION OF STUDENTS

Policy 709 ISD 2909 Student Transportation Safety

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.**

CAFETERIA

Breakfast and lunch are served daily in the cafeteria. The USDA is allowing schools to provide meals free of charge for all students for the 2021-22 school year through a provision of the National School Lunch Program called the Seamless Summer Option (SSO). No application is required to receive this free meal benefit. However, students will be charged \$2.70 (lunch) or \$2.00 (breakfast) if they eat more than one meal.

Breakfast is served from 7:45-8:10 AM. Students wishing to eat a school breakfast should go directly to the cafeteria upon arrival in order to **finish eating by 8:10 AM.**

The cafeteria is a place for students to eat their lunches and visit with their classmates. We do not assign seats, but we do require students to remain seated at their assigned tables. will spend approximately 30 minutes at lunch and 30 minutes at recess each day. Students are supervised in the cafeteria and on the playground by lunchroom aides.

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

Policy 506 ISD 2909 Student Discipline

In any community, a system of rules is necessary for successful work and learning to take place and to ensure personal safety. It is crucial that students learn the school rules and understand the value and importance of following them. Another key lesson that everyone needs to understand is the importance of staying in one's own personal space (both verbally and physically) and to respect the personal space of others. We want students to accept and understand when they have made a poor choice or done something wrong, and accept the consequences for their behavior as part of their learning experience.

Students need to develop skills that will help them to become good citizens and community members. Included are a basic knowledge of personal rights and responsibilities, learning to resolve conflicts in appropriate ways and learning to make safe, healthy choices in their daily lives. It is important for students to learn to show common courtesy and respect to others. All students need to behave in a way that allows everyone, regardless of gender, race, disability, ethnicity, personal identity, and religious affiliation, to feel free of fear and intimidation.

The consequences for misbehavior described in this regulation are designed to be fair, firm and consistent for all students in the Rock Ridge School District. **They apply to the students while they are in school or any district building during regular school hours or at times they are attending district events outside the regular school day. They also apply while students are on any district property or in any district vehicle.**

Because it is not possible to list every misbehavior that occurs, misbehavior not included in this regulation will be responded to as necessary by district staff. Administrators may involve the police and other law enforcement authorities as necessary. If a student violates a district rule that is also a violation of the law, the student will be referred to the police in addition to being dealt with by district staff.

**GILBERT CAMPUS
DISCIPLINE**

At the Gilbert Campus, as in any community, a system of rules is necessary for successful work and learning to take place and to ensure personal safety. It is crucial that students learn the school rules and understand the value and importance of staying respectful, both verbally and physically. We encourage students to accept and understand when they have made a poor choice or done something wrong, and accept the consequences for their behavior as part of their learning experience.

Students need to develop skills that will help them to become good citizens and community members. Included are a basic knowledge of personal rights and responsibilities, learning to resolve conflicts in appropriate ways and learning to make safe, healthy choices in their daily lives. It is important for students to learn to show common courtesy and respect to others. All students need to behave in a way that allows everyone, regardless of gender, race, disability, ethnicity, personal identity, and religious affiliation, to feel free of fear and intimidation. The consequences for misbehavior described in this regulation are designed to be fair, firm and consistent for all students in grades 5-8 in the Eveleth-Gilbert School District. They apply to the students while they are in school or any district building during regular school hours or at times they are attending district events outside the regular school day. They also apply while students are on any district property or in any district vehicle.

Administrators may involve the police and law enforcement authorities as necessary. If a student violates a district rule which is also a violation of the law, the student will be referred to the police in addition to being dealt with by the district staff

Behavior Expectations

BE PROMPT AND PREPARED

- 1. Be sure that you are on time for class
- 2. Bring the following to class on a daily basis:
 - iPad
 - Pen/pencil
 - Completed assignments
 - A leisure reading book.

Gilbert Campus School-Wide Discipline Plan

Our school's mission is to provide a healthy learning environment for all. Restorative discipline is crucial in promoting self-control, teaching responsibility, and guiding thoughtful choices.	
Minor	Actions
Individual student behaviors are handled at the discretion of the classroom teacher OR the attending adult.	

• Inappropriate classroom behavior	Step 1: • Verbal reminder to the student of the expected behavior(s). Step 2: • Verbal reminder to the student of the expected behavior(s). • Consequences applied by teacher / staff. • Student complies / makes amends. Step 3: • Verbal reminder to the student of the expected behavior(s). • Home contact made by the teacher.	
• Inappropriate footwear		
• Inappropriate hallway behavior		
• Incomplete coursework / classwork		
• Swearing (unintentional)		
• Teasing / name-calling		
• Unprepared for class		
Middle	Actions	
Individual student behaviors are handled initially by the attending adult and are entered into Powerschool, but are referred to the administration if they become chronic.		
• Abuse / misuse of school property	Step 1: • Verbal reminder to the student of the expected behavior(s). • Parent contacted regarding behavior. Step 2: • Consequence applied by teacher / staff. Step 3: • Referral to administration.	
• Assembly behaviors		
• Cafeteria / playground behavior		
• Cheating on classwork / coursework		
• Destruction of personal property		
• Disrespect teacher's personal space/desk		
• Inappropriate clothing		
• Inappropriate use of technology		
• Non-compliance		
• Pushing, shoving, personal contact		
• Tardy		
Major		Actions
Individual student behaviors are immediately referred to the administration.		
• Bullying / fighting / intimidation	Step 1: • Referral to administration. • Home contact made by administration. Step 2: • Meeting with parents. • Written apology to offended parties. Step 3: • In / Out of School Suspension. Step 4: • Reentry meeting with administration. Law enforcement may be contacted at the discretion of the administration.	
• Bus behaviors		
• Cheating on assessments		
• Discrimination		
• Disrespect to staff		
• Disruption to educational environment		
• Inappropriate representation of school (field trips, athletics, performances, etc.)		
• Leaving campus without permission		
• Sexual behavior / sexual harassment		
• Theft		

• Tobacco / vaping / drugs / alcohol		
• Vandalism-damage of property		
• Weapons		
NOTE: The school administration reserves the right of expediting the disciplinary process pending circumstances.		

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.

Below is a link to the school districts full Discipline Policy # 506
[Click here for Policy 506](#)

Disciplinary action may include, but is not limited to, one or more of the following:

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

DRESS CODE

Policy 504 ISD 2909 Student Dress and Appearance

The clothes a student wears to school shall be an agreement between the student and the parents. Proper guidance from the home regarding grooming and dress contributes to the development of the child's self-confidence. Parents need to realize that what may be appropriate dress outside of school does not mean it is appropriate for school. Think before you dress for school! **Remember: Our staff reserves the right to determine whether a student's clothing is acceptable or not.**

General guidelines to follow:

- Students are expected to dress in a manner that is not disruptive to the classroom situation.
- Students must wear shoes (no shoes with wheels) or other footwear and shirts as required in all public buildings. -
- Students should dress appropriately for existing weather conditions.
- Classroom teachers will inform you in advance if there is a need for special clothing for a particular activity.
- Students should not wear dark soled shoes or hiking boots in school as they mark the floors.
- Students' pants are expected to fit to an appropriate length. Please make sure they wear a belt if the pants do not fit well. Pants dragging on the ground are not appropriate for school and are not permitted.
- Clothing advertising tobacco, alcohol and/or other inappropriate messages are not to be worn at school.

SCHOOL HEALTH SERVICES

The Health Office is located in the Gilbert Office and 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 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.**

Immunizations

As required by Minnesota Statutes Section 121A.15, children enrolled in 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 POLICY

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.

IPADS

Students will be using their iPads to access course material through Schoology, organize assignments and calendars. They are required to have their iPad with them, charged for use, at all times. Students are required to follow all guidelines set forth in the iPad Handbook and Technology Acceptable Use Policy, whether on or off school grounds, when using the district owned iPad. **524 Internet Acceptable Use and Safety Policy**

PUBLIC PARKING

No public vehicles may be in the bus pull through near the canopy entrance at any time unless you are dropping off a handicapped passenger. There are bus runs all day and this space is needed for student loading at all times. There are parking lots on either end of the building and on nearby streets. Please follow signs for drop off and pick up.

APPOINTMENTS WITH SCHOOL PERSONNEL

Anyone desiring a conference with a staff member or a conversation regarding the progress of their son/daughter should call the instructor and leave a voicemail or email message. You may call 744-2211, and then enter the teacher's 4-digit voicemail number, e. You may contact the office if for any reason the instructor fails to return your call in a timely manner.

COUNSELING AND GUIDANCE

The Gilbert Campus School Counselor will be available at the school on a full time basis. The counselor may also be reached by email and voicemail. Take care of your counseling or scheduling questions prior to the start of school, during lunch period, or between classes and make sure they are taken care of well in advance of a deadline. You may reach the counselor by email or phone/voice mail at 744-7775.

POWERSCHOOL

Parents may access their son/daughter's grades, attendance, homework, etc. through the PowerSchool Program. Log on to www.rtps.org and click on the PowerSchool icon. Passwords will be given out at the beginning of the school year. Parents/guardians may also call the office to request their password. Log in information and passwords will ONLY BE GIVEN TO THOSE WITH LEGAL GUARDIANSHIP OR CUSTODY of the child.

REPORT CARDS

The Nelle Shean Elementary will be recording grades on a trimester. This is new for the 2021-2022 school year. Report cards will be prepared three times a year and will be sent digitally using BrightArrow. Midterm deficiency notices will NOT be mailed home. It is the responsibility of the parent or guardian to check PowerSchool.

TECHNOLOGY RESOURCE ACCEPTABLE USE POLICY AND IPAD HANDBOOK

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 the Gilbert Campus secretary (744-7770). **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.**

■ 524 Internet Acceptable Use and Safety Policy

HAZING

Policy 526 ISD 2909 Hazing Prohibition

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, 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])

Interview of Students by Outside Agencies

Policy 519 ISD 2909 Interviews of Students by Outside Agencies

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

Policy 502 ISD 2909 Search of Student Lockers, Desks, Personal Possessions, and Student's Person

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 liable for student discipline.
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.

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.

SEXUAL, RELIGIOUS, RACIAL HARASSMENT POLICY

[Policy 413](#) ISD 2909 Harassment and Violence

Everyone at Franklin Elementary School 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, 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 Misty Elliott, 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:

Misty Elliott, Human Rights Officer
Rock Ridge Public Schools
411 Fifth Avenue South
Virginia, MN 55792
749-5437, extension 1918

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 Parkview Elementary participate in a computer testing program called STAR 360. These tests measure academic progress in reading and math.

WEAPONS POLICY

[Policy 501](#) ISD 2909 Schools Weapon Policy

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: [Rock Ridge Public Schools Board 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 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 teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is 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 School's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process.

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 519: Interviews of Students by Outside Agencies

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 for access to students by authorized individuals during the school day.

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 email 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.

Policy 526: Hazing Prohibition

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.

Policy 531: Pledge of Allegiance

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.



Parkview Elementary Student Handbook

506 North 9th Ave.

Virginia, MN 55792

218-742-3801

rrps.org

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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PARKVIEW ELEMENTARY STAFF

<i>NAME</i>	<i>JOB</i>	<i>EMAIL ADDRESS</i>	<i>EXT.</i>	<i>Room</i>
Stefanich, Sheena	Principal	sheena.stefanich@rrps.org	4302	Office
Lambert, Amanda	Secretary	amanda.lambert@rrps.org	4301	Office
Christenson, Kimmy	Secretary	kimmy.christenson@rrps.org	4305	Office
Frazeo, Pam	Nurse	pamfrazee@rrps.org	4321	Nurse
Davidson-Teff, Hannah	Kindergarten	hannah.davidsonteff@rrps.org	4165	165
Orso, Kati	Kindergarten	kati.orso@rrps.org	4164	164
Peterson, Carolyn	Kindergarten	carolyn.peterson@rrps.org	4162	162
Seppala, Kathy	Kindergarten	kathy.seppala@rrps.org	4167	167
Streier, Matraca	Kindergarten	matraca.streier@rrps.org	4168	168
Zeidler, Emily	Kindergarten	emily.zeidler@rrps.org	4170	170
Cochems, Kayla	First Grade	kayla.cochems@rrps.org	4131	131
Davidson, Deron	First Grade	deron.davidson@rrps.org	4132	132
Tieberg, Ann	First Grade	ann.tieberg@rrps.org	4133	133
Voss, Kelli	First Grade	kelli.voss@rrps.org	4130	130
Westin, Caley	First Grade	caley.westin@rrps.org	4136	136
Nichols, Annie	Second Grade	annie.marcella@rrps.org	4207	207
Reid, Nichole	Second Grade	nichole.reid@rrps.org	4206	206
Schroeder, Meggie	Second Grade	meggie.schroeder@rrps.org	4201	201
Sporich, Nina	Second Grade	nina.sporich@rrps.org	4202	202
Warren, Cullen	Second Grade	cullen.warren@rrps.org	4204	204
Spelts, Beth	Interventionist	beth.spelts@rrps.org	4125	125
Tyminski, Anita	Interventionist	anita.tyminski@rrps.org	4126	126
Anderson, Gina	Special Education	gina.anderson@rrps.org	4123	123
Schiller, Aubree	Special Education	aubree.schiller@rrps.org	4150	113
Scuffy, Crystal	Special Education	crystal.scuffy@rrps.org	4121	121
Kennedy, Kelly	Counselor	kelly.kennedy@rrps.org	1945	124
Hautamaki, Jenna	Speech	jenna.hautamaki@rrps.org	4119	119
Cornell, Tracy	ADAPT		4122	122
Meissner, Deb	ESL	deb.meissner@rrps.org	4117	117
Kure, Althea	Art	althea.kure@rrps.org	4149	149
Aune, Stacy L	STEAM	stacyl.aune@rrps.org	4171	171
Sandstede, Julie	Music	julie.sandstede@rrps.org	4140	140
Sellman, Samantha	Technology	sam.sellman@rrps.org	4142	142
Casareto, Dominic	Physical Education	dominic.casareto@rrps.org	4110	110
Skoglund, Taylor	Physical Education	taylor.skoglund@rrps.org	4110	110
Corey, Shelby	ECSE	scorey@northlandsped.org	4118	118
Evans, Kayla	ECSE	kevans@northlandsped.org	4118	118
McFaul, Laura	ECSE	lmcfaul@northlandsped.org	4118	118

Kush-Jeffery, Shanon	Early Childhood Coordinator	shanon.kush@rrps.org	4305	105
Checco, Jaime	Early Childhood	jaime.checco@rrps.org	4180	180
Kemen, Kathy	Early Childhood	kathy.kemen@rrps.org	4176	176
Koski, Dawn	Early Childhood	dawn.koski@rrps.org	4174	174
Lindeman, Julie	Early Childhood	julie.lindeman@rrps.org	4173	173
Schroeder, Alicia	Curriculum/AVID	alicia.schroeder@rrps.org	1236	236
	Indian Education		4115	115
Knife Chief, Teresa	Indian Education	teresa.knifechief@rrps.org	1949	115
Kramer, Darren	Tech Integration	darren.kramer@rrps.org	1984	143

ARRIVAL AND SCHOOL DISMISSAL

All Parkview Elementary students are expected to attend school daily and to report to class on time. The Parkview Elementary is staffed from 7:45 a.m. until 3:45 p.m. The playground is staffed starting at 7:30 a.m. Students enter the building at 8:05 a.m. each morning (except on very cold or rainy days when students enter the building as soon as they arrive), and classes begin at 8:05 a.m. Students dismiss at 2:45 p.m. and at 1:45 on all Wednesdays.

Your kids are important to us. Please communicate with your child, before they come to school, about where they are supposed to go after school. We seem to have an increase of students unsure of what they are supposed to do after school or where they are supposed to go, and we do not have a note that tells us anything different from their normal route home. If your after-school plans change, please send a note to school with your child so the teacher can get your child to the proper place. If you must call the school to change your after-school plans, please call before 1:30 and be sure that you talk to someone in person. Do not leave a message and expect that it will be heard before 1:45/2:45 p.m. If there is no answer, please call back after a few minutes and speak with the secretary.

The safety and security of your children are of the utmost concern for us and we want to make sure we deliver them back to you every night. Changes in plans, or not knowing plans, makes this very difficult for us.

If your change in plans is immediate, do not leave a message, talk to a person directly.

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 the **Parkview Elementary Attendance Line at 218-742-3800**. Attendance is taken every school day by 9:00 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 are 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 from 7:45-8:15 a.m. Students wishing to eat a school breakfast should go directly to the cafeteria upon arrival to Parkview in order to **finish eating by 8:15 a.m.** 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. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying, permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
 - 1. The developmental and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved;
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action. Consequences for other individuals

engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

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

II. 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 cyber bullying as defined in this policy.

- B. “Cyber bullying” 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.

III. 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.

IV. 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.
- 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.

V. 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.

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.**

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.

Hallway:

- 1) Be kind
- 2) Walking feet
- 3) Voices quiet
- 4) Hands and feet to self
- 5) Facing forward
- 6) Follow directions given by adults

Bathroom:

- 1) Be kind
- 2) Respect the privacy of others
- 3) Clean up after yourself
- 4) Wash your hands after using the restroom
- 5) Use facility appropriately
- 6) Follow directions given by adults

Cafeteria:

- 1) Be kind
- 2) Once seated, stay seated
- 3) Use an inside voice
- 4) Speak politely to cafeteria staff and tablemates
- 5) Clean up after yourself
- 6) Follow directions given by adults

Playground:

- 1) Be kind
- 2) Remain in the designated area
- 3) Use equipment safely
- 4) Report any injuries or problems to an adult
- 5) Play safely
- 6) Follow directions given by adults

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 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.

DRESS CODE - Board Policy # 504

While it has become obvious nation-wide that dress codes are almost impossible to maintain, we credit our Parkview Elementary 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. Hats and headgear may not be worn in the building. Apparel may not include words or visuals that are obscene, abusive, and discriminatory or which advertise, or otherwise condone the use of drugs, alcohol or tobacco. Items of clothing which could be distracting to the educational process are considered inappropriate school attire. 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.

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

The Health Office is located in the Parkview Office area and 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 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.

Parkview Nurse: 218-742-3821

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 liable for in-school suspension.
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

We have one lost and found table in the main hallway near the music room. 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/PLAYGROUND PERIOD

The cafeteria is a place for students to eat their lunches and visit with their classmates. We do not assign seats, but we do require students to remain seated at one table with their class. Students spend about 20 minutes of their lunch period eating their lunches and the other 20 minutes 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.

* Lunch Times are subject to change. *

All Kindergarteners will have lunch at 10:45 (12:25 on Wednesday's)

All Pre-K students will have lunch at 11:10

All 1st graders will have lunch at 11:35

All 2nd graders will have lunch at 12:25 (10:45 on Wednesday's)

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.

Parkview Elementary 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 a GREAT PTA! Parkview Elementary has a very strong, supportive Parent/Teacher Association that does wonderful things for our students and staff! The group coordinates lucrative fundraisers, runs a Book Fair, funds the transportation for class field trips, provides treats for school parties, coordinates school pictures, and honors and appreciates our teachers. Join PTA.... it's a great way to get involved at the Parkview Elementary! Contact the Parkview Elementary School at 742-3801 or email the PTA at plcpta@gmail.com for more information.

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

Everyone at the Parkview Elementary School 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 the Roosevelt 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 Parkview Elementary participate in a computer testing program called STAR 360. These tests measure academic progress in reading and math.

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 Virginia 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. Virginia 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/>

ROOSEVELT ELEMENTARY
STUDENT HANDBOOK
2021-2022



218-742-3944

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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Roosevelt Elementary School Staff

218-742-3944

Dan Johnson	dan.johnson@rrps.org	Principal	Ext. 1943	Rm R146
Patty Pervenanze	patty.pervenanze@rrps.org	Office Assistant	Ext. 1944	Rm R146
Kerry Hutchings	kerry.hutchings@rrps.org	Office Assistant	Ext. 1944	Rm R146
Gina Burress	gina.burress@rrps.org	MARSS Coordinator	Ext. 1903	Rm R162
Cody Baker	cody.baker@rrps.org	Third Grade	Ext. 1148	Rm R148
Heather Gulbranson	heather.gulbranson@rrps.org	Third Grade	Ext. 1257	Rm R257
Sharon Keute	sharon.keute@rrps.org	Third Grade	Ext. 1155	Rm R155
Mary Musich	mary.musich@rrps.org	Third Grade	Ext. 1151	Rm R151
Jodi Smith	jodi.smith@rrps.org	Third Grade	Ext. 1154	Rm R154
Ashley Tikkanen	ashley.tikkanen@rrps.org	Third Grade	Ext. 1256	Rm A5
Stephanie Aho	steph.aho@rrps.org	Fourth Grade	Ext. 1506	Rm A6
Dominique Little	dominique.little@rrps.org	Fourth Grade	Ext. 1507	Rm A7
Amanda Morley	amanda.morley@rrps.org	Fourth Grade	Ext. 1264	Rm R264
Jeff Teasck	jeff.teasck@rrps.org	Fourth Grade	Ext. 1153	Rm R153
Sarah Thyen	sarah.thyen@rrps.org	Fourth Grade	Ext. 1263	Rm R263
Lindsay Engel	lindsay.engel@rrps.org	Fifth Grade	Ext. 1261	Rm R261
Bobbie Spry	bobbie.spry@rrps.org	Fifth Grade	Ext. 1255	Rm R255
Elysa Kemen	elyssa.kemen@rrps.org	Fifth Grade	Ext. 1158	Rm R158
Eli Little	eli.little@rrps.org	Fifth Grade	Ext. 1262	Rm R262
Beth Collins	beth.collins@rrps.org	Fifth Grade	Ext. 1260	Rm R260
Kate Barnes	kate.barnes@rrps.org	Fifth Grade	Ext. 1256	Rm R256
Amy Zadnikar	amy.zadnikar@rrps.org	Sixth Grade	Ext. 1238	Rm A238
Ed Cremers	ed.cremers@rrps.org	Sixth Grade	Ext. 1234	Rm A234
Kyle Lawrence	kyle.lawrence@rrps.org	Sixth Grade	Ext. 1235	Rm A235
Jackie LeBeque	jackie.lebeque@rrps.org	Sixth Grade	Ext. 1230	Rm A230
Byron Negen	byron.negen@rrps.org	Sixth Grade	Ext. 1264	Rm R264
Deb Meissner	deb.meissner@rrps.org	Interventionist and EL	Ext. 1160	Rm R160
Samantha Andrews	samantha.andrews@rrps.org	Interventionist	Ext. 1008	Rm R8
Carol Peterson	carol.peterson@rrps.org	Interventionist	Ext. 1258	Rm R258
Brad Matuszak	bradmatuszak@rrps.org	Interventionist	Ext. 1258	Rm R258
Stacy M. Aune	stacym.aune@rrps.org	SPED	Ext. 1232	Rm A232
Jessica Waslaski	jessica.pinner@rrps.org	SPED	Ext. 1137	Rm A137
Jace Friedlieb	jace.friedlieb@rrps.org	SPED	Ext. 1267	Rm R267
Emily Heitke	emily.heitke@rrps.org	SPED	Ext. 1269	Rm R269
Kim Plesha	kim.plesha@rrps.org	SPED	Ext. 1268	Rm R268
Don Galloway	don.galloway@rrps.org	SPED	Ext. 1514	Rm R14
Althea Kure	althea.kure@rrps.org	Art	Ext. 1011	Rm R11
Dominic Casareto	dominic.Casareto@rrps.org	Phys Ed	Ext. 1587	Roos. Gym
Taylor Skoglund	taylor.skoglund@rrps.org	Phys Ed	Ext. 1587	Roos. Gym
Stacy L Aune	stacyl.aune@rrps.org	S.T.E.A.M.	Ext. 1012	Rm R12
Julie Sandstede	julie.sandstede@rrps.org	Music	Ext. 1240	Rm M240
Sheila Wilcox	sheila.wilcox@rrps.org	Orchestra	Ext. 1248	Malone Hall
Samantha Sellman	samantha.sellman@rrps.org	Technology	Ext. 1254	Computer Lab
Misty Elliott	misty.elliott@rrps.org	Nurse	Ext. 1918	Rm T125
Theresa Knifechief	teresa.knifechief@rrps.org	Indian Education	Ext. 1947	Rm A2
Brandon Miller	brandon.miller@rrps.org	Gr. 3-6 Counselor	Ext. 1946	Rm R147
Alicia Schroeder	alicia.schroeder@rrps.org	Curriculum		
INAC-Lunch	inac@rrps.org	Cafeteria	Ext. 1800	Cafeteria
Mike Hoag	mike.hoag@rrps.org	Supervisor-Custodians	744-7748	District-wide
Bob Voss	bob.voss@rrps.org	Transportation	742-3969	Bus Garage
Tara Fierke-Kleppe	tara.fierke@rrps.org	District Assessment	744-7775	EG Jr. High
Jeff Carey	jeff.carey@rrps.org	Buildings and Grounds		District-wide

ALL ABOUT US

Rock Ridge third, fourth, fifth, and sixth graders will be housed in the Roosevelt Elementary School during this school year. Your child's safety and well being is our number one priority at Roosevelt Elementary. We will do whatever it takes to ensure that your child has a positive learning experience and is kept in a safe, secure learning environment.

Roosevelt begins the school day at 7:55. Students may enter the building starting at **7:45**. Students can be dropped off at 7:30 where they will be supervised on our playground until the building opens. Breakfast is served from 7:45 - 8:00. The Roosevelt office is staffed from 7:30 - 3:30. Office closes at 3:15 on Fridays.

Roosevelt ends the school day at 2:50. Walkers and student pick-up will be released a few minutes early. If you are waiting to pick up your child after school, please park by door #14.

All Wednesdays are early dismissal with students being dismissed at 1:50.

Emergency Closings

School will be open on every scheduled school day unless prevented by severe weather, crisis emergency, or facility issue. In the event of a school closure or emergency dismissal, an announcement will be made through our BrightArrow notification system, social media outlets, local radio channels and TV stations. If you are not set up to receive our alerts, please contact the school office.

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

When you visit our school, please use Door #14 and register in the office.

AFTER SCHOOL PLANS

Your kids' safety is important to us. **Please communicate with your child, before they come to school, about where they are supposed to go after school.** If there is a change in plans, please communicate with your child's classroom teacher and/or the building secretary.

If you have an unplanned change, please call the office well before 2:15 pm so we can get the message out as soon as possible.

If your change in plans is immediate, do not leave a message, talk to a person directly.

ATTENDANCE

If your child will be absent from school for any reason, please call the **Roosevelt Elementary Attendance Line at 218-749-5437**. Attendance is taken every school day by 9:00 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 and to be aware of and follow the correct procedures when absent. Finally, it is the student's responsibility to request any missed assignments due to an absence. 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. 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.

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 Code T for Truancy</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>

OPEN-ENROLLED STUDENTS

Under MN Statute 124D.03, subdivision 12, open enrolled students may be assigned to their home district if they meet the definition of habitual truant and have been referred as indicated by law for truancy. 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 16 or 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.

OVER TEN CUMULATIVE ABSENCES

The purpose of attendance interventions are 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.

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; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high 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 in any one course, 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 and serves as a reminder that students may lose credit if they exceed the 10

allowable absences. These reports and letters will be sent at one specified time each month and may not be immediately upon accruing 7 absences.

Chronically Truant (9 Unexcused Absences)

A chronically absent student will be required to participate in a parent/guardian, student, administrative conference to discuss absenteeism, possible interventions, and appropriate consequences.

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.

BULLYING

[Policy 514](#) ISD 2909 Bullying Prohibition Policy

For a full copy of the policy, please refer to the district website. This handbook includes portions of the full policy.

I. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, school functions or activities, or on school transportation. 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 cyber bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, 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.

- G. 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.

II. 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 cyber bullying as defined in this policy.

- B. “Cyber bullying” 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.

III. 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.

IV. 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.
- 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.

V. 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.

BUS TRANSPORTATION OF STUDENTS

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.**

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

[Policy 506](#) ISD 2909 Student Discipline

Behavior Expectations

1. Be on time
2. Bring the following to class on a daily basis: Appropriate text(s)/other materials (example: gym clothes)
 - Notebook/folder
 - Pen/pencil
 - Daily planner
 - iPad
 - A leisure reading book (accelerated reader)

Respect Authority

1. Listen to authority
2. Follow directions promptly
3. Accept responsibility for your behavior

Respect the Rights of Others

1. Use appropriate voices
2. Allow others to remain focused and on task
3. Allow the teacher to teach without disruption

Respect Property

Display a Concern for Learning

1. Remain on task (pay attention, work on assignments)
2. Allow others to remain focused and on task
3. Allow the teacher to teach without disruption

Display Appropriate Social Skills

1. Accept disagreement, criticism, and compliments gracefully
2. Display courtesy and kindness to everyone
3. Use appropriate language at all times

DISCIPLINARY ACTION OPTIONS

Roosevelt Campus School-Wide Discipline Plan

Our school's mission is to provide a healthy learning environment for all. Restorative discipline is crucial in promoting self-control, teaching responsibility, and guiding thoughtful choices.

Level 1	Actions
Individual student behaviors are handled at the discretion of the classroom teacher OR the attending adult.	
<ul style="list-style-type: none"> • Inappropriate classroom behavior • Inappropriate footwear • Inappropriate hallway behavior • Incomplete coursework / classwork • Swearing (unintentional) • Teasing / name-calling 	<p>Step 1:</p> <ul style="list-style-type: none"> • Verbal reminder to the student of the expected behavior(s). <p>Step 2:</p> <ul style="list-style-type: none"> • Verbal reminder to the student of the expected behavior(s). • Consequences applied by teacher / staff. • Student complies / makes amends. <p>Step 3:</p> <ul style="list-style-type: none"> • Verbal reminder to the student of the expected behavior(s). • Home contact made by the teacher.
<ul style="list-style-type: none"> • Unprepared for class 	
Level 2	Actions
Individual student behaviors are handled initially by the attending adult and are entered into Powerschool. Referred to administration if they become chronic.	
<ul style="list-style-type: none"> • Abuse / misuse of school property • Assembly behaviors • Cafeteria / playground behavior • Cheating on classwork / coursework • Destruction of personal property • Disrespect teacher's personal space/desk • Inappropriate clothing • Inappropriate use of technology • Non-compliance • Pushing, shoving, personal contact • Tardy 	<p>Step 1:</p> <ul style="list-style-type: none"> • Verbal reminder to the student of the expected behavior(s). • Parent contacted regarding behavior. <p>Step 2:</p> <ul style="list-style-type: none"> • Consequence applied by teacher / staff. <p>Step 3:</p> <ul style="list-style-type: none"> • Referral to administration.

Level 3	Actions
Individual student behaviors are immediately referred to the administration.	
• Bullying / fighting / intimidation	<p>Step 1:</p> <ul style="list-style-type: none"> • Referral to administration. • Home contact made by administration. <p>Step 2:</p> <ul style="list-style-type: none"> • Meeting with parents. • Written apology to offended parties. <p>Step 3:</p> <ul style="list-style-type: none"> • In / Out of School Suspension. <p>Step 4:</p> <ul style="list-style-type: none"> • Reentry meeting with administration. <p>Law enforcement may be contacted at the discretion of the administration.</p>
• Bus behaviors	
• Cheating on assessments	
• Discrimination	
• Disrespect to staff	
• Disruption to educational environment	
• Inappropriate representation of school (field trips, performances, etc.)	
• Leaving campus without permission	
• Sexual behavior / sexual harassment	
• Theft	
• Tobacco / vaping / drugs / alcohol	
• Vandalism-damage of property	
• Weapons	
NOTE: The school administration reserves the right of expediting the disciplinary process pending circumstances.	

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.

All students are protected under the Pupil Fair Dismissal Act. Students involved in 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 student's rights. Parents/guardians of students who have not been involved in suspension/expulsion situations 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.

DRESS CODE

Policy 504 ISD 2909 Student Dress and Appearance

The Roosevelt Campus follows our district's dress code policy.

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. **Hats and headgear may not be worn in the building. Apparel may not include words or visuals that are obscene, abusive, and discriminatory or which advertise, or otherwise condone the use of drugs, alcohol or tobacco. Items of clothing which could be distracting to the educational process (examples, but not limited to bare midriffs, spaghetti straps, halter tops, pants torn above the knee and shorts/skirts which are shorter than half the distance between the waist and the knee) are considered inappropriate school attire. Footwear with wheels are not allowed.** 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.

HAZING

Policy 526 ISD 2909 Hazing Prohibition

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

The Health Office is located in the Annex Building and 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 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.**

IMMUNIZATIONS

As required by Minnesota Statutes Section 121A.15, children enrolled in 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 POLICY

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.

Nurse: 218-742-3918

Interview of Students by Outside Agencies

Policy 519 ISD 2909 Interviews of Students by Outside Agencies

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

Policy 502 ISD 2909 Search of Student Lockers, Desks, Personal Possessions, and Student's Person

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. All students must provide their own locks.
2. STUDENTS ARE RESPONSIBLE FOR ALL CONTENTS CONTAINED IN THEIR LOCKERS.
3. STUDENTS ARE ADVISED NOT TO LEAVE MONEY OR OTHER VALUABLES IN THEIR LOCKERS.
4. Students found tampering with another person's locker will be liable for student discipline.
5. STUDENTS ARE NOT TO CHANGE LOCKERS.
6. 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

We have one Lost and Found table near the front entrance by the school office. Items are displayed and those not claimed are disposed of.

LUNCH/RECESS

The cafeteria is a place for students to eat their lunches and visit with their classmates. We do not assign seats, but we do require students to remain seated at their assigned tables. Students spend about twenty minutes of their lunch period eating their lunches and the other 20 minutes outside on the playground. Students are supervised in the cafeteria and on the playground by lunchroom aides.

PERSONAL PROPERTY

Students are not to bring to school personal property that is not directly related to class work (examples, but not limited to: phones, video games, music players, cameras, money in excess of a student's daily needs, etc.), as safe storage is a concern. **Roosevelt Elementary will not be responsible for lost or stolen personal items.**

PETS

Students and parents are **not** to bring pets to school or school-sponsored events.

PLEDGE OF ALLEGIANCE

[Policy 531](#) ISD 2909 Pledge of Allegiance

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.

PTSA

We have a GREAT PTSA! Roosevelt Elementary has a very strong, supportive Parent/Teacher/Student Association that does wonderful things for our students and staff! The group coordinates lucrative fundraisers, runs a Book Fair, coordinates a sixth grade activity day, DARE Graduation, funds the transportation for class field trips, provides treats for school parties, coordinates school pictures, honors and appreciates our teachers, and much more. Join PTSA...it is a great way to get involved at Roosevelt Elementary! Contact Roosevelt Elementary School at 742-3944 or the PTSA at rooseveltelementaryptsa@gmail.com.

SAFETY PATROLS

Safety patrols are on duty in the morning and after school. Please encourage your child to use the crosswalks on 2nd Street South and South 5th Avenue. Please cooperate with the safety patrols, they are assisting with the safety of your children.

Patrols are chosen from 6th grade students. Use of patrols should not lessen the need for any child to be alert and follow good safety practices when crossing streets. If, for some reason, a patrol is not at a station, we then would expect a child to exercise good judgment when crossing the street.

Patrols serve the Roosevelt School in a very responsible position. The safe crossing of students to and from school is their obligation. They perform their duties in some adverse weather conditions. Cooperation by motorists and pedestrians makes their job easier.

SEXUAL, RELIGIOUS, RACIAL HARASSMENT POLICY

[Policy 413](#) ISD 2909 Harassment and Violence

Everyone at Roosevelt Elementary School 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, 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 Misty Elliott, 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:

Misty Elliott, Human Rights Officer
Rock Ridge Public Schools
411 Fifth Avenue South

Virginia, MN 55792
749-5437, extension 1918

STUDENTS TECHNOLOGY RESOURCES & INTERNET POLICY

[Policy 524](#) ISD 2909 Internet Acceptable Use and Safety Policy

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 the Roosevelt 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.**

WEAPONS POLICY

[Policy 501](#) ISD 2909 Schools Weapon Policy

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: [Rock Ridge Public Schools Board 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 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 teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is 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 School's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process.

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 519: Interviews of Students by Outside Agencies

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 for access to students by authorized individuals during the school day.

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 email 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.

Policy 526: Hazing Prohibition

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.

Policy 531: Pledge of Allegiance

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.