



Elementary Student Handbook

Laurentian Elementary
1409 Wolverine Way
Eveleth, MN 55734
218-735-6201

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

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

Rock Ridge Vision

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

Table of Contents

DISTRICT CALENDAR.....	3
SCHOOL SONG	3
ARRIVAL AND SCHOOL DISMISSAL	4
ATTENDANCE - Board Policy #503	4
BIRTHDAYS	8
BREAKFAST	8
BULLYING - Board Policy # 514	8
BUS TRANSPORTATION.....	16
CELLPHONES AND PERSONAL DEVICES	17
CHILD ABUSE AND NEGLECT	17
CODE OF CONDUCT - Board Policy # 506.....	18
DIGITAL TOOLS.....	23
DRESS CODE - Board Policy # 504	23
ELECTRIC ASSISTED BICYCLES AND SCOOTERS	23
EMERGENCY SCHOOL CLOSING	24
HAZING - Board Policy #526	24
HEALTH SERVICES	28
INSTRUCTIONAL MATERIALS	29
INTERVIEW OF STUDENTS BY OUTSIDE AGENCIES - Board Policy # 519	29
LEAD	29
LOCKERS - Board Policy # 502	29
LOST AND FOUND	30
LUNCH/RECESS	30
NONDISCRIMINATION.....	30
PERSONAL PROPERTY	31
PEST CONTROL: (PARENT’S RIGHT TO KNOW ACT).....	31
PETS.....	31
PLEDGE OF ALLEGIANCE - Board Policy # 531	31
PTA/PTO.....	32
SEXUAL, RELIGIOUS, RACIAL HARASSMENT & VIOLENCE POLICY - Board Policy # 413	32
STUDENTS TECHNOLOGY RESOURCES & INTERNET POLICY - Board Policy # 524	32
TESTING	33
TITLE I	33
WEAPONS POLICY - Board Policy # 501	33

DISTRICT CALENDAR

Rock Ridge Public Schools

2026-2027 School Calendar (Student Version)

July				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

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

November				
2	3	4**	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25^	26	27
30				

December				
	1	2	3	4
7	8*	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January				
				1
4	5	6	7	8
11	12	13	14	15**
18	19	20	21	22
25	26	27	28	29

February				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19*
22	23	24	25	26

March				
1	2^	3	4	5
8	9	10	11	12
15	16	17	18	19**
22	23	24	25	26
29	30	31		

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

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

June				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Graduation Date: May 28, 2027

	First & Last Pupil Days
	No School
	Student Contact Days

*Midterm (Quarter 1)	Oct. 1
**Quarter 1	Nov. 4
*Midterm (Quarter 2)	Dec. 8
**Quarter 2	January 15
*Midterm (Quarter 3)	Feb. 19
**Quarter 3	Mar. 19
*Midterm (Quarter 4)	April 27
**Quarter 4	May 27

^Trimester 1	Nov. 25
^Trimester 2	Mar. 02
^Trimester 3	May. 27

SCHOOL SONG

Rock Ridge Rouser

Rock Ridge High School, fight on for all,
 Brave and bold, we answer the call.
 Proud of our colors, we're black and green,
 With our spirit, let them hear it: GO WOLVERINES!
 We are to stand up and cheer, to our school be true,
 And FIGHT! And FIGHT! With all or your might,

We're here to honor you.

ARRIVAL AND SCHOOL DISMISSAL

We love seeing our students each day and are committed to creating a consistent, safe, and welcoming environment for everyone. Regular attendance and on-time arrival help your child start the day off right and make the most of their learning.

Please note that each of our elementary buildings has slightly different start and end times. See the chart below for details:

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

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

ATTENDANCE - Board Policy #503

At ISD 2909, we are committed to making the most of every learning opportunity. When students are in school consistently and on time, they not only grow academically but also build habits that support personal growth and success beyond the classroom. We know that strong attendance is a team effort. Families, students, and school staff all play important roles in helping children get the most out of their education. That's why we're asking for your partnership in making daily attendance a priority. Good attendance helps students stay connected to their learning, their teachers, and their peers. It supports both academic achievement and social-emotional development—two key pieces of a well-rounded education. Our shared goal is to support every child in being present, engaged, and ready to learn. Together, we can build strong habits that lead to lifelong success.

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

ABSENCES

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

Laurentian = 218-735-6200

North Star = 218-742-3940

Parkview = 218-742-3800

Attendance is taken each school day by **8:30 AM**. If your child will be absent, please call the school's attendance line as early as possible that morning. If we haven't heard from you, we'll give you a quick call to check in and make sure everything is okay.

When leaving a message on the attendance line, please include:

- Your child's full name
- Grade
- Teacher's name
- Reason for the absence
- How long you expect the absence to last (if known)

Parents can now report absences online using the following instructions:

- Log into Parent Portal at <https://rrps.powerschool.com/public/>
- Select your student in the upper blue bar if they're not already selected
- Scroll down and click on "Attendance Monitor" in the menu on the left.
- To report a new attendance, click on "Report New Attendance".
- Fill in the absence details to Create an Attendance Report, then click "Submit".
- The attendance details will be sent to the attendance secretary, who will review and approve it.

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.

EXEMPT Absences Do Not Count Towards 10	EXCUSED Absences Count Towards 10	UNEXCUSED Absences Count Towards 10
Documented Medical Code M for Medical - Appointments w/ Medical Note - Illness & Injuries w/ Medical Note - School Nurse Recommendation School Related Activities Code S for School Excused - School Related Assessment - Sport/Activity Participation - College Visits w/ Documentation - Career Visits w/Documentation Administrative Referral Code I for ISS - In School Suspension Code O for OSS - Out of School Suspension Discretion of Administration Code X for Exempt - Prior Approval Required - Community Service - Funerals of Immediate Family - Documented Legal Concerns - Religious/Cultural Observance	Undocumented Medical Code AE for Absence Excuse - Illness - Injury - Appointments w/out Documentation - Serious Illness of Family Physical Emergencies Code AE for Absence Excuses - Fire or Similar Disturbance - Weather Related Funerals Code AE for Absence Excuses - Non-Immediate Family Family Leave/Vacations Code AE for Absence Excuses - Please make every effort to communicate with your teacher prior to your absence Non-School Related Activities Code AE for Absence Excuses - Community Activities Unforeseen Circumstances Code AE for Absence Excuses - Oversleeping - Transportation Trouble 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.	Uncleared Absences Code AU for Absence - Any absence that is not cleared by a parent/guardian within 24 hours Truancy/Educational Neglect Code TR for Truancy/Educational Neglect - 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 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.

EXPECTATIONS

In line with Rock Ridge district policy, students are allowed a maximum of 10 absences per semester course. Some absences—such as those related to verified medical appointments, religious observances, or school-sponsored events—are considered exempt and do not count toward this limit. You'll find a full list of exempt absences in the chart below. Absences that are not verified by a medical professional (such as general illness without documentation) do count toward the 10-day limit. To ensure student safety, no student is allowed to leave school during the day without permission from the nurse or a school administrator. If a student leaves without permission, the absence will be considered unexcused and truant. Once permission is given, students must sign out through the main office before leaving.

While our teachers and school staff will do their best to notify families when attendance becomes a concern, we ask that parents and guardians also keep track of their child's absences. You can monitor attendance through our student information system or reach out to the school office anytime for support. We're here to work with you and help every student stay on track for success—both in and out of the classroom.

OVER TEN CUMULATIVE ABSENCES

Our goal with attendance interventions is to **reconnect and reengage students** with their school community in positive, supportive ways. We understand that families may face challenges that impact school attendance, and we are committed to working together to support each child's well-being and success. Research shows that when students feel connected to school, they're more likely to attend regularly and graduate on time. That's why we focus on building relationships and creating a sense of belonging for every student. For students in **grades K-6** who accumulate **10 or more absences**, we may offer additional support through our **Check & Connect mentoring program/staff**. This program pairs students with a caring adult mentor to provide encouragement, build strong connections, and help improve attendance. In some cases, we may also refer families to **county truancy or educational neglect resources**, especially when we believe additional community support could be helpful. Our intention is always to partner with families—not to punish—but to ensure every student has the opportunity to thrive. Please reach out if you have concerns or need help—we're here to support you.

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

We love celebrating our students' birthdays! If you'd like to send in a treat for your child's special day, please reach out to their teacher in advance to make arrangements. To keep everyone safe and healthy, all treats must be store-bought and commercially packaged, as home-baked items cannot be shared with students due to state health guidelines.

We kindly ask that birthday party invitations be distributed outside of school, such as through the mail. This helps us avoid any hurt feelings and ensures that all students feel included and respected.

BREAKFAST

A healthy start makes a big difference! Our school cafeteria offers a daily breakfast program for any students who would like to participate. Students who wish to eat breakfast at school should head straight to the cafeteria upon arrival so they have time to finish before the school day begins. Once students are done eating, they should clean up their area, empty their trays, and then head outside for morning recess or to their classroom, depending on the time. While we love that students enjoy spending time together, the cafeteria is reserved for breakfast only in the morning and not for socializing afterward.

BULLYING - Board Policy # 514

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
 - 1. on the school premises, at the school functions or activities, on the school transportation;
 - 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 - 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.
- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

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

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

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

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

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

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

III. DEFINITIONS

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

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

district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- G. "Prohibited conduct" means bullying or cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.
- H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct

shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

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

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

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

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

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

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
- C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

BUS TRANSPORTATION

- 1. The bus driver has complete authority on the bus.
- 2. The school bus does not stop, nor does it wait for students who are not out at their designated school bus pick up location. Students who miss their bus through their own negligence must find their own transportation to or from school.
- 3. Students must ride their assigned bus to and from school unless administrative approval is granted. A written request must be made by a parent/guardian, and the office must sign the request.
- 4. Students must board and leave their bus at the location designated by the district.

5. Permanent changes to the bus transportation (i.e. moving or change in before/after school care) must be made at least one week in advance by filling out a Transportation Change Request Form. Forms are available online or by contacting the office.

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

Please visit the following for more information:

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

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

CELLPHONES AND PERSONAL DEVICES

We understand that many students carry cell phones and other personal electronic devices. However, during the school day, we want to keep the focus on learning and face-to-face interactions. **All personal devices, including cell phones, should be turned off and stored in backpacks** unless a staff member gives direct permission for use. This helps minimize distractions and ensures a positive, respectful learning environment for everyone. Please note that the district **is not responsible for lost, stolen, or damaged personal devices** brought to school.

If a student uses a phone or device without permission:

- **First time:** The device will be held by the teacher and returned to the student at the end of the day.
- **Second time:** A parent or guardian will need to pick up the device from the main office.
- **Third time:** A meeting will be scheduled with administration to create a personal electronics plan or contract.

CHILD ABUSE AND NEGLECT

The safety and well-being of every child is our top priority. By law, all district employees are required to report any suspected cases of physical or sexual abuse, neglect, or emotional maltreatment to the Child Protection Unit of St. Louis County Social Services immediately. This legal responsibility ensures that concerns are taken seriously and that children receive the support and protection they may need. The goal of making a report is not to place blame, but to help ensure a child's safety and well-being. Anyone who is legally required to report and knowingly fails to do so may be guilty of a misdemeanor. On the other hand, any person who makes a report in good faith is protected by law and cannot be held civilly or criminally liable.

CODE OF CONDUCT - Board Policy # 506

At our school, we believe every student and staff member has the right to feel safe, be treated with kindness, and enjoy a positive learning environment. To support these important values, we have created clear guidelines that help everyone understand expectations and maintain a respectful, welcoming community.

While each teacher will share their own classroom rules, the following conduct guidelines are followed by everyone throughout the school to ensure consistency and fairness. Together, these help us create the best environment for learning and growing.

Restorative Intervention/Mediation

Restorative practices represent a step forward in teaching students to focus on resolving conflict, repairing harm, and healing relationships. Restorative practices support a positive and safe school climate, prevent bullying, and reduce disciplinary incidents. Deescalation and mediation are at the center of our restorative approach to poor student behavior. We seek answers to the following questions:

- What happened?
- What was your thinking at the time of the incident?
- Who was affected by what happened?
- What do you think you need to do to make things right?

Once the individual responsible for causing harm has had an opportunity to reflect on the incident, we often seek to bring all involved parties together to both discuss and resolve continued conflict and repair harm done. This may include but is not limited to the issuing and acceptance of an apology (written or verbal), an in-person meeting of affected parties directed by school staff, and/or the completion of a think sheet. Mediations of this kind are contingent upon the readiness of those involved in the incident to move forward.

Rock Ridge Reset and Return Room

This room will be used if a student's behavior rises to the level of needing to take a break from their classes for a period of time. Often the reset and return room provides students with the time and space they need to move forward socially and emotionally from what took place. Students typically visit the reset and return room for repeated behaviors causing harm to their peers or to their own ability to maintain positive social relationships.

Students in the reset and return room have access to and are expected to complete missed instruction and assignments. Students may also be asked to complete a Wolverine Way reentry ticket as a strategy to foster positive social and emotional decision-making.

Disciplinary Action for Inappropriate Behavior:

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

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

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

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

	Respect for <i>People</i>	Respect for <i>Space</i>	Respect for <i>Learning</i>
School	• Follow directions from adults • Treat others with respect. • Accept responsibility for your choices.	• Caring for property of school and others. • Keep our school clean.	• Respect of the learning of others • Be prepared with homework and supplies
Hallways	• Voices off/low • Hands to Self	• Walk behind the person in front of you • Keep to the right side of the hallway	• Do not disturb learning
Common Spaces	• Respect other's space • Appropriate voices	• Value property / clean-up / help out • Stay in one place	• Move in orderly fashion • Walking feet • Stay on task
Bathrooms	• Quiet - no visiting • Lock doors when in use • Flush • Wash hands with soap • Let teachers know if there is problem	• One person per stall • Follow the arrows on the floor • Leave it as clean as you found it • Respect others privacy / space • Use space appropriately	• Do not disturb learning
Cafeteria	• Respect all adults • Clean up after yourself • Use manners • Welcome all to the table	• Stay at your space • Walking feet • Remain seated • Inside voices • Push in your chairs	• Keep the space tidy • Stay on task
Playground / Outside	• Take turns • Include others • Line up when called • Show good sportsmanship • Keep hands to self	• Stay off the rocks. • Stay within the boundaries • Respect the equipment • Respect play space	• Do not disturb classrooms

CHARACTERISTICS OF A SUCCESSFUL LEARNER

Kindergarten through 6th Grade

We are F.I.E.R.C.E.

F



FOCUSED

- Pays attention
- Stays on task
- Follows directions

I



INQUISITIVE

- Asks questions
- Actively participates

E



EFFECTIVE COLLABORATOR

- Interacts respectfully with others

R



RESPONSIBLE

- Demonstrates organizational skills
- Shows self-control

C



COMPASSIONATE

E



- Speaks and acts with kindness toward everyone
- Demonstrates effort
- Uses time wisely

Elementary Behavior Matrix

	Level 1 responses Addressed by classroom teacher	Level 2 responses Addressed by student support & administration	Level 3 responses Addressed by student support & administration
Insubordination ☐ Not listening ☐ Not following directions/policies ☐ Arguing/saying "no" repeatedly	1st offense: Reteach expectations 2nd offense: Reteach expectations with 1:1 conversations 3+ offenses: Log Entry by teacher and Parent Contact by Teacher After all of these efforts have been exhausted, move to level 2. * These log entries are not sent home to families.	• Student referred to admin or behavior intervention • Behavior intervention consultation/ reset (reteach) with designated adult Action: • Parent Contact with log entry and action plan • Follow-up email or conversation with teacher • Restorative conversation/action with teacher * This log entry is sent home to families.	▼ • Consequences assigned with admin/teacher/ staff input -see reverse side for possible consequences (and/or) • Potential conference with admin/teacher/ student/parent/ student support staff to develop behavior plan * This log entry is sent home to families.
Inappropriate Language ☐ Cussing ☐ Name-calling/Threats ☐ Using unkind words			
Disruptive ☐ Distracting others ☐ Disrupting the learning of others			
Physical Contact ☐ Hitting/Pushing/Fighting ☐ Biting/Pinching ☐ Tripping/Kicking/etc.			
Vandalism/Theft ☐ Vandalism/Graffiti ☐ Breaking/Throwing/Dropping items ☐ Stealing from peers/adults			
Safety Concern ☐ Weapons ☐ Drugs/Alcohol/Tobacco ☐ Non-school-appropriate items			
Technology Violation ☐ Inappropriate images/sites ☐ Cyber-bullying ☐ Policy violation			

DIGITAL TOOLS

Rock Ridge Public Schools uses a variety of digital tools to support student learning. Technology vendors and software is utilized to support work as we help all students develop the skills necessary to succeed in an ever-changing world. We have an inventory of our curriculum, testing, and assessment tools posted <https://rrps.org/digital-tools/> and include an outline of the student data elements within each tool.

This list is maintained and communicated annually to all families at the start of the school year. Please reach out to Bill Bryson (bill.bryson@rrps.org) for additional questions regarding specific digital tools used in classrooms.

DRESS CODE - Board Policy # 504

At Rock Ridge, we're incredibly proud of our students and grateful to our families for helping to make our school a place where learning is the priority and students come ready to succeed. We truly appreciate the effort you put into ensuring your child comes to school dressed appropriately for both the learning environment and the weather. As a school, we aim to maintain a respectful, distraction-free atmosphere where students can focus on their education. To help us do that, we ask that students wear clothing and accessories that are suitable for school, reflect our shared community values, and do not interfere with the safety or learning of others.

Some clothing items and styles are not considered appropriate at school or school-related events, including:

- Clothing that shows the midriff, chest, or undergarments (including garments meant to look like undergarments)
- Spaghetti straps, short shorts, or see-through/overly revealing apparel
- Masks, costumes, painted faces, or disguises that prevent us from clearly identifying students or that may cause a disruption (except those used for health purposes)
- Clothing with words or images that are inappropriate, offensive, or that promote drugs, alcohol, tobacco, or hate speech
- Clothing or items that suggest gang affiliation or promote violence
- Hats are also not allowed inside the building during the school day

Please also avoid sending your child to school in flip-flops or shoes with wheels. These types of footwear can be unsafe, especially on stairs and during active play. If a student's attire does not meet these expectations, we'll help them make a quick change. This may involve contacting a parent/guardian or providing an option from the nurse's office.

ELECTRIC ASSISTED BICYCLES AND SCOOTERS

Minnesota law prohibits individuals under age 15 from operating an electric-assisted bicycle. Students under age 15 may not operate an e-bike when traveling to or from school or on school property. Electric scooters are also prohibited from being operated on school property.

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 local radio and TV stations will also 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.

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.

HEALTH SERVICES

Each of our elementary schools has a Health Office staffed by a licensed nurse trained in CPR and First Aid. Our goal is to keep students healthy, safe, and ready to learn every day. If your child has a special health condition or needs, please be sure to inform the school nurse so we can provide the best care and support.

If your child feels sick during the school day, they should first tell their teacher and ask for a pass to visit the nurse. The nurse will evaluate their condition and contact you before any decision is made to send them home. Students must check out through the office before leaving school for any reason. Please note: Students are not allowed to call home to be picked up without first checking in with the nurse or office.

Accidents at School

All accidents or injuries that happen during the school day, on school grounds, or at school-sponsored events should be reported to the nurse right away.

- The nurse will assess the situation and provide basic first aid.
- If additional medical or dental care is needed, we'll contact you to transport your child
- If we can't reach you, we'll call the emergency contact listed on your child's emergency card.

In the case of a life-threatening emergency, we will contact you immediately and transport your child via school vehicle or ambulance to the facility listed on your emergency card. If you would like an alternate plan in place, please submit your request in writing to the school nurse.

Immunizations

As required by Minnesota law (Section 121A.15), all students must have up-to-date immunization records on file before their first day of school. If immunizations are medically not recommended or you have personal beliefs that prevent immunization, you must complete Section 2 of the "Student Immunization Form" (available on our website) and return it to the school nurse. Students who are not in compliance will not be allowed to attend school until proper documentation is submitted.

Medication at School

For everyone's safety, students may not carry any medications, including over-the-counter products, at school. If your child may need medication during the school day: A parent/guardian must complete the "Consent for Administration of Medication During School Hours" form (available from the health office).

1. All medication must be in its original container and labeled with the child's full name.
2. Medication will be stored in the health office and administered by school staff as needed.
3. Parents/guardians are responsible for providing and refilling medications.

If you have any questions about your child's health care at school, please don't hesitate to contact your school's nurse. We're here to help support your child's health and learning every step of the way!

Elementary Nursing Offices

Laurentian Nurse: 218-735-6206
North Star Nurse: 218-742-3947
Parkview Nurse: 218-742-3821

INSTRUCTIONAL MATERIALS

We respect that families may have different perspectives and values when it comes to learning content. Rock Ridge Public Schools provides a process for parents, guardians, or adult students (18 years or older) to review any instructional materials being used in the classroom. If a parent, guardian, or adult student has concerns about the content, they may request an opportunity to review the materials and work with school staff to arrange reasonable alternative instruction.

- Alternative instruction may be provided by the parent/guardian or adult student if the school's alternative does not meet their concerns.
- Please note: The school district is not responsible for any costs associated with instruction provided outside of school.
- Students will not be penalized academically or otherwise for receiving alternative instruction.
- However, school staff may still evaluate the student's work to ensure it meets academic standards.

INTERVIEW OF STUDENTS BY OUTSIDE AGENCIES - Board Policy # 519

At Rock Ridge Public Schools, the safety and well-being of our students is a top priority. While we understand there may be times when someone outside of the school needs to speak with a student, we are also committed to minimizing disruptions to learning and protecting each child's privacy. In general, students will not be interviewed during the school day by anyone other than their parent or guardian, school district staff or authorized personnel, or individuals legally authorized by court order or statute. If a request is made by someone outside of these categories—such as a law enforcement officer—it must go through the principal's office. Before approving any such request, the principal will review it to determine whether it is appropriate under school policy and applicable law. The principal will also attempt to contact the student's parent or guardian to inform them of the request, unless doing so is prohibited by law. These steps help ensure students are supported and that families are informed whenever possible.

LEAD

As part of our commitment to providing a safe and healthy learning environment, our school conducts annual lead testing in accordance with state requirements and district procedures. Drinking water sources are routinely monitored, and any concerns identified through testing are addressed promptly. Results of this testing can be obtained by emailing Buildings and Grounds Director, Mike Hoag at mike.hoag@rrps.org

LOCKERS - Board Policy # 502

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

“School lockers are the property of Rock Ridge Public Schools. At no time does the Rock Ridge District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general

inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials."

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

LOST AND FOUND

Each of our elementary schools has a Lost and Found area where misplaced items are collected and displayed. To help your child recover lost items quickly, we recommend clearly labeling clothing, lunch boxes, backpacks, and other personal belongings with your child's name.

Unclaimed items will be periodically cleared out and donated or discarded, so be sure to check the Lost and Found regularly if something goes missing. We want to help every item find its way back home!

LUNCH/RECESS

Our cafeteria is a welcoming place where students enjoy a nutritious meal and spend time with classmates. Students remain seated with their class during lunch, followed by outdoor recess. Our caring lunchroom staff supervise both the cafeteria and playground to help provide a safe, respectful, and positive environment. We encourage families to participate in our hot lunch program and to complete the Educational Benefits Application, even if you do not think you qualify. This helps our school receive valuable funding that benefits all students. To help keep our school clean and safe, food and beverages must remain in the cafeteria.

Students participate in outdoor recess daily unless it is raining or the temperature, including wind chill, is -10°F or below. Please send your child dressed appropriately for the weather.

NONDISCRIMINATION

Our school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability (or fail to ensure physical and program access for disabled persons), sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Dr. Noel Schmidt as the district's Title IX coordinator (218-742-3901).

PERSONAL PROPERTY

To help keep our school environment safe, respectful, and focused on learning, we kindly ask that students leave personal items at home that are not directly related to classroom activities. Items such as cell phones, video games, music players, and extra money can become distractions during the school day and are often difficult to store securely. Because we cannot guarantee the safety of these belongings, we strongly encourage families to keep them at home. Please note that Rock Ridge Public Schools are not responsible for lost or stolen personal items. We appreciate your support in helping us create a learning-focused environment for all students.

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

To help ensure the safety and comfort of all students and staff, we kindly ask that pets not be brought to school by students or parents. While we understand that pets are often a special part of the family, having animals on school grounds can present safety, allergy, and distraction concerns. Thank you for your understanding and cooperation.

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/PTO

We're proud to have amazing PTA groups at each Rock Ridge elementary school! Our Parent/Teacher Associations do incredible work to support students and staff throughout the year. From organizing successful fundraisers and running Book Fairs to funding class field trips, providing treats for classroom celebrations, and showing appreciation to our teachers—they make a big difference in our school communities. Getting involved with your school's PTA is a great way to stay connected and make a positive impact. To learn more or find out how to join, simply contact your child's elementary school office. We'd love to have you on board!

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

Everyone at Rock Ridge Public Schools has a right to feel respected and safe. Consequently, we want to familiarize you with our policy to prevent religious, racial or sexual harassment and violence of any kind. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:

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

If any words or actions make a student feel uncomfortable or fearful, he/she needs to tell a teacher, a counselor, the principal or the Human Rights Officer, who is the School Nurse. Students may also make a written report. The students' 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
1403 Wolverine Way
Virginia, MN 55792

218-735-3506

STUDENTS TECHNOLOGY RESOURCES & INTERNET POLICY - Board Policy # 524

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

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

TESTING

In a world of increasing system accountability, schools are being asked how well they are educating their students and how their students compare with students in other schools. To help measure our system's accountability and to give parents/students an idea of how we're doing, students at Rock Ridge participate in a computer testing program called Fastbridge and/or Capti. These tests measure academic progress in reading and math. Students in grades 3-6 also participate in the Minnesota State MCA testing each spring. Fastbridge benchmark scores can be found by grade level on this [document](#).

Information about state-mandated assessments, including testing schedules, purposes, parent resources, and the right to refuse participation in applicable state assessments, is available on the Rock Ridge Public Schools website under [Curriculum, Instruction, and Assessment](#). Families are encouraged to review this information each year. If you have questions regarding assessments or assessment participation, please contact your child's school principal.

TITLE I

As a Title I school, Rock Ridge Public Schools complies with the Every Student Succeeds Act (ESSA) Parent's Right-to-Know requirements. Parents/guardians have the right to request information regarding the professional qualifications of their child's classroom teacher(s) and paraprofessional(s), including whether the teacher meets state licensing and certification requirements and whether paraprofessionals meet applicable qualification requirements. To request this information, please contact your child's school principal.

WEAPONS POLICY - Board Policy # 501

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

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

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

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

+Please keep this handbook for future reference.

Listed Policies:

- Policy 413: Harassment and Violence:*
The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. Rock Ridge Public Schools prohibits any form of religious, racial or sexual harassment and violence.
- Policy 501: Weapons Policy:*
The purpose of this policy is to assure a safe school environment for students, staff and the public.
- Policy 502: Search of student lockers, desks, personal possessions, and student's person:*
The purpose of this policy is to provide for a safe and healthful educational environment by enforcing Rock Ridge Public School's policies against contraband.
- Policy 503: Attendance:*
A. The Board of Education of Rock Ridge Public Schools believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between students and establishes regular habits of dependability important to the future of the student. The purpose of to encourage regular school attendance. It is intended to be positive and not punitive.
B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.
- Policy 504: Student Dress and Appearance:*
The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.
- Policy 506: Student Discipline:*
The purpose of this policy is to ensure that students are aware of and comply with Rock Ridge Public Schools' expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. Rock Ridge Public Schools will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.
- Policy 514: Bullying:*
A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. Rock Ridge Public Schools cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.
- Policy 520: Student Surveys:*
Occasionally Rock Ridge Public Schools utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.
- Policy 524: Student Technology Use Agreement Policy:*
The term "Technology Resource(s)" includes, but is not limited to: computer hardware and software, Internet, web-pages, instant messaging systems, networks, telephones, pagers, scanners, printers, digital cameras, photocopy and facsimile machines and all communications and information communicated thereby, including e-mail and voice-mail and all communications and information transmitted by, received from, entered into, or stored in these resources. The term "District" refers to the Rock Ridge Public Schools, Independent School District #2909. The term "user(s)" includes all Rock Ridge Public Schools, Independent School District #2909 faculty/staff members, students, and any other person who may use or access the Technology Resources belonging to the District.

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

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