

# **HUTCHINSON MIDDLE SCHOOL STUDENT HANDBOOK 2020-2021**

Hutchinson Middle School  
1365 South Grade Road SW  
Hutchinson, MN 55350  
Phone: 320-587-2854  
Fax: 320-587-2857  
District website: [www.isd423.org](http://www.isd423.org)

Principal: Brenda Vathauer [brenda.vathauer@isd423.org](mailto:brenda.vathauer@isd423.org)

Assistant Principal: Bill Carlson [bill.carlson@isd423.org](mailto:bill.carlson@isd423.org)

Counselor: Keri Buker [keri.buker@isd423.org](mailto:keri.buker@isd423.org)

## Table of Contents

<b>SCHOOL CALENDAR 2020-2021</b>	<b>5</b>
<b>DISTRICT 423 SCHOOL BOARD</b>	<b>5</b>
<b>MISSION STATEMENT</b>	<b>6</b>
<b>THE PURPOSE OF THIS BOOK</b>	<b>6</b>
<b>ABOUT OUR SCHOOL</b>	<b>6</b>
<b>ABSENCES - STUDENT</b>	<b>6</b>
ATTENDANCE MONITORING PROCEDURE	6
ILLNESS	7
OUT-OF-BUILDING PASSES	7
PRIOR APPROVAL PASSES	7
REPORTING STUDENT ABSENCES	7
TARDINESS	7
TRUANCY -IMPORTANT NOTICE	8
<b>ACADEMIC HOMEROOM</b>	<b>8</b>
<b>ACTIVITIES</b>	<b>8</b>
SPORTS / FINE ARTS AVAILABLE (Fee)	8
LINK TEAM	9
STUDENTS IN ACTION (S.I.A)	9
<b>ASSEMBLY PROGRAMS</b>	<b>9</b>
<b>BAND AND CHOIR ENROLLMENT</b>	<b>9</b>
<b>BEHAVIOR -STUDENT</b>	<b>10</b>
RESTORATIVE SCHOOL SYSTEM	10
DETENTION / FINE DINING	10
EXPECTATIONS	10
<b>BULLYING BEHAVIOR</b>	<b>11</b>
<b>CELL PHONES</b>	<b>11</b>
<b>CLASSROOM PLACEMENT</b>	<b>11</b>
<b>DISMISSAL</b>	<b>12</b>
<b>EMERGENCY DRILLS</b>	<b>12</b>
<b>EMERGENCY SCHOOL CLOSING</b>	<b>12</b>
eLEARNING DAY DURING SCHOOL CLOSING	12
<b>FOCUS</b>	<b>13</b>
<b>GENERAL STUDENT INFORMATION</b>	<b>13</b>

<b>HEALTH SERVICES</b>	<b>13</b>
<b>HOMEWORK LAB / TARGETED SERVICES</b>	<b>14</b>
<b>HOURS</b>	<b>14</b>
<b>INTERNET USE</b>	<b>14</b>
<b>LOCKERS</b>	<b>15</b>
<b>LUNCH PROGRAM</b>	<b>15</b>
MEAL POLICY	15
BREAKFAST/LUNCH PRICES	16
FREE/REDUCED MEAL BENEFITS	16
<b>MEDIA CENTER POLICY</b>	<b>16</b>
<b>MID-TRIMESTER INFORMATION</b>	<b>16</b>
<b>MINNESOTA COMPREHENSIVE ASSESSMENT (MCA's)</b>	<b>16</b>
<b>PARENTAL ADDITIONAL INFORMATION</b>	<b>17</b>
COMMUNICATION	17
PARENT PORTAL	17
DIRECTORY INFORMATION	17
<b>PERSONAL DEVICE (B.Y.O.D)</b>	<b>18</b>
<b>PROFESSIONAL QUALIFICATIONS</b>	<b>18</b>
<b>REGULAR HOMEROOM</b>	<b>18</b>
<b>RELIGIOUS RELEASE TIME</b>	<b>19</b>
<b>SPECIAL SERVICES</b>	<b>19</b>
<b>STUDENT COMPLAINTS</b>	<b>19</b>
<b>STUDENT PLANNER</b>	<b>19</b>
<b>STUDENT RECOGNITION PROGRAMS</b>	<b>19</b>
<b>STUDENT RIGHTS AND RESPONSIBILITIES</b>	<b>20</b>
<b>TAKING VIDEOS</b>	<b>20</b>
<b>VISITORS &amp; BUILDING SECURITY</b>	<b>20</b>
<b>WIN</b>	<b>21</b>
<b>DISTRICT POLICIES</b>	<b>21</b>
SEXUAL HARASSMENT POLICY	21
TOBACCO/DRUG FREE ENVIRONMENT	21
WEAPONS POLICY	22
LOCKERS/SEARCHES	22

STUDENT ATTENDANCE	22
STUDENT DRESS AND APPEARANCE	23
DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIAL ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES	23
STUDENT DISCIPLINE	23
CODE OF STUDENT CONDUCT	24
STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN	24
BULLYING	24
HEALTH SERVICES	24
SURVEYS	25
ASSESSMENT OF STUDENT ACHIEVEMENT	25
SCHOOL BUS CONDUCT AND CONSEQUENCES FOR MISBEHAVIOR	25

# SCHOOL CALENDAR 2020-2021

**First Day of School - August 31st** (Mon)  
**No School (K-12)** / *Labor Day* - **September 7th** (Mon)  
**No School (K-12)** / *K-12 Professional Development* - **September 25th** (Fri)  
**2 Hour Late Start - October 7th** (Wed)  
**Evening Conferences K-12 - October 13th** (Tues)  
**No School (K-12) / K-8 Conferences - October 14th** (Wed)  
**No School (K-12) / MEA Break - October 15th** (Thurs) & **October 16th** (Fri)  
**2 Hour Late Start - November 4th** (Wed)  
**Last Day of Trimester 1 - November 24th** (Tues)  
**No School (K-12) / K-12 Professional Development - November 25th** (Wed)  
**No School (K-12) / Thanksgiving Break - November 26th** (Thurs) & **November 27th** (Fri)  
**Trimester 2 begins - November 30th** (Mon)  
**Possible (Snow) Make-up Day - December 23rd** (Wed)  
**No School (K-12) / Christmas Break - December 23rd** (Wed) - **December 31st** (Thurs)  
**No School (K-12) / New Year's Day - January 1st** (Fri)  
**No School (K-12) / Martin Luther King Day / K-12 Professional Development - January 18th** (Mon)  
**9-12 (HS) Evening Conferences - January 21st** (Thurs)  
**2 Hour Late Start - February 3rd** (Wed)  
**K-8 Evening Conferences / No School for K-5 students - February 11th** (Thurs)  
**No School (K-12) / K-8 Conferences - February 12th** (Fri)  
**No School (K-12) / President's Day (Possible Snow-day make up) - February 15th** (Mon)  
**Trimester 2 ends - March 4th** (Thurs)  
**No School (K-12) / Teacher Work Day - March 5th** (Fri)  
**No School (K-12) / Spring Break - March 8th** (Mon) - **March 12th** (Fri)  
**Trimester 3 starts - March 15th** (Mon)  
**No School (K-12) / Good Friday - April 2nd** (Fri)  
**2 Hour Late Start - April 7th** (Wed)  
**6-12 Evening Conferences / K-5 Teacher Work Evening - April 22nd** (Thurs)  
**2 Hour Late Start - May 5th** (Wed)  
**No School (K-12) / Memorial Day - May 31st** (Mon)  
**Last Student Day (K-12) - June 2nd** (Wed)  
**Last Teacher Work Day (K-12) - June 3rd** (Thurs)  
**Graduation Ceremony - June 4th** (Fri)

## DISTRICT 423 SCHOOL BOARD

Tiffany Barnard, Director  
[tiffany.barnard@isd423.org](mailto:tiffany.barnard@isd423.org)

JoEllen Kimball, Vice Chairman  
[joellen.kimball@isd423.org](mailto:joellen.kimball@isd423.org)

Byron Bettenhausen, Clerk  
[byron.bettenhausen@isd423.org](mailto:byron.bettenhausen@isd423.org)

Brian Pollmann, Director  
[brian.pollmann@isd423.org](mailto:brian.pollmann@isd423.org)

Keith Kamrath, Chairman  
[keith.kamrath@isd423.org](mailto:keith.kamrath@isd423.org)

Christopher Wilke, Treasurer  
[christopher.wilke@isd423.org](mailto:christopher.wilke@isd423.org)

## **MISSION STATEMENT**

HUTCHINSON MIDDLE SCHOOL WILL PROVIDE A SUPPORTIVE TRANSITIONAL ENVIRONMENT IN WHICH STUDENTS ACHIEVE THEIR FULL POTENTIAL THROUGH A VARIETY OF OPPORTUNITIES.

Welcome to Hutchinson Middle School! We are glad you are here and hope that the school year will be a rewarding one for you. The faculty and staff are here to assist you in getting the very best education. Middle school years are extremely important to future academic and social success so we encourage you to ask questions, work hard and have a great school year. Let us know how we can help.

## **THE PURPOSE OF THIS BOOK**

The purpose is to acquaint students and parents with our school. Both students and parents are responsible for becoming familiar with the policies, procedures, and activities associated with Hutchinson Middle School.

## **ABOUT OUR SCHOOL**

Our Middle School is especially designed for students between the ages of eleven and fourteen; accommodating grades six, seven and eight. This is a special time for our students who are in “transition” from childhood to adolescence. At our school we stress academic skills and the habits needed to be successful in school. These habits include using study time, taking accurate and complete notes, organizing materials and time, moving from classroom to classroom, handing work in on time, and most importantly being responsible for our actions as well our academics.

## **ABSENCES - STUDENT**

Attendance will be taken at the beginning of Homeroom Period and also during each class period. School absence of more than 6 days in a trimester and 18 days in one year without a specific medical or family related reason will be deemed excessive and parents will be contacted. Schools are required to contact county agencies if it is believed that a student's absence is excessive or suspect. Absences are classified as excused or unexcused by the school.

### **ATTENDANCE MONITORING PROCEDURE**

#### **Unexcused Absences**

- 1-3 days
  - Parent notified by Assistant Principal
  - Students make up time after school or during lunch
- 3 days
  - County Truancy Officer contacted
  - Letter and meeting with success plan created
- Over 5 days
  - Meeting with County Attorney
  - Court petition

#### **Excused Absences**

- 6 days in a trimester
  - Parent contacted by Assistant Principal
- 8 days in a trimester
  - Parent contacted by Assistant Principal
  - Doctor's note needed
- 18 days in a school year
  - Parent contacted by Assistant Principal
  - Doctor's note needed
  - County Truancy Office contacted
  - Letter and meeting with success plan created

## **ILLNESS**

Students who are ill, or who are being sent home due to illness need to report to the nurse's office prior to leaving school. If they do not, the student's absence may be considered unexcused.

## **OUT-OF-BUILDING PASSES**

Whenever a student needs to be excused from school during the school day, they should bring a written excuse or before school phone call from a parent/guardian; the office will then issue an out-of-building pass to the student. The student will show this pass to the teacher to leave the class. The student will need to stop back at the office with their out-of-building pass upon return to school to sign back in.

## **PRIOR APPROVAL PASSES**

Whenever you know your student will be absent from school in advance, the student should bring a written excuse to the office or parent/guardian can call and inform the secretaries; the office will then issue a "Prior Approval" pass. This pass informs teachers of the student's upcoming absence. By making prior approval arrangements, the student will be given the opportunity to get the schoolwork that will be missed prior to their absence. Students should have each teacher sign the slip/pass.

## **REPORTING STUDENT ABSENCES**

Parent(s)/guardian(s) may inform the office by telephone (320) 587-2854 or email both secretaries: [Amie.Christensen@isd423.org](mailto:Amie.Christensen@isd423.org) and [Shannon.Hendrickson@isd423.org](mailto:Shannon.Hendrickson@isd423.org) of your student's absence.

(Emailing both will ensure that the absence will not be missed, or unrecorded.)

Following an absence from school, if no call or email was sent prior to the absence, a student must have a note or phone call from their parent(s)/guardian(s) with the reason for their absence before they are readmitted to their classes.

## **TARDINESS**

We ask our students to be punctual in the morning. Students who are late to homeroom need to report to the office for a student late pass before reporting to homeroom. Homeroom is considered a class and unexcused absences from homeroom are treated accordingly. If a student is late to any class after homeroom, they should report directly to class and NOT to the office. The teacher will determine if the tardiness is excused or unexcused and mark it accordingly. If a teacher detains a student, that teacher should give the student a pass to admit him/her to the next class. Tardies are tracked by our attendance system.

## **TRUANCY -IMPORTANT NOTICE**

### **STUDENTS UNDER THE AGE OF 16 ARE REQUIRED TO ATTEND SCHOOL ACCORDING TO MINNESOTA'S COMPULSORY ATTENDANCE LAW.**

After a student misses a total of 7 (full days) unexcused absences then the student shall be referred for a truancy intervention meeting. Students with 18 excused absences will be subject to the same above policy. Doctor's notes may be required. Attendance checks happen every three weeks.

## **ACADEMIC HOMEROOM**

Each faculty member will act as an academic advisor for approximately 20 students from their block. This teacher will be the primary teacher to conference with the student and parent during conferences. Academic homeroom will meet each week on Monday, Wednesday and Friday and as necessary for conference preparation.

The desired outcomes of the academic advisory program are to:

- Improve communication between students, teachers, and parents.
- Monitor academic progress of the advisees and implement strategies of improvement.
- Increase effectiveness of parent-student-teacher conferences.
- Advocate for student needs.
- Improve study, organization, listening, and decision-making skills.

## **ACTIVITIES**

Students are encouraged to participate in activities at HMS. Band and Choir are offered as courses during the school day from grade 6 through 8. Other activities offered at no charge include: Students in Action, Link Team (8th grade only), Middle School Yearbook, Inventors Fair, MathCounts, Geography Bee, Math Masters, and Jazz Band.

There are also some sports and fine arts programs available for 6th through 8th grade students. 6th grade students will participate through Hutchinson Community Ed programs. 7th and 8th grade students will participate through MSHSL and our activities office (located at Hutchinson High School). 6th grade fees will vary with Community Ed prices, 7th & 8th grade fees will be \$100.00. Family rates are available, no student is denied participation due to inability to pay. More fee information is available from the Activities office or Activities website: <http://www.isd423.org/district/activities/>.

### **SPORTS / FINE ARTS AVAILABLE (Fee)**

Fall

- Cross Country
- Football (boys)
- Soccer
- Strength & Conditioning
- Swimming and Diving (girls)
- Tennis (girls)
- Marching Band
- Volleyball (girls)



## Winter

- Basketball
- Dance Team
- First Tech Challenge (Robotics)
- Middle School Musical
- Knowledge Bowl (MS)
- Strength and Conditioning
- Swimming and Diving (boys)
- Wrestling (boys)

## Spring

- Baseball (boys)
- Golf
- Lacrosse (girls)
- Softball (girls)
- Strength and Conditioning
- Tennis (boys)
- Track and Field (boys and girls)

## **LINK TEAM**

The Link Team is for 8th grade students who want to mentor, support, and lead in the middle school. To qualify to be a Link Team member a student needs to be in good standing and have the support of their Academic Advisor. The Link Team helps facilitate the 6th grade orientation in August. They also support teachers in the classroom during the school year. Team members help with new student orientation during the school year. Once a month Link Team members meet to discuss leadership and qualities needed to be a leader.

## **STUDENTS IN ACTION (S.I.A)**

The Middle School Students in Action provides student body representation and input for planning activities. Students represent their peers and meet at various times throughout the year. All students are encouraged to get involved.

## **ASSEMBLY PROGRAMS**

Students are asked to sit in the section assigned to their class unless informed otherwise. Students reported to the Principal's office for not sitting in their assigned section may be restricted from future assembly programs and lyceums. If a student is sent to the Principal's office for not behaving properly at a program or lyceum, that student may lose the privilege to attend future programs.

## **BAND AND CHOIR ENROLLMENT**

Students who enroll in band and/or choir are expected to remain in the class for a full trimester at minimum. They may only drop the class from their schedule at trimester end with written parent permission. Concert and rehearsal attendance is an expectation for all music electives. Students should make certain that their instrument is stored safely while in school.

## **BEHAVIOR -STUDENT**

### **RESTORATIVE SCHOOL SYSTEM**

Hutchinson Middle School is working to become a Restorative School. HMS uses expectations and restorative practices to handle conflict and discipline issues. Restorative Practices are ways of pro-actively developing relationships and community, as well as repairing community when harm is done. After conflict or harm, Restorative Practices provide a way of thinking about, talking about, and responding to issues and problems by involving all participants to discuss their feelings and opinions, identify what happened, describe how it affected everyone, and find solutions to make things right. Rather than a separate program, Restorative Practices at HMS are underlying mindsets, practices, and simply “how we do business” in school. When successfully integrated throughout the HMS culture and climate, Restorative Practices create safe and productive learning spaces where students develop social and emotional skills and strong relationships with peers and adults.

Infractions of student discipline are tracked through a card (Behavior, Materials and Work) system. HMS uses cards to track individual student behavior and to promote a restorative chat between a staff member and student, called a restorable moment. By having cards a student has a visual to help them track their own behavior. HMS cards consist of RED for behavior, and WHITE for materials.

### **DETENTION / FINE DINING**

Students may be assigned to fine dining for missing work or restorative planning. The Assistant Principal will determine the length and time for detention. Students will be required to attend on the date(s) assigned.

Additional Detention Rules:

- Students must bring homework or reading material to fine dining. (Time starts when the student begins to work.)
- No visiting or working in groups.

### **EXPECTATIONS**

#### **CAFETERIA**

- All students must have money in their account before going through the line.
- All students remain seated in the same seat throughout the entire lunch period.
- All students are allowed to leave their seat with permission from staff.
- All students may not save seats.
- All students must use regular speaking voices only-no loud talking or screaming.
- All students who throw food will be asked to sit in fine dining or clean the cafeteria.
- All students should clean up their area before they leave-table and floor.
- All students need permission to leave or to be in the cafeteria outside of the assigned lunch period.
- All students must use appropriate language

#### **CLASSROOM**

- All students need to be in class and in their seat prior to the start of instruction.
- All students need to come with the required materials for class.

- All students need to be attentive and good listeners.
- All students need to actively engage in classroom instruction.
- All students need to respect their peers.
- All students need to use their work time.
- All students need to complete their assignments on time.
- All students must use appropriate language.

#### **HALLWAY**

- All students are expected to walk.
- All students are expected to keep their hands and feet to themselves.
- All students are expected to talk in a quiet voice.
- All students are expected to throw away their trash in the dumpster.
- All students are expected to use a school lock.
- All students are expected to respect other students' space including lockers and locks.
- All students must use appropriate language.

### **BULLYING BEHAVIOR**

Bullying is a repetitive pattern of violence and/or intimidating behavior in the form of a word, look, song, or act that hurts a person's body, possessions, dignity, or security. The school will work with parents and law enforcement to help prevent all forms of bullying including cyber bullying. The school will use character education, conflict resolution, restorative practices, detention, parent conferences, police intervention and suspension to prevent and end bullying behavior. Below are examples of what we do in each grade to help prevent bullying.

#### **6th Grade**

- Bully Presentation
- Bully Survey
- Bully Video
- Second Step - Social/Emotional Learning

#### **7th Grade**

- Class Meeting
- Courage Retreat
- Second Step - Social/Emotional Learning

#### **8th Grade**

- Class Meeting
- Bully Survey
- Link Team
- Second Step - Social/Emotional Learning

### **CELL PHONES**

Cell phone use is not permitted during the school day at Hutchinson Middle School. **Cell phones should be kept turned off and secured in the student's locker.** Cell phones that are being used during the school day will be taken and secured in the office.

### **CLASSROOM PLACEMENT**

In the spring, parents may give input regarding their child's placement for the following school year. There are many factors to assigning a student to a class. Ultimately, placement of students is a school decision.

Elementary and secondary building administrators collaborate with teachers and counselors to examine each student's academic profile to ensure a successful, equitable classroom placement for the next academic year. This comprehensive profile includes the student's strengths along with summative and formative test (MCA, FAST, SABRES) results, their social, physical, and emotional well-being. This analysis also supports student placement in our intervention programs taught by our most highly trained and experienced experts in the areas of reading, math, and social/emotional skill development. At the high school, students are able to make a four-year plan and choose their courses based on their TigerPath Academy, therefore, course selection is student driven. Furthermore, classroom rosters are developed independent of assignment to an individual teacher, without the potential interference or subconscious bias of the teacher, or parental influences. This thorough comprehensive process allows for equitable distribution of our teaching staff and allows for reduction of equitable access concerns for all students. In addition, all certified teaching staff are licensed under the new Professional Educator Licensing Standards Board (PELSB).

## DISMISSAL

Middle School students are encouraged to participate in afterschool activities. Unless they are attending scheduled and supervised activities, **students are asked to clear the building and grounds at the dismissal of school. No congregating or loitering on school grounds.**

## EMERGENCY DRILLS

Fire, tornado, and lock down drills will be held at intervals throughout the year. It is important that you regard these drills seriously and know the procedure to follow in case of an actual emergency. Directions for exit are posted in each room. Please observe the following rules in the event of an emergency:

- When the alarm sounds, leave the room quickly, quietly, and in an orderly manner.
- Walk rapidly, but do not run.
- The first students to reach the outside doors should hold the doors open until all students are out of the building.
- When the fire alarm sounds, all students and faculty should proceed to an area away from the building.
- Remain with your group so that if an actual emergency all students can be accounted for.

Whenever an official tornado warning is received, an announcement will be made over the public address system. Please be silent and follow the instructions of your teacher.

## EMERGENCY SCHOOL CLOSING

In the event of inclement weather and possible early closing of school, parents will be informed of closing times via local radio and TV stations. Should the weather appear threatening, parents should remain alert to the possibility of school closing early and to altered bus runs and times.

Emergency closing will be posted on the District website: [www.isd423.org](http://www.isd423.org) and communicated through CAMPUS Messenger. Please do not call the school.

## eLEARNING DAY DURING SCHOOL CLOSING

Per 2020-2021 Academic Calendar set by ISD 423 School Board; the calendar is posted on the District website: [www.isd423.org](http://www.isd423.org)

**Snow Day Make-up Days: (per district calendar)**

**December 23, 2020, February 15, 2021 and June 3, 2021.**

If additional make-up days are required, they will be made up as eLearning days.

- Learning assignments are generated through Google classroom for students with internet access; for students who do not have internet access, assignments will be given and/or downloaded ahead of time for them to complete. Attendance for eLearning days is validated with completed eLearning assignments.

## **FOCUS**

The FOCUS Program is a voluntary, in school program designed to help our students who are in need of support academically, socially, and /or emotionally. The FOCUS Program is a collaborative effort of a team of teachers, academic advisors, math teachers, counselor and administrator.

## **GENERAL STUDENT INFORMATION**

- Bike racks are provided behind the school. Always lock your bike. Do not leave bikes in the racks for extended periods.
- Prior to posting any non-middle school sign, advertisement, meeting bulletin, banner, etc. in school, students/community must obtain permission from the Superintendent. Schools may not promote private enterprise or certain church related events. Please check with the Superintendent at ISD 423 District Office before you post signs.
- Lost and found items are located in the office. Feel free to check this area for lost items.
- Office personnel will deliver messages from parents to students. Generally, students are not asked to leave class to take phone messages. They are encouraged to return calls during their free time using a teacher's phone.
- Certain classes at the Middle School involve the payment of minimal fees for materials. Please contact the class teacher for any additional information regarding fees.

## **HEALTH SERVICES**

A nurse is available to monitor students with health concerns. A pass is required to the health office. Visits will be restricted to 20 minutes unless a specific medical need is being addressed. Parents may be called if a student needs to miss more than 20 minutes of school. If it is deemed necessary for a student to receive emergency care, 911 will be called and parents will be notified.

Students are asked to stay home if they have a fever over 100F, diarrhea or vomiting. Students are asked to stay home until they have no signs of fever, diarrhea or vomiting for 24 hours.

Regarding prescription medication please see the district office health office policy 516.

Routine screens by health service personnel include:

- Grade 6- Height, Weight, Immunization, Scoliosis.
- Grade 7- Height, Weight, Immunization, Scoliosis, Vision and Hearing.
- Grade 8- Height, Weight, Immunization, Scoliosis.

## **HOMEWORK LAB / TARGETED SERVICES**

Targeted Services is a homework assistance program. This program helps students stay caught up on homework. It meets on Tuesday, Wednesday, Thursday and Friday in the morning from 7:30 a.m. to 7:55 a.m. and after school from 2:30 p.m. to 3:30 p.m. on Monday, Tuesday, and Thursday. If you would like your student enrolled in the program, please contact the middle school office for a targeted services form.

## **HOURS**

**Office Hours:** 7:00 a.m. to 3:30 p.m.

**Class Hours:** 7:40 a.m. to 2:25 p.m.

School begins promptly at 7:40 a.m. with dismissal at 2:25 p.m. Individual block schedules will vary at each grade level.

**School doors will open for students at 7:15 a.m. Students should not arrive at school before this time.**

**First Day of School: Monday, August 31st, 2020**

**Last Day of School: Wednesday, June 2nd 2021**

## **INTERNET USE**

District guidelines for student use of the Internet; Access to the Internet will enable students to participate in distance learning activities and to locate material to meet their educational and personal information needs. All educators have a professional responsibility to work together to help students develop the skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Making internet access available to students carries with it the potential that some students might encounter information that is illegal, defamatory, inaccurate, or considered offensive or harmful to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.

School officials cannot promise to control the Internet environment for students, but District 423 educators will take an active role in ensuring that students and their parents are aware of the individual student's responsibility to use Internet resources in an ethical and educational manner. Our focus is less in controlling the environment, but more in providing our student user with the understanding and skills needed to use the Internet in ways appropriate to their individual educational needs.

Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, we support and respect each family's right to decide whether or not to apply for access.

Concerns about Internet information will be handled the same way that concerns about other educational resources are now handled, and policies now dealing with other educational resources also pertain to Internet resources.

The district has guidelines for student use of the Internet. To protect the due process rights of students, these guidelines define appropriate educational and ethical uses of the Internet, identify individual student responsibilities, and outline procedures for monitoring use on the Internet and handling violations.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Students will be taught general use of the Internet and system administrators will deem what is inappropriate and their decision is final.

- All Internet users are expected to abide by the generally accepted rules of computer and network etiquette.
- Do not reveal your personal address or phone number or those of others to unknown Internet users.
- The following are not permitted
  - Using the network for any illegal activity, including violation of copyright or other laws.
  - Messages related to or in support of illegal activities will be reported to the authorities.
  - Using the network for financial or commercial gain.
  - Degrading or disrupting equipment or system performance.
  - Trespassing in another's folders, work or files.
  - Wasting technology resources, including bandwidth, file space, printers, and printing paper.
  - Gaining unauthorized access to resources of entities.
  - Posting personal communications without author's consent.
  - Any items produced by the students will not be posted to the Internet without their permission. If permission is granted, items will be considered fair use and available to the public.

## LOCKERS

Each student is assigned a locker for the storing of their books and supplies. Each student is responsible for seeing that his/her locker is kept locked and in order at all times. School combination locks are provided, with a \$5.00 deposit in grade 6. The deposit will be refunded at the end of the student's 8th grade year upon returning the lock. Personal locks are not allowed and may be removed at the student's expense. There is a \$5.00 charge for lost locks. Students are not to share lockers. Any interior decorating of lockers is to be in good taste or the decorations will be removed. Exterior decorating of lockers and hallways is not allowed without permission. The school is not responsible for lost or stolen items.

**All coats, backpacks, book bags, purses and gym bags are to be left in lockers during the school day or in the school auditorium. The school is not responsible for lost or stolen items.**

## LUNCH PROGRAM

Here are the requirements for Middle School students regarding their lunch period:

- All students are required to remain on school grounds during their scheduled lunch period.
- All students should report to the cafeteria when their lunch period begins.
- No students are to be in the halls during their lunch period until dismissed from the cafeteria to return to their classes.
- Students will rotate being table leaders to assist with table clean-up.

## MEAL POLICY

The District Meal Charge and Debt Collection Procedures can be found on our website at <http://www.isd423.org/district/servicesresources/nutrition-program/meal-prices/>.

## **BREAKFAST/LUNCH PRICES**

Meal rates are available on our district website, you can find this information and any updates on: <http://www.isd423.org/district/servicesresources/nutrition-program/meal-prices/>.

## **FREE/REDUCED MEAL BENEFITS**

Families may apply for free/reduced-price meal benefits anytime during the school year. Meal applications are available to all families [online](#) through the Infinite Campus portal prior to the school year. If you have any questions regarding this process or do not have internet access to complete an online form please contact Kirstin Nelson at Central Office located at 30 Glen Street Northwest, Hutchinson between the hours of 7:15 a.m. and 4 p.m. Monday through Friday. Parents are strongly encouraged to complete the necessary paperwork immediately because children are charged for lunches while waiting for approval of the application. Applications will be completed and submitted online only. The application process also helps our school qualify for additional education funds and discounts.

The complete Meal Charge and Debt Collection Procedure is on file in the Principal's office and at ISD 423 District Office and on our website [Meal Charge and Debt Collection Procedure](#).

## **MEDIA CENTER POLICY**

The media center is open from 7:30 a.m. to 2:30 p.m. daily. Students may come to the media center before school to check-out a computer or book, spend quiet time reading, or to do homework. During the school day students must have a planner pass from their classroom teacher to use the media center. Students may check out up to three books at one time for a two-week "loan" period. If a student has an overdue book they may not check out additional books until they return, renew, or pay for the overdue book. At the end of each trimester students may not be allowed to attend the end-of-the-trimester reward time until overdue book issues are resolved.

## **MID-TRIMESTER INFORMATION**

Mid-trimester information regarding your student's grade at the mid-trimester mark will be emailed by your student's Academic Advisor. This information indicates your student's grade at the mid-trimester point for each class. Parents are encouraged to contact the school or teacher if mid-trimester grades indicate concerns that parents are not aware of.

## **MINNESOTA COMPREHENSIVE ASSESSMENT (MCA's)**

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

Parents/guardians have a right to not have their student participate in the state-required standardized assessment. Minnesota statute requires the district to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have the student participate. The information and opt out form can be obtained by following the link below:



## PARENTAL ADDITIONAL INFORMATION

Parents are vital members of the Middle School team. We encourage you to ask questions and assist us in the education of your young adult. Parent volunteers are welcome at the Middle School. Please inform the Office or student's teacher if you would like to volunteer in our school. Opportunities include assisting in classrooms when needed and chaperoning field trips.

One of the major challenges faced by Middle School students is the responsibility of transmitting important information and papers home to parents regarding events and building items. Middle School students are expected to develop the responsibility and communication skills to get the necessary information home to parents on their own. From time to times, students need to be reminded of this and we ask your help in establishing this habit/skill in your student.

## COMMUNICATION

Parents are encouraged to communicate with their son/daughter's teachers anytime if there is a question or concern. Each teacher has an e-mail address and a phone in their room. A sheet with all email addresses and phone numbers is available in the office. In addition, you may contact any staff member through our home page on the District website: <http://www.isd423.org/middle-school/contact-us/>.

## PARENT PORTAL

Hutchinson Middle School and ISD 423 are continually seeking ways to improve communications between home and school. With families becoming busier and technology more prevalent, we have discovered a convenient and efficient way for parents to check their child's school status from home or work, wherever Internet access is available.

This online initiative is called the **Parent Portal Program**. With the click of a few buttons, parents will have access to the following school information about their student:

- **Daily Schedule**
- **Attendance record, including tardiness**
- **Discipline data**
- **Current grades**

In addition to this information, parents and students should also be able to access teacher assignment and classroom information through our District website, [www.isd423.org](http://www.isd423.org). If you would like to sign up for this service, please contact Kristin Nelson at 320-234-2603.

## DIRECTORY INFORMATION

The Family Education Rights and Privacy Act (FERPA) provides that education records of personally identifiable information may be disclosed to third parties with written consent of parents, guardians, or the student.

This act permits schools to release "directory information" on a student without parent's prior consent. Hutchinson Middle School will use the following as directory information unless we have in writing that the parent refuses the release of the following categories of information: student name, address, telephone number, and parent names.

FERPA does not require the release of directory information via cyberspace. Hutchinson Middle School will not release directory information via the World Wide Web. If you do not want directory information released during the current year, please put it in writing and return it to the Principal's office.

We believe in promoting and sharing student success and accomplishments to the local newspaper and on the district/school Facebook and Twitter pages. If you oppose having your child recognized with name and photo/video, send an email to Principal [brenda.vatthauer@isd423.org](mailto:brenda.vatthauer@isd423.org).

Parents or guardians are encouraged to contact the school for any clarification of programs or policies contained in this handbook. Thank you for taking the time to read this material. Information may be found on the District website: <http://www.isd423.org/middle-school/for-parents-2/student-handbook/>.

## **PERSONAL DEVICE (B.Y.O.D)**

Hutchinson Public Schools provides the opportunity for students in grades 6 through 12 to bring a personal device to school to use as an educational tool. The use of the device will be at teacher discretion.

- Students must obtain teacher permission before using a personal device during classroom instruction.
- Student use of a personal device must support the instructional activities currently occurring in each classroom or lab.
- Students must turn off and put away a personal device when requested by a teacher.
- Students should be aware that their use of the device could cause a distraction to others in the classroom, especially in regards to audio. Therefore, audio should be muted, or headphones used.
- The device should be used only for educational purposes while at school. If an adult asks a student to put away their device because of games or other non-instructional activities during these times, the student must comply.
- Unwillingness to comply with the rules above or improper use of a device during the school day could result in the device being confiscated, no internet access, or disciplinary action.

## **PROFESSIONAL QUALIFICATIONS**

Our staff are required to follow guidelines demonstrating that they are Highly Qualified according to the state of Minnesota. Parents have the right to request the professional qualifications of their child's classroom teacher. Please call the school principal with questions.

## **REGULAR HOMEROOM**

Our homeroom program allows students to have the same advisor for all three years of their Middle School experience.

The program is designed to connect each student with an adult in the school whom they can turn to with concerns, questions, and for guidance.

Each student will be placed with a mixture of 6th, 7th, and 8th grade students and an advisor. Students will meet two days per week (Tues and Thurs) with their advisor and will focus on a variety of topics throughout the school year to assist students in planning, setting priorities, getting organized, getting

along with others, and adjusting to the Middle School setting. School spirit activities and fun events are also conducted during homeroom time.

Each Teacher will have a homeroom advisory group of approximately 20 students randomly assigned. The groups meet from 7:40-7:55 a.m. each morning. The desired outcomes of our Homeroom Advisory Program are to:

- Build relationships with each other through sharing circles.
- Encourage students to feel comfortable and safe at school and to accept responsibility.
- Enhance students' self-esteem and self-respect.
- Enhance and improve relationships between students and staff by the providing advisors.
- Create a positive attitude and pride in our school and promote school spirit.
- Provide a supportive, caring homeroom for students.
- Provide information about and interpretation of rules, guidelines, and expectations.
- Create a positive beginning for each school day.

## **RELIGIOUS RELEASE TIME**

Area churches sponsor several Release Time opportunities for eligible students during the school year. Please check with your church for information. Students must have a signed permission slip (provided by School) to attend Release Time.

## **SPECIAL SERVICES**

Special Services are available to all students. Many problems concerning both school and one's personal life can be helped by counseling with competent persons. The nurse, student advisors, administrators, counselor, psychologist, and teachers will be happy to assist you with any of these problems. Please feel free to call on them for assistance in discussing your particular concern.

## **STUDENT COMPLAINTS**

Open discussion between students, staff and administration is encouraged. In the event a student or groups of students would like to appeal or discuss a rule, regulation, or a decision made by an instructor or the administration, the procedure is outlined in the Policy manual-Student Title IX Complaints and Grievances Procedure. Contact the District Office (320-587-2860) and ask for the District Compliance Officer, or Brenda Vathauer, HMS Principal (320-587-2854).

## **STUDENT PLANNER**

The purpose of this planner is to provide a place for students to record their assignments, for staff to issue passes and record behavior issues, and for improved parent-teacher communication.

This planner is a required supply item for school. Students are responsible for bringing it to all classes every day and keeping it up to date. All passes will be issued using this book.

The student planner may be purchased from the school at a cost of \$5.00/book.

## **STUDENT RECOGNITION PROGRAMS**

Students may be officially recognized for their good citizenship, academic success or improvement, and/or for the leadership that they provide to fellow students. Recognition is noted in the following forms:

- **Honor Roll:** For academic achievement and scholastic averages of B or better.

- **Student of the Trimester:** Faculty recognition to students who show respect, responsibility, and relationships. An assembly is offered each trimester to honor these students. Parents are invited to attend.
- **Tiger “ApPlaws”:** A good deed award given to students who assist others in providing for a great educational climate. Tiger “ApPlaws” are good toward a front of the line pass, and school wide drawings at the end of each trimester for prizes.
- **Good News Notes:** Letters to parents informing them of their student’s good class work.

## STUDENT RIGHTS AND RESPONSIBILITIES

In 1996, the Minnesota Association of Student Councils developed the following list of student responsibilities. It was adopted by resolution at the 1996 Minnesota State Student Council Convention and was submitted to the Minnesota Legislature. Hutchinson Middle School supports this policy.

### Responsibilities

- Students have the responsibility to put forth their best efforts toward academics and work to their fullest ability.
- Students are responsible to make every effort to attend classes on time, be ready to learn, and remain in school the full day.
- Students are responsible for being honest, positive, dutiful citizens by setting a good example to others.
- Students are responsible for promoting a safe environment for others.
- Students are responsible to make every effort to graduate from high school in four years.
- Students have the responsibility to keep their school clean.
- Students who choose to participate in school activities have the responsibility to participate positively by showing school pride and good sportsmanship.
- Students are responsible to use discretion in choosing appropriate clothing and accessories when attending school or a school sponsored activity.
- Students are responsible for discretion on access to the internet.
- Students have the responsibility to maintain their personal hygiene.

## TAKING VIDEOS

Students are not allowed to use their camera or phone to video or take pictures in school without permission from school administration.

## VISITORS & BUILDING SECURITY

All outside doors to the Middle School will be locked at 8:00 a.m. each day when school is in session. Visitors will need to buzz in at the front door (door 1) and report directly to the office. Once in the office, all visitors needing to visit other areas of the school during student school hours will use the LobbyGuard-Visitor badge sign in system. This is an electronic system and is done on an Ipad in the office, all visitors will need to have their license with them to scan thru Lobby Guard to obtain a visitor badge. When the process is completed visitors will receive a printed visitor badge with name and photo identifying them as a visitor/volunteer. We will ask them to have the badge/tag in plain sight while in the building, they will then check out when leaving the building by scanning the badge in the office. Parents/Guardians are asked to wait in the office area or front foyer area while their student is located. Visitors without badges will be helped and directed to the office. Students are not allowed to have student visitors during the school day. Any exception to this rule must have prior approval from administration.

## **WIN**

What is WIN? What I Need

WIN is a time during the day where students will have an opportunity to explore their passions, interests and creativity as well as receive extra support in areas they might need help. WIN time will occur every day to provide student support (intervention and enrichment) during a 55-minute class period. Small teaching units of two-15 day (3-week unit) enrichments in a rotation for each grade level will occur. This will allow many opportunities for students as they experience each grade level at the middle school. WIN will be graded with a process grade. A focus area within WIN is to close the achievement gap. This opportunity will increase student achievement and reduce failures with the support of HMS staff.

Teachers can request a meeting with a student during WIN. Retakes and redos may occur during WIN on Friday's, as we take next steps toward Standards Based Grading. Restorative circle work may occur during WIN to repair harm that has occurred. TigerPath exploratory activities may also occur during WIN to help prepare students for high school.

## **DISTRICT POLICIES**

A complete copy of all District policies are on file in the Principal's office, and/or online at <http://www.isd423.org/district/district-office/policy/>.

### **SEXUAL HARASSMENT POLICY**

#### [DISTRICT POLICY 413](#)

General Statement of Policy

1. It is the policy of ISD #423 to maintain a learning and working enviroment that is free from religious, racial or sexual harassment and violence. ISD #423 prohibits any form of religious, racial or sexual harassment and violence.
2. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of ISD #423 to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding race as defined by this policy. For purposes of this policy, school personnel includes: school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.
3. It shall be a violation of this policy of any pupil, teacher, administrator or other school personnel of ISD #423 to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or ther school personnel.

### **TOBACCO/DRUG FREE ENVIRONMENT**

#### [DISTRICT POLICY 419](#)

General Statement of Policy (summarized)

It is a violation of school district policy for any student or employee to use, or possess tobacco, alcohol, drugs, and other chemicals, or any related device in or on any school facilities including those owned,

rented, leased or contracted for. This includes vehicles and all off campus school district sponsored events.

Students who violate this policy will be suspended from school, parents will be notified, appropriate law enforcement will be notified, and the student may be provided with smoking cessation information.

## **WEAPONS POLICY**

### **[DISTRICT POLICY 501](#)**

The purpose of this policy is to assure a safe school environment for students, staff and the public. No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. Possession of a dangerous weapon will result in the following:

- immediate out-of-school suspension;
- confiscation of the weapon;
- immediate notification of police
- parent or guardian notification; and
- recommendation to the superintendent of dismissal for a period of time not to exceed one year.

## **LOCKERS/SEARCHES**

Searches of student lockers, desks, personal possessions and student's person's.

### **[DISTRICT POLICY 502](#)**

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing school district's policies against contraband.

#### **General Statement of Policy**

1. Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of the interior of lockers 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 the authorities have a reasonable suspicion that the search will uncover evidence of a violation of a law or school rules. As soon as practicable after the search of the student's personal possessions, school authorities must provide written notice of the search to students whose lockers were searched unless disclosure would impede an on-going investigation by police or school officials.
2. The policy for school lockers also applies equally to student's desks or personal possessions.
3. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possession.

## **STUDENT ATTENDANCE**

### **[DISTRICT POLICY 503](#)**

The school board 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.

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.

## **STUDENT DRESS AND APPEARANCE**

### **DISTRICT POLICY 504**

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.

#### **General Statement of Policy**

It is the policy of this school district to encourage students to dress appropriately for school activities and in keeping with community standards.

1. Appropriate clothing includes, but is not limited to the following:
  - a. Clothing appropriate for the weather,
  - b. Clothing that does not create a health or safety hazard,
  - c. Clothing appropriate for the activity (i.e physical education or the classroom)
2. Inappropriate clothing includes, but is not limited to the following:
  - a. "Short shorts," skimpy tank tops, tops that expose undergarments or the midriff, and other clothing that is not in keeping with community or school standards.
  - b. Clothing which bears a message that is lewd, vulgar, or obscene.
  - c. Apparel promoting products or activities that are illegal for use by minors.
  - d. Objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership.
  - e. Any apparel or footwear that would damage school property. Students must wear footwear at all times.
3. Hats and bandannas are not allowed in the building except with the approval of the building principal. Coats and jacket-like sweatshirts are not allowed in classes.

## **DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIAL ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

### **DISTRICT POLICY 505**

To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board has adopted regulations and procedures regarding the distribution of non-school sponsored material on school property and at school activities.

## **STUDENT DISCIPLINE**

### **DISTRICT POLICY 506**

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectation 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. The school district will take appropriate disciplinary action when any student fails to adhere to the Code of Student Conduct established by this policy.

## **CODE OF STUDENT CONDUCT**

### **[DISTRICT POLICY 506](#)**

This policy contains examples of unacceptable behavior subject to disciplinary action by the school district. By reference, this policy becomes a part of the student handbook. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, school property, school sponsored activities or trips, 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 premises or events and all school related functions are also included. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees. Violation of this Student Code of Conduct may result in removal from class, dismissal, suspension, or expulsion/exclusion.

## **STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN**

### **[DISTRICT POLICY 513](#)**

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention, and program design.

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school. However, students who demonstrate repeated failure may be required to attend summer school before being promoted to the next grade.

## **BULLYING**

### **[DISTRICT POLICY 514](#)**

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 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.

## **HEALTH SERVICES**

### **[DISTRICT POLICY 516](#)**

The school district acknowledges that some students may require prescribed medication during the school day to function as near to their potential as possible. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications. All medications must be stored in the nurse's office.



## **SURVEYS**

### **DISTRICT POLICY 520**

Students may be asked to complete surveys throughout the school year. Parents/guardians wishing to review surveys prior to their student participating or who wish to opt out of surveys should contact the school office.

## **ASSESSMENT OF STUDENT ACHIEVEMENT**

### **DISTRICT POLICY 618**

Hutchinson Public Schools' grading and reporting system shall provide students, parents, teachers, and the community with a framework for accurately reporting student achievement. The District will establish a clear and accurate system of grading and reporting academic achievement. An Addendum to Policy 618 is coming soon to reflect Standards Based Grading and retakes.

## **SCHOOL BUS CONDUCT AND CONSEQUENCES FOR MISBEHAVIOR**

### **DISTRICT POLICY 707**

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop. The building Assistant Principal or Principal's designee will impose consequences for school bus/bus stop misconduct. In addition, all school bus/bus stop misconduct will be reported to the district's Transportation Safety Director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

**A complete copy of all District Policies are on file in the Principal's office, the ISD 423 District office or online @ <http://www.isd423.org/district/district-office/policy/>.**