

HUTCHINSON MIDDLE SCHOOL STUDENT HANDBOOK 2023-2024



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SCHOOL CALENDAR 2023-2024

First Day of School - August 28th (Mon)
No School (K-12) / Labor Day - September 4th (Mon)
No School (K-12) / K-12 Professional Development - September 29th (Fri)
2 Hour Late Start - October 4th (Wed)
Evening Conferences (K-12) - October 17th (Tues)
No School / Day Conferences (K-8) - October 18th (Wed)
No School (K-12) / Fall Break - October 19th (Thurs) & **October 20th** (Fri)
2 Hour Late Start - November 1st (Wed)
Last Day of Trimester 1 - November 21st (Tues)
No School (K-12) / Thanksgiving Break - November 22nd (Wed) & **November 24th** (Fri)
No School (K-12) / K-12 Teacher Work Day - November 27th (Mon)
Trimester 2 begins - November 28th (Tues)
2 Hour Late Start - December 6th (Wed)
No School (K-12) / Holiday Break - December 22nd (Fri) - **January 1st** (Mon)
No School (K-12) / Martin Luther King Day (K-12) Professional Development - January 15th (Mon)
Evening Conferences (K-12) - February 1st (Thurs)
No School (K-12) / Day Conferences (K-8) - February 2nd (Fri)
2 Hour Late Start - February 7th (Wed)
No School (K-12) / President's Day - February 19th (Mon)
Trimester 2 ends - February 29th (Thurs)
No School (K-12) / Teacher Work Day - March 1st (Fri)
Trimester 3 starts - March 4th (Mon)
No School (K-12) / Spring Break - March 25th (Mon) - **March 29th** (Fri)
2 Hour Late Start - April 3rd (Wed)
9-12 Evening Conferences - April 25th (Thurs)
No School (K-12) - April 26th (Fri)
2 Hour Late Start - May 1st (Wed)
No School (K-12) / Memorial Day - May 27th (Mon)
Last Student Day (K-12) - May 29th (Wed)
Last Teacher Work Day (K-12) - May 30th (Thurs)
Graduation Ceremony - May 31st (Fri)

DISTRICT 423 SCHOOL BOARD

Tiffany Barnard, Chairman
tiffany.barnard@isd423.org

Garrett Luthens, Director
garrett.luthens@isd423.org

Danny Olmstead, Director
danny.olmstead@isd423.org

Erin Knudtson, Vice Chairman
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Michael Massmann, Clerk
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Sara Pollmann, Treasurer
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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 teach students academic and social-emotional skills and the habits needed to be a successful individual in and out of school as a 21st century learner. Our learning environments focus on collaboration, communication, creativity and critical thinking. Throughout the building, our students are exposed to our HMS TIGER expectations, which focus on the values of **T-Teamwork, I-Integrity, G-Grit, E-Effort, R-Respect, S-Safety**.

HOURS

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

Class Hours: 7:30 a.m. to 2:20 p.m.

School begins promptly at 7:30 a.m. with dismissal at 2:20 p.m. **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 28, 2023

Last Day of School: Wednesday, May 29, 2024

COMMUNICATION

Parents are encouraged to communicate with their student’s teachers anytime if there is a question or concern. Important school information will be sent using Campus Messenger and/or email. 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/>.

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, please update this on Parent Infinite Campus or send an email to Principal Dawn Holtz; dawn.holtz@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/>.

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. Any unclaimed items will be donated to local charity.
- Office personnel will deliver messages from parents to students. Students are not asked to leave class to take phone calls or engage in text messages. They are encouraged to return calls during a non-instructional time using the teacher's or office 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.

PARENT/GUARDIAN ADDITIONAL INFORMATION

Parents and guardians are vital members of the Middle School team. We encourage you to ask questions and assist us in the education of your young adult. Parents and guardian 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.

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 time, students need to be reminded of this and we ask your help in establishing this habit/skill in your students.

TIGER 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 **Tiger Portal** at <https://portal.isd423.org/>. With the click of a few buttons, parents will have access to the following school information about their student. This online platform will include the following options.

- **Parent Infinite Campus**
 - Prior to the start of the school year, please update contact information
 - Daily Schedule
 - Attendance record, including tardiness
 - Missing Assignments
 - Current Trimester and Mid-Tri grades
- **SmartSchoolK12**
 - Payments for food service, athletics, etc.

If you would like to sign up for this service or have any questions regarding Tiger Portal, please contact **Kristin Nelson at 320-234-2603**.

HMS HOMEROOM

TIGER HOMEROOM

Each faculty member will also act as a TIGER Homeroom advisor. This homeroom will be comprised of 20 students (6-8th grade) student and will focus on the following topics:

- Create a positive beginning for each school day.
- Provide a supportive, caring homeroom for students.

ATTENDANCE ([DISTRICT POLICY 503](#))

ATTENDANCE RESPONSIBILITIES

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 and periods every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class. Finally, it is the student's responsibility to request any missed assignments due to an absence.

Parent or Guardian's Responsibility:

It is the responsibility of the student's parent or guardian to ensure that 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 Responsibility:

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher'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 assigned classes. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, as well as to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are required to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

EXCUSED ABSENCES

To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

The following reasons shall be sufficient to constitute excused absences:

- 1) Illness.
- 2) Serious illness in the student's immediate family.
- 3) A death or funeral in the student's immediate family or of a close friend or relative.

- 4) Medical, dental or orthodontic treatment or counseling appointment.
- 5) Court appearances occasioned by family or personal action.
- 6) Religious instruction not to exceed three hours in any week.
- 7) Physical emergency conditions such as fire, flood, storm, etc.
- 8) Family emergencies.
- 9) Vacations with family.
- 10) A student's condition that requires ongoing treatment for a mental health diagnosis.

Note: After ten excused or unexcused absences, a doctor's excuse may be required following any future absences related to illness.

EXCUSED ABSENCES NOTIFICATION

Planned Absences:

Parent(s)/guardian(s) may inform the office by telephone (320) 587-2854 or email both administrative assistants:

Allison.Feuerborn@isd423.org and 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. If a student is absent and there is no parent or guardian contact with the school, an automatic email will be generated and will be sent to parents asking for a reason for the absence.

Unplanned Absences:

Parent(s)/guardian(s) should call the school the day the student is absent to report the absence (320-587-2854). Please leave the student's name and reason for the absence. Upon returning to school, the student should present a written note from the parent(s)/guardian(s) to the attendance office.

EXEMPT ABSENCES

- 1) Official school field trip or other school-sponsored outings.
- 2) Removal of a student pursuant to a suspension.
- 3) Work missed because of an exempt absence must be made up according to the building level procedures.

OUT-OF-BUILDING PASSES

Whenever a student needs to be excused from school during the school day, they should bring a written excuse or a before school phone call/or email 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. Once the student leaves the classroom they will need to come to the office to sign out of the building. 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 or parent/guardian can call/or email the administrative assistants; 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.

TRUANCY, CONTINUING TRUANTS, AND HABITUAL TRUANTS

Truancy:

Minnesota State Statute requires that children attend school. Every child between the ages of seven and 17 must attend school unless he/she has graduated (Minn. Stat. 120A.22, subd. 5). A student who is 17 must attend

school unless the student is formally withdrawn from school by their parent or legal guardian (Minn. Stat. 120A.22, subd. 8).

Continuing Truants:

Students who skip any class period are truant. Students who miss one (1) or more class periods on three (3) different days unexcused will be considered Continuing Truants. A truancy statute letter will be sent home to the child's parent or legal guardian after the third (3rd) unexcused absence. If unexcused absences continue, a second letter will be sent home to the child's parent or legal guardian after the fifth (5th) unexcused absence and a referral will be made to the McLeod County Truancy Diversion Team. At that time, action will be taken by the McLeod County Truancy Diversion Team.

Habitual Truants:

By definition of MN Statute 260C.007, subd.19, a child under the age of 17 years who is absent from attendance at school without lawful excuse for one (1) or more class periods on seven (7) different days per school year are considered Habitual Truants. The school will notify the parent or legal guardian and a copy of the notification will be sent to the McLeod County Attorney's Office. At that time, additional action may be taken by the McLeod County Attorney.

TARDIES

We ask our students to be punctual to all classes throughout the school day. Students who are late to homeroom in the morning need to report to the office to sign in. 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.

If a student acquires 3 or more tardies in a trimester, the student may be asked to attend a reset period, or could miss a TIGER Celebration. Continuing tardy issues may be addressed by parent/guardian conference, loss of privileges, or other administrative determination.

UNEXCUSED ABSENCES

The following are examples of absences which will not be excused:

- 1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- 2) Babysitting, employment, missing the bus, oversleeping, etc.
- 3) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- 4) Any other absence not included under the attendance procedures set out in this policy.
- 5) Student not completing e-learning day requirements by stated deadlines.

Consequences of Unexcused Absences:

- 1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn Stat. §§ 121A.40-121A.56.
- 2) Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.
- 3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes re truancy.
- 4) Students with unexcused absences shall be subject to discipline in accordance with the HHS Student Handbook.

BULLYING BEHAVIOR ([DISTRICT POLICY 514](#))

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

- Class Meeting/Bully Presentation
- Connections Survey - Intellispark
- Second Step - Social/Emotional Learning

7th Grade

- Class Meeting/Bully Presentation
- Connections Survey - Intellispark
- Courage Retreat
- Second Step - Social/Emotional Learning

8th Grade

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

BUS CONDUCT ([DISTRICT POLICY 709](#))

To ensure safe and comfortable transportation, students must act responsibly when riding their bus. All school policies apply to conduct on school buses. Failure to follow them may result in discipline procedures, including suspension from school and/or denial of bus-riding privileges.

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, STAR, 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 after school. Parent(s)/Guardian(s) will be contacted if this becomes a concern. Please plan accordingly with your child for an efficient and timely end of day plan.

DRESS CODE ([DISTRICT POLICY 504](#))

It is the policy of this school district to encourage students to dress appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- Clothing that is not in keeping with community standards.
- Clothing which bears a message which is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- 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 or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined by [Policy 413](#).
- Any apparel or footwear that would damage school property.

Headgear, including hats, hoods or head coverings, bandanas are not allowed to be worn in HMS spaces and within classrooms unless permitted by the building principal. Prior approval from the office can be made for students in certain circumstances (i.e., students undergoing chemotherapy; medical situations; religious purposes; other). Coats, blankets and jacket-like sweatshirts are not allowed in classes.

The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane, or do not advocate violence or harassment against others.

ELECTRONIC DEVICES

CELL PHONES

Students are allowed to bring cell phones into the building for use before and after school. **From 7:30 am - 2:20 pm, cell phones must be turned off and secured in the student's locker.** Students are not allowed, unless pre-approved by the teacher, to use or have their cell phone accessible during class, lunch or passing time. **If a student violates the teacher's policy, the device can be confiscated and returned to the student at the end of the day.** If a student has multiple violations, the device will be given to building administration and they will contact the parent/guardian for retrieval.

The use of electronic devices to create, distribute, or post recordings, either audio or video, of any school activities, classroom, student, or school employee without prior approval of a building administrator or the use of electronic devices in locker rooms, classrooms, or other areas requiring a secure and/or distraction-free setting are examples of unacceptable behavior subject to disciplinary action by the school district. Any student who engages in any of these activities shall be disciplined in accordance with district policy.

This expectation applies to all school buildings, school grounds, and 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. This expectation 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.

HEADPHONES, EARBUDS, AIRPODS

Students may be asked to use headphones, earbuds or airpods in the classroom or for a class activity. Unless these devices are being used for an educational purpose, they must be put away. **If a student violates the teacher's policy, the device can be confiscated and returned to the student at the end of the day.**

PERSONAL DEVICE (B.Y.O.D - Bring Your Own Device)

Personal digital devices (Chromebooks; laptops) are required for all students. It is the responsibility of each student to arrive at school daily with a fully charged personal device. If students qualify for free or reduced lunch and would benefit from assistance in obtaining a device, please contact the District Office to get the necessary paperwork. Forms to apply for the use of a District device may be found at the District's Central Office, (30 Glen Street NW, Hutchinson, MN). **Daily Chromebook checkout in the HMS Media Center is available in emergency circumstances ONLY. Only 5 emergency checkouts are allowed per trimester.**

- 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.
- The device should be used only for educational purposes while at school.
- Unwillingness to comply with the rules above or improper use of a device during the school day could result in the device being confiscated, restricted internet access, or disciplinary action.

TECHNOLOGY ACCEPTABLE USE AND SAFETY ([DISTRICT POLICY 524](#))

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 the 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.

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 occurs, 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 and communicated through CAMPUS Messenger. Please do not call the school.

eLEARNING DAY DURING SCHOOL CLOSING

Per 2023-2024 Academic Calendar set by ISD 423 School Board; the calendar is posted on the District website: www.isd423.org

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

All Grades K-12; First 2 Snow Days, students do not report/no classes;

Grades K-12: After the 2nd Snow day, students will have an eLearning Day.

- 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 will be taken at the beginning of each class and is validated with completed eLearning assignments. Please see the following video for expectations on eLearning days.

[E-Learning Student Day Video](#)

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(as needed), Weight(as needed) ,Immunization
- Grade 7- Height(as needed), Weight(as needed),Immunization,Vision and Hearing
- Grade 8- Height(as needed), Weight(as needed),Immunization

ILLNESS

Students who are ill, or who are being sent home due to illness must report to the nurse's office prior to leaving school. Students should not contact parents directly if ill during school hours. Office staff will contact parent(s)/guardian for pick up. If they do not, the student's absence may be considered unexcused.

LOCKERS

Each student is assigned a locker for the storing of their books and supplies. Each student is responsible for seeing that their locker is kept locked and in order at all times. School combination locks are provided. 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 cell phones, coats, backpacks, book bags, purses and gym bags are to be left in lockers during the school day. Large items related to athletics or activities can be stored 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.
- HMS staff understand the importance of movement and play during the day for their students. When space, time and weather allows, lunch supervisors may provide time for an indoor/outdoor recess time towards the end of each lunch period.

BREAKFAST/LUNCH PRICES

Menus are posted on our school website www.isd423.org. Governor Tim Walz signed the Free School Meals for kids bill on March 17th, 2023. This new program starts Fall 2023 and will provide free breakfast and lunch for all students. Milk only and ala carte prices are posted on the website [Nutrition Program](#).

Students must have funds in their lunch account to purchase a la carte items. You may monitor and deposit money to your family's account online at www.isd423.org; click on the Tiger Portal icon and log in with your username and password. If you do not know your username and password, please call 320-234-2603.

FREE/REDUCED MEAL BENEFITS

Families are encouraged to complete the Application for Educational Benefits form. Although all students will receive free breakfast and lunch the completion of this form helps our schools receive funding and could qualify your student for Summer P-EBT, waived fees for activities, testing, and more. The Application for Educational Benefits Form is electronic and will be available starting July 1st in your Tiger Portal at portal.isd423.org; click on the Tiger Portal icon and login with your username and password. If you do not know your username and password, please call 320-234-2603. Once logged in click on the Smartschoolk12 icon to go to the Food Service site. Click Food Service and then click "Apply for Free/Reduced Benefits". Any questions contact Kristin Nelson at 320-234-2603.

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](#).

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/>.

MEDIA CENTER POLICY

The media center is open from 7:30 am - 2:20 pm daily, but all devices and books need to be returned to the Media Center by 2:10 pm each school day. 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 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 Tiger Celebration reward time until overdue book issues are resolved.

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:

<http://www.isd423.org/middle-school/for-parents-2/statewide-testing-refusal/>

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.

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 parent/guardian permission slip (provided by School) to attend Release Time.

SCHOOL PROGRAMS, ACTIVITIES and SERVICES

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: Link Team (8th grade only), 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 \$105.00. 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/>.

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 year. Concert and rehearsal attendance is an expectation for all music electives. Students should make certain that their instrument is stored safely while in school.

EXPLORE CLASSES

All students at HMS will have experiences in Art and Music (due to new Minnesota Art Standards Implementation). Students in grades 6 and 7, not enrolled in band and/or choir will be required to take a half year of Art and half year of Music. Students in grade 8, not enrolled in band and/or choir, will be required to take 6, six week exploratory classes during the year.

LINK TEAM

The Link Team is for 8th grade students who want to mentor, support, and lead in 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.

REACH

The REACH Program is a voluntary, in school program designed to help our students who are in need of support academically, socially, and /or emotionally. The REACH Program is a collaborative effort of a team of teachers, a counselor and administration to ensure all students' success on every level.

SPORTS / FINE ARTS AVAILABLE (Fee)

Fall	Winter	Spring
<ul style="list-style-type: none"> ➤ Cross Country ➤ Football (boys) ➤ Soccer ➤ Strength & Conditioning ➤ Swimming and Diving (girls) ➤ Tennis (girls) ➤ Marching Band ➤ Volleyball (girls) 	<ul style="list-style-type: none"> ➤ Basketball ➤ Dance Team ➤ First Tech Challenge (Robotics) ➤ Middle School Musical ➤ Strength and Conditioning ➤ Swimming and Diving (boys) ➤ Wrestling 	<ul style="list-style-type: none"> ➤ Baseball ➤ Golf ➤ Lacrosse ➤ Softball ➤ Strength and Conditioning ➤ Tennis (boys) ➤ Track and Field

For more ISD 423 Fine Arts and Sports information go to isd423.org/activities

For more Community Fine Arts and Sports Clubs available for students go to the following sites below;

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 the Tiger Values and Expectations. An assembly is offered each trimester to honor these students. Parents are invited to attend.
- **Tiger Tickets** A positive behavior award given to students who are meeting our TIGER Values and Expectations. T - Teamwork, I- Integrity, G- Grit, E- Effort, R- Respect, S- Safety. Tickets are turned in to the AHR teacher, and a school-wide drawing for prizes takes place at the end of each week during the school year.
- **School-Wide Tiger Celebrations:** Students who meet grade level academic expectations and consistently meet our TIGER Values and Expectations are eligible to attend our school wide Tiger Celebrations. These celebrations include a variety of student and staff centered activities in the gym.

WIN

What is WIN? **W**hat **I** **N**eed

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 in the following areas:

- Intervention and enrichment
- Assessment Retakes
- Social Emotional Learning
- Build relationships with each other through sharing circles
- Teachers can request a meeting with a student during WIN
- Restorative circle work may occur during WIN to repair harm that has occurred

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-please see [policy 103](#) -Complaints: Students, Employees, Parents. Contact the District Office (320-587-2860) and ask for the District Compliance Officer, or Dawn Holtz, HMS Principal (320-587-2854).

STUDENT EXPECTATIONS AND VALUES

At Hutchinson Middle School, we believe in supporting students with a positive behavior support system. At our core, we believe in the following TIGERS Values and Expectations for all students and staff. To help promote a positive school culture and climate for students, we have a variety of supports in place that encourage positive behavior. Students who are observed showing our TIGERS Values and going above and beyond in their day can be awarded a TIGERS Ticket which



is entered into a drawing at the end of the week which can earn them a variety of prizes. We also host TIGERS Celebrations throughout the year which reward students in each grade level who are meeting expectations with work effort and behavior. Our celebrations occur during each trimester and involve team activities that take place in the gym during the school day.

CAFETERIA EXPECTATIONS

- All students are expected to have money in their account before going through the line.
- All students are expected to remain seated in the same seat throughout the entire lunch period.
- All students are allowed to leave their seat and use the bathroom with permission from staff.
- All students may not save seats.
- All students are expected to use regular speaking voices only-no loud talking or screaming.
- All students who throw food will be asked to sit in for a reset period 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 are expected to use appropriate language.
- Cell phones, earbuds and other electronic devices are not allowed in the cafeteria space.

CLASSROOM EXPECTATIONS

- All students are expected to be in class and in their seat prior to the start of instruction.
- All students are expected to come with the required materials for class.
- All students are expected to show effort and strive for their personal best, be attentive and be good listeners.
- All students are expected to actively engage in classroom instruction.
- All students are expected to respect their teachers and peers.
- All students are expected to use their work time and complete their assignments on time..
- All students are expected to complete their assignments on time.
- All students are expected to use appropriate language in all settings.

HALLWAY EXPECTATIONS

- All students are expected to keep their hands and feet to themselves.
- All students are expected to be respectful to themselves and others in the hallways.
- 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 appropriate conversational voice levels and language (abstain from the usage of vulgarity and profanity). Screaming, yelling, and shouting are not acceptable.
- All students are expected to use a school lock.
- All students are expected to be in their classes before the passing bell rings.
- All students are expected to refrain from PDA (public displays of affection) while on HMS campus.
- Cell phones, earbuds and other electronic devices are not allowed in the hallway spaces.
- All students are expected to respect other students' space including lockers and locks.

RECESS EXPECTATIONS

- All students are expected to keep food in the cafeteria.
- All students are expected to be responsible for recess equipment.
- All students are expected to be respectful to themselves and others.
- All students are expected to abstain from swearing and vulgar language.
- All students are expected to walk to and from the recess area.
- All students are expected to stay in the recess area until dismissed.
- Cell phones, earbuds and other electronic devices are not allowed in the recess space.

RESTORATIVE PRACTICES

Hutchinson Middle School is working to become a Restorative School. HMS uses expectations and restorative practices as an option 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.

RESET PERIOD

To help ensure accountability with school-wide expectations, HMS students may be assigned to a Reset Period for missing work, attendance concerns, restorative planning, behavior concerns, goal setting, etc.. A Reset Period will be assigned during the school day. Efforts will be made to ensure a reset period is scheduled during a non-instructional time. The Assistant Principal or Principal will determine the length and time for a reset period. Students will be required to attend on the date(s) assigned. During a reset period, students may meet with a school staff member to complete work, discuss character development, and set goals for success.

STUDENT DISCIPLINE ([DISTRICT POLICY 506](#))

PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

GENERAL STATEMENT OF PURPOSE

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

STUDENT RIGHTS

All students have the right to an education and the right to learn.

STUDENT CODE OF CONDUCT

See [\(District Policy 506\)](#)

STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. for their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. to attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. to pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. to make necessary arrangements for making up work when absent from school;
- E. to assist the school staff in maintaining a safe school for all students;
- F. to be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accordance with them;
- G. to assume that until a rule or policy is waived, altered or repealed; it is in full force and effect;
- H. to be aware of and comply with federal, state and local laws;
- I. to volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. to respect and maintain the school's property and the property of others;
- K. to dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. to avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. to conduct themselves in an appropriate physical or verbal manner; and
- N. to recognize and respect the rights of others.

DISCIPLINARY ACTION OPTIONS

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

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

- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district

REMOVAL OF A STUDENT FROM CLASS ([District Policy 506](#))

The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct which endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration requires removal of the student from class.

PROCEDURES FOR REMOVAL OF A STUDENT FROM CLASS

In an attempt to interact in a positive way with all students during a behavior concern, HMS staff will use the following steps as a guide to proactively approach disruptive classroom behavior with the student involved, prior to an office referral or removal from class. A teacher has the discretion to refer a behavior directly to administration if needed.

1. Verbal reminder/redirection or the use of another positive intervention.
2. Student/Teacher Conference regarding incident. (Parent/guardian will be contacted by teacher, teacher completes a behavior report. If a student is serviced by an IEP, contact will be made with their case manager.)
3. Referral to Office - Administration addresses incident with student and parent/guardian contacted; admin may refer student to SST (Student Support Team), complete incident report regarding the reason for referral. If a student is serviced by an IEP, contact will be made with their case manager.
4. A reentrance plan will be made between the administrator/teacher/other team members and the student to ensure the student is ready to reenter the classroom. The plan will address future behavior incidents.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

STUDENT PLANNER

All 6th grade students will be required to buy a planner for \$5.00. The purpose of this planner is to provide a place for students to record their assignments, for staff to issue passes 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. The student planner may be purchased from the school at a cost of \$5.00/book.

VISITORS & BUILDING SECURITY

All outside doors to the Middle School will be locked at 7:30 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 Raptor Technologies-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 or state ID with them to scan thru system 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 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.

If you'd like to set up an in-person appointment with school administration or a member of our teaching staff, please contact the office to schedule a time to meet.

COMPLETE 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/>.

HARASSMENT AND VIOLENCE

[DISTRICT POLICY 413](#)

General Statement of Policy

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. (summarized)

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. 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.

SUICIDE PREVENTION/MENTAL HEALTH CRISIS RESOURCES

- If you need suicide or mental health crisis support, or are worried about someone else, please call or text 988 or visit the 988 Suicide & Crisis Lifeline chat to connect with a trained crisis specialist.

McLeod County Resources

- Call **CRISIS from a mobile phone or from a land line, call your county crisis team.
 - Call the McLeod Mental Health Crisis Line at (320) 864-2713
- Help by text is also available, 24/7. Text MN to 741741.
- National Suicide Prevention Lifeline at 1-800-273-TALK (8255)
- SAMHSA Disaster Distress Helpline at 1-800-985-5990
- Peer Support Connection Warmlines: Peer to peer telephone support line that's safe and supportive.
Hours: 5 p.m. to 9 a.m. Phone: 844-739-6369
- Hutchinson Health Mental Health Line (320) 484-4585 or via telehealth services
- Mental Health & Substance Use Disorder Resources. <https://fasttrackermn.org>

A complete copy of all District Policies are available online <http://www.isd423.org/district/district-office/policy/> or a paper/printed copy can be requested from HMS Principal or the District Office.