

HUTCHINSON MIDDLE SCHOOL



STUDENT HANDBOOK 2025-2026

Excellence in Academics, Activities, and Character

Hutchinson Middle School
1365 South Grade Road SW Hutchinson, MN 55350
Phone: 320-587-2854 Fax: 320-587-2857
www.isd423.org

District Mission Statement

Excellence in Academics, Activities and Character

District Core Values

Relationships are essential for student success.

All students learn.

A culture of high expectations is critical.

A meaningful and challenging curriculum is vital

Principal

Dawn Holtz dawn.holtz@isd423.org

Assistant Principal

Michael McDowell michael.mcdowell@isd423.org

Counselors

Valerie Huepenbecker valerie.huepenbecker@isd423.org

Erika Tillmann erika.tillmann@isd423.org

District School Board

Diane Jankowski, Director
diane.jankowski@isd423.org

Erin Knudtson, Vice Chairman
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Garrett Luthens, Chairman
garrett.luthens@isd423.org

Michael Massmann, Clerk
michael.massmann@isd423.org

Danny Olmstead, Director
danny.olmstead@isd423.org

Sara Pollmann, Treasurer
sara.pollmann@isd423.org

District Superintendent

Daniel Deitte

daniel.deitte@isd423.org, 320-587-2860

Director of Teaching and Learning

Dr. Michael Scott

michael.scott@isd423.org, 320-234-2613

HMS Phone Contacts

Attendance Secretary 320-587-2854

Chemical Health Coordinator 320-587-2151 (x5003)

Crisis Lines

Hutchinson Area Health Care Helpline: 320-484-4585

First Call for Help: 800-543-7709 or 211

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HUTCHINSON PUBLIC SCHOOLS, ISD 423

2025-2026 ACADEMIC CALENDAR

Approved: March 31, 2025

SNOW DAY DETAILS	DAY COUNTS
The first five (5) snow days will be eLearning.	
If more than 5 days are needed, they will be made up in June.	
Total Teacher Days	183
Total Student Days	171
Tri 1	57
Tri 2	58
Tri 3	56

JANUARY 2026							
S	M	T	W	Th	F	S	
				1	2	3	1-2 ----- No School - Holiday Break
4	5	6	7	8	9	10	7----- 2 Hour Early Release
11	12	13	14	15	16	17	19 ----- No School - Martin Luther King Jr. Day
18	19	20	21	22	23	24	19 ----- K-12 Professional Development
25	26	27	28	29	30	31	

AUGUST 2025							
S	M	T	W	Th	F	S	
					1	2	18-22 -- New Teacher Workshop
3	4	5	6	7	8	9	25-28 -- Staff Inservice
10	11	12	13	14	15	16	27----- K-12 Open Houses (evening)
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

FEBRUARY 2026							
S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	5----- K-12 Evening Conferences
8	9	10	11	12	13	14	6----- No School
15	16	17	18	19	20	21	6----- K-8 Conferences, 9-12 PD/Work
22	23	24	25	26	27	28	16----- No School-President's Day

SEPTEMBER 2025							
S	M	T	W	Th	F	S	
	1	2	3	4	5	6	1 ----- No School - Labor Day
7	8	9	10	11	12	13	2 ----- First Day of School
14	15	16	17	18	19	20	26 ----- No School
21	22	23	24	25	26	27	26 ----- K-12 Professional Development
28	29	30					

MARCH 2026							
S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	5 ----- Last Day of Tri 2
8	9	10	11	12	13	14	6 ----- No School
15	16	17	18	19	20	21	6----- K-12 Teacher Workday
22	23	24	25	26	27	28	9-13--- No School - Spring Break
29	30	31					16----- Tri 3 Starts

OCTOBER 2025							
S	M	T	W	Th	F	S	
			1	2	3	4	1 ----- 2 Hour Early Release
5	6	7	8	9	10	11	14 ----- K-12 Evening Conferences
12	13	14	15	16	17	18	15 ----- No School
19	20	21	22	23	24	25	15 ----- K-8 Conferences, 9-12 PD (AM only)
26	27	28	29	30	31		16-17 -- No School - Fall Break

APRIL 2026							
S	M	T	W	Th	F	S	
			1	2	3	4	1 ----- 2 Hour Early Release
5	6	7	8	9	10	11	3----- No School - Good Friday
12	13	14	15	16	17	18	6----- No School - Easter Monday
19	20	21	22	23	24	25	23 ----- 9-12 Evening Conferences
26	27	28	29	30			

NOVEMBER 2025							
S	M	T	W	Th	F	S	
						1	5 ----- 2 Hour Early Release
2	3	4	5	6	7	8	25 ----- Last Day of Tri 1
9	10	11	12	13	14	15	26 ----- No School
16	17	18	19	20	21	22	26 ----- K-12 Work Day
23	24	25	26	27	28	29	27-28 -- No School - Thanksgiving
30							

MAY 2026							
S	M	T	W	Th	F	S	
					1	2	6 ----- 2 Hour Early Release
3	4	5	6	7	8	9	25 ----- No School - Memorial Day
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

DECEMBER 2025							
S	M	T	W	Th	F	S	
	1	2	3	4	5	6	1 ----- Tri 2 Starts
7	8	9	10	11	12	13	23 ----- 2 Hour Early Release
14	15	16	17	18	19	20	24-31--- No School - Holiday Break
21	22	23	24	25	26	27	
28	29	30	31				

JUNE 2026							
S	M	T	W	Th	F	S	
	1	2	3	4	5	6	4 ----- Last Student Day
7	8	9	10	11	12	13	5 ----- Teacher Work Day
14	15	16	17	18	19	20	5 ----- Graduation
21	22	23	24	25	26	27	
28	29	30					

GENERAL INFORMATION

ABOUT OUR SCHOOL

Hutchinson Middle School serves students in grades 6 through 8, ages 11 to 14. We focus on developing both academic and social-emotional skills, along with the habits necessary for success in and beyond school as 21st-century learners. Our learning environments emphasize collaboration, communication, creativity, and critical thinking. Throughout the building, students are guided by our HMS TIGERS Values and Expectations, which promote the values of **T-Teamwork, I-Integrity, G-Grit, E-Effort, R-Respect, S-Safety**.

The procedures outlined in this handbook are based on school board policy and our guidelines for school operation. Complete policies are available for review on the school district website at www.isd423.org. Parents or guardians are encouraged to contact the school for clarification of programs or policies contained in this handbook.

Regular School Hours

- **Office Hours:** 7:00 a.m. to 3:30 p.m.
- **Instructional Hours:** 7:35 a.m. to 2:20 p.m.
 - School begins promptly at 7:35 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:** Tuesday, September 2, 2025
- **Last Day of School:** Thursday, June 4, 2026

COMMUNICATION

Parents are encouraged to communicate with their student's teachers anytime 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. You may contact any staff member through our home page on the District website:

<http://www.isd423.org/middle-school/contact-us/>.

- **Parent to Student Communication:** Office personnel will deliver messages from parents to students. Students are not permitted to leave class to take phone calls or engage in text messages.

DELIVERIES-THIRD PARTY

Students and families are not to order items from third parties (businesses; restaurants; etc) to be delivered to HMS. All delivery orders will be refused. HMS is not responsible for students' items or orders.

DIRECTORY INFORMATION

All student directory policies can be found within school district [Policy 515](#). 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. Under Minnesota law, a school district may not designate a student's home address, telephone number, email address, or other personal contact information as "directory information."

If you want directory information released during the current year, please put it in writing and return it to the Principal's office using the following form, [Authorization to Release Private Educational Data](#).

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.**

DISMISSAL

Unless students are attending scheduled and supervised activities, they are expected to exit 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.

EMERGENCY DRILLS

Fire, tornado, and lock down drills will be held at intervals throughout the year. It is important that students regard these drills seriously and know the procedure to follow in case of an actual emergency. Please observe the following expectations in the event of an emergency:

- **Fire Drill:** When the alarm sounds, follow the directions of your teacher and exit the building to your assigned location. Remain with your group to ensure all students can be accounted for.
- **Severe Weather Drill:** Whenever a severe weather warning is received, an announcement may be made over the intercom or sent by email to teachers. Please follow the instructions of your teacher.
- **Lockdown Drill:** In the event of a lockdown drill, an announcement will be made over the intercom or sent by email to teachers. Please 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, TV stations, posted on the District website: www.isd423.org and communicated through CAMPUS Messenger.

E-LEARNING DAY DURING SCHOOL CLOSING

Per 2025-2026 Academic Calendar set by ISD 423 School Board; the calendar is posted on the District website: www.isd423.org

Weather Make-up Days: (per district calendar)

Grades K-12: The first 5 snow days will be an eLearning Day. If more than 5 snow days are needed, they will be made up in June.

- Learning assignments are generated through Google Classroom for students with internet access. 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](#)

FOOD AND BEVERAGES

To keep our school clean, safe, and healthy for everyone, please follow these rules:

1. **Meals Provided:** Breakfast and lunch are available to all students every school day.
2. **No Sharing Food:** Sharing food (like potlucks, homemade treats, or store-bought snacks) are **not allowed** during lunch or throughout the day.
3. **Cafeteria:** All food and drinks must stay in the cafeteria.
4. **No Energy Drinks:** Highly caffeinated or energy drinks are **not allowed** in school at any time.
5. **No Open Beverages:** Drinks in **open containers** like cans or plastic cups are not allowed. These will be thrown away if brought to school.
6. **Water Bottles:** You may carry a **water bottle** to class. Make sure it has a secure lid to prevent spills.
7. **Snacks:** If you bring a snack, it must stay **sealed** and stored **in your locker** until you're allowed to eat it.
8. **Keep Lockers Clean:** Don't store food wrappers, bottles, cans, or trash in your lockers—including gym lockers.

GENERAL STUDENT INFORMATION

- Bike racks are provided on the east and west side of the school. Always lock your bike. Do not leave bikes in the racks for extended periods.
- Prior to posting any non-district information, permission is required from the Superintendent.
- Lost and found items are located in the office. Any unclaimed items will be donated to local charity.
- All fees for field trips are nonrefundable. These fees can not be transferred for other school related activities.
- Students and staff may be sensitive or allergic to strong scents. Perfumes, colognes, body sprays and scented lotions should **not** be brought to school or stored in school or gym lockers.

LOCKERS

Students bring personal items at their own risk. If you don't lock your belongings in your assigned locker using your assigned lock, they may be missing when you return. The School District is not responsible for any damage or loss of personal property brought to school or school events.

1. **Locker Assignment:** Each student is assigned their **own locker**—do not share it with others.
2. **Locks:**
 - A school-issued combination lock is provided.
 - **Personal locks are not allowed** and may be removed at your expense.
 - If you lose your lock, there is a **\$5.00 replacement fee**.
3. **Keep It Locked & Tidy:**
 - You are responsible for keeping your locker locked and clean at all times.
 - All items including coats, backpacks, book bags, and purses must be stored in assigned lockers during the school day.
 - Large items related to athletics or activities will be stored in a designated location.
4. **Locker Inspections:**
 - Lockers belong to the **school district**. School staff can inspect lockers at any time.
5. **Decorations:**
 - You may decorate the **inside** of your locker, but inappropriate items will be removed.
 - **No decorating the outside** of lockers or unless you have permission.

See [POLICY 502](#) for more locker information.

MEDIA CENTER

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. During the school day students must have a pass from their classroom teacher to use the media center.

PARENT PORTAL/CLASSLINK

Parents will have access to the following school information about their student. **Parent Portal/ClassLink at <https://portal.isd423.org/>**. If you would like to sign up for this service or have any questions regarding ClassLink, please contact **320-234-2603**.

- **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
- **Edutrack**
 - Payments for food service, athletics, etc.

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 the school) to attend Release Time.

VISITORS & BUILDING SECURITY

To keep our school safe, the following rules are in place during school hours:

1. **Locked Doors:**
 - All outside doors will be **locked at 7:35 a.m.** every school day.
 - After this time, all visitors must enter through the front door (**Door 1**).
2. **Visitor Check-In:**
 - All visitors must buzz in at Door 1 and go directly to the main office.
 - To go beyond the office, visitors must check in using the Raptor Technologies Visitor Badge System.
3. **ID Required:**
 - Visitors must bring a **driver's license or state ID** to scan into the system.
 - A visitor badge with your name and photo will be printed—this badge must be **worn and visible** at all times while in the building.
4. **Check-Out:**
 - Visitors must check out at the office before leaving the building.
5. **Parents/Guardians:**
 - If picking up or meeting a student, please wait in the front foyer while we locate them.
6. **No Student Visitors:**
 - Students **may not** bring friends or guests to visit during the school day.
7. **No Badge? Go to the Office:**
 - Anyone without a badge will be directed to the office for assistance.

VOLUNTEERS

Parents and guardian volunteers are welcome at the Middle School. Opportunities include assisting in classrooms when needed and chaperoning field trips. All volunteer opportunities require a background check prior to attending and working with students.

ACADEMICS

[POLICY 618](#)

ASSESSMENT OF STUDENT ACHIEVEMENT

Hutchinson Public Schools' grading and reporting system will provide a clear and accurate framework for reporting student achievement to students, parents, teachers, and the community. The District is committed to establishing a reliable system for grading and academic reporting.

RETAKE POLICY

All students may retake a formative or summative assessment and assignment, except a final course assessment. Student assignments categorized as practice do not fall under the retake policy. The assessment retake and completion of teacher-guided remediation are to be completed by the students five (5) school days after the return of the assessment by the teacher. In cases of emergency, illness, or other unique circumstances, more time may be given by consent of the classroom teacher or HMS administrators.

INCOMPLETE GRADES

All Incompletes must be made up within ten (10) school days of the trimester end date. If not, the student's grade will revert to the grade established in Campus prior to the incomplete grade being assigned. In cases of emergency illness, or other unique circumstances, more time may be given by consent of the Principal.

CLASSROOM PLACEMENT

In the spring, parents may provide input regarding their child's placement for the following school year, but final placement decisions are made by building administrators.

Building administrators and staff review each student's academic profile, including strengths, test results (MCA, STAR, FAST, SABRES), and their social, physical, and emotional well-being. This ensures an equitable and successful classroom placement for the next year.

Classroom rosters are created without individual teacher assignments to avoid bias or external influences. This process ensures fair distribution of teaching staff and equitable access to education for all students.

COURSE CHANGE REQUESTS

If a student requests a course change, they must obtain a Course Change Request Form from the office. The request must be reviewed by the student's parents, school counselors, and teachers, and submitted to building administrators within one week before or after the start of a trimester. Course changes are then approved or denied by building administration.

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 band and choir courses. 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 in accordance with Minnesota Art Standards. Students in Grades 6-8, not enrolled in band or choir, will be enrolled in three exploratory courses.

MINNESOTA COMPREHENSIVE ASSESSMENT (MCA's)

Minnesota Comprehensive Assessments (MCA): These statewide assessments in mathematics, reading, and science measure whether students, schools, and districts are meeting academic standards. The MCAs help assess student progress in relation to the content taught in class and evaluate how well schools are aligning their curriculum with teaching standards.

Parents/guardians have the right to opt out of the state-required assessments. Minnesota law mandates that districts provide information about these assessments. The information and the opt-out form can be accessed via 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 may view the professional qualifications of students' teachers at.

REACH

The REACH Program is a voluntary in-school initiative aimed at supporting students who need assistance academically, socially, and/or emotionally. It is a collaborative effort involving students, parents, teachers, counselors, and administrators, all working together to ensure each student's success across all areas. Students are enrolled in the REACH Program based on parent input, staff recommendations, and available space.

WIN Class

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

All students will be assigned a WIN course and will receive a process grade. WIN time will occur every day to provide student support in the following areas:

- Intervention and enrichment
- Assessment Retakes
- Social Emotional Learning - Counselor Lessons and Activities
- 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

ATTENDANCE

[POLICY 503](#)

ATTENDANCE RESPONSIBILITIES

Student Responsibilities

- Attend all assigned classes every day school is in session.
- After an absence, ask your teachers for any missed assignments.

Parent/Guardian Responsibilities

- Make sure your student attends school regularly and on time.
- Notify the school by calling the office if your student is absent.
- Work with school staff to solve any attendance issues that arise.

Teacher Responsibilities

- Take daily attendance in each class and keep accurate records.
- Know and consistently follow all school attendance procedures.
- Provide missed assignments when a student who was absent asks for them.
- Work with students, parents, and administrators to resolve attendance problems

Administrator Responsibilities

- Make sure students are attending their assigned classes.
- Apply attendance rules consistently and fairly.
- Keep accurate attendance records and prepare daily reports of absences.
- Communicate with parents/guardians about student attendance issues and help solve problems.

Minnesota Attendance Law

Under the Minnesota Compulsory Instruction Law (Minn. Stat. § 120A.22):

- Students must attend all scheduled classes unless they:
 - Have completed all graduation requirements and have been excused by the school board,
 - Have officially withdrawn from school,
 - Have a valid, excused reason for being absent

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.
- 11) Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance.

Note: If your child accumulates or exceeds ten (10) excused or unexcused absences during the school year, a letter of concern may be sent home from the school, communicating the importance of the student's need to be present in school and to share the dates a student has been absent. If these absences are due to chronic illness, the letter may request a doctor's note to ensure future absences are not considered unexcused and/or a parent meeting may be scheduled to make a plan for student success.

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 Michelle.Kopesky@isd423.org of your student's absence. 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. Please leave the student's name and reason for the absence.

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.

SMARTPASS

Each student is provided with 3 electronic passes to use throughout the day (outside of normal passing times). These passes are to be used responsibly. If there are concerns with student pass use, SMART passes are adjusted based on need or use at the discretion of building administration. It is the student's responsibility to create and end their passes.

OUT-OF-BUILDING PASSES

Whenever a student needs to be excused from school during the school day, parents/guardians must inform the office by sending a note with the student or by calling or sending an email. The student will be issued a SMART Pass. Once the student leaves the classroom they will come to the office and sign out of the building. Upon their return students will be required to sign in and return to class.

PRIOR APPROVAL PASSES

When a student knows in advance that they will be absent from school, they should either bring a written excuse or have a parent or guardian contact the school office by phone or email. Once notified, the office will issue a "Prior Approval" pass. This pass notifies teachers of the upcoming absence and allows the student to collect any assignments or classwork they will miss. The student is responsible for having each teacher sign the pass as confirmation that they have received the necessary information and materials.

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

Students who arrive late to the HMS campus must report to the office to sign in. If a student is tardy to any class after 1st period, they should go directly to the class, not the office. The teacher will determine whether the tardy is excused or unexcused and will mark it accordingly. If a teacher detains a student, the teacher should provide a pass for the student to enter the next class. Tardies are recorded in the attendance system. Concerns about tardiness may be addressed through a parent/guardian conference or other disciplinary actions as determined by building administration.

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) Students 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 HMS Student Handbook.

DRESS CODE

[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.

Hats, hoods or head coverings, and 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). Clothing must cover all undergarments. Coats, blankets, jacket-like sweatshirts are not allowed in classroom spaces. Costumes and props are not allowed to be worn during the school day unless permitted by the building principal.

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 AND ELECTRONIC DEVICES (Away for the Day AT HMS)

Why:

- Be fully present and experience all that school has to offer
- Decrease behavior incidents due to student conflict stemming from social media
- HMS is not responsible for the loss or theft of any personal devices, we encourage you to keep them at home

Student Expectations:

Students are allowed to bring cell phones and other electronic devices including wearable technology into the building for use before and after school. From **7:35 am - 2:20 pm**, cell phones must be powered off, stored away, and not in use during the instructional day. All necessary communication with parents/guardians should occur before and after school. Medical device needs via a mobile app will be approved through school administration, district health services and the district IT department.

The use of electronic devices to record, share, or post audio or video of any school activities, classrooms, students, or school staff without prior approval from a building administrator is prohibited. Additionally, the use of electronic devices in locker rooms, classrooms, or any area requiring a secure or distraction-free environment is not allowed. These behaviors are considered unacceptable and may result in disciplinary action. This policy applies to all school buildings, grounds, and property; school-sponsored activities and trips; bus stops; school buses and vehicles (including contracted vehicles); areas of entrance and departure; and all school-related events and functions.

These expectations apply 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.

Consequences:

- First Violation: The device will be confiscated, held in the office, and returned to the student at the end of the day.
- Second Violation: The device will be confiscated, held in the office and parents will be notified. The student will be able to pick up the device at the end of the day.
- Third Violation and any time moving forward: The device will be confiscated and held in the office. Parents/guardians will be notified to pick up the device.

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. **Violation of this policy may result in the device being confiscated and returned to the student at the end of the day.**

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

Personal digital devices (Chromebooks, laptops) are required for all students at HMS. It is the responsibility of each student to arrive at school daily with a fully charged personal device and bring it to all classes.

- 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.

DISTRICT RENTAL DEVICE OPTION

If students qualify for free or reduced lunch and would benefit from assistance in obtaining a school 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,

EMERGENCY DEVICE CHECKOUTS

In emergency circumstances, students are allowed a maximum of **five emergency device checkouts per trimester in the Media Center**. Once a student reaches this limit, the school may contact the student and their parent/guardian to review device expectations and develop a plan to ensure the student consistently brings their own Chromebook to school.

INTERNET, TECHNOLOGY AND CELL PHONE ACCEPTABLE USE AND SAFETY ([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.

HEALTH SERVICES

[Policy 516](#)

A nurse/health assistant is available to assess/monitor students with health concerns and are trained in CPR, First Aid and medication administration. 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.

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.

EXCUSED FROM PHYSICAL EDUCATION

A student may be excused from physical education with a physician's authorization. Students who are excused from PE, will still need to be present in their assigned PE class. Students who have not been medically excused from PE, are still required to be present, and must complete the necessary course requirements.

HEALTH CONDITIONS

Many children in school have health conditions. Some examples include asthma, allergies, diabetes and seizures. Please notify the LSN or building health staff/nurse of any health concerns your child has. A plan of care will be completed with the parent, and physician if needed, to safeguard your child's health and safety while here at school. We have attempted to eliminate all latex products from the building, and peanut/tree nut products are not served in the cafeteria at Hutchinson School Buildings.

ILLNESSES

- Children with a fever of 100 °F or greater should not be in school. Children should stay home until they have been fever-free for 24 hours, without the use of fever reducing medication (acetaminophen/ibuprofen)
- Children with vomiting and/or diarrhea should not be in school. Children should stay home for 24 hours after the last vomiting and/or diarrhea episode and without other symptoms.
- Children diagnosed with a communicable illness and require antibiotics should be on their antibiotics for 24 hours before returning to school (i.e. strep throat, pneumonia, etc.) and should be free of other symptoms that fall under school guidelines.
- Children exhibiting influenza-like illness, which includes fever, runny nose, cough, shortness of breath, etc. should not be in school. If undiagnosed, children should stay home until he/she is symptom-free for 24 hours.
- 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.

IMMUNIZATIONS

Students in Minnesota must be up to date on all required immunizations in order to enroll in school. If a parent chooses not to immunize their child, a conscientious objection form must be completed, notarized and returned to school. If students do not have proper immunization documentation, they will be excluded from school. Please contact the LSN or building health office if you have any questions regarding immunizations.

SCREENINGS

The LSN coordinates vision and hearing screenings for students based on Minnesota Department of Health recommendations. If a vision or hearing concern is identified, a referral letter will be sent to parents/guardians. Financial assistance for some vision exams is available. Please contact the LSN or building health staff/nurse for more information.

STUDENT HEALTH INFORMATION FORM

The student health information form is completed with online registration. If you are unable to complete the form online please contact the District Office at 320-587-2860.

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 must report to the cafeteria when their lunch period begins. Students who are tardy for lunch can be assigned a reset period.
- **No Sharing Food:** Sharing food (like potlucks, homemade treats, or store-bought snacks) are **not allowed** during lunch or throughout the day.
- No students are to be in the halls during their lunch period until dismissed from the cafeteria.
- When space, time and weather allows, indoor/outdoor recess will be provided.

BREAKFAST/LUNCH PRICES

Menus and ala carte prices are posted on our school website [Nutrition Program](#).

Students must have funds in their lunch account to purchase a second lunch and a la carte items. You may monitor and deposit money to your family's account online at www.isd423.org; click on the Parent Class Link 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. 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 available in your Parent Portal at <https://parents.classlink.com/isd423> click on the Parent Class Link and login with your username and password. If you do not know your username and password, please call 320-234-2603.

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

PROGRAMS AND ACTIVITIES

Students are encouraged to participate in activities at HMS. For more ISD 423 Fine Arts and Sports information go to: isd423.org/activities

- [Activities Handbook](#)
- All middle school students who participate in activities/athletics need to communicate directly with their coaches during non-instructional times for information regarding practice and game information.
- All athletic gear and equipment should be stored in designated areas in the building. The school is not responsible for lost or stolen equipment.
- Contact the HHS Activities office (320-234-2647) or visit the website for registration and fee information.
- For additional Community Activities go to: [Hutchinson Community Ed Current Brochure & Info](#)

CHEMICAL ELIGIBILITY

These guidelines will apply for students choosing to participate in all school sponsored activities, clubs, intramural activities, or any position representing school. Students who use (regardless of quantity), have in possession, buy, sell or give away alcohol, tobacco or any other controlled substance will be subject to the following consequences:

- First Offense:
 - Minnesota State High School League Activity Rule: After a violation has been determined, the student will lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program. School sponsored activities: Students will not participate in any non-classroom activity or meeting for two weeks.
- Second Offense:
 - Minnesota State High School League Activity Rule: After a violation has been determined, the student will lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program. School sponsored activities: Students will not participate in any non-classroom activity or meeting for six (6) weeks.
- Third Offense:
 - Minnesota State High School League Activity Rule: A. After determination of the third or subsequent violations, the student will lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant. B. If after the third or subsequent violations, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, and is assessed as chemically dependent and completes treatment, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks after entering the program. The director or a counselor of a chemical dependency treatment center must issue such certification. School sponsored activities: Students will not participate in any non-classroom activity for two (2) events or twelve (12) weeks, whichever is shorter.

SCHOOL ATTENDANCE FOR ACTIVITIES

- A student may **not** participate in any activity, practice, game or performance if he/she has an **unexcused absence** from any class period during the day.
- School-initiated absences (i.e. field trips) will be accepted and participation permitted.
- Medical appointments are exempted.
- Principal-approved absences are also exempted.
- If a student is suspended from any class, he/she may not participate in any activity or program that day.
- Any student who is ill during the school day may not participate in after-school activities for that day.

LINK CREW

Link Crew is for 8th grade students who want to mentor, support, and lead in middle school. To qualify to be a Link Crew member a student needs to be in good standing and have the support of their teachers. With guidance from our school counselors, the Link Crew assists with a variety of school activities throughout the year.

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.

STUDENT / FAN BEHAVIOR EXPECTATIONS

Hutchinson fans are expected to demonstrate positive sportsmanship at all times. Students attending a Hutchinson Middle or High School event represent our school system and fall under the rules and regulations of the Hutchinson Middle School Student Handbook.

Throughout the season, the expectations are:

- All spectators are expected to conduct themselves within the appropriate HMS and MSHSL guidelines for spectators.
- The student section promotes positive school spirit for our teams and the visiting opponents. Students are expected to cheer for our team, not against the opponent.
- Students are encouraged to stand/sit in the designated student areas.
- Appropriate dress is required at all times and at all events.
- All **appropriate** signs, props, cheers, and gestures must be contained to the student section.

Students and non-students attending a Hutchinson Middle School event or Hutchinson High School event, will be removed from the arena, gymnasium, or field for the following unsportsmanlike behavior:

- Throwing objects on the playing surface.
- Inappropriate posters.
- Inappropriate chants.
- Any other behavior deemed inappropriate by supervisors.

This expectation applies to students and non-students. Students evicted from an ISD 423 event will be banned from future HMS or HHS events for the remainder of the school year. In addition, students with flagrant displays of unsportsmanlike conduct may receive a school suspension.

STUDENT EXPECTATIONS

We believe in supporting students with a positive behavior support system. To promote a positive school culture and climate for students, we have a variety of supports in place.

ASSEMBLY PROGRAMS

Students are asked to follow all district and school-wide policies and expectations during these events and are asked to sit in the section assigned to their class unless informed otherwise.

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

Hutchinson Middle School Values and Expectations

T TEAMWORK	<ul style="list-style-type: none"> • Build positive relationships with others • Work well with others • Be supportive and kind to each other
I INTEGRITY	<ul style="list-style-type: none"> • Make positive choices • Do your own work • Be honest and own your mistakes
G GRIT	<ul style="list-style-type: none"> • Set high goals • Have a growth mindset • Overcome challenges
E EFFORT	<ul style="list-style-type: none"> • Strive for your personal best • Be responsible for yourself • Participate in your classes and in school activities
R RESPECT	<ul style="list-style-type: none"> • Show respect to yourself and others • Be mindful of your actions and words • Keep your hands and feet to yourself
S SAFETY	<ul style="list-style-type: none"> • Promote a safe school environment • Listen and follow all directions • Be a responsible digital citizen



use character education, conflict resolution, restorative practices, reset periods, parent conferences, police intervention and suspension to prevent and end bullying behavior.

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.

CARE OF PROPERTY

Defacing walls, desks, and/or other school property will not be tolerated. Students involved in acts of vandalism or carelessness will be responsible for damages and are subject to discipline.

GENERAL CAMPUS EXPECTATIONS

CAFETERIA/RECESS SPACES

All students are expected to:

- remain seated in the same seat throughout the entire lunch period
- ask a staff member before leaving the cafeteria space during lunch
- use regular speaking voices only-no loud talking or screaming
- clean up their area (table/seat/floor) before they leave, keep food in the lunchroom
- abstain from swearing and vulgar language
- keep cell phones, earbuds and other electronic devices out of the lunchroom
- refrain from saving seats
- walk to and from the recess area
- be responsible for recess equipment
- be respectful to themselves and others
- All students who throw food will be asked to sit in for a reset period and/or clean the cafeteria

CLASSROOM SPACES

All students are expected to:

- respect their teachers and peers and use appropriate language in all settings
- be in class and in their seats by the time the bell rings
- show effort and strive for their personal best
- be attentive and be good listeners
- come with the required materials
- actively engage in classroom instruction
- use their work time and complete their assignments on time

HALLWAY SPACES

All students are expected to:

- to keep their hands and feet to themselves
- be respectful to themselves and others in the hallways
- throw away their trash in the dumpster
- use appropriate conversational voice levels and language (abstain from the usage of vulgarity and profanity); screaming, yelling, and shouting are not acceptable
- use a school lock
- be in their classes before the passing bell rings.
- refrain from PDA (public displays of affection) while on HMS campus.
- cell phones, earbuds and other electronic devices are not in use during the instructional day (7:35-2:20)
- respect other students' space including lockers and locks

RESTORATIVE PRACTICES

HMS uses 'TIGERS' expectations to support students and when appropriate, 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. Restorative Practices create safe and productive learning spaces where students develop social and emotional skills and strong relationships with peers and adults. Complete disciplinary policies and practices can be found under STUDENT DISCIPLINE.

STUDENT DISCIPLINE

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 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 privilege
- 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, contacting the student's parent/guardian, using positive reinforcement, and assigning other consequences. 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, building administrator, or other school district employee to prohibit a student from attending a class or activity 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 the incident. (Parent/guardian will be contacted by the 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 building administrator, 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.

RESET PERIOD

To help ensure accountability with school-wide expectations, HMS students may be assigned to a Reset Period during the school day for missing work, attendance concerns, restorative planning, behavior concerns, goal setting, etc. The building administrator 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.

COMPLETE DISTRICT POLICIES

A complete copy of all District policies are 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

[DISTRICT POLICY 502](#)

Searches of student lockers, desks, personal possessions and student's person's. 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 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 the HMS Principal (320-587-2854).

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.

DISTRIBUTION OF NON-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.

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 to contact 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.