ROBERT J. ELKINGTON MIDDLE SCHOOL

1000 NE 8th Avenue
Grand Rapids, MN 55744

STUDENT HANDBOOK

Dan Adams - Principal
Ryan DeBay - Assistant Principal

Main Office ~ (218) 327-5800
Attendance Line ~ (218) 327-5804
FAX~ (218) 327-5720

- **RESPECTFUL**
- **RESPONSIBLE**
- **SAFE**
- **KIND**

2026-2027

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WELCOME TO ROBERT J. ELKINGTON MIDDLE SCHOOL

Dear Students and Parent/Guardians,
On behalf of the staff and administration here at the Robert J. Elkington Middle School, **"welcome"** to another chapter in your education. We look forward to working with you during these special middle school years as our students transition from the elementary grades to those much-anticipated high school years. We believe our curriculum is one that will meet the unique developmental and educational needs of young adolescents who we call "middle schoolers." To help you make this move, we are providing you with this handbook. This handbook will inform you about the middle school and will increase our communication with you—between school and home. This handbook contains rules, policies, procedures, and important calendar dates that need to be known during the school year. **We encourage all of you as students and parents/guardians to become familiar with the information included here throughout the school year.**

Our mission statement for ISD 318 is: **"Together, teaching, and learning for life."** You can be assured that we are committed to providing a quality education for you. Our goals are to provide a safe learning environment, to deliver a sound curriculum that leads to academic achievement for all students, to foster partnerships with the community and parents, and to be effective and efficient in carrying out our educational goals as a building. **Together, we can make a difference!** Additional information on the middle school can be accessed through the district web page. (www.isd318.org) Go to schools, then click on Robert J. Elkington Middle School. We look forward to working with you and encourage your involvement in this educational adventure. Please call us immediately if you ever have questions or concerns!

With kids in mind,
RJEMS Administrative Staff

2026-2027 CALENDAR

Sept. 1	First day of school
Sept. 4	No school
Sept. 7	Labor Day, no school
Sept. 25	Teacher Workshop Day, no school
Oct. 15-16	Fall Holiday, no school
Nov. 5	Last day of 1st Quarter
Nov. 6	Teacher Workshop Day, no school
Nov. 10	Conferences: 4:00 p.m. - 7:00 p.m.
Nov. 12	Conferences: 4:00 p.m. –7:00 p.m.
Nov. 20	Conferences: 8:00 a.m. – 3:00 p.m.
Nov. 20	Conference Day, no school
Nov. 26-27	Thanksgiving Break
Dec. 11	Teacher Workshop Day, no school
Dec. 21-Jan. 1	Holiday Break, no school
Jan. 18	MLK Day, no school
Jan. 22	Last Day of 2nd Quarter
Jan. 25	Teacher Workshop Day, no school
Feb. 15	President's Day, no school
Feb. 26	Teacher Workshop Day, no school
Mar. 24	Last day of 3rd Quarter
Mar. 25	Teacher Workshop Day, no school
Mar. 26-30	Spring Holiday, no school
Apr. 9	Teacher Workshop Day, no school
Apr. 23	Holiday, no school
May 31	Memorial Day, no school
June 3	Last Day of School and 4th Quarter
June 4	Teacher Workshop Day

Daily Bell Schedule

Hr. 1	8:25-9:23
Hr. 2	9:27-10:17
Hr. 3	10:21-11:11
"A" Lunch	11:15-11:40
"A" Class	11:44-12:34
"B" Class	11:15-11:40
"B" Lunch	11:40-12:05
"B" Class	12:09-12:34
"C" Class	11:15-12:05
"C" Lunch	12:09-12:34
Hr. 5	12:38-1:28
Hr. 6	1:32-2:22
Hr. 7	2:26-3:16

If you need to know the calendar dates and times of middle school athletic events during their season, please go to the Activities website at www.isd318.org and click on departments.

OFFICE

The office is located by the main entrance. The Principal and Assistant Principals have their offices here as well as the counselors and secretaries. **The middle school telephone number is 327-5800. Our attendance line for calling in absences or requesting a town pass is 327-5804.**

Principal	Mr. Adams
Secretary	Ms. Namchek
Assistant Principal	Mr. DeBay
Secretary	Ms.Gebhart
Secretary	Ms. Pederson
Counselor	Ms. Moses
Counselor	Ms. Glorvigen

ATTENDANCE

The philosophy of RJEMS is that consistent and punctual attendance is of vital importance for completing an education. Attendance is a shared responsibility and requires cooperation and communication among students, parents/guardians, and school. It is our goal to promote the growth of the student from discipline imposed by the parent/school to self-discipline by the student. **Research shows that grades are not the only indicator of learning or success in or out of school. Students who have good attendance records are more likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of responsibility and self-discipline.**

Attendance Procedures

Parents or guardians of a student who will be absent for any part of a school day must call the **school attendance line at 327-5804** by 9:00 A.M. **each day a** child is unable to attend school to give the reason for his/her absence. To be more consistent with the high school attendance policy, we will **NOT ACCEPT NOTES** from home. In the event an absence is not verified by phone or parent contact, the absence will be considered unexcused. All unexcused absences will be considered as truant.

School Events

Students must attend school in order to participate in school-related events. This includes, but is not limited to, extracurricular, co-curricular, dances and all athletic events. Administration will make all final decisions on extenuating circumstances that could be an exception to this rule.

Absences

Absences fall into two categories: Excused & Unexcused. These are defined below, but **it is important to note that the final determination of whether a student is excused or not is a decision made by the school.**

Excused Absences

Examples of excused absences which are acceptable are: sickness of the student, death in the student's family, dental, medical or mental health appointments (that couldn't be scheduled outside the school day), required court appearances, religious holiday observance, inclement weather/late buses, impassable roads, school-sponsored activities, removal due to suspension, and trips taken with the family. Excuses other than those listed above must be cleared by administration.

Excessive Excused Absences

Students with an excessive number of excused absences are losing the benefit of a complete **education. A combination of 10 absences, excused and/or unexcused in a semester,** will be reviewed and parent contact made to discuss a plan of action. Excessive absences may result in the school requiring a signed medical excuse from a doctor, grade level retention, involvement of Family Services, other agencies and/or other district personnel. Ongoing medical problems would be exempt.

Tardiness

Excessive tardiness in any class will result in detention. All students are expected to be in class on time. This is critical to learning.

Field Trips

Students who do not attend a scheduled school field trip are still required to attend school. Not showing up will result in an unexcused absence.

Homework/Makeup Work

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks for parents/guardians to encourage their children to complete homework thoroughly and promptly. Every absence requires make-up work that may be assigned by the teacher. The responsibility for completing this work rests with the student. It must also be understood that a large part of what happens in the classroom cannot be made up and is lost education due to absenteeism whether excused or unexcused. **Students must have**

missed three days or more before the office will request homework for 6th grade only. 7th & 8th grade work is available online. Detailed information regarding individual course requirements and homework procedures are distributed to students at the beginning of each course.

Truancy Policy

Students under the age of 17 are required to attend school as required by Minnesota's Compulsory Attendance Law M.S.120.101. According to Minnesota State Statute (260c.007, Subd.19), truancy is defined as being absent from one or more classes, seven or more times during a school year. In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, the students of the school district are required to attend all assigned classes everyday school is in session. Students with **3 truancies** will be sent a letter notifying parents or guardians of the problem. Upon 5 **truancies,** a meeting will be held involving 1 or more of the following individuals: the student, parent, assistant principal, Truancy Prevention Specialist, Family Services and a representative from the team with an attendance/behavior contract possibly being signed. If a student reaches **7 truancies,** Family Services will be contacted as required by state statutes. Time lost for truancy may be made up in detention or by other consequences deemed appropriate.

Town Passes

Medical or dental appointments should be scheduled only during study halls if it is absolutely necessary to have them during school time. These steps should be followed:

- Have your parent call for a town pass.
- Get your town pass from the office before 8:30 am on the day it is needed.
- **Have the doctor's secretary or receptionist sign the time you are returning from your appointment.**
- When returning from an appointment, check in with attendance with your town pass.
- It is very important that both parents and student know that the checkout time to see a doctor or dentist is **only for the time spent for the appointment.**

BUILDING MANAGEMENT/PROCEDURES

Automobiles and Motorized Vehicles

Students are not allowed to drive to Robert J. Elkington Middle School even if they are 16 years of age.

Bad Weather Conditions

- Notice will be given to broadcast any school closings through Instant Alert and radio station KOZY (1320 AM) as early as possible in the morning.
- Assume we will have school unless announced otherwise.

Bicycle Racks

Bike racks are provided for student and staff use. Please lock your bike in the rack. Bikes are not to be used during the scheduled school day. Skateboards and scooters are not to be used on the premises. If they are brought to school they need to be left in the office.

Book Bags/Backpacks/Bag Room

Book bags may be used by students carrying belongings to and from school. They must be kept in lockers during the school day. **A bag room is available next to the office for larger items brought to school. This room will remain locked during the school day. Backpacks or book bags must be able to fit into your locker which measures 9" wide by 11" deep.**

Bus Behavior Expectations

Pupils transported in a school bus shall be under the authority of and responsible to the driver of the bus. Riding the school bus, whether to or from school or related to an extracurricular activity, is a privilege that can be revoked for inappropriate behavior. Students are expected to follow the same standards of behavior while riding a bus as they are in school or at a school-sponsored activity. All school rules are in effect while a student is waiting at a bus stop or riding the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with these policies. The driver of any school bus shall be responsible for the orderly conduct of the pupils transported.
The driver will use the following discipline procedure for bus control:
First Offense
The bus driver will notify the student why he/she is being removed from the bus for one day.
Second Offense
The student will be suspended from riding the bus for one week.
Third Offense
The student will be suspended from riding the bus for the remainder of the year.
If you have any questions or concerns, please call the District 318 Transportation Department at 327-5830.

Change of Address and Telephone Number

Students and/or parents/guardians are to immediately report to the middle school office any change of address or change in telephone number. This information is very important and needed in case of emergency, county change, transportation, etc.

Closed Campus

The middle school has a closed campus and you are to remain on school grounds from the time you arrive in the morning until you are dismissed at 3:16 P.M. to walk home or leave on the bus. If you need to leave school for an appointment, pick up a town pass from the secretary before 8:30 A.M. If you return to school on the same day, you will check in with the attendance secretary. Remember to have your medical appointment verified by the medical office. If you choose to leave campus without permission, there will be disciplinary action. For your safety, the doors are locked shortly after 8:30 A.M. You may enter only by the main door near the commons. **Anyone entering the building is required to report to the office for a "Visitor Pass."**

Dances

Parents/guardians are responsible to pick up or have a ride arranged for their children immediately after all dances. Students not picked up within 30 minutes of the end of the dance will not be allowed to attend the next dance without a parent/guardian chaperone. It is the parent/guardian responsibility to provide transportation home after the dance. In order to attend the dance, students must be in attendance

at school the day of the dance by 11:30 am. Students who have outstanding detention time will not be allowed to attend the dance.

Deliveries for Students

When delivering items for your student, please remember to bring them to the office ***before*** 11:00 a.m. Also, **NO** flowers, balloons, Door Dash or take-out food deliveries will be accepted for students. Items disruptive to the educational process will not be accepted.

Dress Code

The parent/guardians and student are responsible to ensure neatness, cleanliness, and respectable appearance when coming to school. Administrative judgment will determine the appropriateness of attire. Students found to be dressed in bad taste or in condition that is disruptive to the educational environment will be expected to change their attire, and their parents will be notified with an explanation of the action taken by the school. The following is a list of approved dress for students:

PANTS & SHORTS
- Length must be school appropriate
- Size appropriate – waist, seat and inseam
- Trousers must be worn at waistline

SKIRTS & DRESSES
- Skirts must be worn at waistline
- Length must be school appropriate
- Slits in skirts must be school appropriate

NOT APPROVED SCHOOL WEAR
- Improperly fitting clothing that results in questionable exposure or is a safety hazard
- See-through clothing or jewelry with sexually suggestive language or symbols.
- Deep-scooped necklines exposing an inappropriate amount of bare skin
- Clothing that shows the bare midriff or bare shoulders (no halter tops, spaghetti straps, one shoulder, tube tops).
- Pajamas, bedroom shoes or other sleepwear
- Apparel with offensive, obscene, indecent, degrading, or profane pictures/messages will not be allowed. This includes any clothing with a slogan, which can be interpreted in different ways which have connotations which may be offensive, obscene, indecent, or degrading.
- Headwear (hats, hoods, scarves, etc.) is not to be worn in the school building (unless approved for special occasions). All hats and caps shall be properly stored for the school day.
- Chains, spikes, long belts or other potentially dangerous accessories
- Exposure of undergarments of any type
- Clothing promoting alcohol, drugs, or violence.
- Jackets are not allowed to be worn in the classroom. They should be placed in students' lockers at the beginning of the day.
- Backpacks, book bags, etc. if used, are to be placed in the student's locker during the day. These items are not permitted in the classroom, cafeteria or elsewhere in the building.
- No gang-related dress or symbols will be allowed to be worn in school. This includes headbands, bandanas or gang symbols written/ drawn on the student's clothing. The clothing cannot indicate negative group affiliation.
- Any other clothing/objects that interfere with the educational process such as objectionable emblems, badges, symbols (including confederate flags & swastika's), derogatory mascots, signs, words, objects or pictures on clothing or jewelry communication a message that is racist, sexist, or otherwise derogatory to any group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals is not allowed and will be considered nuisance articles.
- State Law requires that shoes be worn by students at all times.

Hall or Bathroom Passes

It is necessary to have a hall pass or a bathroom pass to be in the hallways while classes are in session. You must only go to where the pass specifies and have a pass with you at all times. Any student in the hallway without a pass will be sent to a principal's office.

Headphones

Although it is not required, RJEMS highly recommends all students to provide personal headphones when taking standardized/district tests. Students are not allowed to walk through the halls or sit in class with headphones on or earbuds in. The school district will supply headphones when a student does not have their own.

Insurance

School District 318 does not carry insurance for individual students in the case of physical injury. Families must carry their own medical plan. However, you may inquire in the office for a dental plan and also a student accident insurance program that is available to the student at a cost.

Lockers

Each student will be assigned a school locker at the beginning of the school year. The following rules pertain to the use of that locker.

- Each student will have his or her own locker combination, which should not be shared with other students. Students will be assessed a $5.00 fee for a locker change needed as a result of negligence on the part of the student.
- Each student will be responsible for the condition of the locker. Magnets are the only objects that can be applied to the inside of your locker doors. Tape will leave a residue and damage the paint. Fines will be assessed for interior damage. (Any student damaging a locker will be responsible for the repair cost).
- Each student will keep only his/her own possessions in his/her locker. **Students are prohibited from using or entering any locker other than the one assigned.**
- No student will have in the locker any possessions that are contrary to school rules, dangerous to others, or that the student has been specifically told not to bring to school. Students are advised that the school reserves the right to inspect the contents of the lockers and to remove anything contrary to school rules and/or detrimental to school or students.
- **All lockers are school property and are subject to inspection at any time by school officials and/or law enforcement officials to include general sniff searches by dogs.**
- It is the responsibility of the student to report locker problems to the office.
- Lockers may be damaged by kicking, putting paper in locking mechanism, over stuffing, etc. A student who has damaged a locker may be charged a minimum $25.00 vandalism fee.

Messages

Unless it is an emergency situation, students will not be called out of class for reasons such as: messages, assignments, money, band

instruments, etc. These reasons can be left in the office and students will be notified at a time when they will not disrupt a class session. Student messages will be given to students at:

- 8:35 A.M
- Over lunch periods (see page 2 for schedule)
- 2:35 P.M.

Please have messages in the office prior to these times.

Pets

Students/parents must arrange in advance and have the approval of a principal before any pets may be brought to school because of the concern for students' allergies and health and safety issues.

Physical Education Dress Code

For the health and safety of all our students, the appropriate activewear for Physical Education includes tennis shoes, athletic shorts or pants, and a t-shirt or long-sleeve shirt (no tank-tops or cutoffs). Students should write their first and last name on each clothing item, and have an appropriate bag for carrying personal items to and from class. As a service, RJEMS will have uniforms available for sale.

Posters and Notices

Only approved notices and posters may be displayed on bulletin boards or walls. Please contact the Principal's Office for permission to post a notice. Administration must sign all posters, plaques, memorials, etc., before they are displayed.

Safety Drills

Drills including fire, severe weather, and lockdowns will be held periodically throughout the school year. Procedures for dismissal in case of a fire alarm are posted throughout the school building. Teachers will also advise students concerning classroom exit and drill procedures.

School Equipment

Students are responsible for all school equipment issued to you (music, instruments, uniforms, athletic equipment, locks, library books, textbooks, iPads, computers etc.). You will be charged for damages due to misusing or losing materials and equipment.

Snowballs/Ice balls

The throwing/use of snowballs or ice balls (chunks) is not allowed in or on the school parking lots, front/back of the school or near the proximity of the building. This is a safety violation.

Student's Personal Property

Students, not the school, are responsible for their own personal property. The following recommendations may assist students in protecting their personal property:

- Do not bring more money to school than is needed for your materials or lunch. Pay for class fees and expenses by check.
- Do not leave wallet, purse, calculators, etc., unattended.
- Check for all items before leaving a class area—if something is missing report it to your teacher.
- Label personal possessions and school supplies for easier identification.
- Students who find the property of other students should turn it in to the office. Lost and Found articles are collected in the bag room. Students may check this area periodically for items reported missing.

Nuisance Articles

Students may not possess, use, distribute, or display nuisance articles at school or school-sponsored activities. A nuisance article is any item that disrupts the educational environment, causes a distraction, or interferes with the safety and well-being of students or staff. Examples of nuisance articles include, but are not limited to:

- Toys or games not approved for classroom use
- Laser Pointers
- Water guns or look-alike weapons
- Permanent markers used inappropriately
- Noise-making devices
- Playing cards, dice, or gambling-related items
- Any item used to distract, intimidate or disrupt others

School Administration reserves the right to determine whether an item constitutes a nuisance article. Nuisance articles may be confiscated and returned in accordance with school procedures or may require parent/guardian pickup.

Sale of Items at School

Students may not sell, trade, advertise, or distribute items on school property or at school-sponsored activities without prior approval from school administration. This includes, but is not limited to:

- Food or beverages
- Candy or snacks
- Clothing or accessories
- Tickets or raffle items
- Personal merchandise
- Any items sold for profit or fundraising purposes

Unauthorized sales may result in confiscation of items and disciplinary action. School-approved fundraisers must follow district policies and receive administrative approval in advance.

Personal Electronic Devices (PED's) "Away For the Day"

In accordance with Minnesota State High School League rules, cell phone use will not be permitted in locker rooms or restrooms. All PED's must be stored in student lockers during the school day. Phone use during lockdown or fire drills is not allowed. Students are not permitted to take photographs or video footage of any student or staff without expressed written consent of all parties involved. Power down electronic devices from 8:30-3:16 (NO EXCEPTIONS). Any such act will result in appropriate disciplinary action as determined by administration. Violations for cell phone use will result in cell phone confiscation for parents/guardians to pick up.

Student Visitors

Students may not have friends or relatives from another school visit the middle school.

Telephone

There is an office telephone designated for student use. In case of an emergency, the office staff will allow a student to call home, but this judgment will be strictly up to the office staff. Forgetting gym clothes, band instruments, and other materials does **not** constitute an emergency. Using the phone during class time requires a pass from a classroom teacher.

Video Monitoring (Security Cameras)

All videos are property of ISD 318 and will not be shared with any 3rd party without an obtained subpoena through law enforcement. District 318 reserves the right to use video monitoring devices within District 318 buildings, grounds and on school buses.

FOOD SERVICE/CAFETERIA PROCEDURES

Ala Carte Line

This is a cash only line open during lunch. PIN numbers can't be used.

Breakfast/Lunch Program

Students must have a PIN number in order to track breakfast and lunch. Breakfast and lunch are free. If your child would like only milk, the cost is **$0.75.** If your student takes more than one breakfast or lunch, they are responsible for paying for it. Breakfasts are available from 8:00 A.M. to 8:25 A.M. every morning.

Lunch Procedures

Lunch is served in three separate groups at varied times. **These lunch sessions are designated as A (Gr.7), B (Gr. 6), C (Gr. 8) on the student schedules.** Hot lunch is available to middle school students in the cafeteria. Students who wish to bring lunch from home are to eat in the cafeteria. If parents wish to have food delivered to their student, they must have it prearranged through the office.

In order to maintain the cafeteria, your cooperation is necessary. You can meet this responsibility by observing the following expectations:

- Cutting into the lunch line is not permitted.
- Food or other items are not to be thrown.
- Each individual student is responsible for cleaning the table where he/she eats and to pick up any litter.
- Each student is expected to remain seated while eating.
- **Food is not to be taken from the cafeteria. No exceptions.**

Students are not allowed to leave the school grounds during the noon hour unless accompanied by their parent and permission is granted from the office. An outside area west of the school is designated and supervised, as the noon hour activity area. Students are restricted to this area. Inappropriate play or behavior and traveling between the cafeteria and the designated play area is prohibited.

Lunch Program

Applications for free and reduced-price lunches are available in the office throughout the school year. It is important to complete these forms even if your student may choose not to eat hot lunch. Each family is issued a Family Account. Each student is issued a Personal Identification Number (PIN). Students may not use any other student PIN number. This is a prepayment system. School lunches must be paid in advance. Deposits can be made to the student's school's meal account at any time. Families may also mail deposits to: ISD 318 Food and Nutrition Department, 800 NW Conifer Drive, Grand Rapids, MN 55744.

Low or Negative Account Balances – Contact Food Service

Speed Line/Hot Bar/ Salad Bar

Students may construct their own type A lunch by choosing from a variety of menu items and lunch options. All speed line lunches include milk except the Ala Carte line.

Vending Machine/Food and Beverage Policy

The vending machines are available after school and on weekends. No open beverage containers are allowed in lockers.

HEALTH SERVICES

The licensed practical nurse's office is in the main office area, Room 117. The phone number is 327-5800, ext. 41211. Nurse's hours are from 8:30 A.M. - 3:30 P.M.

Illness

If a student becomes ill during the school day, the student must ask permission to go to the health office and may **not** leave the building until they have first checked in with the health office staff. Students who become ill will be sent home only after a parent, guardian or emergency contact has been notified. The parent, guardian or emergency contact is required to sign the student out of the front office. In the event of an extended illness (absence of 3 or more days), students may be required to provide a note from their doctor.

Immunizations

Parents are obligated by law to provide school officials with the month, day and year of all required immunizations. If there is a medical reason why the child cannot be vaccinated, or if a parent objects to the immunizations because of conscientiously-held beliefs, proper documentation must be provided. Required immunizations for 6th-8th grade are as follows:

- 3 DPT -1Td required after 11th birthday, unless a Td was given after age 7
- 3 Polio
- 2 MMRs
- 3 Hepatitis B
- 2 Varicella or year of chickenpox disease
- 1 Tdap (7th grade)
- 1 Meningococcal (7th grade)

Medication at School

We encourage medication distribution to be arranged outside of school hours, if at all possible. However, we understand that there are cases when it is necessary to the child's health that medication and/or treatments be administered in school. Students are not to carry their own medication while in school unless there is a medical necessity, you have contacted the school nurse, and you have completed the district medication permission form. Two key factors must be present before medication will be given:

- Written permission authorizing school personnel to administer medications. Parent consent is needed for all medication; physician consent is needed for all prescription medication.
- Medication given in school must be brought in an unopened original or pharmacy labeled container (labeled bottle identifying the child's name, dosage of medication, route, and physician's name for prescription medicine; sealed original labeled bottle for over-the-counter medication).

Medication brought in a plastic bag or other container will not be

accepted. Medication administered by school personnel will be kept in the health office under lock and key. Special storage requests must be discussed in advance with the school nurse. Unused medication, not picked up by the end of the school year, will be destroyed by school personnel. School health personnel do not routinely accompany students on field trips. A teacher or designated school employee may be responsible for medication administration during field trips. Please inform the school in writing if you do not want your child to receive medication in this manner. Please refer to the ISD #318 Health Brochure for more information about school health services.

Scoliosis Screening

Children in grade 7 are screened for scoliosis (curvature of the spine). Parents will be notified if a physician's exam is suggested.

Health Updates

If parents have questions regarding the health and well-being of their child, they should feel free to call the nurse's office or send a note explaining how the nurse may be of assistance.

Vision and Hearing Testing

Vision and hearing testing will be done at the request of a parent or teacher anytime during the school year. Results will be shared with the parent by note or by phone.

Antibacterial Soaps

Antibacterial soaps contain a chemical called Triclosan (sometimes called Microban). The hand soap in the school district's dispensers do not contain Triclosan with minimal fragrance and coloring. In addition, we ask parents who provide antibacterial wipes and other similar products for classroom use to make sure Triclosan or Microban is not an ingredient.

INSTRUCTION/CLASSROOM MANAGEMENT

Cheating/Plagiarism

RJEMS values honesty, responsibility, and integrity. Students are expected to complete all assignments and assessments using their own work unless otherwise approved by their teacher. Academic dishonesty includes, but is not limited to:

- Copying another student's work
- Allowing others to copy your work
- Plagiarism or presenting another person's work as your own
- Using unauthorized notes, devices, or resources
- Submitting work completed by another person
- Falsifying school or academic records
- Using Artificial Intelligence (AI) tools without teacher permission

Cheating is the act of willfully obtaining, giving or using of information on a test or assignment that distorts the true evaluation of what a student knows, has achieved, or can demonstrate. This includes the act of plagiarism. The first offense will result in zero credit for the test/assignment and parent contact. The second offense will result in zero credit for the test/assignment, school consequences and a parent contact. The third offense will lead to greater school/classroom consequences.

Building Expectations

- Be Respectful
- Be Responsible
- Be Safe
- Be Kind

DEFINITION OF EXPECTATIONS:

- Refer to RJEMS Behavior Matrix at the end of the handbook.

Instructor's Authority Over Students

Every instructor has authority over all students, at all times, in all areas of the school premises, any time students may be on school premises, regardless of whether school is in session or not. Students are under the jurisdiction not only of their classroom instructor, but also all ISD #318 instructors. Students not under the supervision of a teacher or advisor after school are encouraged to leave the building.

Homework Help

Parents or students should contact their respective counselors when looking for help with homework. Teachers and/or parents may request counselors to look at a possible referral to our after-school Learning Academy.

Class Offerings

Grade 6

•Reading	•Language Arts	•Science
•Social	•Math	•B Lunch
•Band, Choir or Both	•Physical Ed/Health	

Grade 7

•Language Arts	•Science	•Social
•Technology Ed	•A Lunch	•Math
•Physical Ed	Art	
•Band, Choir or Both		

Grade 8

•Language Arts	•Science	•Social
•Math	•Intro to Ag Science	•C Lunch
•Health	•Physical Ed	•Band, Choir or Both

***Due to numbers, RJEMS does not take teacher requests.**

Accelerated Courses

In Math there are opportunities designed to challenge the high potential learner. Students may be enrolled in Accelerated Math in Grade 7 and/or Grade 8. RJEMS uses a Multiple Measures Rating System (M.M.R.) to place students into these programs. Enrollment in these courses is based on results from nationally-normed achievement tests (STAR) and state tests (MCA). Teacher recommendation can also be a third criteria for placement into these courses. Continuation in accelerated courses will be automatic for students who successfully complete the previous course. A student with a lower grade such as a "C" or less will be placed back in regular Math.

Grading Scale/Grade Point Average/Honor Rolls

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 or below

RJEMS has two honor rolls; "A" and "B". The honor roles are based on grade point average. Each grade received is equal to a certain number of points. The grade point average is the total number of points for all of your classes divided by the number of classes. Grades are equal to the following grade points: A=4.0, A-=3.67, B+=3.33, B=3.0, B-=2.67, C+=2.33, C=2.0, C-=1.67, D+=1.33, D-=0.67. At the end of each quarter, students with a G.P.A. of 3.75 or more are placed on the A Honor Roll. Those with 3.00 to 3.74 are on the B Honor Roll.

Learning Academy

School District 318 provides a special opportunity for students in grades 6-8 to improve their math, reading and/or writing skills by participating in the Learning Academy Program. Learning Academy is a year-round program, with registration in the fall for after school programming during the school year and registration in the spring for summer programming. The program uses a variety of learning experiences and hands-on activities to improve your child's learning. In addition, the smaller student to teacher ratio provides more opportunities to individualize instruction to meet your child's needs. If you are interested in learning more about the Learning Academy Program, contact your child's principal or classroom teacher.

Make-up Work

If students are absent three or more consecutive days because of illness, parents are encouraged to call the office for make-up work for students in 6th grade. For grades 7 & 8, work is available online. Calls should be made by 9:00am and homework may be picked up in the office between 3:16-3:30pm.

Media Center

The Library/Media Center provides many different forms of information for grades 6-8. Students will have access to the Media Center with their teachers as needed. Additional resources can be accessed with other libraries and agencies. The library also has computers for student use as needed and with supervision.

Music Lessons

Private music lessons are to be scheduled during band, choir, music, lunch, or study hall. A note from home requesting that a student be allowed to leave school for music lessons should be brought to the office so arrangements can then be made with the teacher involved. **Private music lessons are not allowed during regular classes.**

Parent Portal

Parents wishing to go online to access mid-quarter, quarter grades and teacher web books may call 327-5824 for setup and password information.

Promotion-Retention

The school board expects all students to achieve at an acceptable level of proficiency. If students put forth genuine, observable effort to complete homework/quizzes/tests, participate in class, the said student may not fail the course. 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 (interventions such as the after-school Learning Academy and the Reading and Math Academy will be recommended first). Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year. Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. It is never recommended lightly and the final decision lies with the administration. The administrators, teaching staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A procedure for screening and identifying students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be considered as additional options.

Report Cards and Progress Reports

Report cards are posted and available on the Parent Portal. **Those wishing a mailed copy must fill out a form in the office yearly.** All students receiving the grade "Incomplete" (I) will have 3 weeks to make up missing assignments. If not made up within this time, the "Incomplete" will change to an F. **No "Incompletes" (I) will be given for Quarter 4.**

Schedule Changes

Student schedules are developed to provide balanced class sizes and appropriate academic placement. Schedule changes will be considered only for educational reasons and must be approved by school administration or school counseling staff. Schedule changes may be granted for reasons including:

- Placement errors
- Missing or duplicate classes
- Academic needs
- Special Education or support service requirements
- Administrative considerations

Requests based on teacher preference, class period preference, or requests to be with friends will not be approved. The school reserves the right to make schedule changes at any time to meet student needs and maintain efficient school operations.

Students may not make a schedule change one week after the beginning of each semester.

Band and Choir are yearlong courses; students are expected to remain enrolled in these courses for the entire school year. Administrator/Teacher recommendations will be the only exceptions to a drop/add for these courses.

Textbooks & Materials

Your textbooks and materials are the property of Grand Rapids District 318 Schools and are available for your use. We ask that students use book covers to help protect the book from normal wear and tear. Students and their parents/guardians will be required to pay for books that are lost or damaged.

IPad Use at RJEMS

We are excited that through the ISD 318 1:1 Initiative, we are able to provide students in grades 7-12 individual iPads to use for educational purposes. The intention of iPads is to help students succeed in school in the following ways:

- Access to information for research and enrichment in school courses.
- Online access to class materials through Moodle or Google Classroom.
- Meet the many learning styles of all students.
- Enhance organization and time management skills through the use of the Google/iPad calendar.
- Monitor grades and missing assignments through access to Campus Portal.
- Develop an understanding of what "good digital citizenship" means and practice this daily in and out of school.
- Additional educational enrichment opportunities including: relearning, enrichment, study aids, etc. that can be performed on an iPad

While at school these devices are **not meant** for:

- Activities that distract a student from class activities, such as social media.
- Games, other than educational, as assigned by a teacher.
- Youtube videos, not related to school.
- Any activity that does not follow good digital citizenship.
- Videoing or photographing other students or staff, other than for a class project

Grade 6: iPads will remain at school at all times unless deemed necessary by 6th grade staff.

Grades 7 & 8: Students will be allowed the privilege to bring their iPads home. If this privilege is abused, students need to leave iPads at school for an amount of time determined by administration.

Examples that may lead to the loss of the privilege to bring home the iPad include, but are not limited to:

- Multiple failures to bring the iPad to school everyday
- Multiple failures to bring a charged iPad to school everyday
- Inappropriate use of the iPad
- Careless handling of the iPad

Education and good digital citizenship are the top priorities with our iPads, as well with other district technology. When a student's education is being jeopardized due to their choices with these devices, we will make other accommodations for the student.

MANDATED POLICY POSITIONS

Affirmative Action / Sexual Harassment Policy

It is the policy of Independent School District 318 not to discriminate on the basis of sex, race, color, religion, age, disabilities, or national origin in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Furthermore, ISD 318 believes that all individuals should be treated with respect and dignity. The district will investigate all complaints, formal or informal, verbal or written, of sexual harassment. Sexual harassment violates Section 703 of Title VII of the Civil Rights Act of 1964, 363.01-14, Minnesota Human Rights Act and Minn. Stat. 121A.11.

Inquiries regarding compliance with Title IX or sexual harassment may be directed to: Kasie Maeder, Compliance Officer, 650 SW 7th Avenue, Grand Rapids, Minnesota 55744, (218) 327-5708 or to the Commissioner of Human Rights, 200 Capitol Square Building, St. Paul, Minnesota, 55101, (651) 296-5663.

Bullying Prohibition

"Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with other students' educational benefits, opportunities or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know. The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct and sexual exploitation.

- An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.
- No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- False accusations or reports of bullying against another student are prohibited.
- Cyber bullying is also recognized in this policy.
- To report "Bullying" a student should communicate the incident to a teacher, para, advisor, counselor, principal or other school personnel.

A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures.

Data Privacy

Personally identifiable student data will not be disclosed from the student's education records without the parent(s) or student's (if 18 years old or older and thus an "eligible student") consent, except to the extent that FERPA and/or the Minnesota Government Data Practices Act authorizes disclosure without consent. One such exception is disclosure to school officials with a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff; a person serving on the school board; a person or company with whom the school district has contracted to perform tasks; or a parent or student serving in an official capacity, such as committees or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review and/or access educational data/students records in order to fulfill his or her responsibilities.

Directory Information

Independent School District 318, in compliance with the Family Educational Rights and Privacy Act announces that directory-type information on public school students in the district will be disseminated from time to time without further authorization from parents of such students. "Public information shall include names and pictures of students participating in or attending extracurricular activities, school events, and High School League activities or events." Directory-type information under this policy is defined as:

- The student's name & photograph
- The student's date of birth & class designation (i.e., 1st Grade)
- The student's extracurricular participation
- The student's achievement awards or honors
- The student's weight and height if a member of an athletic team
- The school district the student attended before he or she enrolled in Independent School District #318

Any parent wishing to withhold information from distribution must make the request to the Office of the Superintendent of Schools. This legal notice is published annually in August.

District 318 Acceptable Use of Electronics Policy

School District 318 declares the following as unethical and unacceptable behaviors. When such behaviors are engaged, disciplinary action and revocation of network and internet access privileges will result.

- The Internet Use Agreement for students must be reviewed by the parent or guardian and the supervising teacher. Forms are to be returned if the parent or guardian wants their student to have limited or no access to the internet.
- Using the network for illegal, inappropriate, or obscene purposes, or in support of such activities.
- Using the network or equipment for any illegal activity, including violation or copyrights or licensing agreements
- Degrading or disrupting network traffic or crashing the network and connected systems
- Using School District 318's computing resources for commercial or financial gain or fraud
- Stealing data, equipment, or intellectual property
- Gaining unauthorized access of others files or vandalizing data or another user
- Forging electronic mail messages or using another's account or password
- Invading the privacy of other individuals
- Posting anonymous messages
- Using obscene language
- Sending or obtaining offensive messages or pictures
- Intentionally wasting a limited resource (time)
- Deleting device history is absolutely forbidden
- Teachers may have specific guidelines for technology use in their classes; therefore, consequences are at the discretion of the teacher.
  -First offense may result in detention
  -Second offense may result in 1 week of lost privilege for device
  -Third offense may result in indefinite loss of privilege for the device as deemed by an administrator

Due Process

Any action that results in suspension, exclusion or expulsion of a student from school shall be subject to the "Pupil Fair Dismissal Act of 1974." The constitutional rights of individuals assure the protection of due process of law.

Hazing Prohibition

"Hazing" means committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

- No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- This policy applies to behavior that occurs on or off school property and during and after school hours.
- A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.
- Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to the building administration.

Notification of Violent Behavior

State law requires that teachers be informed of students that have a history of violent behavior.

Pandemic Response

Pandemic Response information/preparedness: MN Dept. of Education (1500 W. Hwy. 36, Roseville, MN 55113; 651/582-8403), Minnesota Department of Health (PO Box 64975, St. Paul, MN 55164; 651/201-5000), US Dept. of Health and Human Services (200 Independence Ave., Washington, DC 20201; 877/696-6775)

Pledge of Allegiance

The middle school recites the Pledge of Allegiance every day at the start of morning announcements. By state statute 1211A.11, students may choose not to participate in the pledge, but they must talk to an assistant principal to discuss an appropriate alternative to this school practice.

Tobacco-Free Schools

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco or tobacco-related devices, including e-cigarettes or e-cigarette paraphernalia, look-alike products, in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline.

Reasonable Force

A teacher, school employee, school bus driver or other agent of the district may use reasonable force in compliance with Minnesota Statutes 121A.582 and other laws.

Search and Seizure

The school principal and other administrators may conduct a search of a student if they believe the student has drugs, weapons, alcohol, or other materials in violation of school rules or state law. The search may include inspection of clothing, purses, wallets, backpacks, and other personal property. The search may also include an inspection of school property including student lockers, desks, and other areas in which items may be kept.

Statement of Rights

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act, the Minnesota Government Data Practices Act, the Confidentiality of Information sections of the regulations implementing the Education of all Handicapped Children Act of 1975, and the Data Management Policy of Independent School District 318.

- The right, if asked, to provide private or confidential data, to be informed of:
  a) the purpose and intended use of the data within the school system;
  b) whether he/she may refuse or is legally required to supply the requested data;
  c) any known consequences and
  d) the identity of other persons or entities authorized by state or federal law to receive the data.
- The right to inspect and review the student's education record.
- The right to explanations and interpretations of the record.
- The right to have a representative of the parent or eligible student, inspect and review the records.
- The right to exercise a limited control over other people's access to the student's education record.
- The right to seek to correct the student's education record; in a hearing if necessary.
- The right to report violations of the rules and regulations, cited above, to the Department of Education.
- The right to be informed of the above rights.

Parents wishing access to or copies of student record policies and administrative procedures should present their request to the Building Principal or the Superintendent of Schools. Noncustodial parents have the same rights regarding school records as custodial parents unless such access is prohibited by a court order.

504 Plans

The 504 District Program Coordinator is Anna Lloyd who may be reached at the District Office at 218-327-5705 or via email at alloyd@isd318.org.

Trespassing

Minnesota Statutes 609.609 makes it a misdemeanor for any person or persons to be found in a school building unless the persons:

- are enrolled students or their parents;
- have reported to the school office or have permission to be in the building.
- are attending an event to which the public is or the individuals are invited.

Weapons Policy

It is the policy of the school district to maintain a positive, safe, secure learning and working environment. In striving to attain such an environment, the district takes the position of no tolerance for weapons in our schools, except as specifically stated in the following administrative rules. All weapons or instruments that have the appearance of weapons are prohibited within all school environments and the school zone, except for educational purposes as authorized in advance by the building principal or designee. School environments include, but are not limited to: district-owned buildings; leased or rented facilities; school sponsored activities; field trips; school vehicles and school buses-rented or owned; and school bus stops. Anyone found to be in possession of a weapon in any area defined in this policy before, during, or after school hours is subject to administrative and/or legal action.

MIDDLE SCHOOL ACTIVITIES

Activity Attendance

Students who have not reported to school by 11:30am, or who have been issued suspension, may not participate in any after school athletic events or activities.

Athletic Activities

Fall Athletics
Cross Country Running (7-8)
Football (7-8)
Girls Swimming (7-8)
Girls Tennis (7-8)
Volleyball (7-8)

Winter Athletics
Boys Basketball (7-8)
Girls Basketball (7-8)
Cross Country Skiing (7-8)
Boys Swimming (7-8)
Wrestling (7-8)

Spring Athletic
Baseball (7-8)
Boys Tennis (7-8)
Golf (7-8)
Boy's/Girl's Track (7-8)
Softball (7-8)
Lacrosse (7-8)

Students must have all the proper forms completed **BEFORE** they may participate in any District 318 extracurricular activity. Forms may be picked up in the athletic office at the high school or the RJEMS office. These forms need to be completed **once** a year for the athlete. Proper forms include:

- MSHSL Eligibility Form (two sides signed by parent and student)
- Insurance Waiver Form (signed by parent)
- Physical Examination Form (need exam every three years or may need one every year for ongoing health situations)
- Payment of Activity Fee and receipt obtained from the Activities Office located at the high school or the middle school office.
- Waiver requests - activity fee form applicants must qualify for free and reduced lunch.

Return **all** completed and signed forms to the office along with your participation fee for the activity.

Non-Athletic Activities

Math Masters
Geography Bee
Math Counts
Student Council
Knowledge Bowl

Conflict of Activities

If there is a conflict between an academic or class related activity and an extracurricular activity, a pupil who chooses the academic activity will not be penalized in the extracurricular activity. However, if a student has a conflict between two extracurricular activities-such as a speech meet and athletics-the advisors will attempt to work out a solution. All decisions must have the final approval of administration. If the conflict involves a State High School League activity, the league activity shall take priority. Conference activities have priority over activities that reoccur. State High School League tournaments have priority over all other events.

Eligibility Policy

Any student participating in extracurricular activities are governed by the eligibility rules. Regardless of quantity, a student shall not (1) use or be in possession of a beverage containing alcohol; (2) use tobacco; or (3) use or consume, have in possession, buy, sell or give away marijuana or any substance defined by law as a drug. All participants and their parents are required to sign off a participation form discussing these rules and the consequences involved. Attempts will be made to make all advisors/coaches aware of students incurring behavioral consequences. Middle School students who participate on a high school team will be subject to following High School Academic Eligibility Policy and all other rules of the Minnesota State High School League.

COVID-19

During the 2026-2027 school year, circumstances related in whole or in part to the COVID-19 pandemic may require change to one or more provisions in this Student Handbook. The Student Handbook is therefore subject to change in light of health conditions and concerns or pursuant to changes in federal, state, or local law, regulation, rule, or guidance. The School District will communicate changes as they arise. Where the Student Handbook is inconsistent with federal, state, or local law, the School District and its staff, students, and families, must comply with the applicable law.

Discipline Guidelines

The following sanctions apply to students in grades 6-8. The developmental level of the child will be taken into consideration at the time of the violation. Students may be subject to disciplinary action for their conduct on or off school property which has a direct and immediate effect on the discipline or general welfare of the school. This policy is particularly applicable where disciplinary action is reasonable and necessary for the physical or emotional safety of the students, teachers, or other school personnel, or for the safety of school property. Violations of this policy during times of emergencies may result in increased/additional consequences. All discipline is at the discretion of the Middle School Principals and dealt with on a case by case basis.

Major, Dangerous Behavior Infractions and Severe Consequences

**Behavioral choices that demonstrated tremendous disrespect for others and self; dangerous behavior.*

**The student will be immediately sent to the office and the student/infraction will be referred to police.*

**The offender is expected to take responsibility to fix damages (relationships/property) resulting from behavior infraction.*

Violation	1st Offense	2nd Offense	Further Offenses
Tobacco, Alcohol, Synthetic Marijuana, Drug Possession, Paraphernalia, E-cigarettes, aerosolized liquid, e-pipes and other related vaping products	1-5 Day Suspension	3-7 Day Suspension	5-10 Day Suspension, expulsion or change of educational setting
Tobacco, Alcohol, Synthetic Marijuana, Drug Use, E-cigarettes, aerosolized liquid, e-pipes, and other related vaping products	3-5 Day Suspension	5-10 Day Suspension	Change of setting or expulsion
Tobacco, Alcohol, Synthetic Marijuana, Drug Distribution, e-cigarettes, aerosolized liquid, e-pipes and other related vaping products	5-10 Day Suspension, expulsion or change of educational setting	Change of setting or expulsion	
Fighting	1-3 Day Suspension	3-5 Day Suspension	5-10 Day Suspension, expulsion or change of educational setting
Assault	5-10 Day Suspension, expulsion or change of educational setting	Change of setting or expulsion	
Weapon Possession	5-10 Day Suspension, expulsion or change of educational setting	Change of setting or expulsion	
Terroristic Plot and/or Threat	5-10 Day Suspension, expulsion or change of educational setting	Change of setting or expulsion	
Act of Terrorism	Change of setting or expulsion		
Fireworks or Explosive Devices	5-10 Day Suspension, expulsion or change of educational setting	Change of setting or expulsion	
Vandalism/ Destruction of Property	1-10 Day Suspension, restitution, expulsion or change of educational setting	5 - 10 Day Suspension, restitution, expulsion or change of educational setting	Change of setting or expulsion, restitution
Theft	1-10 Day Suspension, restitution, expulsion or change of educational setting	5 - 10 Day Suspension, restitution, expulsion or change of educational setting	Change of setting or expulsion, restitution
Harassment/Bullying	Detention, 1-3 Day Suspension	2-5 Day Suspension, expulsion or change of educational setting	3-7 Day Suspension, expulsion or change of educational setting
Sexual Harassment	Detention, 1-3 Day Suspension	2-5 Day Suspension, expulsion or change of educational setting	3-7 Day Suspension, expulsion or change of educational setting
Hazing	1-3 Day Suspension	3-5 Day Suspension	5-10 Day Suspension, expulsion or change of educational setting
Reckless, Negligent Behavior that Endangers or Harms Others	Detention, 1-3 Day Suspension	1-5 Day Suspension	3-7 Day Suspension, expulsion or change of educational setting

Sexual Profanity	1-5 Day Suspension	3-7 Day Suspension, expulsion or change of educational setting	5-10 Day Suspension, expulsion or change of educational setting
Gang Activity	1-5 Day Suspension	5-10 Day Suspension, expulsion or change of educational setting	Change of setting or expulsion
Insubordination (Referred to Police in extreme situations)	Detention, 1-3 Day Suspension	2-5 Day Suspension	3-7 Day Suspension, expulsion or change of educational setting
Truancy (Referred to HRO Truancy Officer)	Detention, Loss of Privileges, 1 Day Suspension	Detention, Loss of Privileges, 1-2 Day Suspension	Detention, Loss of Privileges, 1-3 Day Suspension
Public Display of Affection (PDAs)	Warning	Detention	Detention or Suspension
Removal from detention room	Suspension/move to 3 strikes		3 strikes equal a suspension
Inappropriate use of Personal Electronic Device (PED) "Away For The Day"	Teacher holds until end of hour	Confiscated for the day; student pick up in office	Confiscated for parent pick up; call home

Locations:	Hallways	Commons/ Lunch	Classroom	Restroom/Locker Rooms	Digital Citizenship	Bus	All Settings
(Expectations)							
Be respectful *Gwayakwaadi ziwin*	-Walk on the right side -Be polite and civil -Use soft inside voice -Remove hats and hoods when entering the building	-Use quiet, inside voices -Hold door open for person behind you -Use manners -Clean up after yourself -Line up quickly and quietly -Remove hats and hoods when entering the building	-Raise your hand for your turn to speak. -Listen respectfully to others' opinions. -Keep cellphones in lockers -Be a friend to others - Lead with positive examples	-Keep cellphones out of these areas -Use bathroom facilities properly -Respect others' privacy	-Take care of devices -Use kind and responsible words online -View and share appropriate content only - Pictures only with permission -Use only at appropriate time	-Use inside voice and polite language -Model safe and appropriate behavior -Share your seat with others -Listen to bus driver -Be a friend to others	-Use the power of "please" -Treat others with kindness -Model RJEMS expectations for others -Use inside voice -Walk on the right side

Be responsible ***Manaaji'idiwin***	-Keep hallways clean -Get to locker for materials and to next class promptly -Follow all adult directives -Keep cellphones in your locker	-One person per seat -Finish your lunch -Clean up your space -Wait to be dismissed -Be mindful of time -Accept redirections from adults	-Have all materials needed -Listen to and follow teacher lessons and directions -Complete your work on time -Keep cellphones in lockers -Put in your best effort	-Use toilet for flushing tissue only -Walk to bathroom and return to class promptly -Put paper towels in trash can -Keep water off the floor -Bathroom is a phone-free zone	-Use devices for education -Keep devices charged -Report any technology problems	-Keep food and other items in backpack -Keep backpack closed and in your seat -Pay attention and watch for your stop	-Be prepared -Treat others with kindness -Follow dress code and student handbook
Be safe ***Zoongide'iwin***	-Keep your hands, feet, materials to yourself -Always walk - Get to class promptly	-Keep your hands, feet, materials to yourself -Follow school rules when outside -Stay in assigned areas -Always walk -Look where you are going	-Keep your hands, feet, materials to yourself -Use walking feet -Pass materials instead of throwing them	-Keep your hands, feet, materials to yourself -Wash hands -Report issues to an adult	-Keep personal information (passwords, usernames, address, etc.) private -Only go on sites that are teacher assigned -Only communicate with people you know	-Stay seated -Sit facing forward -Keep body, backpack and other items out of aisle -Keep your hands, feet, materials to self	-Report any issues to an adult -Walk -Keep your hands and feet to yourself
Be kind ***Zaagi'idiwin***	-Greet one another -Use kind and positive words	-Use kind and positive words -Invite those sitting alone -Honor the differences in others	-Use kind and positive words -Use manners -Be helpful -Accept and understand our differences	-Keep restrooms clean -Use patience while waiting -Take lost items to the office	-Use kind words -Demonstrate tolerance and acceptance of yourself and others	-Use kind and positive words -Greet and thank the bus driver -Share your seat	-Say please, thank you, excuse me -Treat others with respect and use the GOLDEN RULE in all areas! -Be kind and helpful to others

RJEMS

2 hour late start schedule

CLASS PERIOD	TIME
1	10:25- 11:01
7th Grade Lunch	11:05- 11:30
"A" class	11:34- 12:24
"B" Class	11:05- 11:30
6th Grade Lunch	11:30- 11:55
"B" Class	11:59-12:24
"C" Class	11:05- 11:55
8th Grade Lunch	11:59- 12:24
2	12:28- 12:59
3	1:03- 1:33
5	1:37-2:07
6	2:11- 2:41
7	2:45- 3:16