

SAUK RAPIDS-RICE
PUBLIC SCHOOLS

STORM

A path for every student.

STUDENT HANDBOOK

SAUK RAPIDS-RICE
MISSISSIPPI HEIGHTS ELEMENTARY

2026–2027

Table of Contents

Welcome 4

Strategic Initiatives 5

Academics 6
Academic Honesty 6
Homework 6
Media Center 6
Media Opt Out 7
Physical Education Participation 7
READ Act/Dyslexia Screening 7
Statewide Student Assessments 7
Title I - Parent Right to Know 8

Activities 8
Community Education 8
Spectator Behavior 9

Attendance 9
Attendance Regulations, Procedures, and Truancy 9
Picking Up Your Child Early 10
School Hours/School Schedule 11

School Procedures and Guidelines 11
Birthday Celebrations 11
Cell Phones/Personal Electronic Devices 11
Dress Code 11
Fees 12
Field Trips 12
Lockers and Desks 12
Lost and Found 12
Lunch and Recess 12
Playground Equipment and Toys 12
PTA 13
Volunteers/Visitors 13

District Policies 13
Bullying Prohibition 13
Harassment and Violence 14
Mandated Reporting Policy 14

Safety and Security 14
Criminal Background Checks 14
Standard Response Procedures/Situational Awareness 14
Searches 15
Trespass Notice 15

General Information 16
Accidental and Dental Insurance 16
Culture of Respect and Acceptance 16
Educational Benefits 16

Face Painting 17
Personal Property 17
Pledge of Allegiance 17
Student Records 17

Standards of Behavior 18
Code of Conduct 18
PATH 18
Office Referrals for Behavior 19
Removal from Class 19
Reasonable Force 19
Suspension 19

Communication 19
Change of Address or Telephone 19
Conferences 19
Emergency Closings 20
e-Learning Days 20
Line of Communication 20
Media/Publishing 20
Report Cards 20
Telephone and Email 20
Web Pages 21

Services 21
Food Services 21
School Meals Policy 22
Health Services 22
Medications 22
Aerosol Products 22
Balloons 23
Candy, Gum, Pop, and Classroom Treats 23
Pets 23
Social Worker 23
Student Support 23

Technology 23
Technology in Our Schools 23
Student Technology 23
Responsible Use/Digital Citizenship 24
Personal Electronic Devices 24
Social Media Guidelines 24
Use of Online Resources 24

Transportation 25
Bus 25
Student Bus Behavior 25
Student Ridership Training 26
Bicyclists and Walkers 26
Parking Lots/Handicapped Parking 26
Parent/Guardian Pick Up/Drop Off 26

Policy Cross Reference Table 27

Appendices 29
Tennessen Warning 29
Calendar 30
Standard Response Procedure 31

Welcome Letter from Principal/Building Administration

Welcome to Mississippi Heights Elementary School,

We are excited for the 2026-2027 school year and we are so glad that your child(ren) will be learning and growing with us throughout the year. We believe that MHES is a special place and we want this to be a great school year for everyone!

Our staff is committed to helping every student grow and learn to their potential. We are invested in each students' success and wellbeing. Because of this, teachers are focused on providing strong academic rigor and building confidence in our students. We have staff committed to support students that need additional or more intensive academic, behavioral, or social skills.

We know that we are better when we have strong support and involve our parents and guardians into our school community. We invite you to attend all planned events, such as open house, conferences, and concerts. We also encourage you to join our PTA (Parent/Teacher Organization) as an opportunity to support our school, students, and staff.

We work to stay in constant communication with you regarding your children. Much of our communication occurs over email, but paper copies can be provided if that is your preferred method. Also, we occasionally send information through the mail or may even call if needed. Please make sure that you have your contact information shared with us.

This student handbook was created for all students and parents, to provide a clear understanding of our process and procedures in an effort to inform of expectations for both students, parents/guardians and staff. However, if any questions arise, please reach out to your child's classroom teacher, or the office.

We want you and your family to have a great experience during your time at MHES. Please let us know if you have any unique situations or needs as we will with you to find solutions that will promote positive educational opportunities for each student. A positive learning environment is our top priority for each student, thank you for your support and partnership in the 2026-2027 school year.

Tanya Peterson, Principal

Megan Foley, Assistant Principal

Strategic Plan

The System



- Portrait of a Graduate
- Professional Development
- Multi-Tiered Systems of Support
- Positive Behavioral Interventions & Supports
- Professional Learning Communities

By achieving the goals established with our Strategic Plan and Portrait of a Graduate, we will prepare our students to be successful in the 21st century as defined by the Comprehensive Achievement and Civic Readiness

Academics

Academic Honesty

All students are expected to exhibit personal honesty in their work and expect the same from others. Students are expected to do their own work in all cases except when teachers give explicit instruction or permission to work with others.

Academic dishonesty is any attempt to secure an assignment or assessment score that does not reflect the original, authentic work of the student. As a guiding principle, academic dishonesty includes, but is not limited to, cheating on school assessments, plagiarism or collusion.

Students are responsible for knowing and avoiding the various forms and levels of academic dishonesty which may include, but are not limited to the classifications below:

- Copying homework or allowing someone to copy your homework.
- Letting a project partner do all the work and just putting your name on the final project.
- Sharing test questions and/or answers that are on a test with other students either verbally or electronically.
- Looking at another's test/quiz or allowing another to copy a test/quiz.
- Submitting other's work as your own with or without the other person's knowledge (i.e., plagiarism).
- Submitting the same paper or substantially similar papers to meet the requirements of more than one or the same course without the prior approval of instructors concerned.

In addition, a student who allows others to use their work in fulfillment of class requirements will also be held accountable. Work in question will be confiscated.

Academic dishonesty will be assessed as a Code of Conduct violation. For those students involved in activities (MSHSL or CLC), where penalties will be distributed to the student, and violations will be served. Penalties assessed will be determined by the principal and activities director.

Homework

Homework in the elementary school is an extension of the guided practice happening in the classroom. Therefore, daily attendance is crucial for student success. All students are encouraged to read and/or be read for 20 minutes outside of school. Additional practice may be sent home at the discretion of the classroom teacher. If your child(ren) is/are going to be gone for an extended period of time, know that this may affect your child's academic performance. Parents/Guardians are encouraged to schedule vacations when school is not in session.

Media Center

The media center is available to classes and students during the school day. Students who wish to use the facilities before or after school will need staff permission and supervision. Books and materials may be checked out by students, but must be returned or renewed by the due date. Students will be charged for damaged or lost materials.

Media Opt Out

During the school year, your child may be part of activities or events that are photographed. the district may want to use your child's name and/or photograph for educational or promotional purposes on the district website, newsletters, multimedia projects or other publications. Each school publishes student names and photographs in their yearbook. Every parent/guardian of a Sauk Rapids-Rice Public School student has the opportunity to opt out of the publishing of their child's name, photographs, or any other type of publicized information. This should be done in writing using the district Opt Out form.

Physical Education Participation

If students are in school, they are expected to attend physical education class and to go outside for recess. Exceptions apply to students with medical documentation excusing them from the class/activity, which must be signed by a medical authority* (*Medical doctor, clinical psychologist, physician assistant or nurse practitioner who has seen or treated the student.)

READ Act/Dyslexia Screening

Participation in statewide assessments aids in the identification of individual student learning needs. Student participation in state and locally required assessments is a parent/guardian choice. Parents/Guardians must complete and submit the Statewide Assessments: Parent/Guardian Decision Not to Participate form to opt out of participation. Students that do not participate in statewide assessments may not have academic needs identified and may not benefit from academic interventions.
The READ Act requires dyslexia screening, identification and intervention. In Minnesota, screening for dyslexia is required in grades K-3, with ongoing screening for students in grades 4 and above who are not reading at grade level as evidenced by results from statewide assessments. Minnesota READ Act Legislation (Minnesota Statutes 120B.12) requires schools identify students with characteristics of dyslexia at all grade levels. Schools must identify students not reading at grade level by the end of kindergarten, first, and second grade and screen them for dyslexia. Students in grades 3 and higher who demonstrate reading difficulties are also screened.

Statewide Assessments: Parent/Guardian Decision Not to Participate

Statewide Student Assessments

At Sauk Rapids-Rice Public Schools, a quality education for our students is our highest priority. Statewide assessments are used to ensure that our curriculum and instruction are aligned with Minnesota's academic standards, ensuring an equitable education for all students. Statewide assessments, in conjunction with other formative and summative assessments, help Sauk Rapids-Rice Public School staff monitor instruction as we prepare students to enter the workforce and be engaged citizens.

- Formative assessments are like *check-ins* during learning. Teachers use them to see how students are understanding the material and to guide what to teach next. These might include classwork, observations, quizzes, or discussions. The goal is to help students grow by giving feedback along the way.

- Summative assessments happen *after* a unit or period of learning. These are used to measure what students have learned. Examples include final projects, unit tests, or state assessments. They help us see how well students have mastered the material.

Both types of assessments help teachers better understand student progress and how to best support each child's learning needs.

Students in grades three (3) through eleven (11) will take the Minnesota Comprehensive Assessments (MCA) in reading, math and science. As a district, we encourage students to do their best on these assessments as they are used to improve classroom teaching and learning. Teachers and principals review areas where students show/demonstrate growth so they can reinforce the way they teach specific skills. They also look for areas that need improvement and evaluate the need to modify instruction and/or instructional time to better support student learning. MCAs are one of three benchmarks that are used to demonstrate proficiency towards high school graduation.

State tests are given to students once a year, based on a student's grade level and subject area. Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized tests. A family that decides to decline their child's participation in these assessments needs to sign and return the Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing to their child's school office by January 15. The guide and refusal form can be found on the district's website here.

Title I - Right to Know Information

Mississippi Heights Elementary is proud to receive Title I, Part A funding to support student learning and family engagement. We value our partnership with families and believe that informed parents are an important part of student success.

As the parent or guardian of a child attending a Title I school, you have the right to receive information regarding your child's academic progress and state and local assessments, as well as request information regarding professional qualifications of their teachers and instructional coaches.

For more information regarding Title I funding and your school please visit the district website:
https://www.isd47.org/about/title-i-program

Activities

Community Education

Research shows that families that are involved in school related activities are more connected and more engaged in the school community. Community Education offers a variety of seasonal activities throughout the year. These activities range from youth sports, cooking, robotics, and many more youth, adult and family opportunities. Families are encouraged to go online to view the ISD 47 Community Newsletter to get involved in youth and adult activities.

Spectator Behavior

Storm Pride is an important part of our district. We encourage all students and families to attend Storm activity events. All spectators represent our schools and community and are expected to comply with school rules, the Central Lakes Conference (CLC) sportsmanship code, and the rules of the Minnesota State High School League (MSHSL). All students and spectators are expected to show respect toward fellow students, opponents, players, coaches, and officials. Profanity, inappropriate or obscene gestures, and vulgar cheers are not allowed. Consequences for inappropriate behavior may include warnings, removal from the contest, suspension of attendance at future activities, and other school consequences as deemed necessary.

Attendance

Attendance Regulations, Procedures and Truancy

It is the district's expectation that students are in attendance at the start of each school day. Due to limited supervision, students should not arrive more than 20 minutes before the start of the school day.

	Mississippi Heights (MHES)	Pleasantview (PVES)	Rice (RES)
Student Arrival	7:30 a.m.	7:30 a.m.	8:40 a.m.
School Hours	7:40 a.m.-2:15 p.m.	7:40 a.m.-2:15 p.m.	8:50 a.m.-3:30 p.m.
Office Hours	6:45 a.m.-3:15 p.m	6:45 a.m.-3:15 p.m	7:30 a.m.-4:00 p.m.
School Website	mhes.isd47.org	pv.isd47.org	rice.isd47.org
Phone Number	320-252-0122	320-253-0506	320-393-2177

Regular school attendance is mandated by state law and is the responsibility of the student and parents/guardians. It is important parents/guardians support their child(ren) and the school by making regular attendance a priority.

Parents/Guardians are asked to report all student absences before the start of the school day.

- Click the link for the Mississippi Heights Elementary Absence Reporting Form to report daily absences, or
- Call the main office before the start of the school day.

*If you have end of the day changes parents/guardians must call the main office by 1:45 p.m.

If absences are not verified and students do not arrive at school, school personnel will attempt to contact parents/guardians. If contact with a parent/guardian does not occur, absences are unexcused.

Students who are tardy must report to the office to receive a pass and the pass must be presented to the teacher when arriving in the classroom. Tardies can be disruptive to all students' learning, so please do your best to have your child to school on time. Any students who arrive after the beginning of the school day are considered late.

The following absences are considered excused if the school is notified

- Illness of the student;
- Serious illness or death in the family;
- Funeral;
- Family emergency or special circumstances;
- Medical/Dental/Psychological/Chemical health appointments that cannot be arranged at another time with documentation signed by a medical authority.* (*Medical doctor, clinical psychologist, physician assistant or nurse practitioner who has seen or treated the student.)
- Religious instruction not to exceed three hours a week (per district policy);
- Vacations/Out of town trips; and
- Parent/Guardian requested and approved absences should not exceed five (5) total days per school year.

Please notify the main office AND the child's teacher of such absences prior to the absence.

Twelve days at the elementary school level is considered excessive. Therefore, all absences after the twelfth day will be considered unexcused.

An unexcused absence indicates that the student is absent from school for reasons other than those listed above and/or does not have approval of the parent/guardian and/or school. Minnesota Statute 260A.05, subdivision 3 states, "Continuing Truant" means a child who is subject to the compulsory instruction requirements of section 120A.22 and is absent from instruction in a school, as defined in section 120A.05, without valid excuse within a single school year.

A letter will be sent to the parents/guardians after the fifth (5th) unexcused absence, with a copy of this letter also being forwarded to the respective County Social Services and/or the County Attorney's office. The school has the legal responsibility to file Educational Neglect for students who have seven (7) or more unexcused absences to the appropriate County Social Services and/or the County Attorney's office. Benton, Stearns, and Sherburne counties all have truancy programs with different criteria. Sauk Rapids-Rice Public Schools will follow county guidelines.

*School personnel reserve the right to make amendments or changes to these expectations and procedures as needed, with regards to unexcused absences/truancy. For more in-depth information regarding the Minnesota Statute, you can read more here.

The following absences are considered unexcused:

- No reason provided;
- No contact made by parent/guardian;
- No medical documentation has been provided, and
- Other incidences as determined by administration.

Picking Your Child Up Early

If you are picking your child(ren) up early, please send a note (unless an emergency arises). Please note, early dismissal ends fifteen (15) minutes prior to regular dismissal time. All students requesting to leave within 15 minutes of dismissal will be dismissed at the regular end of the school day time. Please arrive ten (10) minutes early to allow time for your child to be excused from class, gather their belongings, and to sign out in the office by parent/guardian. End of day transportation changes, including picking your child up early should be communicated to the main office no later than 30 minutes before the end of the school day.

School Hours and Schedule

Students are expected to be at school no later than the start of the school day. Due to limited supervision, students should not arrive more than 20 minutes before the start of the school day.

	Mississippi Heights (MHES)	Pleasantview (PVES)	Rice (RES)
Student Arrival	7:30 a.m.	7:30 a.m.	8:40 a.m.
School Hours	7:40 a.m.-2:15 p.m.	7:40 a.m.-2:15 p.m.	8:50 a.m.-3:30 p.m.
Office Hours	6:45 a.m.-3:15 p.m	6:45 a.m.-3:15 p.m	7:30 a.m.-4:00 p.m.
School Website	mhes.isd47.org	pv.isd47.org	rice.isd47.org
Phone Number	320-252-0122	320-253-0506	320-393-2177

School Procedures/Guidelines

Birthday Celebrations

We want to help celebrate every student's special day. Parents/Guardians, when bringing in birthday treats please be considerate of healthy food choices for students. Our buildings are peanut aware schools so please communicate with your child's teacher at least one day in advance to check for any classroom allergies. All items must be store bought and checked in at the main office.

Cell Phones/Personal Electronic Devices

Student cell phone/personal electronic device (i.e. cell phones, iPods, games, headsets, watches, wearables, and laser pens, etc.) use is not allowed during school hours. Please set up devices to do not disturb/disabled during school hours.Parents/Guardians are asked to contact the main office rather than text or message their student directly. Cell phones/personal electronic devices will be kept with the classroom teacher or the office if they become a distraction during the school day.

Dress Code

Students must be dressed and groomed appropriately for school. For example, weather appropriate clothing is required for daily recess. Likewise, tennis shoes with ties or Velcro are required for physical education class. Any clothing or grooming which presents a safety concern, health hazard or fosters disruptions are prohibited. Wearing face coverings (often called masks) that cover the nose and the mouth for the purpose of reducing the risk of infection and/or maintaining the health and wellbeing of the student or others is acceptable.

The content of this section shall not infringe on an individual's right to dress in accordance with sincerely held religious observance and practice.

Fees

Fees may be charged for field trips, admission to school events, after school activities, and for lost or damaged devices, library books, textbooks, workbooks, and other materials. Scholarships are available for families to utilize. Please contact your child's classroom teacher for more information.

Field Trips

Field trips are considered part of the school day for which school policies and procedures apply. Parent/Guardian permission must be obtained before a student will be allowed to participate in field trips. Field trips are experiences that are selected to enhance student learning. We ask that parents/guardians that are not chaperoning, not join the field trip at the location. See the Volunteers section to reference background check requirements.

Lockers and Desks

Lockers and desks are the property of the Sauk Rapids-Rice School District. School personnel may inspect lockers at any time, without notice, without student consent, and without a search warrant. Personal locks are not allowed. Students are expected to use assigned lockers and to keep them orderly. Locker damage should be reported to staff immediately. Students are discouraged from bringing valuable items and toys to school and from storing them in lockers.

Lost and Found

Due to the large volume of lost items, it is important to clearly label coats, boots, notebooks, and book bags. Items not claimed will be donated to a charity.

The school will charge a replacement fee for lost or damaged iPads, textbooks, library materials, assignment books, or other school property.

Lunch and Recess

Students are expected to go outdoors for recess unless the actual air temperature or, in some cases, the wind chill is 10 degrees below zero or lower. If there are health reasons why a student cannot go outside, please send a note to the classroom teacher stating the reasons they must stay indoors. A document signed by a medical authority* excusing them from the activity is required.

(*Medical doctor, clinical psychologist, physician assistant or nurse practitioner who has seen or treated the student.)

During lunch and recess, students are expected to abide by discipline and safety guidelines. It is important for students to feel safe and to experience a pleasant recess.

Playground Equipment and Toys

Students may bring baseballs, gloves, footballs, etc. However, playground safety rules will apply. Examples: Students may play football, but may not tackle. Students cannot bring collectible items of any type to school, as the risks are too great for damage, loss, or theft. Toys and collectibles brought into classrooms may be confiscated by teachers and returned to parents/guardians. Weapons, "look alike" weapons, and sharp or dangerous items are forbidden.

PTA

The PTA helps to support a variety of functions and activities throughout the school year and serves in an advisory capacity on issues related to each school and/or the district. The PTA assists with fundraising activities and helps to sponsor special events. In addition, the organization assisted students in fundraising to provide support to the artist in residence and families in need during the holiday season.

If you are interested in being involved in your child's school, please consider joining the PTA. All parents/guardians are welcome to attend any of the meetings. Meeting dates are posted on the school calendar.

	Mississippi Heights (MHES)	Pleasantview (PVES)	Rice (RES)
School Website	mhes.isd47.org	pv.isd47.org	rice.isd47.org

Volunteers/Visitors

Parents/Guardians are welcome to volunteer in our schools. All volunteers must report to the main office to check in, present identification and receive a school issued badge. To ensure the safety of students, office personnel and administration reserve the right to deny admittance.

To further ensure the safety of students and staff, the district requires comprehensive background checks for all volunteers. As is the case in neighboring school districts, volunteers are responsible for paying for the background checks, which will be valid for three (3) years. We recognize the important role our volunteers play in student success and feel strongly that the safety of students and staff must continue to be our top priority.

Volunteers need to apply and pay for background checks through the district website ISD47 Volunteer Background Check. Volunteers must complete and pass the background check two (2) weeks prior to their visit or the field trip. If you require financial support for a background check, please contact the main office.

For security purposes and to keep classroom disruptions to a minimum, visitors are not allowed to enter classrooms or hallways. Families are asked to drop their child(ren) off at the safety zone. In the event parents/guardians need to speak with their child's teacher, please stop in the office to leave a message.

District Policies

Bullying Prohibition

The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber bullying regardless of

whether such act is committed on or off school district property and/or with or without the use of school district resources.

The Bullying Prohibition Policy (#514) can be found here.

Harassment and Violence

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 (Protected Class). The school district prohibits any form of harassment and violence on the basis of Protected Class. If harassment occurs, students must report the situation to an adult, and school personnel will make every effort to stop the harassment.

The Harassment and Violence Policy (#413) policy can be found here.

Mandated Reporting Policy

As professionals in the school setting, it is our legal responsibility to ensure the safety of all children. The state dictates that school professionals are mandated reporters of physical or sexual abuse and neglect. According to Minnesota Statute 626.556 "... it is the policy of this state to require the reporting of neglect, physical or sexual abuse of children in the home, school, and community settings; to provide for the voluntary reporting of abuse or neglect of children; to require a family assessment, when appropriate, as the preferred response to reports not alleging substantial child endangerment; to require an investigation when the report alleges substantial child endangerment; and to provide protective, family support, and family preservation services when needed in appropriate cases."

Additionally, persons who are mandated to report are "a professional or professional's delegate who is engaged in the practice of the healing arts, social services, hospital administration, psychological or psychiatric treatment, child care, education, correctional supervision, probation and correctional services, or law enforcement."

The Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy (#414) can be found here.

Safety and Security

Criminal Background Checks

In accordance with Minnesota State Statute 123B.0 subdivision 1e., and district policy #404, the Sauk Rapids-Rice School District requires criminal background checks of applicants who receive an offer of employment with the school district. The district also requires background checks of volunteers and visitors.

The Employment Background Checks Policy (#404) can be found here.

Standard Response Procedures/Situational Awareness

The state of Minnesota requires schools to perform at least eleven (11) situational awareness drills. In partnership with local emergency responders, each district building will perform five (5) fire drills, five (5) lockdown drills, and one (1) severe weather drill per school year.

The district's emergency response protocols are HOLD, SECURE, LOCKDOWN, EVACUATE, and SHELTER. These protocols are used to protect the safety of building occupants from potential dangers in the building as well as outside the building (i.e., threats, intruders, medical emergencies, severe weather).

A critical ingredient in the safe school recipe is the uniform classroom response to an incident at school. Weather events, fires, accidents, intruders, and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff.

HOLD:
There are situations that require students and staff to remain in their classrooms or stay out of traffic/access areas. This could be a medical situation, a water leak, or something else requiring the halls to be clear. Students and staff will conduct business as usual inside the classroom when in HOLD protocol.

SECURE:
There is a threat or hazard outside of the school building requiring students and staff to remain in their classrooms or indoors. This could be criminal activity in proximity of the school or even an unwanted animal on the playground. Students and staff will conduct business as usual inside the classroom or building when in SECURE protocol.

LOCKDOWN:
There is a threat or hazard inside the building requiring students and staff to gather/shelter/remain in a classroom, lock the door, maintain silence, turn the lights out, and move and remain out of sight. This could be a custody dispute, an intruder, up to and including an active assailant. Students and staff invoke situational awareness and prepare to evade or defend if appropriate when in LOCKDOWN protocol.

EVACUATE:
There is a need to move people from one location to another for safety reasons. Evacuation can be on-site for a minor issue or off-site due a mechanical issue, power outage, gas leak, bomb threat or other situations meriting this response. Students and staff follow evacuation instructions and invoke situational awareness as appropriate when in EVACUATE protocol.

SHELTER:
There is a threat or hazard outside of the building requiring students and staff to remain in their classroom or designated safe area within the building. This could be due to a tornado, earthquake, hazard materials situation or other local threat. Students and staff invoke situational awareness as appropriate when in SHELTER protocol.

Searches

Administrators and/or administrative designees have the authority to conduct a search. The scope of a search may include, but is not limited to backpacks, lockers assigned to the student by the school (see Lockers/Desks), and/or any areas that the student(s) have access to or control over. The administrator must have reasonable cause to believe that, under the circumstances, the student has concealed evidence of misconduct in areas under their control. As one of many tools we use to keep our school safe, the schools work in conjunction with local law enforcement to have trained canines' complete random searches of student lockers and school buildings during and after school hours. If a canine identifies a locker as having a prohibited item in it, the locker, its owner and their possessions will be searched. Elementary buildings may or may not be included in these searches. We include this information here so that parents/guardians of all students are aware of district efforts to keep students safe.

Trespass Notice

Sauk Rapids-Rice Public Schools reserves the right to deny any person access to the district's buildings or property for just cause. Just cause may include but is not limited to threatening or disruptive behavior, improper or illegal behavior, or any activity by a person which materially and/or substantially interferes with district programs, classes,

activities, or other events. Upon determination by school district authorities that a person's behavior represents a danger or a serious disruption, such a trespass notice can be served on that person limiting access to district buildings and grounds for a specific period of time. Notification of such trespass notice will be given to local law enforcement authorities. If the person served the trespass notice fails to leave and respect the trespass order, police will be called and trespass charges will be filed.

General Information

Accidental and Dental Insurance

Accident plans are available to students attending Sauk Rapids-Rice Public Schools. One is related to dental protection and the other is medical protection in case of accidental injuries. These programs are in no way mandatory; it is up to each parent/guardian to decide the merit of such a plan. The school district does not provide insurance coverage for students. Insurance coverage is the responsibility of the parent/guardian. More information can be found here.

Culture of Respect and Acceptance

Sauk Rapids-Rice Public Schools remains committed to preparing all learners for post-secondary success, creating a culture of academic achievement, and fostering an informed public through increased communication and outreach. Through successful partnerships and continued collaboration, we work to ensure that every child is successful.

In addition to the goals mentioned above, ISD 47 remains committed to maintaining a learning environment that is free from harassment and violence as evidenced by district policy #413. In particular, district officials acknowledge its obligation under the Minnesota Human Rights Act to prevent harassment 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 (Protected Class).

To accomplish our goals and to meet the commitment of district policy #413 will require the attention of our students, parents/guardians and district staff, working together to create welcoming and respectful environments for all members of the school district community. The school district affirms that it does not tolerate acts of harassment and will promptly respond to concerns or complaints.

Any student or staff member who believes they have been subjected to harassment is encouraged to report the harassment to the school district through a building administrator or through the school district's Human Rights Officer. Complaints of harassment will be investigated and appropriate corrective action will be taken in response to any findings of harassment in violation of school district policy. Action by the school district will be targeted to stop the harassment and to prevent it from recurring. Students or staff members found to have engaged in acts of harassment will be subject to discipline up to and including suspension and expulsion or termination.

District policies can be found here.

Educational Benefits

Families may apply for Educational Benefits anytime during the school year. Educational Benefits applications are distributed to all families in the district prior to the student's first day of classes. Families may apply anytime during the school year. In addition, applications are available at the district office and food service office between 7:30 a.m.–4:00 p.m. Monday through Friday, as well as online.

Families can help support all students by completing the Educational Benefits Form. If you haven't filled out the Educational Benefits Form yet, you can make a tremendous difference for all SRR students by doing so right away. Educational Benefits Form provides free or reduced cost activity fees for students of families that qualify.

Additionally, by filling out this form each year, families may help provide additional funding and resources to benefit all Sauk Rapids-Rice students in other ways.

The National School Lunch Program (NSLP) Educational Benefit Form is used to determine the amount of state and federal funding the district receives to

- The Educational Benefits Form must be completed each school year.
- The Educational Benefits form does provide free or reduced cost for activities for families that qualify.
- It is important for all families to fill out the form as it can also provide services for all students including, but not limited to
    - student access to counselors and social workers.
    - support for students who need academic assistance.
    - support for school wide or targeted initiatives.
    - determine what class in which the district's extracurricular activities teams compete.

The form can be completed online or by paper but must be done no later than December 15 each year.

Face Painting

No full or partial face painting is allowed during the school day.

Personal Property

Personal possessions are the responsibility of the student. It is suggested that those items be left at home. The school is not responsible for any lost items.

Pledge of Allegiance

Students in Sauk Rapids-Rice Public Schools may recite the Pledge of Allegiance one or more times each week. The recitation shall be conducted by each classroom teacher or the news broadcast. Students will be instructed in the proper etiquette for the recitation. Students or staff may decline to participate.

Student Records

Sauk Rapids-Rice Public School's regulations on student information retained by the school/district complies with the Federal and State laws guaranteeing parents/guardians the right to examine and challenge the contents of their children's records.

Others having access to student records include: school staff having a legitimate educational interest in the student; another school district, college or educational institution in which the student may enroll; and the court system when the records are requested by judicial subpoena. Other third parties may have access to records (other than directory information only with written permission of the student, parent, or legal guardian. Before records are sent to any other person, agency or institution, written consent is required from parents/guardians or eligible students.

A law enforcement agency shall notify the principal or chief administrator's officer of a juvenile's school of an incident occurring within the agency's jurisdiction if the agency has probable cause to believe that the juvenile has committed an offense that would be a crime if committed as an adult.

Standards of Behavior

Code of Conduct

In order to support our school climate initiatives, Sauk Rapids-Rice Public Schools uses evidence-based strategies to support positive student development. Some of these strategies include Positive Behavior Interventions and Supports (PBIS), Social Emotional Learning Competencies (SEL), Conscious Discipline, and Restorative Practices.

The district's elementary staff is committed to the education, wellbeing, and safety of all students. Our student management program is based on the following principles, which set clear expectations that students must be responsible for their behavior. Students who do not comply with the rules and regulations will face appropriate consequences. Consequences may range from a simple reminder and/or calling home to suspension and/or expulsion. The severity of the consequence will depend upon the degree and frequency of the student's behavior.

Code of Conduct can be viewed here

PATH

The PATH of the Storm has four areas of focus:

P=Prepared
- Be ready at all times
- Allow others space
- Be safe at all times
- Be a kind friend

A=Accepting
- Be respectful
- Be kind and listen
- Accept all outcomes

T=Trustworthy
- Clean up messes
- Sanitize and wash hands often
- Follow directions
- Speak well of others
- Do school work to the best of your ability

H=Helpful
- Be polite, use words like "please" and "thank you"
- Voice levels 1 or 2
- Keep little problems little
- Walk on the right side of the hallway

There are PATH expectations for all areas of the school and throughout the school day. *(The description of specific expectations in particular areas of the school can be viewed on the school website).* As students and staff go through their academic day, they are encouraged to display PATH behaviors. PATH tickets are used to reinforce students as they display positive PATH behaviors.

	Mississippi Heights (MHES)	Pleasantview (PVES)	Rice (RES)
School Website	mhes.isd47.org	pv.isd47.org	rice.isd47.org

Office Referrals for Behavior

Behaviors that create a safety concern or are illegal in nature are referred to the office immediately. Specific behaviors that typically result in an office referral include but are not limited to: persistent disruption of student learning, disrespect or insubordination, abusive language or profanity (including inappropriate gestures), physical contact or aggression, property destruction or vandalism, harassment or bullying, or theft.

Removal from Class

Disruptive or insubordinate students may be removed from class and sent to the office. Staff will contact parents/guardians when this occurs. Parent conferences may be required to evaluate the situation and future actions.

Reasonable Force

In accordance with Minnesota State Law and in order to maintain a safe environment, staff are permitted to use reasonable force to restrain or correct a student when that individual is in danger of hurting themself, others, or property.

Suspension

The suspension process will follow the provisions of the *Pupil Fair Dismissal Act*. Examples of why students may be suspended include, but are not limited to defiance/refusal, assault, harassment, violence, weapon possession, fighting, threats, and possession or use of alcohol, drugs or tobacco/tobacco-related devices. A conference with the principal may be held before a student is allowed to return to school.

Communication

Change of Address or Telephone

Any changes in address, telephone number, work phone number or daycare address and phone number should be changed via Skyward Family Access as soon as they occur.

Conferences

Parent/Guardian conferences will be held two times during the school year. Each classroom will use an online registration process. Information will be shared with you when the registration window is open.

If you have questions or concerns throughout the school year, please contact your school's office to leave a message for your child's teacher. Or you may email your child's teacher directly.

	Mississippi Heights (MHES)	Pleasantview (PVES)	Rice (RES)
Office Hours	6:45 a.m.-3:15 p.m	6:45 a.m.-3:15 p.m	7:30 a.m.-4:00 p.m.
School Website	mhes.isd47.org	pv.isd47.org	rice.isd47.org
Phone Number	320-252-0122	320-253-0506	320-393-2177

Emergency Closing

In the event of an emergency school closing, due to inclement weather, mechanical malfunction, disaster, potential disaster alert or similar, students and parents/guardians should first check the district website. This website will have the most current information available posted.

Additional information may be obtained through the following radio stations and websites: WCCO, WVAL, WWJO, KNSI, WJON, WCCO.com, KARE11.com, KSTP.com, FOX9NEWS.com.

e-Learning Days

e-Learning days will be utilized during the school year after the first (1st) full day cancellation. The second (2nd) through sixth (6th) full day cancellations will be replaced with e-Learning days. If full day cancellations continue beyond the sixth (6th) full day, the subsequent days will be made up in person. When an e-Learning day occurs, students and parents/guardians will be informed that the day is an e-Learning day via Schoology, email and/or social media. For elementary students, a "choice board" will be available on the district website. The "choice board" will provide learning activities that align with grade-level content. Attendance will be tracked by completion of assigned activities. Students will be provided adequate time to complete the work including time after returning to school if needed.

Line of Communication

Parents/Guardians with questions or concerns are encouraged to contact their child(ren)'s teacher directly. After contact with the teacher, please contact the building principal if the issue has not been addressed. To contact our staff, please access our staff directory on the district website.

Media/Publishing

During the school year, your child(ren) may be part of activities or events that are photographed. The district may want to use your child's name and/or photograph for educational or promotional purposes on the district website, newsletters, multimedia projects or other publications. Each school publishes student names and photographs in their yearbook. Every parent/guardian of a Sauk Rapids-Rice Public School student has the opportunity to opt out of the publishing of their student's name, photographs, or any other type of publicized information. This should be done in writing using the district Opt Out form.

Report Cards

Report cards are posted in Skyward for families to access at the end of each semester. To access your child(ren)'s report card, please login to Skyward Family Access Skyward Family Access. Likewise, parents/guardians are encouraged to contact teachers at any time.

Telephone & Email

Parents/Guardians are encouraged to call or email staff with questions or concerns. All Sauk Rapids-Rice Public School staff members have email. You may reach a staff member by using the first name.last name@isd47.org. We encourage you to use email as a form of contact with your child(ren)'s teachers for non-emergency issues.

Web Pages

Web pages are updated regularly. A calendar of events, announcements, news, menus, school forms and a variety of resources can be found on the district website.

Services

Food Service

One breakfast, a complete hot lunch and a supplemental milk are free for all students, effective for the 2025 – 2026 school year in conjunction with the state funded Free School Meals Program.

While all kindergarten through grade 12 students will be provided one free breakfast and complete lunch per day, second meals, adult meals, additional entrees, ala carte, and/or additional milk servings are not covered under the state funded meal program and will be charged to the family's food service account.

Students may bring money for their family food service account to the office before school begins to pay for second meals or entrees. Deposit envelopes and checks should include the student's first and last names. Parents and guardians will be notified by email when account balances fall below $20.01.

Family members in the Sauk Rapids-Rice School District share a computerized meal account. One payment can be made at any building; this balance can be accessed by family members enrolled at any school in the district. Food service accounts must maintain a positive balance and students are encouraged to monitor their accounts. If families have questions regarding their food service accounts, they can call the food service office at 320-253-3628.

2026 – 2027 Meal Prices			
Breakfast		Lunch	
1st Student Breakfast	Free	1st Student Lunch	Free
Additional Student Breakfast	$2.55	Additional Student Lunch	$5.30
Milk	$ .50	Milk	$ .50
Adult Breakfast	$2.55	Adult Lunch	$5.30

School meal prices are set by the Minnesota Department of Education (MDE) and are subject to change pending MDE direction.

Students are not allowed to eat from other students' lunch trays for health reasons.

Notification of Account Status

Households are made aware of their family account balance by the following methods:

- Families can check their student's food service account balance via Skyward Family Access.
- Families can contact the office for account balances.
- The food service department will send an email, text or initiate a phone call to all parents/guardians advising them of the student meal account balance(s) when it falls below $20.01 as requested by the Skyward Family Access customized settings.

- The parent/guardian will be notified via phone call, text, and/or email when the household account falls below $20.01 or less, through customized settings in the Skyward Family Access account.
- While not a requirement, the food service department will encourage parents/guardians to complete the Educational Benefits Application
- An email will be sent to the household requesting payment.

Collection of Unpaid Meal Debt

- The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt.

See District Policy #534 (School Meals Policy).

School Meals Policy

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day.

It is the policy of Sauk Rapids-Rice Public Schools to offer breakfast and/or lunch meals that meet state and federal guidelines.

Payments by cash or check can be made in each school building except Hillside Early Childhood & Adult Basic Education Center. Payments can also be made in the food service office, the district office, or online through a student's Skyward Family Access account.

Health Services

A health assistant will be on site during the school day to administer medications and handle illnesses and injuries. To assist the school nurse with emergencies and illnesses, parents/guardians are requested to complete and return the *Emergency Form and Health Information.* A licensed school nurse provides services to all buildings and is available for consultation with parents/guardians at 320-253-4700. Hearing and vision screenings will be conducted, and parents/guardians will be informed via letter if there is a concern.

Wearing face coverings (often called masks) that cover the nose and the mouth for the purpose of reducing the risk of infection and/or maintaining the health and wellbeing of the student or others is acceptable.

Medications

A Medication Authorization Form is on the district website and is also available in the health office. For information regarding the distribution of medications and parent/guardian responsibilities, the Student Medication and Telehealth Policy (#516) can be found here.

Aerosol Products

Any product such as deodorants and/or hair sprays, which use an aerosol propellant, may not be used in the school due to airborne allergens.

Balloons

Latex balloons are not allowed in any of the buildings. They can cause serious allergic risks to students and staff.

Candy, Gum, Pop, and Classroom Treats

The district Wellness Policy encourages healthy food choices, including celebrations such as student birthdays. Sweet snacks are allowed in the classroom on special occasions such as birthdays and celebrations. Students may not bring gum, candy, or pop for daily snacks. Due to the increasing number of students with food allergies, some snacks may be restricted. Students are allowed to bring commercially prepared treats for their classmates with permission from the classroom teacher. Please consult the health office before bringing bakery goods. Treats must be in the original wrapper and consumed within the classroom. The Wellness Policy (#533) can be found here.

Pets

Due to the increasing number of students with allergies, students are not allowed to bring pets to school. If special circumstances arise and pets are allowed, immunization documentation will be required.

Social Worker

The school social worker provides a variety of services to students including individual and group counseling and resources to outside agencies. Social work information will be included in family newsletters or on the website. Parents/Guardians are encouraged to call if they need additional information.

Student Support

Students who have shown a need for additional support may be referred to the building's Multi-Tiered Support Team (MTSS) for collaboration and problem solving. From information gathered through this collaboration, teachers will implement various interventions and/or teaching strategies to support student success. Each school has intervention teams in place to support students' social, behavioral and academic needs. If your child demonstrates a need for these interventions, parents/guardians will be notified.

Technology

Technology in Our Schools

The Sauk Rapids-Rice School District creates a culture of excellence while providing innovative programming to meet the changing needs and expanding opportunities of today's learners. Students, families and staff work collaboratively to ensure that students are well prepared for future educational and vocational endeavors in an ever-changing environment.

Student Technology

The school district and the Board of Education considers the financial realities of the future as well as the changing needs of each student. They also recognize the importance of providing students with the opportunity to learn, practice, and utilize skills that demonstrate measurable academic and behavioral results. To that end, the Sauk Rapids-Rice School District provides Increased Access and Opportunity through Technology for all students.

After signing the Device and Network Agreement, students have access to iPad devices that are the property of the school district and are expected to follow the guidelines outlined in that agreement. The agreement explains student responsibilities, parent/guardian expectations, terms of device loan, general care instructions, fees, security and theft prevention, and issues related to damage, theft, and repair. Please consult the Device and Network Agreement for more information.

Responsible Use/Digital Citizenship

Students use district owned electronic devices during their scheduled class times for educational purposes and with teacher permission. Students are reminded that these devices have a high potential of theft and should be closely monitored throughout the school day. While using electronic devices, all school rules and policies apply.

The faculty, staff, and students of Sauk Rapids-Rice Public Schools maintain a reasonable expectation of privacy while at school, on campus, and at school-related activities and events. Explicit permission must be obtained prior to recording other individuals in our building. A student identified as improperly using any device to take or transmit unrequested or unwanted images or recordings may face an immediate suspension, loss of privileges, and may be recommended for expulsion.

Any use of district owned or personal electronic devices (including texting, voicemail, internet communication or posting, etc.) to threaten, harass, bully, or encourage similar behavior will be subject to the provisions of the discipline policy and district policies on Bullying Prohibition (#514), Harassment and Violence (#413), and Internet, Technology, and Cell Phone Acceptable Use and Safety Policy (#524). Any use of electronic devices to plagiarize, copy, or otherwise cheat academically, is strictly prohibited. District policies may be viewed online.

Bullying Prohibition (#514)
Harassment and Violence (#413)
Internet, Technology, and Cell Phone Acceptable Use and Safety Policy (#524)

Personal Electronic Devices

Electronic devices such as cell phones, iPods, games, headsets, and laser pens are restricted. Such devices, if brought to school, are to remain in backpacks/lockers and may be confiscated and returned to a parent/guardian.

Social Media Guidelines

All students need to use good judgment when posting online, texting, or using social media. Any posts that are related to school, harmful to students and/or staff, and/or cause disruption in school may be subject to school consequences.

Before posting, students should think about the following:

- Who will be able to see what I post?
- Will anyone be embarrassed or hurt by it?
- Am I proud of what I am posting?
- How would I feel if someone posted it about me?

Use of Online Resources

Sauk Rapids-Rice Public Schools is committed to providing a safe and positive digital learning experience for students and staff.

Sauk Rapids-Rice Public Schools uses online electronic resources (i.e. apps, services, and websites) to support a variety of instructional goals. These resources provide tools to transform and personalize the learning environment for all students.

These online electronic resources have limited access to student information which allows for the generation of and access to student accounts.

In compliance with federal educational guidelines and to assure that student data is not sold or compromised, all online electronic resources accessing student data must be approved for content quality and student data privacy guidelines.

Sauk Rapids-Rice Public Schools strives to hold these online electronic resources to federal guidelines and uses common criteria and resources to vet each online electronic resource.

A list of approved online electronic resources for Sauk Rapids-Rice Public Schools can be accessed here.

Transportation

Bus

Voigt's Bus Service provides transportation for Sauk Rapids-Rice Public Schools. Parents/Guardians with a concern regarding bus transportation services please contact the transportation department at 320-258-1995.

Student Bus Behavior

Bus transportation is a privilege which provides convenience and safety. To maintain this privilege, students must exhibit appropriate behavior and obey school district bus rules and regulations.

A bus referral system informs parents/guardians of disciplinary incidents. The referrals are requests for students and parents/guardians to modify behavior in order to retain bus riding privileges. The school will be notified of these referrals and communication will come from the school not the bus company. Referrals in May carry over to the following school year.

Violations of bus rules may result in:

- Verbal or written warnings;
- Conferences with parents/guardians, students, drivers, and/or administrator;
- Written bus referrals;
- Assigned seats;
- Bus suspensions; and/or
- Complete loss of bus riding privileges.

Parents/Guardians with questions regarding behavior on transportation please contact the main office at your child's school.

	Mississippi Heights (MHES)	Pleasantview (PVES)	Rice (RES)
Office Hours	6:45 a.m.-3:15 p.m	6:45 a.m.-3:15 p.m	7:30 a.m.-4:00 p.m.
School Website	mhes.isd47.org	pv.isd47.org	rice.isd47.org
Phone Number	320-252-0122	320-253-0506	320-393-2177

Student Ridership Training

Bus Safety Week occurs in September each year, and bus safety training will be provided in classrooms and on buses. Students are expected to demonstrate knowledge and understanding of the following concepts:

1. District policies for student conduct and school bus safety;
2. Appropriate conduct while riding buses;
3. Danger zones surrounding buses;
4. Procedures for safely boarding and exiting school buses;
5. Procedures for safe vehicle lane crossing; and
6. Procedures for evacuation and other emergencies.

Bus transportation is a privilege – not a right.

Bicyclists and Walkers

Students who bike or walk to school are asked to follow traffic safety rules and to use designated areas. Bicycle racks are located near the front of the building. The school is not responsible for theft or damage of bikes.

Parking Lots/Handicapped Parking

The handicapped parking spaces are located by the building's main entrance. When visiting school, please park near the main entrance and check in at the office.

Parent/Guardian Pick Up/Drop Off

At the beginning and end of the school day parents/guardians who are dropping off or picking up their child(ren) please think safety first. There are many students in these areas. School staff is outside to assist students so traffic can continue to flow. Please stay in your vehicle. If you are walking your child to school, please drop them off at the designated walking/drop off area. Please be watchful of all students and staff as you are entering this area.

Policy Cross Reference Table

Find district policies here

Topic	District Policy Number(s)
Accident	806
Attendance	503
Bullying Prohibited	514
Cell Phone	506
Class Assignments	515
Complaints	103
Crisis Management	806
Discipline	506
Drug-Free School and Workplace	417, 418
Emergency Contact Information	515
Employee Directory	406
Employment Background Checks	404
Equal Access to School Facilities	801
Extended School Year	508
Field Trips	610
Fundraising	511
Graduation Requirements	613
Harassment and Violence Prohibited	413
Hazing Prohibited	526
Health Information	420, 516, 530, 806
Homework	506, 612.1

Topic	District Policy Number(s)
Internet, Technology, and Cell Phone Acceptable Use and Safety Policy	524
Nondiscrimination	102, 401, 521, 522, 528
Notification of Violent Students	529
Pledge of Allegiance	531
Post-Secondary Enrollment Options	620
Schedule	602
School Closing Procedures	806
School Calendar	602
Searches	502
School Meals Policy	534
School Promotion and Retention	513
Student Publication and Materials	505
Student Records	515
Student Surveys	520
Tobacco-Free Schools	419
Transportation of Public School Students	707, 709
Vandalism	506
Visitors in School District Buildings	903
Weapons Prohibited	501

Appendices

Tennessen Warning

"Tennessen Warning" is derived from Minnesota Statutes, §13.04, subdivision 2, which requires that an individual receive certain information when a public entity is requesting private or confidential data from that individual. The information that must be provided is:

a) The purpose and intended use of the requested data;
b) Whether the individual may refuse or is legally required to provide the data;
c) Any known consequences from supplying/refusing to supply the data; and,
d) The identity of other persons or entities authorized by law to receive the data.

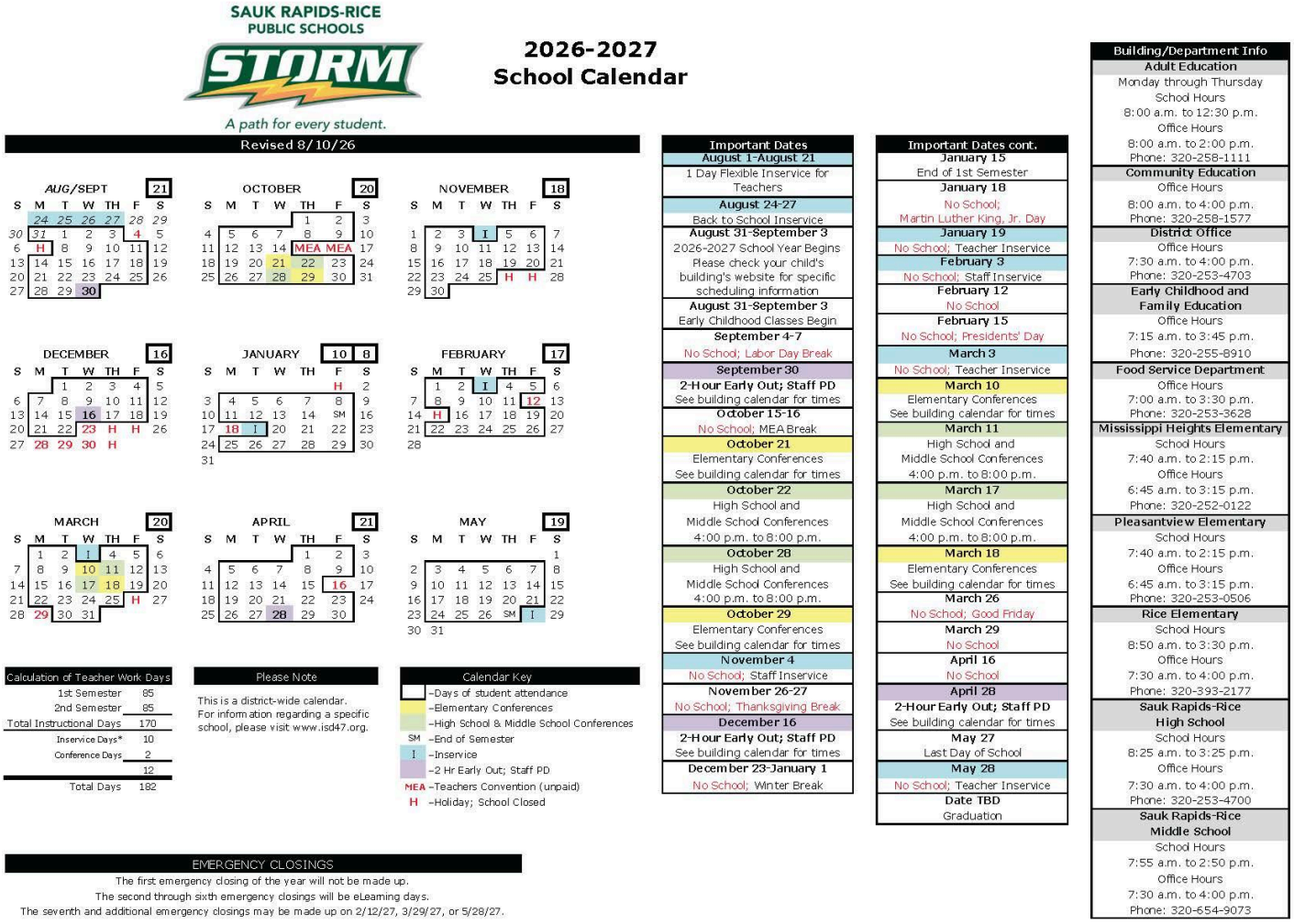
Sauk Rapids-Rice Public Schools

District Policy 524 – *Internet, Technology, and Cell Phone Acceptable Use and Safety Policy*, building and program handbooks, as well as the district's Code of Conduct expectations are applicable and effective for all students and staff regardless of the learning environment. Learning environments include, and may not be limited to, any/all of the following learning scenarios.

- In-Person Learning;
- Hybrid Learning;
- Distance Learning;
- Online Learning; as well as
- e-Learning days, which may be used for inclement weather/emergencies.

Calendar

Here is an interactive calendar.



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

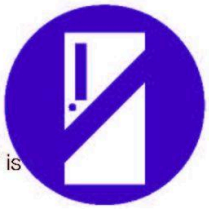
Our district has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with an icon and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD



"In Your Classroom or Area"

Students are trained to:
- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Staff are trained to:
- Close and lock the classroom door
- Account for students and adults
- Do business as usual

SECURE



"Get Inside. Lock outside doors"

Students are trained to:
- Return to inside of building
- Do business as usual

Staff are trained to:
- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

LOCKDOWN



"Locks, Lights, Out of Sight"

Students are trained to:
- Move away from line of sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:
- Recover students from hallway
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

EVACUATE



"To a Location"

Students are trained to:
- Leave personal items behind
- If possible, bring their phone
- Follow instructions

Staff are trained to:
- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.

SHELTER



"State Hazard and Safety Strategy"

Hazards might include:
- Tornado
- Hazmat
- Earthquake

Safety Strategies might include:
- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:
- Appropriate Hazards and Safety Strategies

Staff are trained in:
- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.

STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

"Get Inside. Lock outside doors"



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors are locked. The school might display the School is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a Secure event. Additionally, parents may be asked to stay outside during a Secure event.



WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

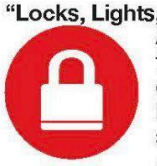
WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a Secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school will notify parents that the school has increased their security.

LOCKDOWN

"Locks, Lights, Out of Sight"



A Lockdown is called when there is something dangerous inside the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The district recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?



The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial an-nouncement.

It's important to differentiate between a **drill** and an exer-cise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise sim-ulates an actual event to test the capacity of personnel and equipment.

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K12 2021 STANDARD RESPONSE PROTOCOL