

**ROCK RIDGE SCHOOL DISTRICT
NELLE SHEAN ELEMENTARY
STUDENT HANDBOOK
2021-2022**



Vision: "OUR EDUCATION DESTINATION"

We see...

- An educational environment designed to inspire passion and joy for everyone
- Collaborative educational experiences with immediate real-world applications
- Meaningful integration of community professionals into the daily education of students
- Adaptable learning spaces that will continually meet the needs of an ever-changing workforce

Rock Ridge School District
Gilbert Campus
Nelle Shean Elementary
801 Jones St
Eveleth, MN 55734
218-744-7770
www.rtps.org

ROCK RIDGE NELLE SHEAN STUDENT HANDBOOK

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NELLE SHEAN SCHEDULE 2021-2022

Students enter the building at 8:05 (Students will report to the playground when they arrive at school)

Class begins at 8:10

6th grade lunch 12:10 - 12:35

6th grade recess 12:35 - 1:05

5th grade recess 12:10 - 12:40

5th grade lunch 12:40 - 1:05

Wednesday's lunch times are all 10 minutes earlier.

School dismissed 2:45 M-T-Th-F

School dismissed 1:45 Wednesday

Eveleth-Gilbert Student Activity Calendar 2021-2022

Eveleth-Gilbert Schools 2021-2022 Activity Calendar part of the Rock Ridge School District
View the Activity Calendar at <https://rrps.org/activities/calendars/>

Gilbert Campus Staff/Contact List

VOICE MAIL/EMAIL

Dial into the District phone system at 218-744-2211 and enter the following extension number to leave a message for the instructor or staff member.

<i>Name, Position</i>	<i>Extension</i>	<i>Email address</i>
Bauman, Jeannine - FACS	6306/6308	jeannine.bauman@rrps.org
Belt, Natalie - 6th Grade	5107	natalie.belt@rrps.org
Berry, Dan - English	4002	dan.berry@rrps.org
Berry, Denise - Gilbert Campus Secretary	1800	denise.berry@rrps.org
Brunfelt, Amanda - 5th Grade	5112	mandy.brunfelt@rrps.org
Chad, Samantha - Health Services	1808	samantha.chad@rrps.org
Dundas, Paula- Computers/ Ind Technology	6311	paula.madden@rrps.org
Early Childhood Spec Ed	5114	esandstrom@northlandsped.org
Custer, Deb - Art	6302	deb.custer@rrps.org
Ebben, Ellen - ECFE-SR 3's	5001	ellen.ebben@rrps.org
Fierke, Tara - Gilbert Campus Counselor	1833	tara.fierke@rrps.org
Forsman, Reid - Choir	6206	reida.forsman@rrps.org
Griepentrog, Todd - Gilbert Campus Principal	1803	todd.griepentrog@rrps.org
Hazelton, Chad - Activities Director	1912	chad.hazelton@rrps.org
Hoag, Mike - Maintenance/Transportation	1948	mike.hoag@rrps.org
Kemp, Angie - Math	4202	angie.kemp@rrps.org
Kowalski, Terri - World Language	4101	terri.kowalski@rrps.org
Lindeman, Julie - School Readiness	5010	julie.lindeman@rrps.org
Kunz, Dave - Social Studies	4100	david.kunz@rrps.org
LaLonde, Lori - 6th Grade	5108	lori.lalonde@rrps.org
Landwer, Stace - 6th Grade	5106	stace.landwer@rrps.org
Leseman, Karlene- NS Special Education	5109/VM 2311	karlene.leseman@rrps.org
Muster, LaDonna - Title I	5102	ladonna.muster@rrps.org
Nucech-Duesler, Crystal - School Readiness	5005	crystal.nucechduesler@rrps.org
Olson, Kristopher - Science	6103	kristopher.olson@rrps.org
Primozych, Mary Jo	5102	maryjo.primozych@rrps.org
Rengo, Dave - EGJH Special Education	4102	david.rengo@rrps.org
Schriber, Shelley - 5th Grade	5101	michelle.schriber@rrps.org
Schroeder, Alicia - Curriculum/AVID	EGHS-1132	alicia.schroeder@rrps.org
Streier, Sean - Health and Phy Ed	4106/6309	sean.streier@rrps.org
Szumal, Kevin - Band and General Music	6202	kevin.szumal@rrps.org
Wilcox, Sheila - Orchestra	6201	sheila.wilcox@rrps.org

DIRECT DIAL PHONE NUMBERS

Athletic Office	744-7712	District Human Resource Secretary	744-7700
Band Office	744-7782	Media Center	744-7780
Bus Garage Eveleth	744-7748	Nursing Office	744-7776
Bus Garage Gilbert	744-7788	Gilbert Principal	744-7773
Business Office	744-7705	Gilbert Campus Office	744-7770
Counseling Office	744-7775	Superintendent	742-3901
Cafeteria	744-7777	Superintendent's Secretary	742-3900

GENERAL INFORMATION

BEFORE AND AFTER SCHOOL HOURS

Elementary students are expected to report to the playground upon arrival at school. Students who will be eating breakfast should report to the cafeteria and upon completion of their meal report to the playground. At the beginning of the school day, classroom teachers will escort their students to the playground. Breakfast is served beginning at 7:45 a.m. each school day.

After school is released at the end of the day students will be asked to leave our building and wait outside for either bus or parent pick up.

ATTENDANCE

[Policy 503](#) ISD 2909 Student Attendance Policy

It is the goal of Rock Ridge Public Schools to promote consistent school attendance by its students as there is a clear connection between student academic success and school attendance. Rock Ridge Public Schools continues to promote a partnership with parents and students to maximize student attendance using the following objectives:

- Increase district wide attendance rates
- Be able to identify the whereabouts of every student for safety purposes
- Identify attendance patterns to design strategies for improvement
- Promote a sense of responsibility on the part of the students, parents, and staff to ensure maximum attendance by students

Research shows how missing school can have an impact on the development of children.

- A child is less likely to be reading proficiently by the third grade
- An increase in the achievement gap
- Missing school in the elementary grades can lead to skipping classes in high school and increase the likelihood of dropping out
- Chronic absenteeism in 6th grade is one of the larger predictors of not graduating from high school
- Inconsistent attendance at school can be habit-forming and may impact future employment opportunities and/or college completion

Absences

When your child is absent, please call the school or send a note prior to your child's absence. We ask that families contact the school by 8:30 a.m. by calling 744-7770. If we do not hear from you regarding your child's absence, you will receive a call from the school to verify that your child is safe.

Excessive absences, whether excused or unexcused, cause significant disruption and academic hardship. Students who accumulate 3 unexcused absences over the course of the year will be sent a letter reminding their families of the importance of school attendance and available support. Students who accumulate more than 7 unexcused absences may be referred to Social Services. Students who are absent for 10 or more days (excused or unexcused) in a semester will be sent a letter that indicates a doctor's note is required to excuse any further absences.

In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Attendance Law, MH Statute 120A.22, students are required to attend all assigned classes each day. After seven (7) unexcused absences, as required by MN laws governing Education Neglect, the school is required to file a report with Social Services.

Students will have 2 days to make up any missed work for every 1 day of excused absence. At that time, the assignment would be considered late and individual classroom late work policies will apply.

Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes every day that school is in session. Students are required to make up all assignments or to complete alternative assignments for all absences as deemed appropriate by the classroom teacher.

Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Teacher's/Supervisor's Responsibility

It is the teacher's/supervisor's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's/supervisor's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's/supervisor's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Administrator's Responsibility

It is the administrator's responsibility to require students to attend all assigned classes.

EXPECTATIONS

Rock Ridge district policy states that students are allowed a maximum of 10 absences per semester course. Absences that are considered exempt in the following chart do not count within the 10 allowable absences. Other days missed, including illnesses not verified by a medical practitioner will count towards a student's maximum number of allowable absences. Under no condition shall a student leave the school without permission from the nurse or office administration. If a student leaves without permission, he/she will be considered truant. Once permission has been granted, the student must sign out in the office. While teachers/school should remind families of excessive absenteeism, it is the responsibility of the parents/guardians to be responsible for tracking their child's absences by checking the student information system or asking the office for support.

BULLYING

Policy 514 ISD 2909 Bullying Prohibition Policy

I. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, 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.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506).

The school district may take into account the following factors:

- 1. The developmental ages and maturity levels of the parties involved;
- 2. The levels of harm, surrounding circumstances, and nature of the behavior;
- 3. Past incidences or past or continuing patterns of behavior;
- 4. The relationship between the parties involved; and
- 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contacts.

The school district will act to investigate all complaints of bullying reported to the school district 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.

II. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. 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.

The term, “bullying,” specifically includes cyber bullying as defined in this policy.

- B. “Cyber bullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- C. “Immediately” means as soon as possible but in no event longer than 24 hours.

- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

III. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

IV. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students, or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

V. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

BUS TRANSPORTATION OF STUDENTS

Policy 709 ISD 2909 Student Transportation Safety

1. The bus driver has complete authority on the bus.
2. The school bus does not stop, nor does it wait for students who are not out at their designated school bus pick up location. Students who miss their bus through their own negligence must find their own transportation to or from school.
3. Students must ride their assigned bus to and from school unless administrative approval is granted. A written request must be made by a parent and the office must sign the request.
4. Students must board and leave their bus at the location designated by the district.

5. Permanent changes to the bus transportation (i.e. moving or change in before/after school care) must be made at least one week in advance by filling out a Transportation Change Request Form. Forms are available online or by contacting the office.

District Policy: Bus drivers will report serious and/or continued violations to the administration. Parents or guardians will be notified by letter. Transportation may be denied a student by school authorities for repeated or flagrant violation of bus rules. **NOTE: All School District Policies remain in effect while riding a school bus.**

CAFETERIA

Breakfast and lunch are served daily in the cafeteria. The USDA is allowing schools to provide meals free of charge for all students for the 2021-22 school year through a provision of the National School Lunch Program called the Seamless Summer Option (SSO). No application is required to receive this free meal benefit. However, students will be charged \$2.70 (lunch) or \$2.00 (breakfast) if they eat more than one meal.

Breakfast is served from 7:45-8:10 AM. Students wishing to eat a school breakfast should go directly to the cafeteria upon arrival in order to **finish eating by 8:10 AM.**

The cafeteria is a place for students to eat their lunches and visit with their classmates. We do not assign seats, but we do require students to remain seated at their assigned tables. will spend approximately 30 minutes at lunch and 30 minutes at recess each day. Students are supervised in the cafeteria and on the playground by lunchroom aides.

CHILD ABUSE AND NEGLECT

District employees are required by law to immediately report evidence of child physical or sexual abuse, neglect, or emotional maltreatment to the Child Protection Unit of St. Louis County Social Services. Any person who is required to report this evidence and willfully fails to do so will be guilty of a misdemeanor. At the same time, any person who reports child physical or sexual abuse, neglect, or emotional maltreatment is immune from civil or criminal liability. The purpose of reporting such an incident is not to accuse or punish anyone but to help ensure that the situation does not continue.

CODE OF CONDUCT

Policy 506 ISD 2909 Student Discipline

In any community, a system of rules is necessary for successful work and learning to take place and to ensure personal safety. It is crucial that students learn the school rules and understand the value and importance of following them. Another key lesson that everyone needs to understand is the importance of staying in one's own personal space (both verbally and physically) and to respect the personal space of others. We want students to accept and understand when they have made a poor choice or done something wrong, and accept the consequences for their behavior as part of their learning experience.

Students need to develop skills that will help them to become good citizens and community members. Included are a basic knowledge of personal rights and responsibilities, learning to resolve conflicts in appropriate ways and learning to make safe, healthy choices in their daily lives. It is important for students to learn to show common courtesy and respect to others. All students need to behave in a way that allows everyone, regardless of gender, race, disability, ethnicity, personal identity, and religious affiliation, to feel free of fear and intimidation.

The consequences for misbehavior described in this regulation are designed to be fair, firm and consistent for all students in the Rock Ridge School District. **They apply to the students while they are in school or any district building during regular school hours or at times they are attending district events outside the regular school day. They also apply while students are on any district property or in any district vehicle.**

Because it is not possible to list every misbehavior that occurs, misbehavior not included in this regulation will be responded to as necessary by district staff. Administrators may involve the police and other law enforcement authorities as necessary. If a student violates a district rule that is also a violation of the law, the student will be referred to the police in addition to being dealt with by district staff.

**GILBERT CAMPUS
DISCIPLINE**

At the Gilbert Campus, as in any community, a system of rules is necessary for successful work and learning to take place and to ensure personal safety. It is crucial that students learn the school rules and understand the value and importance of staying respectful, both verbally and physically. We encourage students to accept and understand when they have made a poor choice or done something wrong, and accept the consequences for their behavior as part of their learning experience.

Students need to develop skills that will help them to become good citizens and community members. Included are a basic knowledge of personal rights and responsibilities, learning to resolve conflicts in appropriate ways and learning to make safe, healthy choices in their daily lives. It is important for students to learn to show common courtesy and respect to others. All students need to behave in a way that allows everyone, regardless of gender, race, disability, ethnicity, personal identity, and religious affiliation, to feel free of fear and intimidation. The consequences for misbehavior described in this regulation are designed to be fair, firm and consistent for all students in grades 5-8 in the Eveleth-Gilbert School District. They apply to the students while they are in school or any district building during regular school hours or at times they are attending district events outside the regular school day. They also apply while students are on any district property or in any district vehicle.

Administrators may involve the police and law enforcement authorities as necessary. If a student violates a district rule which is also a violation of the law, the student will be referred to the police in addition to being dealt with by the district staff

Behavior Expectations

BE PROMPT AND PREPARED

1. Be sure that you are on time for class
2. Bring the following to class on a daily basis:
 - iPad
 - Pen/pencil
 - Completed assignments
 - A leisure reading book.

Gilbert Campus School-Wide Discipline Plan

Our school's mission is to provide a healthy learning environment for all. Restorative discipline is crucial in promoting self-control, teaching responsibility, and guiding thoughtful choices.	
Minor	Actions
Individual student behaviors are handled at the discretion of the classroom teacher OR the attending adult.	

• Inappropriate classroom behavior	Step 1: • Verbal reminder to the student of the expected behavior(s). Step 2: • Verbal reminder to the student of the expected behavior(s). • Consequences applied by teacher / staff. • Student complies / makes amends. Step 3: • Verbal reminder to the student of the expected behavior(s). • Home contact made by the teacher.	
• Inappropriate footwear		
• Inappropriate hallway behavior		
• Incomplete coursework / classwork		
• Swearing (unintentional)		
• Teasing / name-calling		
• Unprepared for class		
Middle	Actions	
Individual student behaviors are handled initially by the attending adult and are entered into Powerschool, but are referred to the administration if they become chronic.		
• Abuse / misuse of school property	Step 1: • Verbal reminder to the student of the expected behavior(s). • Parent contacted regarding behavior. Step 2: • Consequence applied by teacher / staff. Step 3: • Referral to administration.	
• Assembly behaviors		
• Cafeteria / playground behavior		
• Cheating on classwork / coursework		
• Destruction of personal property		
• Disrespect teacher's personal space/desk		
• Inappropriate clothing		
• Inappropriate use of technology		
• Non-compliance		
• Pushing, shoving, personal contact		
• Tardy		
Major		Actions
Individual student behaviors are immediately referred to the administration.		
• Bullying / fighting / intimidation	Step 1: • Referral to administration. • Home contact made by administration. Step 2: • Meeting with parents. • Written apology to offended parties. Step 3: • In / Out of School Suspension. Step 4: • Reentry meeting with administration. Law enforcement may be contacted at the discretion of the administration.	
• Bus behaviors		
• Cheating on assessments		
• Discrimination		
• Disrespect to staff		
• Disruption to educational environment		
• Inappropriate representation of school (field trips, athletics, performances, etc.)		
• Leaving campus without permission		
• Sexual behavior / sexual harassment		
• Theft		

• Tobacco / vaping / drugs / alcohol		
• Vandalism-damage of property		
• Weapons		
NOTE: The school administration reserves the right of expediting the disciplinary process pending circumstances.		

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student’s misconduct, as determined by the school district.

Below is a link to the school districts full Discipline Policy # 506
[Click here for Policy 506](#)

Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in violation of, any school district policy, rule, regulation, procedure, or s State or Federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act; 506-8
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

DRESS CODE

Policy 504 ISD 2909 Student Dress and Appearance

The clothes a student wears to school shall be an agreement between the student and the parents. Proper guidance from the home regarding grooming and dress contributes to the development of the child's self-confidence. Parents need to realize that what may be appropriate dress outside of school does not mean it is appropriate for school. Think before you dress for school! **Remember: Our staff reserves the right to determine whether a student's clothing is acceptable or not.**

General guidelines to follow:

- Students are expected to dress in a manner that is not disruptive to the classroom situation.
- Students must wear shoes (no shoes with wheels) or other footwear and shirts as required in all public buildings. -
- Students should dress appropriately for existing weather conditions.
- Classroom teachers will inform you in advance if there is a need for special clothing for a particular activity.
- Students should not wear dark soled shoes or hiking boots in school as they mark the floors.
- Students' pants are expected to fit to an appropriate length. Please make sure they wear a belt if the pants do not fit well. Pants dragging on the ground are not appropriate for school and are not permitted.
- Clothing advertising tobacco, alcohol and/or other inappropriate messages are not to be worn at school.

SCHOOL HEALTH SERVICES

The Health Office is located in the Gilbert Office and is staffed by a nurse. The Health Service nurse is trained in CPR and First Aid. Students with special health problems should notify the school office and the nurse. Students are to report to the Nurse's Office if they are ill with a pass from their teacher. Students must go to the nurse's office for evaluation and a phone call to their parents before being sent home. Students must check out of the office if leaving school at any time. **Students may not call home to leave without first checking in and getting approval from the nurse or the office.**

Immunizations

As required by Minnesota Statutes Section 121A.15, children enrolled in Rock Ridge Public Schools must receive immunizations required per the Minnesota School Immunization Law. Proof of immunizations must be provided prior to the student's first date of attendance. All students entering grade 7 must show proof of 2 MMR vaccines, a series of 3 Hepatitis B vaccines, 1 Tdap vaccine, 3 polio vaccines, 1 Meningococcal vaccine and 2 Varicella vaccines or certify that the student had chicken pox. If immunization is medically contraindicated or if a parent or guardian wishes to be exempt based on beliefs from one or more immunization requirements then section 2 of the "Student Immunization Form" available on our school website must be completed and provided to the school health office. Students not in compliance will not be allowed to attend school.

MEDICATION POLICY

Students may not have any over the counter or prescription medication with them at any time. If a student may need medication at some point, a parent or guardian must fill out a "Consent for Administration of Medication During School Hours" to be kept on file with the nurse. The medication, whether prescription or over the counter, **MUST** be in its original bottle and must have the student's full name either on a prescription label or written on the over the counter bottle. The medication will then be kept in the office for dispensation as needed. Parents/guardians are responsible for providing and refilling medication.

IPADS

Students will be using their iPads to access course material through Schoology, organize assignments and calendars. They are required to have their iPad with them, charged for use, at all times. Students are required to follow all guidelines set forth in the iPad Handbook and Technology Acceptable Use Policy, whether on or off school grounds, when using the district owned iPad. **524 Internet Acceptable Use and Safety Policy**

PUBLIC PARKING

No public vehicles may be in the bus pull through near the canopy entrance at any time unless you are dropping off a handicapped passenger. There are bus runs all day and this space is needed for student loading at all times. There are parking lots on either end of the building and on nearby streets. Please follow signs for drop off and pick up.

APPOINTMENTS WITH SCHOOL PERSONNEL

Anyone desiring a conference with a staff member or a conversation regarding the progress of their son/daughter should call the instructor and leave a voicemail or email message. You may call 744-2211, and then enter the teacher's 4-digit voicemail number, e. You may contact the office if for any reason the instructor fails to return your call in a timely manner.

COUNSELING AND GUIDANCE

The Gilbert Campus School Counselor will be available at the school on a full time basis. The counselor may also be reached by email and voicemail. Take care of your counseling or scheduling questions prior to the start of school, during lunch period, or between classes and make sure they are taken care of well in advance of a deadline. You may reach the counselor by email or phone/voice mail at 744-7775.

POWERSCHOOL

Parents may access their son/daughter's grades, attendance, homework, etc. through the PowerSchool Program. Log on to www.rtps.org and click on the PowerSchool icon. Passwords will be given out at the beginning of the school year. Parents/guardians may also call the office to request their password. Log in information and passwords will ONLY BE GIVEN TO THOSE WITH LEGAL GUARDIANSHIP OR CUSTODY of the child.

REPORT CARDS

The Nelle Shean Elementary will be recording grades on a trimester. This is new for the 2021-2022 school year. Report cards will be prepared three times a year and will be sent digitally using BrightArrow. Midterm deficiency notices will NOT be mailed home. It is the responsibility of the parent or guardian to check PowerSchool.

TECHNOLOGY RESOURCE ACCEPTABLE USE POLICY AND IPAD HANDBOOK

A copy of the *Technology Resource Acceptable Use Policy* is available on the school district website. iPad Handbooks are also available on the district web site or may be obtained from the Gilbert Campus secretary (744-7770). **Students are not allowed access to school computers or devices until their signature pages have been signed by both the student and a parent or guardian and returned to school.**

■ 524 Internet Acceptable Use and Safety Policy

HAZING

Policy 526 ISD 2909 Hazing Prohibition

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.

E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.

F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures. Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts..

G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.

H. A person who engages in an act that violates school policy or law in order to be 526-2 initiated into or affiliated with a student organization shall be subject to discipline for that act.

I. 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.

III. DEFINITIONS

A. "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 school-related purpose. The term hazing includes, but is not limited to: 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body. 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student. 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety

of the student. 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, adversely affects the mental health or dignity of the student or discourages the student from remaining in school. 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. “Immediately” means as soon as possible but in no event longer than 24 hours.

C. “On school premises or school district property, or at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not 526-3 represent that it will provide supervision or assume liability at these locations and events. D. “Remedial response” means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.

E. “Student” means a student enrolled in a public school or a charter school.

F. “Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receive a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be 526-4 subject to disciplinary action.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.

F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.

C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law. 526-5 F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

VII. DISSEMINATION OF POLICY

A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.

B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline) MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

Interview of Students by Outside Agencies

Policy 519 ISD 2909 Interviews of Students by Outside Agencies

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures of access to students by authorized individuals during the school day.

Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.

Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

LOCKERS

Policy 502 ISD 2909 Search of Student Lockers, Desks, Personal Possessions, and Student's Person

The 1995 Omnibus Crime Act creates a statewide school policy. It provides that it is the policy of the State of Minnesota that:

“School lockers are the property of Rock Ridge Public Schools. At no time does the Rock Ridge District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were

searched unless disclosure would impede an ongoing investigation by police or school officials.”

1. STUDENTS ARE RESPONSIBLE FOR ALL CONTENTS CONTAINED IN THEIR LOCKERS.
2. STUDENTS ARE ADVISED NOT TO LEAVE MONEY OR OTHER VALUABLES IN THEIR LOCKERS.
3. Students found tampering with another person’s locker will be liable for student discipline.
4. STUDENTS ARE NOT TO CHANGE LOCKERS.
5. Students will be expected to honor a request by the administration to open his/her locker for inspection.

Should a student refuse to honor the request, the school reserves the right to cut the lock on the student’s locker.

PEST CONTROL: (PARENT’S RIGHT TO KNOW ACT)

Our school district utilizes a licensed, professional pest control service form for the prevention and control of rodents, insects, and other pests in an around the district’s buildings. The program consists of:

1. inspection and monitoring to determine whether pests are present and whether treatment is needed;
2. recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. utilization of non-chemical measures such as traps, caulking and screening; and application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to the label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should an application be deemed necessary on a day different from the days specified in the schedule.

SEXUAL, RELIGIOUS, RACIAL HARASSMENT POLICY

[Policy 413](#) ISD 2909 Harassment and Violence

Everyone at Franklin Elementary School has a right to feel respected and safe. Consequently, we want to familiarize you with our policy to prevent religious, racial or sexual harassment and violence of any kind. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:

1. name calling, jokes or rumors
2. pulling on clothing
3. graffiti
4. notes or cartoons
5. unwelcome touching of a person or clothing
6. offensive or graphic posters or book covers or
7. any words or actions that make you feel uncomfortable, embarrass you, make you feel bad.

If any words or actions make a student feel uncomfortable or fearful, he/she needs to tell a teacher, a counselor, the principal or the Human Rights Officer, who is Misty Elliott, School Nurse. Students may also make a written report. The student's right to privacy will be respected as much as possible. We take all reports seriously and will take appropriate actions based on the reports. The school district will also take action if anyone tries to intimidate the victim or take action to harm him/her because he/ she reported the situation.

This is just a summary of the Rock Ridge School District's policy against religious, racial and sexual harassment and violence. Complete copies are available in the Superintendent's office. Remember: Religious, racial and sexual harassment and violence are against the law! For more information contact:

Misty Elliott, Human Rights Officer
Rock Ridge Public Schools
411 Fifth Avenue South
Virginia, MN 55792
749-5437, extension 1918

TESTING

In a world of increasing system accountability, schools are being asked how well they are educating their students and how their students compare with students in other schools. To help measure our system's accountability and to give parents/students an idea of how we're doing, students at Parkview Elementary participate in a computer testing program called STAR 360. These tests measure academic progress in reading and math.

WEAPONS POLICY

[Policy 501](#) ISD 2909 Schools Weapon Policy

Bringing a dangerous weapon on school property is a violation of Minnesota law. It is a serious violation called a felony. You may not possess a dangerous weapon at any time on school property.

A dangerous weapon can be many things. It includes guns, switchblades, brass knuckles, nun-chucks, certain liquids and pellet guns. It does not matter, for instance, whether the gun is loaded or unloaded. A dangerous weapon includes any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death.

Possession on school property includes on a school bus, at a bus stop, on school property, on any property leased by a school and whether the school is public or private. It also includes off campus locations where school hosted activities are taking place.

Violation of the terms of Minnesota law will result in penalties including expulsion from school in addition to statutory penalties, which include significant fines and prison.

Please keep this handbook for future reference.

Listed Policies: [Rock Ridge Public Schools Board Policies](#)

Policy 413: Harassment and Violence:

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. Rock Ridge Public Schools prohibits any form of religious, racial or sexual harassment and violence.

Policy 501: Weapons Policy:

The purpose of this policy is to assure a safe school environment for students, staff and the public.

Policy 502: Search of student lockers, desks, personal possessions, and student's person:

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing Rock Ridge Public School's policies against contraband.

Policy 503: Attendance:

A. The Board of Rock Ridge Public Schools believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

Policy 504: Student Dress and Appearance:

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

Policy 506: Student Discipline:

The purpose of this policy is to ensure that students are aware of and comply with Rock Ridge Public School's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process.

Policy 514: Bullying:

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. Rock Ridge Public Schools cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. 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.

Policy 519: Interviews of Students by Outside Agencies

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

Policy 524: Student Technology Use Agreement Policy:

The term "Technology Resource(s)" includes, but is not limited to: computer hardware and software, Internet, web-pages, instant messaging systems, networks, telephones, pagers, scanners, printers, digital cameras, photocopy and facsimile machines and all communications and information communicated thereby, including email and voice-mail and all communications and information transmitted by, received from, entered into, or stored in these resources. The term "District" refers to the Rock Ridge Public Schools, Independent School District #2909. The term "user(s)" includes all Rock Ridge Public Schools, Independent School District #2909 faculty/staff members, students, and any other person who may use or access the Technology Resources belonging to the District.

Policy 526: Hazing Prohibition

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

Policy 531: Pledge of Allegiance

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.