

Ely Public Schools Student and Family Handbook 2026-2027

Preparing today's students for tomorrow's opportunities and challenges.

Approved by School Board on August 10, 2026

Ely Public Schools
600 East Harvey St.
Ely, MN 55731

218-365-6166

School Website

Table of Contents

Table of Contents **1**
Introduction **4**
NOTICE OF COPYRIGHT 4
PART I INFORMATION **5**
Arrival and Dismissal Hours 5
Attendance 5
Calendar 6
Cold Weather Recess/Playground Procedures (Elementary School) 6
Communication 6
Complaints 6
Daily Schedules 7
Drop Off/Pick Up Students 7
Eighteen-Year-Old Students 7
Employee Directory 7
Employment Background Checks 7
Elevator Use 7
Facebook and other Social Media/Social Networking Sites 7
Fees 8
Food in the Classrooms 8
Fundraising 8
Graduation Ceremony 8
Interviews of Students by Outside Agencies 9
Invitations 9
Library and Media Center 9
Lost and Found 9
Meals 9
Messages to Students 9
Nondiscrimination 9
Notice of Violent Behavior by Students 10
Parent/Guardian Custody 10
Parent/Guardian Teacher Conferences 10
Parent/Guardian Teacher Organization 10
Personal Property 10
Pets 10
Photo Release 10
Playground 10
Pledge of Allegiance 10
Poster Regulations 10
School Activities, Dance, and Clubs/Organizations 11
School Board Meetings 12

School Closing Procedures 12
Searches 12
Lockers and Personal Possessions Within a Locker 12
Desks 12
Personal Possessions and Student's Person 12
Vehicles on Campus
Patrols and Inspections 12
Search of the Interior of a Student's Motor Vehicle 12
Student Address and Phone Changes 13
Student Publications and Materials 13
Distribution of Non School-Sponsored Materials on School Premises 13
School-Sponsored Media **13**
Student Records 13
Student Surveys 13
Video Surveillance 14
Volunteers 14
PART II ACADEMICS 14
Cheating and Plagiarism 14
Class Rank/Academic Standing 14
Deficiencies 14
Extra-Curricular Activities 14
Family Portal 14
Field Trips 15
Grades 15
Graduation Requirements 15
Minnesota Academic Standards 15
Guidance and Counseling Services 16
Homeschool and MN Public Online Schools 16
Homework 18
Honor Roll 18
Mid-Quarter Reports for Grades 6-12 18
Multi-Tiered Systems of Support 18
Parent Right to Know 19
Physical Education Classes 19
Post-Secondary Education Option (PSEO) 19
Promotion and Retention 19
Schedule Changes 19
School Materials (textbooks, Chromebooks, library books, etc) 20
School Supports and Services 20
Teacher Assistant Elective 20
Valedictorian/Salutatorian 20
PART III RULES AND DISCIPLINE 21

Attendance 21
Behavior Expectations and Logical Consequences 22
Bullying Prohibition 25
Buses – Conduct on School Buses and Consequences for Misbehavior 25
Cell Phones and Other Personal Electronic Communication Devices 26
Discipline 27
Dress and Appearance 28
Drug-Free School and Workplace 28
Harassment and Violence Prohibition 28
Hazing Prohibition 28
Internet Acceptable Use and Safety Policy 29
Parking on School District Property
Students 29
Visitors 29
Paw Pride Behavior for ALL Students 30
Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction 30
Vandalism 30
Weapons Prohibition 30
PART IV HEALTH AND SAFETY 31
Accidents 31
Crisis Management 31
Health Information 31
First Aid 31
Food Allergies 31
Communicable Diseases 31
Head Lice 32
Health Services 32
Illness 32
Immunizations 32
Lead in School Drinking Water 32
Pesticide Application Notice 32
Medications at School During the School Day 33
Seizure Action Plan 33
Suicide Prevention Information 33
Visitors 34
APPENDIX School District Policy Cross-Reference Table 34

Introduction

Dear Students and Families,

This handbook represents our commitment to fostering academic excellence in a safe, positive environment, developing respectful and responsible learners.

The EC-12 Handbook serves as a comprehensive guide outlining our school's policies, procedures, and expectations. It is designed to ensure clarity and transparency in our educational practices, promoting a shared understanding among students, parents/guardians, and staff. Whether you are a returning member of our school community or joining us for the first time, I encourage you to familiarize yourself with the contents of this handbook.

Within these pages, you will find four key parts of the handbook; I) Information, II) Academics, III) Rules and Discipline; and IV) Health and Safety.

The Ely Public School Policies can be found on the district website at https://www.ely.k12.mn.us/msba-policies.

The Ely Public School District Belief Statements:

- We believe in providing a safe, inclusive environment where every student feels secure, supported, and valued.
- We believe all students deserve high-quality education inspiring curiosity, fostering critical thinking, and preparing them for success.
- We believe in empowering students to become active, engaged members of our community to contribute positively to society.
- We believe in being good stewards of public financing and revenue sources.

Thank you for your ongoing support and partnership in education.

Sincerely,

Anne M. Oelke
Early Childhood-Grade 12 Principal
Superintendent of the Ely Public Schools
aoelke@ely.k12.mn.us

NOTICE OF COPYRIGHT

This Model Student Handbook is protected by copyright. The Minnesota School Boards Association (MSBA) wants school districts to make the best use of this Model Student Handbook but must also protect its copyright. With these goals in mind, MSBA authorizes the copying and use of its materials in the following contexts:

1. School districts that have purchased this Model Student Handbook may use, copy, download, and incorporate any portion of these materials in the development of their own handbooks.
2. Distribution of any portion of these materials to other school districts, entities, or persons who have not purchased the Model Student Handbook is strictly prohibited.
3. Student handbooks are public documents in the hands of a school district and must be made available for inspection to members of the public upon request. Copying and use of these materials by the public, however, is subject to the copyright laws and these materials cannot be reproduced or used, except as outlined above, without permission from MSBA.

If you wish to copy and use this Model Student Handbook in ways not authorized above, you must obtain permission from MSBA. Call MSBA at 507-934-2450 or 800-324-4459 for more information. Failure to receive such permission is a violation of our copyright.

All authorized copies must reflect MSBA's notice of copyright.

PART I
INFORMATION

Arrival and Dismissal Hours

School building hours are 7:35 am - 3:30 pm, Monday - Thursday on student contact days.

ALL students will enter the school building using the front/secured entrance, door #1. Staff will greet and monitor students at the front/secured entrance. Students are expected to be on campus no later than 7:50 a.m. The instructional school day begins at 7:55 a.m.

Early Childhood: Class days and times vary and are subject to change. Please check the District Website for information on Early Childhood Programs.

Elementary: All students are expected to enter door #1 in the morning and report to their locker when they arrive or they can eat breakfast in the cafeteria. Students should remain in the cafeteria or by their locker until the first bell rings. We STRONGLY ENCOURAGE INDEPENDENCE with all our students, please allow your student to enter the building on their own. Parents/guardians who enter the building in the morning must stop in the office for a visitor's badge.

Middle/High School: All students are expected to enter door #1 in the morning and report to their locker when they arrive or they can eat breakfast in the cafeteria. At the end of the day, students can exit any of the doors in the high school.

Attendance

The School Board of Independent School District #696 believes that regular school attendance is related to a student's academic success. Absences, whether excused or unexcused, are detrimental to the learning experience. For additional guidance, please see MN State Statute 120A.22.

By law, schools are required to determine whether the reason for an absence is excused or unexcused. A parent/guardian's written request for a student's release may or may not be an excused absence.

In accordance with the regulations of the Minnesota Department of Education and the Minnesota Mandatory Attendance Law, students are required to attend all assigned classes each day.
After seven (7) unexcused absences per semester, as required by St. Louis County laws governing Educational Neglect, the school is required to file a report with Social Services. This will result in a meeting of parents/guardians, student, school administrator, and a truancy officer in an effort to resolve the absentee problem.

It is the student's and parent's/guardian's responsibility to communicate with teachers regarding missed assignments due to absence. Make up work shall be at the discretion of the teacher.

After seven (7) absences per semester, ALL absences for the remainder of that semester will be considered unexcused with these exceptions:
1. The parent/guardian provides a written medical excuse for the missed day(s) or class(es).
2. Other absences may be excused at the discretion of the principal.

After three (3) unexcused absences, the school will initiate contact with the parents/guardians in efforts to be proactive in improving attendance. After seven (7) unexcused absences, as required by St. Louis County laws governing Educational Neglect, the school is required to file a report with Social Services.

When a student is absent, parents/guardians must call/email the School Office (218) 365-6166 ext. 3 Middle/High School and ext. 4 Elementary before 8:30 a.m. to report their student's absence. Please leave a message including your student's name and reason for the absence. Any absence that is unaccounted for will be considered an unexcused absence.

Prior to leaving the school building, a student must sign out in the Elementary School or Middle/High School Office. Having been absent for any part of the school day a student must sign in at the office

when returning to school. Under no condition, will students leave the school without permission from the principal or nurses office. Any student that leaves the school building or grounds without permission will receive an unexcused absence.

Definitions of Absences:
Absence: A student will be considered absent when he or she is missing from school for any full or partial day. Students must sign out in the school office before leaving the building at any time and when returning from any absence.
Excused absence: An absence such as an illness, extracurricular activity, unavoidable medical appointments, death in the family, court appearances, religious observance, physical emergencies such as fire, flood, etc., and family activities with prior approval by principal may be considered excused. Removal of a student pursuant to a suspension will be recorded as an excused absence.
Unexcused absence: Absences that could have been reasonably avoided or delayed are recorded as unexcused. Examples include oversleeping (parent/guardian or student), shopping, hair appointments, working, family activities not approved by principal, etc. Even with consent of parents/guardians, absences can be ruled as unexcused by the administration. Excessive absences due to illness may require a doctor's note.
Pre-excused absences: Any absence not considered as an illness or family emergency must be approved in advance. A parent/guardian request should be presented to the principal at least two days in advance of their student's absence.
Tardiness: Students are expected to be in their designated area at designated times. Failure to do so constitutes tardiness. Students tardy at the start of the school day must report to the office. Six (6) tardies will result in 1 unexcused absence
Truant: A student who is absent without approval for any part of the school day is considered truant. A pupil will be considered a "continuing truant" if absent three or more class periods on three days without valid excuse in a single school year (MN. Stat. 260A.02 Subd. 3). A student's parent/guardian or legal parent/guardian will be notified by mail should their student be classified as a "continuing truant."

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website at **www.ely.k12.mn.us** and in the Family Portal.

Cold Weather Recess/Playground Procedures (Elementary School)

When the temperature or wind chill factor is 10 degrees below zero, students will not play outside. All students are expected to go outdoors during winter months unless a student has a medical reason, (i.e. doctor's excuse). Please see that your student is dressed appropriately for the weather conditions. If students are not dressed appropriately recess restrictions may apply which may include sitting in the office during recess or limited play areas on the playground.

Communication

Open communication between home and school is critical to your student's success. Conferences, open houses, report cards, mid-quarter progress reports, school bulletins, school websites, Family Portal, and newsletters are some of the formal ways we use to keep you informed about your student's school experiences. Please keep us informed. Parents/guardians can access the Family Portal at www.ely.k12.mn.us

EMAIL: Parents/guardians who wish to contact their student's teacher(s) are encouraged to email teachers, this is the preferred method of contact. Faculty are expected to check their email throughout the school day.

Complaints

Students, parents/guardians, employees, and other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint. If parents/guardians have concerns with the school, we encourage you to contact the school

administration prior to posting on Facebook and/or other Social Media outlets. Respectful, open communication is the best resolution for problem solving.

Daily Schedules

First bell rings at 7:50 am and instruction begins at 7:55 am.
Memorial School Periods
Period 1 - 7:55 - 9:03 am
Period 2 - 9:07 - 10:15 am
Period 3 - 10:19 - 11:27 am
Lunch - 11:27 - 11:57 am
Period 4 - 11:58 - 1:05 pm
Period 5 - 1:09 - 2:17 pm
Period 6 - 2:21 - 3:30 pm
Dismissal bell rings at 3:30 pm

Elementary Lunch and Recess
Kindergarten - 2nd Grade Recess at 11:25 - 12:00pm
Kindergarten - 2nd Grade Lunch at 12:05 - 12:35 pm
3rd - 5th Grade Lunch at 12:40 - 1:10 pm
3rd - 5th Grade Recess at 1:10 - 1:45 pm

Drop Off/Pick Up Students

Parent/guardians will use the parent/guardian drop off/pick up loop in front of the school to drop off and pick up their student. Under special circumstances the bus loop may be used for drop off and pick up, parents/guardians must contact the principal and/or transportation director to communicate this need. The circle in front of Washington Elementary is for bus traffic ONLY. There will be No Parking on the south side of Harvey Street. For the safety of our school patrol and for all our students, please park accordingly.

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

Employee Directory

Administrators, faculty, and staff phone numbers and emails can be found on the District Website: https://www.ely.k12.mn.us/administration

Employment Background Checks

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Elevator Use

The elevator is available to students who have a medical need and/or have received permission from the principal or school nurse.

Facebook and other Social Media/Social Networking Sites

Under NO CIRCUMSTANCES students should post school staff photos on social networking sites. Should postings on these sites be used to demean another member of the school community, and it results in a disruption to the school day for a student or students, or member of the staff, it will be addressed by administration using the bullying and harassment policies already in place in ISD 696. If parents/guardians have concerns with the school, parents/guardians are encouraged to contact the

school first rather than posting on Facebook and/or other Social Media. Respectful, open communication is the best resolution for problem solving.

Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.

Students will be charged for textbooks, workbooks, Chromebooks, library books, and other property owned by ISD#696 that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay.

Food in the Classrooms

Early Childhood, Elementary K-5, and Grade 6: The State Department of Education requires that all treats in schools must be limited to prepackaged items. Treats allowed are: packaged treats, products from the bakery, ice cream bars and anything that is individually wrapped.

Many early childhood and elementary classrooms have snack time in their classrooms. Teachers will notify parents/guardians of snack expectations. Students are encouraged to eat healthy and drink water. Water bottles are allowed in many classrooms, however only water is permissible.

Middle/High School: Food is not allowed in the classrooms unless the teacher specifies otherwise because of a special occasion in their classroom. Water bottles are allowed in many classrooms, however only water is permissible.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent/guardian groups must be approved in advance by the principal. Participation in non approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline.

Graduation exercises are under the control and direction of the principal. Students must participate in graduation practice, exceptions can be made by the principal.

A student that is no more than 1 credit away from graduation requirements and is signed up to complete the credit through the Ely Public Schools Summer Credit Recovery Program may participate in the graduation ceremony and the school affiliated post graduation celebration. However, they will

not receive a diploma until the required credit is completed through the Ely Public Schools Summer Credit Recovery Program.

Interviews of Students by Outside Agencies

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

Invitations

Invitations to parties are not to take place at school or during school time, nor can a class list of names, addresses and phone numbers be given due to data privacy.

Library and Media Center

The library/media center is open during scheduled times when staff is present. Students may use the library/media center during the school day and before and after school only when a supervisor is present.

Lost and Found

Clothing should be marked with proper identification. The school maintains a lost and found area where students may claim their articles. Many items presumed to have been taken are located in our "Lost and Found". Students are responsible for personal items as well as books and school materials. The lost and found is cleaned out quarterly due to the overflow. Students, please check the lost and found.

Meals

A meal account will be set up in the student database for each student. Accounts can be viewed through the Family Portal. Meal balances can be paid through Family Portal or by check payable to ISD 696 placed in the drop box located outside the office. When balances become deficient in funds a notice is sent to primary contact information.

Students may receive a free meal at school or bring a prepared lunch from home. Milk (for purchase) will be available to supplement lunches brought from home.

Students are not allowed doubles unless they have purchased a pre-paid ticket from the cashier in the morning. Ala Cart items are available for students in grades 3-12. K-2 students do not have access to ala carte items, are not allowed doubles and do not have access to the microwaves.

Meals are to be eaten in designated areas only. Meal times vary by classroom. Students will be notified of their assigned meal time on the first day of school. Students in grades 9-12 have the privilege to open campus lunches. This privilege may be removed from a student.

Messages to Students

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during instructional time is prohibited.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability (or failure to ensure physical and program access for disabled persons), sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated the superintendent as the district's human rights officer, Title IX Coordinator to handle inquiries regarding nondiscrimination and as the Americans with Disabilities Act (ADA) coordinator.
Please contact the district office at 218-365-6166 ext. 2.

Notice of Violent Behavior by Students

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent/guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their student's records, including the data documenting the history of violent behavior.

Parent/Guardian Custody

By law, if parents/guardians are legally separated or divorced, each parent has equal rights to the custody of the student UNLESS a parent has a court order that indicates which parent has custody of the student. The school MUST HAVE A COPY OF THE COURT ORDER on file, otherwise, either parent may check the student out of the school with proper identification.
If a parent comes in with a court order stating current custody over the enrolling parent, they may take the student after documents are verified, as needed, and after every effort has been made to reach the enrolling parent by phone.

Parent/Guardian Teacher Conferences

School Conferences are scheduled in November and January. They provide a valuable opportunity for the parent/guardian and teacher to share information about the student. Teachers may also request a conference with parent/guardian at other times during the year. Parent/Guardians are also encouraged to request a school conference when they see a need.

Parent/Guardian Teacher Organization

PTO meetings are held periodically throughout the school year. The PTO sponsors and supports many activities throughout our school including field trips, School Spirit T-Shirts, Scholastic Book Fairs, and much more. Contact PTO at elypto@gmail.com if you have any questions or would like to get involved. Check out the The PTO Website

Personal Property

Students are expected to leave personal property at home with the exception of Show and Share in the elementary classrooms. The school is not responsible for students' personal items.

Pets

Check with your student's teacher before bringing an animal to school for any reason. No pet or live animal or bird may be taken on the bus. If a parent/guardian brings the animal to share with the student's class, the animal must be taken home by the parent/guardian. Animals must have all shots before being brought into school.

Photo Release

Photos of students and staff members taken by approved publications may be used for public relations purposes unless a parent/guardian calls and requests otherwise.

Playground

School rules will be enforced at all times while on the playground and other school property. No equipment, except for baseball gloves, from home are allowed on the playground before school, at recess, in the lunchroom and after school. (No toys, cards, balls, unapproved fidget, etc.) There is NO supervision on the playground after school; parents/guardians are highly encouraged to supervise their students.

Pledge of Allegiance

Minnesota Statutes 121A.11: "anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students must respect another person's right to make that choice."

Poster Regulations

Posters and notices must be approved by the principal prior to posting otherwise they will be removed.

School Activities, Dance, and Clubs/Organizations

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Ely School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the Athletic Director.

School Dances (including Prom): All school dances must be approved by the principal two weeks before the event or activity.

Attendance at school sponsored dances is dependent on grade level, age, eligibility, and other criteria as established by the administration and sponsoring organization. Advisors will ensure that adequate supervision is provided by dance chaperones.

1. Most dances are limited to Memorial School Students.
2. Prom is for 11th and 12th grade students only. However, they may invite a 10th grade student or an approved out-of-school guest.
3. Only 11th and 12th grade students may invite an approved out-of-school guest with prior approval of the principal.
4. Any 11th or 12th grade student requesting to bring an approved out-of-school guest to an Ely Memorial School dance must pick up a form in the high school office. This form must be completed by the student and turned in fully completed one week prior to the dance.
5. An approved guest must be between 10th grade and the age of 20.
6. Students serving a suspension may not attend dances.
7. Students must attend the **most recent school day** unless absent for a school activity or a necessary medical appointment.

Clubs/Organizations

1. No school organization, club, or class may hold a meeting without the advisor in attendance. All school activities scheduled in the school building or sponsored by the school must have permission from the principal before the activity is scheduled.
2. It is the responsibility of advisor and officers to keep records of:
    a. Membership
    b. Constitution, by-laws or general purpose of activity
    c. Award/Lettering requirements
    d. Complete minutes of meetings and business transactions
    e. Accurate accounting of financial transactions
3. Any fundraising activities conducted by school organizations must be approved by the principal. Approval should be obtained at least two weeks before the fundraising begins. All funds must be deposited in the appropriate student activity account. Funds are withdrawn with a School Activity Purchase Order obtained in the high school office. It must be signed by the activity advisor, the activity treasurer, and high school office staff.

School Board Meetings

The ISD #696 School Board meets regularly at 5:30 p.m. on the second Monday of each month for a Regular Business Meeting and the fourth Monday of each month for a Study Session. The board meets in the Media Center. All school board meetings are open to the public.

School Closing Procedures

In the event that school starts late, closes for the day, or closes early the announcement would be made on the local TV channels, as well as a District Activated Telephone Alert System through Family Portal, the District Website and the District Facebook Page. Families should have an emergency plan in place in the event that the school starts late or closes early for any reason. Please review your plan with your student.

Searches

In the interest of student safety and to ensure that schools are drug and weapon free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials 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 officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Vehicles on Campus

Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking

privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

Student Address and Phone Changes

A change in a student address or phone number should be reported to the principal's office. This is necessary for emergencies and keeping school records accurate. Parents/guardians also have the ability to change information on the Family Portal**.**

Student Publications and Materials

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the principal and/or sponsor. Non School-sponsored publications may not be distributed without prior approval.

Distribution of Non School-Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner.

School-Sponsored-Media

School district policy 512 sets forth the rights and responsibilities of student journalists. Student media advisers shall supervise student journalists to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

1. is obscene to minors;
2. is defamatory;
3. is profane, harassing, threatening, or intimidating;
4. constitutes an unwarranted invasion of privacy;
5. violates federal or state law;
6. causes a material and substantial disruption of school activities;
7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
8. advertises or promotes any product or service not permitted for minors by law;
9. advocates sexual, racial, or religious harassment or violence or prejudice; or
10. is distributed or displayed in violation of time, place, and manner regulations.

Expression in school-sponsored media or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. School-sponsored media may be distributed at reasonable times and locations.

Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, a complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained on the District Website.

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, a complete copy of the school district's "Student Surveys" policy may be obtained on the District Website.

Video Surveillance

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property.

Volunteers

Volunteers are welcomed in the Washington Elementary School. Please contact your student's classroom teacher to arrange volunteer options. All volunteers must complete the Volunteer Application Form. All other volunteer arrangements must be approved by the principal.

PART II
ACADEMICS

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy.

Class Rank/Academic Standing

At the end of each semester, student grade point averages for students in grades 9-12 are computed and students shall receive a class rank. The class rank is cumulative, beginning with grade nine.

Valedictorian or salutatorian status will only be awarded to students who have earned a majority of their credits from full time attendance at Ely Memorial High School for their final four consecutive semesters at Ely Memorial High School.

Deficiencies

Unsatisfactory academic progress affects eligibility for extracurricular activities. A student who fails a quarter class will serve an extracurricular activity suspension for 2 weeks or 2 events, whichever is greater. A PSEO student who fails a semester course will serve an extracurricular activity suspension for 2 weeks or 2 events, whichever is greater. The suspension period for a PSEO student begins when the college submits the course grades to Ely Memorial High School.
A student that has a failing grade at the mid-quarter will be unable to participate in any extracurricular activity until the Mid-Quarter Form is signed by the teacher(s) of the failing course.
School activities include all activities and athletics. This section also applies to activity managers.

Extra-Curricular Activities

Students are encouraged to take part in extracurricular activities, however academic work comes first.
1. Teachers may communicate with the activities director if a student is academically deficient (not only at mid-term and quarter endings, but at any time during the marking period) and enforce limited participation until the student improves academic performance. Afterschool Homework Help may be deemed an appropriate substitution for after-school practices, until satisfactory progress is made, by teachers, coaches, or administration.
2. Students must be in attendance for the entire school day in order to play or practice or participate in the next school-sponsored event (athletic event, play, music performance, contest, etc.). The coach or advisor must approve exceptions to this.
3. Students who are not in regular attendance and have reached the seven unexcused absences per semester in any class may not be able to participate in extra-curricular activities as decided by administration, teachers, and coaches.

Family Portal

The Family Portal is located on our schools website. Family Portal contains many useful resources for parents/guardians and students. Parents/guardians can log into the Family Portal and view data for their student's attendance, report cards, parent/guardian information, progress reports, and lunch accounts. Parents/guardians are also able to submit changes to their parent/guardian information.

Updated information is beneficial to ensure that the school has the most current information to contact parents/guardians.

Field Trips

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and/or require student participation. Students are expected to attend field trips scheduled during the school day, if a family chooses for the student not to participate in the field trip then the student will stay home and be marked absent for family. All field trips off campus will require a parent/guardian permission form to be signed prior to the trip. Overnight field trips are a privilege, not a right. Overnight field trip information and requirements will be communicated to students and families at the beginning of the school year. A student must be a full time ISD 696 student or full time PSEO/ISD 696 student to participate in overnight field trips, with the exception of a part-time student may participate in an overnight field trip that is directly related to the enrolled course(s).

Grades

Elementary for Grades K-5: Students' grades and progress will be reported on the Family Portal, through parent/guardian conferences, and teacher notifications. Report cards will be emailed to families at the completion of Semester 1 in January and the completion of Semester 2 in May/June.

Middle School/High School - Grades 6-12: All grades/report cards will be maintained in the district's student management system, the Family Portal. Parents/guardians will be notified when mid quarter reports and quarter reports will be available to view. Grades and assignments can be viewed at any time via the Family Portal. Report cards are emailed to parents/guardians at the end of every quarter.

Family Portal

Family Portal is located on our schools website at http://www.ely.k12.mn.us
Family Portal contains many useful resources for parents/guardians and students. Parents/Guardians can log into the Family Portal and view data for their students' attendance, report cards, parent/guardian information, progress reports, and lunch accounts. Parents/guardians are also able to submit changes to their contact information. Updated information is beneficial to ensure that the school has the most current information to contact parents/guardians. To log into Family Portal go to http://www.ely.k12.mn.us Enter your last name for the Parent/Guardian Username. Enter the password that was assigned to you by the school office. Contact your school office if you don't remember your password. If you have not provided the school with an email please do so, email is the most efficient form of communication for the school. Please add your email address to the parent/guardian information section on Family Portal or call the school offices.

Graduation Requirements

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Ely Memorial Senior High School.

Course Credits Required

To receive a diploma from the Ely Public School District, students must successfully complete at least 23 credits in grades 9-12 and comply with the following high school level course requirements:

Language Arts	4 credits
Mathematics	3 credits
Science	3 credits (must include 1 credit of biology and 1 credit of chemistry)
Social Studies	3 ½ credits
Arts	1 credit
Health	½ credit
Elective courses	8 credits

Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Academic Standards: https://education.mn.gov/MDE/dse/stds/

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards, Health
Minnesota Academic Standards or Local Standards, Arts K-12

Guidance and Counseling Services

Guidance services are available to all students when they need help regarding social, educational, vocational and career concerns, or with personal development. Students who wish to meet with the counselor may make an appointment with the counselor. However, anytime a student has an urgent problem, he/she may come to the guidance office and the counselor will attempt to meet with the students immediately.

The following are just some of the services available:

1. Helping students solve immediate problems and make appropriate decisions.
2. Assisting students in planning the high school subjects needed to meet requirements of future vocational and educational plans.
3. Assisting students in career planning.
4. Assisting students with learning difficulties and study habits.
5. Maintaining up-to-date cumulative records on all students.
6. Supervisions of testing and interpreting test results.
7. Providing information regarding scholarships and admissions to all schools.
8. Meeting with parents/guardians and teachers to assist the students in whatever problems arise.

Use of available counseling and guidance services is not left entirely to student initiative. A student is often referred to the counselor by a teacher, parent/guardian, administrator, or student.

Homeschool and MN Public Online Schools

At the Ely Public School District, we strive to work with families that choose to Homeschool or attend a MN Online Public School District. We welcome students to attend our Ely Public School District courses when possible.

Definitions

Homeschool: As defined by the Minnesota Department of Education (MDE), homeschooling is considered a form of non-public education where parents or guardians create a private school for their children, requiring registration, teaching specific subjects, administering standardized assessments, and maintaining records.

MN Online Public School: Minnesota online public school is either a district or charter school, approved by MDE to deliver comprehensive public education online. Students enrolled in an MN online public school are students of that online school's district, not the Ely Public School District.

Resident student: Student who lives within the Ely Public School District's boundaries.

Non-resident student: Student who lives outside the Ely Public School District's boundaries. Ex. Babbitt, Tower/Soudan (St. Louis County School District, ISD #2142), Lake County (Lake Superior School District, ISD #381).

Parents/guardians of students in District 696 must notify the superintendent and complete all necessary documents when a decision is made to homeschool their student(s) or enroll in a MN Public Online School. Homeschool parents/guardians must submit a list of the courses their student will be taking as well as a description of the course and its content.

Courses

Should a student enroll at Ely Memorial School, the counselor will review grades, course content, and hours spent per course (180 hours equals one credit) to determine transfer credits.

A homeschool student may obtain no more than 3 credits per semester or 6 credits per year. Home school grades will not be included in the student's cumulative grade point average. If deemed necessary, a student may be required to take course placement tests to determine appropriate grade level placement.

Home school students may enroll as a part-time student in Ely Memorial High School Classes.

An online school can negotiate a tuition agreement with the resident school district for the student to take a course with the resident school that is typically not offered by the online school. If there is a tuition agreement for the course, then the student is eligible for any field trips and activities associated with that course. Online schools often only do tuition agreements for 9-12 grades, but they can vary widely.

Each MN Online Public School District has different policies and procedures when working with a student's resident school district, which vary widely. Some MN Online Public School Districts are willing to make tuition agreements with the resident school district, while some are not.

Part-time students are eligible for any field trips and activities associated with that course.

Students enrolled at the Ely Public School District for **in-person course(s)**—including those who are otherwise homeschooled or enrolled in an online program—are expected to adhere to the following expectations:

Timely Attendance: Students must arrive on time for their scheduled course and report directly to their assigned classroom.

Prompt Departure: Upon completion of the course, students are expected to **exit the building promptly**. Loitering in hallways, common areas, or other classrooms is not permitted.

Restricted Access: Students are not allowed to roam or access other parts of the building unless expressly permitted by school staff for official purposes.

Behavioral Expectations: All school rules, policies, and codes of conduct apply fully to part-time and homeschool/online students while on campus. This includes dress code, respectful behavior, use of school property, and safety procedures.

Failure to follow these expectations may result in a review of the student's access to in-person courses and could lead to disciplinary action or loss of campus privileges.

MSHSL Activities

A resident student who attends a MN Online Public School District is eligible for MSHSL activities.
A resident student who homeschools is eligible for MSHSL activities.
A resident student who enrolls in an MN Charter School must form a cooperative agreement with the resident school district to be eligible for MSHSL activities.
A non-resident student who homeschools must form a cooperative agreement with the resident school district to be eligible for MSHSL activities.

Students must meet the same eligibility requirements as their public school counterparts, such as tryouts or auditions, and course grade requirements, and adhere to the same rules and regulations governing the activity. Additionally, schools may charge participation fees, but these fees cannot exceed those charged to public school students.

Other Activities

Students not enrolled in the Ely Public School District are not eligible for everyday school events. For example, field trips (unrelated to an enrolled course), school clubs, dances (unless invited by a resident student in grades 11-12), etc.

Students must be enrolled at Ely Memorial High School for their final two consecutive semesters in order to receive an Ely Memorial High School Diploma. Any exceptions are only with principal approval. All District 696 graduation requirements will apply and must be completed in order to graduate from District 696. Any exceptions are only with principal approval.

Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their students to complete homework thoroughly and promptly.

Homework will be gathered from teachers at a student or parent/guardian request to the student's teacher only if a student is absent for two days or more. For a one-day absence it is the student's responsibility to communicate with teachers regarding missed assignments due to absence. Make up work shall be at the discretion of the teacher. When requested, a student's homework must be picked up in the office by 3:45 p.m.

Honor Roll

Students who qualify for the honor roll must have a quarter grade point average of 3.00 or greater. The "A" Honor Roll is limited to students with a 3.50 or higher GPA with no D's, F's, P's, or Incompletes. The "B" Honor Roll is limited to students with a 3.00 or higher GPA with no D's, F's, P's, or Incompletes. Seniors graduating with a cumulative grade point average of 3.50 and higher are recognized as students graduating with honors and will receive honor cords for the graduation ceremony.

Mid-Quarter Reports for Grades 6-12

A mid-quarter report will be sent home to parents/guardians as notification of student progress. All students receiving a C- or lower in any class at mid-quarter will receive a report for those classes. All students who are failing the course at mid-quarter will receive a report with the notation that this is a "Deficiency that will affect eligibility for participation in school activities." School activities include all activities and athletics. Students, including activity managers, who receive a Deficiency notation on their mid-term report will not be allowed to compete until the teacher, parent/guardian, and coach/advisor have signed the form indicating satisfactory progress. Penalty takes effect upon receipt of the eligibility form.

Multi-Tiered Systems of Support

All students have the right to learn and all students learn differently. Multi-tiered Systems of Support (MTSS) is a tiered instructional model focused on providing high-quality instruction, screening, and progress monitoring for early intervention, schoolwide collaboration, and differentiated instruction to meet the needs of every student.
The essential components of a MTSS framework allow for a continuum of supports, **working together endlessly**, to improve student academic and behavioral outcomes (Multi-Tiered Systems of Supports-Guidance Document 2020).
Tier 1 is the foundation and includes universal support for all students.
Tier 2 consists of individualized interventions for students in need of additional support, and
Tier 3 includes more intensive interventions for students whose needs are not addressed at Tier 1 or 2.

The Ely Public School utilizes several assessment tools to identify the specific needs of students. **Universal Screening:** All students are screened three times a year to identify students that are at risk for poor learning outcomes academically and behaviorally. Students complete the FAST Reading and Math assessments in September, January, and May to identify academic needs. Classroom teachers complete an individualized FAST Sabers assessment for behavior in September, January, and

May to identify behavioral needs. These assessment tools are also used to evaluate the effectiveness of core instruction.
Progress Monitoring: A system for monitoring student progress and the effectiveness of the supports/interventions provided to students in Tier 1,2, and 3.
Data-Based Decisions: Data-based decisions occur at all levels of MTSS and all levels of instruction. The administration, classroom teachers, and intervention staff meet monthly to analyze student progress.

Parent Right to Know

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her student's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. whether the teacher is teaching in the field of discipline of the certification of the teacher;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their student in each of the state academic assessments. The school district will provide notice to parents/guardians if their student has been assigned to, or taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Physical Education Classes

Students are required to wear tennis shoes on the gym floor. Students who request to be excused from physical education must have a written statement from the doctor or parent/guardian. Parent/guardian excuses are honored up to three consecutive days.

Post-Secondary Education Option (PSEO)

Eleventh and twelfth grade students may apply to enroll in Post-Secondary Enrollment Options (PSEO) and other advanced enrichment programs. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards.

Interested students must fill out an application form and submit it to the Guidance Counselor by March 30th for enrollment the following school year. The application form must be signed by the student and his/her parent/guardian.

A PSEO student who fails a semester course will serve an extracurricular activity suspension for 2 weeks or 2 events, whichever is greater. The suspension period for a PSEO student begins when the college submits the course grades to Ely Memorial High School.

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school.

Schedule Changes

A student's schedule and assignment of teachers is based upon the student's course selection at the time of registration. All Adds/Drops for a quarter must be complete by the Friday of the first week. Schedule changes will be allowed only for the following reasons:
- Attendance at summer school

● Student has a written doctor's excuse and cannot take the class
● Student has been accepted into a special program
● The teacher, principal and counselor determine that a student has been educationally misplaced.
● Students who drop or are removed from a class will receive a failing grade in the course.
● Band for any student grades 6-12 is like any other class. Attendance is expected. Students will not be allowed to drop band until a semester is complete, and ONLY after a conference with band instructor, parent/guardian, student, and principal.

School Materials (textbooks, Chromebooks, library books, etc)

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.

Students will be charged for textbooks, workbooks, Chromebooks, library books, and other property owned by ISD#696 that are lost or destroyed. Students are expected to handle school property with care and respect, if a student is mishandling school materials these materials may be taken away. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay.

School Supports and Services

The Ely Public School District offers a wide range of support for students and families. These services include academic and behavior interventions, Range Mental Health referrals, Check and Connect Services, school counseling services, special education services, and Ely Community Resources Support. Contact the school principal for more information about any of these services.

Teacher Assistant Elective

Teacher Assistant Elective is designed to allow students the opportunity to earn credit assisting teachers in the classroom and/or school setting during the school day. Students are under the direct supervision of a supervising teacher. The teacher will be responsible for the grading of the student's work habits, work quality and overall effort. Students are expected to be on time and engaged during this elective course. If a student has 10 unexcused absences for this elective course, the student will NOT receive any credit for the course. If a teacher accepts a Teacher Assistant, the teacher is expected to take attendance daily by emailing the Memorial Secretary daily.

Valedictorian/Salutatorian

Valedictorian or salutatorian status will only be awarded to students who have earned a majority of their credits from full time attendance at Ely Memorial High School for their final four consecutive semesters at Ely Memorial High School.

PART III
RULES AND DISCIPLINE

Attendance

The School Board of Independent School District #696 believes that regular school attendance is related to a student's academic success. Absences, whether excused or unexcused, are detrimental to the learning experience. For additional guidance, please see MN State Statute 120A.22.

By law, schools are required to determine whether the reason for an absence is excused or unexcused. A parent/guardian's written request for a student's release may or may not be an excused absence.

In accordance with the regulations of the Minnesota Department of Education and the Minnesota Mandatory Attendance Law, students are required to attend all assigned classes each day.
After seven (7) unexcused absences per semester, as required by St. Louis County laws governing Educational Neglect, the school is required to file a report with Social Services. This will result in a meeting of parents/guardians, student, school administrator, and a truancy officer in an effort to resolve the absentee problem.

It is the student's and parent's/guardian's responsibility to communicate with teachers regarding missed assignments due to absence. Make up work shall be at the discretion of the teacher.

After seven (7) absences per semester, ALL absences for the remainder of that semester will be considered unexcused with these exceptions:
1. The parent/guardian provides a written medical excuse for the missed day(s) or class(es).
2. Other absences may be excused at the discretion of the principal.

After three (3) unexcused absences, the school will initiate contact with the parents/guardians in efforts to be proactive in improving attendance. After seven (7) unexcused absences, as required by St. Louis County laws governing Educational Neglect, the school is required to file a report with Social Services.

When a student is absent, parents/guardians must call/email the School Office (218) 365-6166 ext. 3 Middle/High School and ext. 4 Elementary before 8:30 a.m. to report their student's absence. Please leave a message including your student's name and reason for the absence. Any absence that is unaccounted for will be considered an unexcused absence.

Prior to leaving the school building, a student must sign out in the Elementary School or Middle/High School Office. Having been absent for any part of the school day a student must sign in at the office when returning to school. Under no condition, will students leave the school without permission from the principal or nurses office. Any student that leaves the school building or grounds without permission will receive an unexcused absence.

Definitions of Absences:
Absence: A student will be considered absent when he or she is missing from school for any full or partial day. Students must sign out in the school office before leaving the building at any time and when returning from any absence.
Excused absence: An absence such as an illness, extracurricular activity, unavoidable medical appointments, death in the family, court appearances, religious observance, physical emergencies such as fire, flood, etc., and family activities with prior approval by principal may be considered excused. Removal of a student pursuant to a suspension will be recorded as an excused absence.
Unexcused absence: Absences that could have been reasonably avoided or delayed are recorded as unexcused. Examples include oversleeping (parent/guardian or student), shopping, hair appointments, working, family activities not approved by principal, etc. Even with consent of parents/guardians, absences can be ruled as unexcused by the administration. Excessive absences due to illness may require a doctor's note.

Pre-excused absences: Any absence not considered as an illness or family emergency must be approved in advance. A parent/guardian request should be presented to the principal at least two days in advance of their student's absence.

Tardiness: Students are expected to be in their designated area at designated times. Failure to do so constitutes tardiness. Students tardy at the start of the school day must report to the office. Six (6) tardies will result in 1 unexcused absence

Truant: A student who is absent without approval for any part of the school day is considered truant. A pupil will be considered a "continuing truant" if absent three or more class periods on three days without valid excuse in a single school year (MN. Stat. 260A.02 Subd. 3). A student's parent/guardian or legal parent/guardian will be notified by mail should their student be classified as a "continuing truant."

Behavior Expectations and Logical Consequences

The matrix below is not all-inclusive but is representative of the most common discipline concerns affecting our school. Subsequently, the consequences listed are not definitive and school administration has the right to deviate from the chart based on the investigation findings for each incident.

Behavior	**Logical Consequences**	**Classroom**	**Office**
Alcohol-Related	Contact parents/guardians Loss of privileges In-school suspension Out-of-school suspension Police referral	Report to office	ODR submitted
Abusive or Inappropriate language, profanity	Review of expectations Apology Contact parents/guardians Loss of privileges Lunch detention Time in office In-school suspension Out-of-school suspension	Minor offenses handled in the classroom ODR submitted	Major offense sent to the office Repeated offenses sent to the office ODR submitted
Bullying including Cyberbullying	Review of expectations Apology Contact parents/guardians Loss of privileges Lunch detention Time in office In-school suspension Out-of-school suspension	Minor offenses handled in the classroom ODR submitted	Intention to harm sent to office immediately ODR submitted
Cell Phone Use without permission 1st Infraction=device will be taken to the office and the student will pick it up at the end of the school day 2nd Infraction=parent/guardian must pick up the device, and additional consequences may be assigned. 3rd Infraction=parent/guardian must pick up the device, and additional consequences may be assigned. 4th Infraction=Cell phone plan created. Phone may be held by administration during days or not allowed on site. Parents/Guardians devise a plan together with school administration.	Review of expectations Contact parents/guardians Phone confiscated in office Loss of privileges Lunch detention Time in office In-school suspension Out-of-school suspension	Report to office ODR submitted	Major offense sent to the office Repeated offenses sent to the office ODR submitted
Chromebook Misuse	Review of expectations Contact parents/guardians Loss of privileges Lunch detention Time in office	Report to office ODR submitted	Major offense sent to the office Repeated offenses sent to the office ODR submitted

	Family Financial Responsibility for Damages In-school suspension Out-of-school suspension		
Communication of a Threat	Contact parents/guardians Loss of privileges In-school suspension Out-of-school suspension Police referral	Report to office	ODR submitted
Defiance, Insubordination, or Non-compliance (refusal to work)	Review of expectations Apology Contact parents/guardians Loss of privileges Lunch detention Time in office In-school suspension Out-of-school suspension	Minor offenses handled in the classroom ODR submitted	Major offense sent to the office Repeated offenses sent to the office ODR submitted
Dress Code Violation	Review of expectations Change Clothing Send home Loss of privileges Lunch detention Time in office	Report to office	ODR submitted
Drug Related	Contact parents/guardians Loss of privileges In-school suspension Out-of-school suspension Police referral	Report to office	ODR submitted
Disrespect to peers and staff (attitude, talking back, argumentative, unkind, rude, note writing, etc.)	Review of expectations Apology Contact parents/guardians Loss of privileges Lunch detention Time in office In-school suspension Out-of-school suspension	Minor offenses handled in the classroom ODR submitted	Major offense sent to the office Repeated offenses sent to the office ODR submitted
Disruption to the learning environment	Review of expectations Apology Contact parents/guardians Loss of privileges Lunch detention Time in office In-school suspension Out-of-school suspension	Minor offenses handled in the classroom ODR submitted	Major offense sent to the office Repeated offenses sent to the office ODR submitted
Forgery/Plagiarism	Zero on assignment F for the quarter F for the semester Contact parents/guardians	Report to office	ODR submitted
Property Damage/Vandalism/Misuse of School Property	Review expectations Clean up area Contact parents/guardians Pay for replacement Apology Time in office In-school suspension Out-of-school suspension	Minor offenses handled in the classroom ODR submitted	Major offense sent to the office Repeated offenses sent to the office ODR submitted
Physical Fighting	Review of expectations Apology Contact parents/guardians	Minor offenses handled in the classroom	Major offense sent to the office

	Loss of privileges Lunch detention Time in office In-school suspension Out-of-school suspension Expulsion Police referral	ODR submitted	Repeated offenses sent to the office ODR submitted
Physical Aggression (roughhousing, wrestling, etc)	Review expectations Loss of privileges Contact parents/guardians Apology Time in office Lunch detention In-school suspension	Minor offenses handled in the classroom ODR submitted	Major offense sent to the office Repeated offenses sent to the office ODR submitted
Harassment	Contact parents/guardians Loss of privileges Lunch detention Time in office In-school suspension Out-of-school suspension Expulsion	Minor offenses handled in the classroom ODR submitted	Intention to harm sent to the office immediately ODR submitted
Inappropriate Display of Affection	Review expectations Loss of privileges Contact parents/guardians Time in office Lunch detention	Minor offenses handled in the classroom ODR submitted	Major offense sent to the office Repeated offenses sent to the office ODR submitted
Lying/Cheating	Review expectations Loss of privilege Zero on assignment Contact parents/guardians Time in office Lunch detention	Minor offenses handled in the classroom ODR submitted	Major offense sent to the office Repeated offenses sent to the office ODR submitted
Technology Violation	Review of expectations Contact parents/guardians Phone confiscated in office Loss of privileges Lunch detention Time in office In-school suspension Out-of-school suspension Police referral	Report to office ODR submitted	Major offense sent to the office Repeated offenses sent to the office ODR submitted
Theft	Apology Contact parents/guardians Loss of privilege Lunch detention In-school suspension Out-of-school suspension Possible Police Referral Expulsion	Minor offenses handled in the classroom ODR submitted	Major offense sent to the office Repeated offenses sent to the office ODR submitted
Tobacco-Related (E-cig/Vape/Nicotine pouches)	Contact parents/guardians Loss of privileges In-school suspension Out-of-school suspension Police referral	Report to office	ODR submitted
Tantrums/meltdowns	Review expectations Loss of privileges Contact parents/guardians Time in office Lunch detention	Minor offenses handled in the classroom ODR submitted	Major offense sent to the office Repeated offenses sent to the office ODR submitted

Tardy 4th Hour Tardies (7 unexcused tardies/per semester =loss of open campus privileges)	Review expectations Loss of privileges Contact parents/guardians Lunch detention In-school suspension Loss of open campus lunch privileges	Report to office	ODR submitted
Truancy/Skipping School or Class	Review expectations Loss of privileges Contact parents/guardians Apology Time in office Lunch detention In-school suspension Report to truancy court	Minor offenses handled in the classroom ODR submitted	Major offense sent to the office Repeated offenses sent to the office ODR submitted
Unsafe Behavior (sliding down banisters, throwing objects)	Review expectations Loss of privileges Contact parents/guardians Apology Time in office Lunch detention In-school suspension	Minor offenses handled in the classroom ODR submitted	Major offense sent to the office Repeated offenses sent to the office ODR submitted
Weapon Related	Contact parents/guardians Loss of privileges In-school suspension Out-of-school suspension Expulsion Police referral	Report to office	ODR submitted

Removal of Students from Class

Students may be removed from class by school personnel for any of the following reasons:

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

First, the teacher will ask the student to go to the office. If the student does not leave the classroom, the teacher will call the principal and the principal will ask the student to go to the office. If the student still does not leave the classroom, the classroom teacher and remaining students will exit the classroom safely, until the acting-out student leaves the classroom.

Bullying Prohibition

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's "Bullying Prohibition" policy.

Buses – Conduct on School Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked. See the school district's "Student Transportation Safety" policy.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation director. Serious misconduct may be reported to local law enforcement.

Cell Phones and Other Personal Electronic Communication Devices

Cell phone and other personal electronic communication devices will follow the District's Policy 524.5 Personal electronic equipment and nuisance items (such as radios, headsets, iPods, cellular phones, unauthorized fidgets, smart watches, headsets, beepers, laser pointers, etc.) are a distraction to the educational setting. Cell phones, smart watches, headsets, ear buds, etc. are not allowed to be used during the instructional day, including field trips, unless otherwise instructed by the school chaperone.

General Guidelines for Cell Phone Use

• **Grades EC - 5** are expected to keep their cell phones and other electronic communication devices turned off and in their locker during the school day. Students may use their cell phones before and after school. "Away for the Day"

• **Grades 6-8** are expected to keep their cell phones and other electronic communication devices turned off and in their locker during the school day. Students may use their cell phones before and after school. "Away for the Day"

• **Grades 9-12** are expected to keep their cell phones and other electronic communication devices silenced during the school day. 9-12 Students can use their cell phones before and after school, during passing times, and at lunch. 9-12 Students are expected to place their cell phone and other electronic communication devices in the classroom designated pockets at the door during the entire class period. During the class period, if a 9-12 student needs to use the bathroom, the cell phone stays in the designated pocket. If a student needs to leave the room for additional services in a different classroom, the student will take their cell phone with them and place it in the designated pockets in the classroom they are going to. Earbuds are NOT allowed during the class period unless given permission from the classroom teacher. If a student has their cell phone and other electronic

communication devices during the class period the teacher will take the phone or call the principal to confiscate the cell phone.

Confiscation and Consequences

• Unauthorized Use: If any electronic device, including cell phones, is seen or heard during instructional hours without teacher/staff approval, it can be confiscated by any staff member.
• **First Infraction**: The device will be taken to the office, and the student will pick it up at the end of the school day.
• **Second Infraction:** A parent/guardian must pick up the device, and additional consequences may be assigned.
• **Third Infraction:** A parent/guardian must pick up the device, and additional consequences may be assigned.
• **Fourth Infraction:** Cell phone plan created. The cell phone may be held by the administration during the day or not allowed on site. Parents/Guardians devise a plan together with the school administration.

Specific Restrictions

• Locker Rooms and Bathrooms: Devices with photo-taking capabilities are NOT allowed in locker rooms or bathrooms at any time. Confiscation and search of such devices is standard procedure if found in these areas.
• Lockdowns and Fire Drills: Phone usage during lockdown and fire drills is prohibited.
• Unauthorized Recording: Students who take pictures or videos of others without permission in any school setting, including the bus, will face disciplinary actions.
• Headphones: Over-the-ear headphones may not be worn in the hallways or cafeteria.

Extenuating Circumstances

• Students who use their cell phone to monitor a medical condition (i.e. diabetes, epilepsy) may have their cell phone with them at all times.
• Please contact school administration if there is an essential need for an approved phone.
• In the case of medical necessity or emergency, a student will have a health plan or prior approval.

Investigations and Inspections

• Device Disabling: Disabling a cell phone or computer to thwart an investigation of a disciplinary matter will result in disciplinary action.
• Device Inspection: The school, through proper legal channels, reserves the right to inspect a student's electronic device if there is reason to believe the student has violated school policies or engaged in misconduct while using the device.

School Responsibility

• Lost, Stolen, or Damaged Devices: The school is not responsible for, and is not required to investigate any lost, stolen, or damaged electronic devices brought onto school grounds or the bus. Additional Rules
• Recording and Posting: Students may not use a device to record, transmit, or post photos or videos of a person or persons on school grounds or the bus without express permission of an administrator in addition to the individual or individuals that are the subjects of the recording.
• Phone Calls: Students are not to use their phones to call individuals during the school day. A telephone located in the office is available for student use. Students will NOT be called to the phone during the school day except for emergencies.

Compliance

By following these guidelines, students will help maintain a focused and respectful learning environment. Failure to comply with these guidelines will result in disciplinary actions as described above.

Discipline

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" policy.

Dress and Appearance

Students are encouraged to be dressed appropriately for school activities during the school day. Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather. During the winter months, elementary students are expected to wear winter coats, boots, hats, mittens, and snow pants.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

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

- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- Headgear, including hats or head coverings, not to be worn in the building except with the principal's approval (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).
- Clothing that is excessively revealing (i.e., exposed undergarments, excessive midriff, etc.)

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent/guardian will be notified.

Drug-Free School and Workplace

The possession or use of alcohol, controlled substances, toxic substances, medical cannabis, nonintoxicating cannabinoids, and edible cannabinoid products are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment into a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency. See the school district's "Drug-Free Workplace/Drug-Free School" policy.

Harassment and Violence Prohibition

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy.

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" policy.

Internet Acceptable Use and Safety Policy

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's Internet Acceptable Use and Safety Policy 524 is available on the district's website.

Within 30 days of the start of each school year, the school district must give parents/guardians and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent/guardian or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents/guardians and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's Internet Acceptable Use and Safety Policy 524 and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement Form.

Parking on School District Property

Students

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only.
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy.

Visitors

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

Paw Pride Behavior for ALL Students

Elementary Daily Paw Pride Pledge: At Washington Elementary, we take responsibility for our learning and actions, we treat each other with respect, and we work together for a safe and cooperative school!

Behavior Expectations: Positive student behavior is expected at all times when students are in transit to and from school and while attending school and school events.
Positive behavior includes obeying all local, state and federal laws and regulations. Any willful violation of any law, rule or regulation or any willful conduct which disrupts the rights of others will be punished accordingly.

Be Respectful
Treat all people and property with respect
Use appropriate voices and language
Respect school property

Be Responsible
Be an active learner
Be prepared for school
Be truthful

Be Safe
Walk in and around school appropriately
Keep hands, feet and objects to self

Be Cooperative
Follow directions the first time given
Work positively with others

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" Policy 419. Contact the principal if you have questions or wish to report violations.

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent/guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at

least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact the principal.

PART IV
HEALTH AND SAFETY

Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the district office. Guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the school nurse, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parents/guardians. Head injuries will result in an immediate phone call to parents/guardians.

Crisis Management

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents/guardians will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

The Ely Public Schools uses JMC to call, text, and email families, notifying them of important information. By providing us with a cell phone number during the registration/referral process, you consent to receive text messages and automated phone calls from us on your device. These communications are crucial in the event of an emergency. Text and data charges may apply per your cell phone provider's plan. You may opt out of text messaging by replying "stop" to any of our text messages.

Health Information

First Aid

The nurse's office is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.
The district has installed automated external defibrillators (AEDs) in Memorial Gym, Washington Auditorium, and outside the nurses office. Tampering with any AED is prohibited and may result in discipline.

Food Allergies

Please alert the school nurse and teacher if your student has a food allergy. A doctor's note is required if your student must be given a substitute food in the school lunchroom to avoid an allergic reaction.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent/guardian suspects that his/her student has a communicable or contagious disease, the parent/guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school

district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Head Lice

If a student presents with head lice or is suspected of having lice, the student will be checked by the school nurse. If lice or nits (eggs) are found the student's parents/guardians will be contacted and the student will be sent home. To be readmitted to school the student must be examined by the school nurse and may not have lice or nits (eggs) present. If either are present the student will be sent home and re-treated and all nits (eggs) removed by picking them out and combing. Once all nits (eggs) are removed and they are examined by the school nurse they will be admitted to school. The school nurse will determine if a school-wide letter needs to be distributed.

Health Services

The student health office is staffed by a trained Registered Nurse. Students who become sick at school report to the school nurse. The school nurse will contact parent/guardians to arrange for students who get sick at school to go home. A parent/guardian must notify the school if his/her child is unable to attend school because of illness.

Illness

Do not send your student to school if they show signs of the following:
Fever: do not attend school if fever is at/above 100.4 degrees F, before fever reducing medications. It is strongly discouraged to give your student fever reducing medication before coming to school if they have a fever. Sick students must stay home.
Diarrhea: do not attend school until diarrhea stops or a medical exam indicates that it is not communicable.
Vomiting: If a student vomits during the school day, a parent/guardian is expected to pick up their student.
Rash with fever: do not attend school until the healthcare provider indicates that it is not communicable.
Eye drainage: do not attend school until 24 hours after treatment of a purulent (pus) drainable.
Strep throat: do not attend school until 24 hours of antibiotic treatment.
Coughing: If a student has a persistent cough that disrupts their learning.

If a student becomes ill or is injured during the school day parents/guardians will be notified. Parents/guardians will be expected to pick up their student.

Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse.

Lead in School Drinking Water

A school district must send parents an annual notice that includes the district's annual testing and remediation plan, information about how to find test results, and a description of remediation efforts on the district website. The district must update the lead testing and remediation information on its website at least annually.

Pesticide Application Notice

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding

what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the district office), and the long-term health effects of the class of pesticide on children can be requested by contacting the District Office.

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent/guardian. An Administering Prescription Medications form must be completed once a year and/or when a change in the prescription or requirements for administration occurs per Student Medication Policy 516. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent/guardian or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.
In the event a student is seen by the school nurse, the nurse may give your student Tylenol or a Tums. If you do NOT wish the nurse to give your student a Tylenol or Tums, please notify the nurse.

Seizure Action Plan

When a parent or guardian notifies the school district that a student has a diagnosed seizure disorder and has seizure rescue medication or medication prescribed by the student's licensed health care provider to treat seizure disorder symptoms, the school district will create an individualized seizure action plan. NOTE: Minnesota Statutes 121A.24 (Seizure Training and Action Plan) establishes the school district's responsibilities.

Suicide Prevention Information

Ely Public Schools is committed to supporting the mental health, safety, and well-being of all students. If you or someone you know is struggling, help is available 24 hours a day.
Immediate Help
988 Suicide & Crisis Lifeline

- Call or text 988
- Available 24 hours a day, 7 days a week
- Free and confidential support for anyone experiencing a mental health crisis or emotional distress.

Crisis Text Line

- Text HOME to 741741
- Connect with a trained Crisis Counselor anytime, day or night.

St. Louis County Mobile Crisis Services
Mobile Crisis Services provide immediate, in-person mental health crisis assessment and intervention for children, adolescents, and adults.
24-Hour Crisis Line: 1-800-634-8775
School Support
Students are encouraged to reach out to a trusted adult if they are concerned about themselves or someone else. School counselors, social workers, administrators, teachers, and other staff members are available to provide support and connect students with additional resources.

If you believe someone is in immediate danger, call 911 or notify a trusted adult immediately.

Visitors

Parent/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the school office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. Any parent/guardian wishing to visit their student's classroom will make arrangements with their student's teacher prior to their visit. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district. Students are not allowed to bring visitors to school without prior permission from the principal. Parents/guardians are welcome to join their student for lunch. When students are dismissed from lunch, the parent/guardian is expected to check out of the building.

APPENDIX
School District Policy Cross-Reference Table

The Ely Public School Policies can be found on the district website at
https://www.ely.k12.mn.us/msba-policies

Topic	Policy Number(s)
Bullying Prohibited	514
Personal Electronic Communication Devices	524.5
Complaints	103
Crisis Management	806
Student Discipline	506
Drug-Free School and Workplace	417, 418
Employment Background Checks	404
Equal Access to School Facilities	801
Field Trips	610
Harassment and Violence Prohibited	413
Hazing Prohibited	526
Health Information	516, 806, 807
Internet Acceptable Use and Safety Policy	524
Nondiscrimination	102, 401, 521, 522
Notification of Violent Students	529
Pledge of Allegiance	531
Post-Secondary Enrollment Options - Credits for Learning	620
Search of Student Lockers, Desks, Personal Possessions, and Student Persons	502
School Meals Policy	534
School Promotion and Retention	513
Student Medication	516
Student Publications and Materials	512
Student Records	515
Student Surveys	520
Tobacco-Free Schools	419
Transportation of Public School Students	709
Visitors in School District Buildings	903
Weapons Prohibited	501