

# **Rum River East Education Program**

**District #6079**

**Serving the Rum River Special Education Cooperative Member Districts of Braham, Cambridge-Isanti, Isle, Milaca, Mora, Ogilvie & Princeton**

**Student Handbook**  
July 2017

Rum River East is a part of a local continuum of services for youth within the Rum River Special Education Cooperative with mental health, Emotional/Behavioral Disorders and self-regulation needs. The programs are operated through joint power agreements between the Rum River Special Education Cooperative and Braham, Cambridge-Isanti, Isle, Milaca, Mora, Ogilvie, and Princeton School Districts.

## **Program Purpose**

At Rum River East we will promote a learning environment encouraging respect and responsibility for our learning and actions, creating a safe and positive school for all.

## **Values**

### **We believe...**

- \*Each moment of the day can be a teaching moment
- \*All students are valuable and will be treated with respect
- \*Alternative appropriate behaviors will be taught in a positive learning environment
- \*Opportunities will be provided for all students to transfer learned skills to all settings
- \*Each student's program will reflect his/her strengths and concerns
- \*Students will be encouraged to assume responsibility for their behavior and learning
- \*The acquisition of appropriate behavior enhances academic learning and social acceptance
- \*The program decisions will be data driven

Rum River East  
1730 3<sup>rd</sup> Ave. NE  
Cambridge, MN 55008  
Phone: 763-552-6800

## **PROGRAM DESIGN**

Rum River East is a blend of four educational elements: academic, supporting self management, social skills and transition services.

The **Academic** element is designed to replicate a mainstream school with accommodations and modifications. The students in the program learn how to succeed with staff and other students in this setting so that they may use their improved skills in their resident schools. Classes are taught with an emphasis on class structure, using a variety of teaching methods including lectures, cooperative learning, small groups, individual instruction, and technology assisted instruction.

The Support of **Student Self Management** element of the program is designed with the expectation that students need to learn to take responsibility for their behavioral choices and internalize the control needed to successfully work within school, family, and community settings. The program has two primary components: reinforcers and consequences. Student choices result in natural and controlled consequences. Students are provided with frequent, and objective positive and corrective feedback. Positive behavior is acknowledged through reinforcers built into the positive behavioral support system. Staff approach behaviors through the following process:

1. Praises when appropriate behavior is exhibited
2. Uses verbal correction to redirect behavior
3. Cues the student by indicating need to use self management strategy
4. Requests student to problem solve by means of a step out

There are two types of problem solving time: staff requested and student requested.

#### Staff Requested

Staff will request that a student step out to problem solve when a student continues to make negative behavioral choices following verbal and point sheet redirection. Problem solving time is designed to give the student an opportunity to redirect behaviors and plan appropriate behavioral choices. **If a student refuses to problem solve appropriately, the student will remain at the program, missing program and mainstream classes, until the problem has been satisfactorily processed.**

If behaviors are disruptive to other students, the step out may be completed in a designated area outside of the classroom. If a student is unable to successfully step out, he/she may be given a more intensive opportunity to process and practice acceptable skills. This may be done through a verbal or written process. **A student needs to complete this process before returning to his/her regular schedule.**

#### Student Requested (Voluntary/Self Break)

A student may request voluntary problem solving time to assist him/her in coping with the present situation or to plan appropriate ways to redirect behaviors. Students may be denied voluntary problem solving time if the staff determines that the student is trying to avoid academic or social skills work. Students may also request to speak with program mental health worker, or other staff, as a way of coping with a difficult situation.

The **Social Skills** element of the program includes three components:

1. **Student groups** meeting on a regular basis on site with the students grouped by ages or issues. These groups are facilitated by the Mental Health Worker. The groups provide an opportunity to identify and discuss progress in home, school, and community. Students also have the opportunity to assist other students with the identification of inappropriate behaviors and problem solving strategies.
2. **Social Skills Class** is also provided on a regular basis and embedded into each academic and transition class. Students receive formal instruction in basic social skills (i.e. following directions) and have the opportunity to practice positive social skills. The social skills classes combine skill building with real life applications. The goal is for students to build fluency and transfer these acquired skills across settings.
3. **Ongoing Feedback** is provided by Rum River East staff to the students regarding specific issues or behaviors that the student may encounter or display through the school day.

**Transition Services** are a coordinated set of activities for a child with a disability that are designed to be a results-orientated process that is focused on improving the academic and functional achievement of the child with a disability to facilitate the child's movement from school to post-school activities, including post-secondary education, vocational education, integrated employment (including supported employment), continuing and adult education, adult services, independent living, or community participation.

These services are based upon the individual child's needs, taking into account the child's strengths, preferences and interests, which include instruction, related services, community experiences, the development of employment and other post-school objectives, and if appropriate, and acquisition of daily living skills.

#### **Positive Behavior Interventions and Supports**

All students attending Rum River East will be systematically taught expectations throughout the building, bus/van, field trips, etc. Staff will teach the behavior matrix once in the fall and once in the spring. Refresher opportunities will be provided based on behavioral data and individual student need. Any student entering the program within the school year will receive orientation training covering critical information from the student handbook.

Rum River East's main goal is to help students learn adaptive skills and behaviors to fulfill each student's individual potential. Some students may stay at RRE until graduation. Other students may reintegrate to the home district school.

Reintegration into the home district school involves ongoing communication with parents, home district school, and program staff regarding student progress and reintegration options. Following the initial 30 school days that the student is involved in the Rum River East program, an IEP (Individual Education Plan) meeting is held to review student progress in the program. The team determines whether the student has demonstrated the behavioral self control, academic and social progress necessary to be successful in the home district school and if reintegration to the home district school will meet the student needs. If the student has met criteria to reintegrate and the team has determined that this is the appropriate plan for the student the transition begins with the student attending his/her home district school for a portion of the school day while also continuing at RRE. A typical transition plan is beginning with one class at the home district school, graduating to more classes outside of the program. Students must demonstrate success in both environments to continue the transition. Agreement is required between parent(s), RRE staff, and home school staff for all reintegration decisions. Outside agencies may provide the team with their recommendation for consideration.

### **Parent Role**

Parents have a number of opportunities to become involved in their child's program through participation in program planning. Parent input regarding academic, emotional, and behavioral issues is very important. Parents will be contacted regularly regarding their child's progress, via personal contact, telephone, or by letter. Parent participation at due process meetings is vital for effective planning. To ensure participation by all team members, meetings are set up through direct, verbal communication and confirmed by written notification following due process guidelines.

## **ATTENDANCE**

### **Philosophy**

The staff at RRE believe that regular school attendance is a key component in building academic and behavioral success. When students attend school regularly, they are available to gain the most from their educational experiences and work diligently on making positive changes in their behavior choices. RRE staff believe that all students can make positive changes. We embrace the opportunity to provide guidance and assist students in reaching their individual educational goals.

### **School Calendar**

All RRE students will follow the Rum River school calendar. In some cases, the calendar will be different from your child's home school. Adjustments may be determined based on individual needs and Individualized Education Program (IEP) decisions.

### **School Hours**

Classes begin at 8:15 am and end at 3:05 pm. Any changes in the program's hours will be communicated in writing to parents in advance. Program doors will remain locked until 7:45 am.

### **Parent-to-school communication:**

Parents are required to notify the school office by phone each day your child is absent. If you are unable to reach the school by phone, send a note with your child within two school days of his or her return from any absence (Note: All excused/unexcused absences that exceed the amount allowed during the school year will be reported to the appropriate person in accordance with MN. Stat. 260A.02 Subd. 3 and MN. Stat. 260.015, Sub. 19.). Absences that are not cleared within two school days are recorded as truancy.

RRE Office phone number: 763-552-6800

Include the following information in your message or note:

- \* Child's name
- \* Date of absence
- \* Reason for absence
- \* A phone number where you may be reached
- \* Your signature
- \* Attach required documentation to note, if necessary

\*\*Remember your child's attendance is a key component in his/her educational success. Please hold your child accountable for his/her attendance and follow the school attendance policy.

**Absences should fall into one of the areas:**

**Excused-** These are absences that are necessary and likely not avoidable. The final decision as to whether an absence is excused or unexcused rests with the building Mental Health Worker and/or Coordinator.

Examples of circumstances surrounding excused absences:

1. Illness. If a student is absent 3 or more days due to illness, a doctor's note should accompany your child when he/she returns. A doctor's note will assist staff in supporting your child in the school setting until his/her health is stable. Accommodations made in the school setting should be documented and communicated in a letter from the health facility.
2. Medical or dental appointments (please provide documentation from provider)
3. Family emergencies (e.g., death, funeral, life threatening injury)
4. State/County/Reservation required court appearances
5. Removal of student pursuant to a suspension
6. Pre-arranged parental request of family trips and outings (Must be approved in coordination with the student's case manager and/or building coordinator; see truancy guidelines.)

**Unexcused-** All unauthorized absences are considered unexcused. Examples of unexcused absences include, but are not limited to:

- \* Missing the bus
- \* Overslept
- \* Didn't have a ride
- \* Needed at home
- \* Babysitting
- \* Work
- \* Alarm did not go off
- \* Helping friends or family
- \* Shopping
- \* Vacations that are not pre-approved
- \* Leaving school without permission
- \* Out of educational place in the school building
- \* The school does not receive a call/documentation regarding previous absence within two days of the absence.

**School events/activities:**

All students are encouraged to participate in school sponsored events and activities. If an absence is required due to a school function, this will not be counted against the student's total absences and will be considered exempt.

**Truancy:**

A **Continuing Truant** means a child who is subject to compulsory instruction and is absent from instruction in a school without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school or high school (MS260A.02, Sub.3).

A **Habitual Truant** is a child under the age of 16 years who is absent from school without a lawful excuse for seven school days if the child is in elementary school, or for one or more class periods on seven school days if the child is in middle school or high school (MS260.015, Sub.19).

Circumstances that will result in a truancy (See appendix):

- \* Student leaves the building without permission
- \* Student is out of designated place for a significant amount of class
- \* Student comes to school/class more than 10 minutes late without parental excuse

**Consequences of excused absences:**

1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
2. Work missed because of absence must be made up within two days from the date of the student's return to school, unless the student is out of school for three or more days. Students out for three or more days will have five days from the date he/she returns to school to complete missed assignments. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for the completion of make-up work in the case of an extended illness or other extenuating circumstances.

**Tardy:**

A student is tardy if he/she is not in school when classes begin up to the first 10 minutes of class. School starts at 8:15 am and ends at 3:15 pm.

**STUDENT HEALTH AND SAFETY****Emergency Sheets**

An emergency sheet will be mailed or sent home with the student. The emergency sheet needs to be updated and a parent/guardian signature is required each year for emergency treatment. Please return the sheet as soon as possible to assist us in caring for the student. It is extremely important to update all medical information, phone and address changes, and alternate emergency contact persons during the school year as they occur. If a current emergency form is not on file and we are unable to reach a parent/guardian, the school will make a determination about care/treatment for the child in an emergency.

**Medication in School**

Distribution of medication follows very strict regulations. Special forms must be completed for any prescription medication or over-the-counter medication to be given in school. These forms are available upon request. Rum River East staff arranges and supervises all dispensation of medication. Medication is to be kept in the possession of the programs. **Students are not to have any medications in their lockers.**

Prescription medication given in school must be in its original prescription container that states the student's name, the doctor's name, the name of the medication, the time and amount to be given to the student. Parents also need to provide a copy of the physician's prescription for medication or a signed physician order for the student to take prescription medication at school. **Prescription medication will not be given until a copy of the physician's prescription or order has been received and written parent's signature has been obtained.**

Non-prescription or over-the-counter medication may only be given with signed parent permission. Parents may either come into the program to complete and sign a special form or a written note may be sent along with the medication. **Parents must provide any nonprescription medication the child is to receive, and the medication is to be in the original container. The program will not provide Tylenol, Motrin, Tums, Cough Drops, etc. for students. Office staff will hold all medication for each student, whether prescription or nonprescription (over-the-counter).**

### **Illness at School**

If a student becomes ill while attending RRE, staff will take the student's temperature. If a student has a temperature, staff will contact parent/guardian to take him/her home and provide a quiet place to rest until transportation is available. If the student does not have a temperature, a parent/guardian will be called for additional information. As a result of this conversation, the child may go home or be asked to return to class. In most cases where there is no temperature or apparent contagiousness, RRE staff believe the student should remain in school and in the classroom environment.

### **Transportation**

It is the responsibility of the school district where the student resides to provide and arrange for transportation to and from the programs. Transportation is provided by the home school district even if the home school doesn't have school and the Education Program does. Behavioral expectations begin at the time the student gets on transportation and ends when he/she gets off of transportation. The health and safety of students and the driver are a priority. The bus drivers will issue behavior referrals to students who are not following rules and procedures. If a student's behavior compromises health and safety conditions, the student may lose transportation privileges. The parent/guardian may then have to assume the responsibility of transporting the student to the program. Staff will communicate with parent to plan alternative transportation plan. If a student's behavior on transportation becomes dangerous, the driver, home district, parent, or program staff may request a meeting to discuss the student's behavior and current transportation. Safety is the main concern of transportation.

All students upon arriving at the Education Program are to enter the building and go to their assigned classroom. **If a student leaves the school grounds without staff permission, transportation will be cancelled and the parent will be responsible for student transportation that day.**

**Unresolved behavior issues at the end of the school day may result in missing the van ride home. Primarily, this is to insure the safety of students and driver. Parents will be contacted to provide transportation.**

Students are expected to leave/arrive on the designated transportation at the beginning/end of the day unless a written note or phone call by parents is provided describing changes. **Parents are responsible to contact transportation should their child not require transport for the day.**

<b>Braham</b>	<b>320-396-5209</b>
<b>Cambridge-Isanti</b>	<b>763-552-6282</b>
<b>Isle</b>	<b>320-676-3335</b>
<b>Milaca</b>	<b>320-982-7190</b>
<b>Mora</b>	<b>320-679-6255</b>
<b>Ogilvie</b>	<b>320-272-5027</b>
<b>Princeton</b>	<b>763-631-5315</b>

Students are to exit transportation at either the program or home unless written permission from parent/guardian is provided to program staff and transportation.

### **Student Elopement**

Ensuring student and staff safety to the greatest extent possible requires that building access be controlled and restricted for visitors and students. When students make the choice to leave the building, it is assumed that they are not allowed to re-enter the building and are considered truant. However, there are students/circumstances when this will not apply.

The following are guidelines for students who can re-enter the building after leaving without staff permission. A student may re-enter the building if:

1. The student left the building as a result of being angry, frustrated, upset (without causing significant injury, damage, or an unsafe situation) and the student did not leave the school property or was observed by staff while outside.
2. The student did not engage in use of drugs while out of the building.
3. Student has been determined by the court, Program Coordinator, Mental Health Professional or Individualized Educational Program team to be vulnerable if unattended.
4. Student verbalized or otherwise indicated being in a state of mental health that put her/him in danger if unsupervised or left in the community.
5. Student was returned to the building by the School Resource Officer, Cambridge Police, or Isanti County Sheriff Deputy or probation.
6. Mental Health Professional, Case Manager or Program Coordinator have determined that the student can re-enter the building.
7. Student cooperated fully with a search of her/his person upon re-entry into the foyer and demonstrated that she/he is calm and in control of emotions and behavior.

### **Students Driving**

In order to drive to school and park in the school parking lot, each driver and vehicle must have liability and property damage insurance of minimum limits as defined by state statutory requirements.

Student vehicles are to be parked in the parking spaces southwest and east of the school. No parking is allowed in the fire lanes, the lawn area, the yellow curb areas or any public street. Parking at school is a privilege and can be withdrawn for violation of rules.

Students must use school provided transportation for all school sponsored activities in which they participate. Students must vacate their cars upon arrival at school and may not leave without authorization.

Any vehicle parked on school property during normal school hours or during a school related activity is subject to being searched by school officials and/or law enforcement officials.



## **GENERAL INFORMATION**

### **Report Cards/School Credit**

Students will receive report cards at the conclusion of each trimester. Students receive full school credit for earned grades and hours during the time they are enrolled at Rum River East.

Report cards are provided to the parents, other IEP team members and to the student's' home school district. County Social Workers, Probation Officers, Foster Parents, Non-Custodial parents also receive a copy of the report card when any of these people are part of the student's education plan. Grades earned at Rum River East are transferred to the student's transcript at his/her home school. The transcript is maintained within the district the student resides. Rum River East credit hours accumulate to graduation and are applied to the requirements of the home school.

### **Locker**

School lockers are the property of the school pursuant to Minnesota Statute. School officials, for any reason, may conduct inspection of lockers at any time, without notice, without student consent, and without a search warrant. Student possessions within a school locker may be searched when there is reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Any item that is inappropriate or illegal will be confiscated and disposed of by staff (e.g. lighters, matches, cigarettes, inappropriate reading materials, etc.). Possession of illegal materials will be reported to law enforcement officials. No item of value other than jackets, boots, hats, gloves, school materials, and backpacks should be kept in lockers.

### **Student Searches**

If a school staff has a reasonable suspicion that a student has a contraband item or items on their person, the student will be asked to empty pockets, remove shoes, hats and coats, outer garments, and provide her/his purse, backpack or satchel to be searched. Any contraband items found will be confiscated.

### **Personal Belongings**

Students are discouraged from bringing unnecessary amounts of money or valuable items to school. The program does not take responsibility for unnecessary personal possessions at school. Students are strongly discouraged from trading, buying, or selling personal items at the program or on transportation.

Staff will temporarily confiscate personal items that interfere with the student's attention or cause disruption. These items will be returned to the students at the end of the school day or to the parents as determined by the Program Coordinator. Prohibited items such as, tobacco, unauthorized medications, weapons, etc will not be returned.

### **Electronic Devices**

The technological mission of Rum River East is to empower students to be effective lifelong learners with the use of ideas, information, and technology. The use of cell phones and electronic devices are allowed before school, during passing time, at lunch and after school. Electronic devices may be used during class time for educational purposes only and with teacher approval. Electronic devices include, but are not limited to: cell phones, cd players and headsets, iPods, iPads, speakers, laptop computers and laser pointers. Bluetooth or other speakers are only allowed in school with the permission of the Program Coordinator

If a student is using an electronic device without teacher approval, the device will be confiscated for a minimum of the class hour or longer. Second and subsequent offenses will result in longer term removal of the device including the student being required to turn in the electronic device prior to entering the program. If a student is using an electronic device while out of place, the student will be required to turn in the device for a minimum of the time that the device was used. Use of electronics is a privilege. This privilege may be restricted or revoked for noncompliance, disruption or any other challenging behavior. Length of the consequence can range from one day to the entire school year depending upon the nature, severity and type of offense. The length of the consequence will be determined by the

Program Coordinator.

### **Backpacks**

Backpacks/purses are to be kept in lockers during the school day. Students will not be allowed to carry backpacks/purses from classroom to classroom.

Although discouraged from doing so, Rum River East staff are aware that there may be times when students are carrying valuable items in their backpacks/purses and do not feel secure leaving them in their lockers. In that instance, students may store their backpacks/purses in staff office or by a staff's desk with their permission.

### **Dress Code**

It is the policy of this program to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of both the student and his/her parent(s)/guardian(s).

Appropriate Clothing is defined as, but not limited to, the following:

1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity.
4. Chains are permitted only if they are permanently attached, are not free-swinging and no longer than 6 inches in length.

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

1. "Short shorts," skimpy tank tops, clothes that expose skin from mid-thigh to the upper chest, showing of bra straps or underwear and other clothing that is not keeping with community standards.
2. Sheer, see through garments, low cut necklines, backless tops or body-tight clothing, spandex, stretch material or yoga pants.
3. Clothing bearing a message, picture or graphic that is lewd, vulgar, drug related, or obscene.
4. Apparel promoting products or activities that are illegal for use by minors.
5. Objects such as chains longer than 6 inches in length or made of heavier material than jewelry quality chains, studded jewelry such as bracelets, rings, etc., that could cause injury or damage to the wearer, other individuals, or property.
6. 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.
7. Any apparel or footwear that would damage school property.
8. Hats/headgear. Students heads are not to be covered during the day expect with the approval of the program coordinator and as an earned privilege. Headgear or hats will be allowed on designated dress up/theme days. Faces cannot be covered. Hat wearing is a privilege and can be restricted if the Program Coordinator or designee determines that the student has not earned the privilege.

Students are encouraged to wear weather appropriate clothing. Only students wearing appropriate outer-wear will be allowed to participate in the outdoor activities. An alternative classroom lesson will be available to those students not dressed appropriately for the weather.

### **Telephone**

Students will be allowed to use the telephone during the school day with staff approval. Students may be supervised during this time. If at any time the student exhibits demanding, inappropriate language on the telephone, staff will inform student that he/she has lost telephone privileges and will ask the student to hang up the phone. Depending on the student's response, privileges may be suspended for several days. Parents may always relay messages to students by contacting program staff.

### **Visitors**

All visitors and educational staff without a school badge will be asked to sign in/out at the front desk. Due to the confidential nature of the program, requests to visit or tour the program must be given prior approval. If parent/guardian has arranged for an adult to visit with or transport their child, Rum River East requires parental permission. Additionally, the visitor would be required to provide valid picture identification.

### **Lunches**

Lunches are provided by the Cambridge School District kitchens for Rum River East and are transported to the program each day. Students are requested to keep a minimum of \$10.00 balance in their food account. RRE staff will notify students when their food account is below the minimum, and will notify parents when the account is under \$10.00. Students cannot order lunch with a negative account balance. Eligible students are encouraged to participate in the free or reduced lunch program. Eligibility forms will be provided during orientation and at the beginning of each school year.

Should a student choose to be out of place at the time that lunch is ordered, it cannot be assumed that the student will be in behavioral control at lunch time, therefore, they may receive a cold lunch. This is to ensure that the student receives a healthy lunch.

### **Video Taping**

Rum River East may use videotaping for the purposes of data collection, documentation of progress and consultation with one or more of the Rum River Specialist (e.g. Behavior, Occupational or Physical Therapy) or to provide behavioral feedback to student and the student's team members. The videotape will only be used for the above purposes and not distributed to any other agency or persons without express written consent of the parent/guardian.

### **Extracurricular Activities**

Students wishing to participate in extracurricular activities in their home school are encouraged to do so. Students must follow the eligibility requirements of the mainstream school. Rum River East staff will assist the student's home school in making arrangements for participation and transportation.

### **Field Trips**

When planning a field trip the program will follow the guidelines below:

- Field trips must be approved by Program Coordinator
- Field trips must be curriculum based
- At least two staff will supervise each activity unless deemed unnecessary by the Rum River East team
- Parents/guardians must approve field trip through signature on permission slip

For field trips that take place outside of the school's community, prior notice will be given to parents/guardians

- Field trips will occur during school hours unless specific activity is approved by RRE team and parents/guardians

### **Protection and Privacy of School Records**

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. Individual educational data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order and certain state or federal statutes authorizing access. Directory information is not considered private data.

### **Rights of Parents and Eligible Students**

Parents and eligible students have the following rights under this policy:

- a) The right to inspect and review the student's education records;
- b) The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
- c) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal

- law, or the regulations promulgated thereunder;
- d) The right to refuse release of secondary students' names, addresses, and home telephone numbers to military recruiting officers;
  - e) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
  - f) The right to be informed about rights under the federal law; and
  - g) The right to obtain a copy of this policy. Policy 515 can be found in its entirety at the Cambridge-Isanti District Office or on the District's website [www.cambridge.k12.mn.us](http://www.cambridge.k12.mn.us).

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address and telephone number of the student's parent(s). Directory information does not include personally identifiable data which references religion, race, color, social position or nationality.

A form to restrict public access to your child's directory information is included in this section of the handbook.

### **Mandated Reporters**

RRE staff are mandated reporters. If any staff suspects or hears that a child has been physically or sexually abused, he/she is required to contact Family Services Child Protection staff within 24 hours after receiving information.

### **Employee Background Check**

The school district has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## **STUDENT CONDUCT REGULATIONS**

### **Student Behavior Guidelines:**

We want our program to be a place where our students want to come, enjoy what they are doing, feel safe, and are proud of their school.

Presence in any school imposes an obligation to the student to adhere to the established rules and regulations set in place by the state, the school districts, and the classroom teachers. A due process system is in place to deal with violations of the rules, regulations, and expectations. This system increases consequences as unacceptable behaviors continue. Students must be responsible and held accountable for their actions. Our students have a right to expect well-managed classrooms and hallways where learning can take place and where they feel safe and welcome. Anyone who distracts or prevents others from learning or makes them feel unsafe will receive varying degrees of consequences based on the severity.

Students are referred to RRE for specialized and intensive programming to build and enhance appropriate social interactions, develop coping and transition skills.

Given the intensive service and the nature of the disabilities of the students who attend RRE, it can be reasonably assumed that negative interactions may occur throughout the school day. RRE strives to provide continual behavioral feedback, redirection, and natural and logical consequences for such behavior or interactions.

RRE provides corrective feedback for acts of offensive language or offensive interaction. A fundamental basis of the

program is to identify and teach appropriate or replacement behavior.

### **Restrictive Procedures Plan**

In accordance with Minnesota Statutes, every school district is required to develop and make public a plan that discloses its use of restrictive procedures. The plan specifically outlines the list of restrictive procedures the school intends to use; how the school will monitor and review the use of restrictive procedures; and a written description and documentation of training and staff that have completed the training.

Rum River East uses restrictive procedures only in response to behavior(s) that constitutes an emergency, even if written into a child's Individual Education Plan (IEP) or Behavior Intervention Plan (BIP).

A complete copy of the procedures is available upon request.

### **Student Responsibilities and Code of Conduct**

All students have the responsibility with support as needed:

- A. for their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. to attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. to pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. to make necessary arrangements for making up work when absent from school;
- E. to assist the school staff in maintaining a safe school for all students; to be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. to assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. to be aware of and comply with federal, state, and local laws,
- I. to volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. to respect and maintain the school's property and the property of others;
- K. to dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. to refrain from indecent or obscene language;
- M. to conduct themselves in an appropriate physical or verbal manner; and
- N. to recognize and respect the rights of others.

### **Intimidation or Harassment**

It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual violence. It

shall be a violation of this policy for any pupil, teacher, administrator or other school personnel to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy.

A harasser may be a student or any adult. Harassment may include the following when related to religion, race, sex or gender:

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

The Minnesota Human Rights Act defines sexual harassment as: "Sexual harassment" includes unwelcome sexual advances, request for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made a term or condition either explicitly or implicitly, obtaining employment, public accommodations or public services, education, or housing;
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, public accommodations or public services, education, or housing;
3. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, educational or housing environment; and in the case of employment, the employer knows or should know the existence of the harassment and fails to take timely and appropriate action.

The school district will investigate all complaints, either formal or informal, verbal or written, and will take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. The school district Human Rights Officer will receive reports or complaints and be responsible for the investigation.

Students should report such action to school staff immediately. Bullying or harassment of this sort will not be tolerated and will be referred to the police liaison officer. A complete copy of this policy is available upon request.

### **Bullying Prohibition**

A safe and civil environment is needed for students to learn and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The program cannot monitor the activities of students at all times and eliminate all incidents of bullying between students. However, to the extent such conduct affects the educational environment of the program and the rights and welfare of its students it is the program's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented.

An act of bullying, by either an individual student or a group of students, is prohibited. This applies not only to students who directly engage in an act of bullying but also to student who, by their indirect behavior, condone or support another student's act of bullying.

A person who bullies, retaliates, false reports, or permits or condones or tolerates bullying shall be subject to discipline for that act. The program may take into account the following factors:

1. developmental and maturity levels of the parties involved
2. levels of harm, surrounding circumstances, and nature of the behavior

3. past incidents or past or continuing patterns of behavior
4. relationship between the parties involved
5. context in which the alleged incident occurred

Bullying means intimidating, threatening, abusive or harming conduct that is objectively offensive and: 1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is reported or forms a pattern; or 2. Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.

Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student
2. damaging a student's property
3. placing a student in reasonable fear of harm to his or her person or property; or
4. creating a hostile educational environment for a student

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying should report to the Program Coordinator. Reports may be done anonymously. Reports of bullying are classified as private educational and/or personal data and/or confidential investigative data and will not be disclosed except as permitted by law.

Upon receipt of a complaint or report of bullying, the program will investigate, either internally or with involvement of the Human Rights Officer for the district. There may be immediate steps to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law. Upon completion of the investigation, the program will take appropriate action which will be consistent with applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies, and regulations. A complete copy of this policy is available upon request.

### **Student Sex Nondiscrimination**

The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

The program coordinator is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student. The school district Human Rights Officer will complete the investigation of any incidents. A complete copy of this policy is available upon request.

### **Hazing**

No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against anyone found to have violated this policy.

Hazing has been officially condemned by the Rum River Special Education Schools. Any attempt to carry it out before, during, or after school, on or off of school property, will be considered a serious harassment issue. Criminal and school consequences will be enforced.

Hazing means doing something or making another student do something that creates a risk of harm to a student in order for the student to be initiated into or affiliated with a student organization. "Hazing" is a violation of school policy regardless of time or place it occurs.

### **Chemical Use**

Students attending school while under the influence of alcohol or other chemicals, or who possess chemicals in the building will be reported to the authorities.

### **Tobacco**

Our building is smoke-free for all staff, students, and visitors. Parents will be notified if their underage child has been found using or possessing tobacco products or related items. Tobacco and related items (lighter, matches) will be confiscated by staff and not returned to the student. Local law enforcement may be notified. Students may be given other consequences.

### **Public Display of Affection**

Public Display of Affection or PDA is not allowed. PDA includes physical contact including, but not limited to, intimate touching, fondling, cuddling, kissing, etc. at school or on a school-sponsored activity between two students typically in a relationship. This type of behavior, while innocent on some levels can quickly evolve into a distraction for the students engaging in the practice, as well as other students who are in close proximity to the couple.

### **False Fire Alarms/Fire Extinguishers/Bomb Threat**

Pulling fire alarms, turning in a false fire alarm or bomb scare is a misdemeanor under MN Statutes. Rum River East will prosecute anyone caught turning in a false alarm. Damage to the property due to misuse of fire prevention equipment may be reported to legal authorities.

### **Weapons**

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when on a school location. Rum River East will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this 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 to self or others.

### **Other Legal Offenses**

Any incident that is considered illegal will be reported immediately to the appropriate authorities. Students who are receiving probation services will also have the offense reported to their probation officer. These offenses include, but are not limited to:

Assault: (MN Statute 609.22)

1. An act done with intent to cause fear in another of immediate bodily harm  
or
2. The intentional infliction of or attempt to inflict harm upon another

Criminal Destruction of Property: (MN Statute 609.595)

Theft: (MN Statute 609.52)

Disorderly Conduct: (MN Statute 609.72)

1. Engages in brawling or fighting
2. Disturbs an assembly or meeting, not unlawful in its character  
or
3. Engages in offensive, obscene, or abusive language or in boisterous and noisy conduct tending reasonably to arouse alarm, anger, or resentment in others.

**Consideration to how policies are enforced or student discipline may differ according to each student's Individualized Education Plan.**

**NOTE: Rum River East follows the Rum River Special Education Cooperative district policies. A complete list of the policies can be found at:<https://sites.google.com/a/rumriverspeciald.k12.mn.us/rum-river/>**





General Notice for School Employees and Parents

A Minnesota state law went into effect in the year 2000 that requires schools to inform school employees and parents if they apply pesticides on school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to employees and parents for review or copying at each school's office. Although not required by the law, schools may choose to include a copy of the estimated schedule of pesticide applications with this general notice. The prospective dates for applications in Cambridge-Isanti Public School District for the 2016-2017 School Year are during the weeks of: July 3, 2017, August 7, 2017, September 11, 2017, October 9, 2017, November 20, 2017, December 25, 2017, January 15, 2018, February 5, 2018, March 5, 2018, April 16, 2018, May 1, 2018, June 11, 2018.

State law also requires that employees and parents be informed that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

Rum River East is continuing to work closely with its health and safety resources and the Cambridge-Isanti District to ensure compliance with integrated pest management.

Sincerely,

Howard Armstrong

Program Coordinator

**Request for Pesticide Notification Cambridge-Isanti Public Schools**

I understand that the school will make available an estimated schedule of pesticide applications for review and copying at the school office. Should a pesticide application be schedule at a time different from the days specified in the original schedule, I would like to be notified. The form below must be returned by October 01, 2016.

Please print neatly:

Name of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening: \_\_\_\_\_ E-mail: \_\_\_\_\_

Return to:  
Howard Armstrong  
1730 3rd Ave NE  
Cambridge, MN 55008

The Rum River Special Education Cooperative Board has adopted an **Internet Acceptable Use Policy**. This policy applies to all students as well as all employees of the Rum River Special Education Cooperative. The purpose of the policy is to identify how the Internet and the network are to be used. Below are the highlights of the policy:

The full Internet Acceptable Use Policy is available in each building's main office and on the district's website at: <https://sites.google.com/a/rumriverspecial.ed.k12.mn.us/rum-river/home/governance/policy>

- Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the district policies.
- The use of the school district system and access to use of the Internet is a privilege, not a right.
- Unacceptable uses will result in termination of Internet access and other consequences as consistent with district policies. A list of examples of unacceptable uses is available on the full Internet Acceptable Use Policy.
- If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official.
- The district will maintain a content filter on all computers operated inside the district network.
- Required notification statements are printed on the reverse side of this form.

Please note that the Rum River Programs do not post pictures of students on the cooperative web page.

<https://sites.google.com/a/rumriverspecial.ed.k12.mn.us/rum-river/home>

The Rum River Programs provide Internet and media safety education for students. Additional parent information can be found at <https://www.common sense media.org/parent-concerns>.

If you want to restrict your child's access to Internet resources please complete the section below and return it to the Program Coordinator at the appropriate program:

- Rum River North - 303 3rd Ave. SW Milaca, MN 56353
- Rum River South - 801 20th Ave. NE Cambridge, MN 55008
- Rum River East - 1730 3rd Ave. NE Cambridge, MN 55008

***If you do not want to restrict access you do not need to return this form.***

I do NOT give my permission for my child to access the Internet on School District systems.

\_\_\_\_\_  
child's name

\_\_\_\_\_  
parent's/guardian's signature

\_\_\_\_\_  
date

**Rum River Special Education Cooperative Internet Safety Notification Statements**

**Users' Notification:**

1. Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.
2. Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to:
  - a. Loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers.
  - b. The accuracy or quality of any advice or information obtained through or stored on the school district system.
  - c. Personal property used to access school district computers networks or online resources.
  - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
4. The school district uses technical means to limit student Internet access. These limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records. These policies are available in each school building and at the district office.

7. Should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. All provisions of the acceptable use policy are subordinate to local, state and federal laws.

**Parents' Notification:**

1. Outside of school, parents bear responsibility for the same guidance or Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
2. This form serves as notification that their students will be using school district resources/accounts to access the Internet.
  - a. Parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
  - b. A request to restrict Internet use by the student is available on the reverse side of this form, in each school building, and at the district office.
  - c. The school district's acceptable use policy is available for parental review at each building and at the district office.

# BYOD/School Issued Device Usage in School Guidelines

## ***Purpose***

Many students' lives today are filled with media that gives them mobile access to information and resources 24/7. Outside of school, students are free to pursue their interests in their own way and at their own pace. The opportunities are limitless, borderless, and instantaneous. In an effort to allow students to take control of their own learning, Rum River Programs will allow students to use personal devices for learning.

The purpose of this document is to ensure that students and their parents recognize the limitations that Rum River Programs imposes on the use of personal devices.

This personally-owned devices usage in school guidelines document is a supplement to the District's Acceptable Use Policy. Students wishing to participate must follow the responsibilities stated in the Acceptable Use Policy (AUP) as well as the following guidelines.

## ***Types of Devices:***

These guidelines and policies apply to the use of all laptop computers and other mobile internet devices owned by the district or owned by the students. These devices include, but are not limited to the following: laptops, netbooks, tablets/slates, iPod Touches, cell and smartphones. Gaming devices are allowed (examples: Nintendo DS, PlayStation Portable PSP, etc.) under certain approved circumstances; such as use on the bus, earned reward time, or time purchased through token economy system.

## ***General Usage Guidelines***

Rum River Programs provides the opportunity for students to bring a personally-owned device to school to use as an education tool. The use of these devices will be at the discretion of the teacher and/or the building administrative staff.

1. Students must comply with all aspects of the district's Acceptable Use Policy found in the student handbook. Violations of School Board policies, administrative procedures or rules involving a student's device (personally-owned or district provided) may result in the loss of use of the device in school and/or other disciplinary action. (See student handbook)
  - Rum River Programs reserves the right to inspect, at any time, any personally-owned device if there is reason to believe the student has violated District 6079 School Board policies, administrative procedures, school expectations or has engaged in other misconduct while using the device.
  - Students will not post, distribute, or use information without permission or properly crediting material that was created by someone else. (Plagiarism)
  - The student may not use the device to record, transmit or post photos or video of a person or persons on campus. No images or video recorded at school can be transmitted or posted at any time without the express permission of a teacher and filmed subject and filmed subject's parent.
2. Student use of devices in the classroom will be at the discretion of the classroom teacher. During instructional time the student is expected to only use their device to access classroom and academic-related activities as directed by teacher. Classroom-related activities on a mobile device looks like:
  - The device is used only for academic purposes
  - The device is on the desk and visible to everyone in the classroom.
    - The device is NOT under the desk or hidden while in use.
  - The device is only used when the teacher prompts students.
  - The device is muted or ear buds are used when accessing audio content.
  - The device must be used to support the instructional activities currently occurring in the instructional environment.
3. Students must turn off and put away the device when requested by a teacher.
4. Students may use devices for non-instructional purposes before school, at lunch, and after school in adult supervised areas only. If an adult asks a student to put his/her mobile device away the student must comply.
5. If the student refuses to comply, this will result in a time out and the student will be asked to put the device in his/her locker for the remainder of the day. Continued non-compliance may result in staff confiscating the device until the end of the day. Parents



**STUDENT PARKING REQUEST**

I, the undersigned student of this school district, do hereby request permission to park a motor vehicle in a designated student parking area.

I understand that I need to abide by all traffic laws, rules and regulations and engage in safe driving behavior.

I agree that I will not transport other students to or from the school property or parking lot.

I understand that this is a privilege and that the motor vehicle, including glove and trunk compartments, is subject to search upon reasonable suspicion by school officials without my consent, without a search warrant, and with no notice to me.

I understand that if I refuse a request by a school official to open a locked motor vehicle under my control or its compartments, my parking privileges may be withdrawn and I may be subject to discipline.

Finally, I acknowledge receipt of the school district's motor vehicle policy.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT AGREEMENT

I have received access to, been instructed on and reviewed the 2017-2018 Rum River East Student Handbook and agree to abide by the procedures and policies set forth by the Rum River Special Education Cooperative and the Rum River East Program.

I understand that this handbook has been developed to ensure a safe, secure and productive learning environment for all students, and failure to comply with the guidelines outlined in this handbook will result in school consequences. Should I have any questions or concerns about the policies and procedures, I am responsible for reviewing the handbook online or setting up a meeting with my Case Manager to address them.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Name \_\_\_\_\_  
(printed)

Student Signature \_\_\_\_\_

Handbook provided by \_\_\_\_\_  
(teacher last name)