



PARENT/STUDENT
HANDBOOK

Redwood Valley High School



2025-2026

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WELCOME STUDENTS

Welcome to the 2025-2026 school year. It is important to remember, this is our school and only we can uphold its outstanding reputation and honor. Let us do our best to make our school one of which we can be proud and one which we can remember with pleasure after graduation.

This handbook is provided for informational purposes. It outlines policies and procedures which support our positive learning environment. Your good judgment and cooperation will assist you in upholding the reputation and honor of our school district.

MISSION/VISION /CLARITY OF PURPOSE/SUPPORT

Mission: Support, Challenge, Learn, Achieve

Vision Statement: Redwood Areas Schools have high expectations for all students to learn, achieve, and be productive residents.

Clarity of Purpose: *The purpose of this organization is to prepare our students to be College and Career Ready!*

Values:

- Academic achievement
- A safe and respectful environment
- Meaningful adult connections with students
- Continuous development for all students
- Fiscal Responsibility
- Collaborative, researched based and data driven instruction
- The school, community and family working together for the development of the who child
- Preparation of students for the future

REQUESTING DOCUMENTATION TO VERIFY GRADE LEVEL

The school district may request documentation (per RASD Policy #607) that verifies a student falls within the school's minimum age requirements for admission to publicly funded preschool, prekindergarten, kindergarten, or grades 1 through 12. Documentation may include a passport, a hospital birth record or physician's certificate, a baptismal or religious certificate, an adoption record, health records, immunization records, immigration records, previously verified school records, early child-hood screening records, Minnesota Immunization Information Connection records, or an affidavit from a parent.

DIRECTORY INFORMATION

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, year in school, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. Under Minnesota law, a school district may not designate a students' home address, telephone number, email address, and other personal contact information as directory information. Directory information does not include personally identifiable data which references religion, race, color, social position or nationality. In order to make directory information "private", the parent or eligible student must make a written request to the building principal within (30) days after the date of the last publication of this notice. Information for this may be obtained from the Superintendent's Office.

A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available that may be released to military recruiting officers only) to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority (HS Principal) in writing.

The Department of Education uses this information to determine how much money your school district receives from the state and federal government. This information is also used to judge the quality of the state's educational programs, to improve instruction, to follow trends in student enrollment, and to track student participation in various programs. If you choose not to provide the number, the school district staff might need to submit another type of report to receive money distributed by the state or federal government. **Please notify the high school in this case.**

ACTIVITY FEES

This year the activity fee will be \$20.00 for each student. Upon payment of this fee, students are given a ticket which entitles them to admission to all home athletic events and regularly scheduled events during the year. Redwood Falls students going to home contests that require admission must present their activity ticket. If students forget their activity ticket, they will be required to pay admission to the event, which is \$7.00 for adults and \$5.00 for students.

ENTRANCE REQUIREMENTS :

To be eligible for admission to the Redwood Valley Senior High School, a student must have satisfactorily completed eighth grade work from an accredited junior high school, or middle school and be recommended for promotion to the ninth grade.

CREDITS/PLACEMENT OF STUDENTS

The following student classifications apply: A sophomore must have earned a minimum of 6.5 credits their freshman year; a junior must have earned a minimum of 14 credits during grades 9 & 10; a senior must have earned a minimum of 21 credits during grades 9, 10 & 11. To receive a class rank, students must have earned a passing grade in the following core courses:

- | | |
|-----------------------------|--------------------------------------|
| 4 credits of Social Studies | 3 credits of Math |
| 4 credits of Language Arts | 1 credit of Art |
| 2 credits of Health/PE | 1 credit of Workplace Communications |
| 3 credits of Science | 1 credit of Freshman Academy |

GRADUATION REQUIREMENTS

Students enrolled in 9th grade in the 2023-2024 school year must pass the Social Studies test requirements. Credit Requirements include a requirement to complete four credits of English, four credits in social studies, three credits in math, three credits in science, one credit each in Workplace Communications, the arts, health, Freshman Academy, and physical education. Students will also be required to pass the mandated state testing. The remaining credits are electives and may be selected from various fields of science, mathematics, world and indigenous languages, fine arts, chorus, band, and vocational education. One credit per year will be granted for senior high choir and one credit per year for senior high band.

***Note:** Graduation requirements are subject to change upon evaluation of administration and staff.

PUBLIC NOTICE

ISD #2897 gives notice to parents of students currently in attendance in the school district of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

Refer to Policy #520.

DAILY SCHEDULE

Period	Regular Day	Period	Regular Day
P1	8:20-9:40	P3	12:00-12:45
P2	9:45-11:05	P4	12:50-1:35
HR	11:10-11:30	P5	1:40-2:25
Lunch	11:30-12:00	P6	2:30-3:15

Grade Weighting

Redwood Valley High School offers weighted grades for courses that are identified as more rigorous or academically challenging. Included are courses that are part of Cardinal U, which includes any that offer credit through Advanced Placement, College Now (SMSU), REACH (Minnesota West), or Project Lead the Way (PLTW). A grade awarded in any of the Cardinal U Courses will be weighted by .5. Students taking PSEO (Post-Secondary Enrollment Options) may petition for a grade weight of .5. Forms (Available in the HS Office) to petition for a grade weighting for PSEO are due no later than 5 school days after the first day of the PSEO course. Requests turned in after this time will not be considered. PSEO courses that are similar/comparable to one offered at RVHS will be eligible for weighting. PSEO courses that are not similar/comparable to one offered through Cardinal U may be considered by filling out a petition form. PSEO courses that are taken in the summer, out-of-state, or part of other programs are not eligible for weighting.

Students who transferred to RVHS from another school district, may petition to have any college level (CIS, AP, PLTW) courses received weighting at RVHS. Forms (In HS office) are due within 5 school days of the first day of classes at RVHS. Requests turned in after this time will not be considered.

A committee consisting of a minimum of the following (Principal, Counselor, College, and the School Teacher) will consider applications to petition for weighting of a PSEO or transfer credit. Per RASD Policy #620, a parent or guardian may seek reconsideration of the decision of the committee by making a written request to the Superintendent within 5 school days of the date of the committee's decision.

Counseling Office

The Counseling Office is a resource available to students seeking academic, personal, or vocational assistance. A discipline-free atmosphere is maintained so students may individually plan, investigate, and review solutions to questions, problems, situations or difficulties. Other services offered by the guidance staff include standardized testing programs, student registration and course selection, career and related informational materials, access to psychological services and conflict management.

HOMEROOMS

All students will be assigned to a homeroom consisting of an advisor and students in grades 9 - 12. Students will remain in this group for all four years. The purpose of a homeroom is for checking grades, completing assignments, communication of school related activities, and other information. Locker assignments and student seating at assemblies are also done in a homeroom setting.

NATIONAL HONOR SOCIETY

National Honor Society is a national organization designed to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

Students of a junior or senior status with a minimum 3.5 grade point average (GPA) **and sophomores with a minimum 3.7 GPA are invited to apply** to become members of the Redwood Valley High School chapter of National Honor Society each spring.

Students who meet the required GPA must satisfactorily complete an application folder which will be reviewed by a selection committee.

Any senior that is applying should submit 20 service hours or a plan to complete the service hours with an application folder. It is recommended that students have their applications reviewed by the advisor prior to the final submission deadline. **It is recommended that students have their applications reviewed by the advisor prior to the final submission deadline.**

The application folder must contain the following items:

1. A student application form that verifies student involvement in a minimum of two approved school activities and two community activities that perform service.
2. One positive recommendation from a teacher that the student has had in the current or previous school year. This recommendation needs to attest to the student's leadership, service and character within the classroom setting.
3. **One positive recommendation from a coach, director, advisor, or super visitor for the student's current activities or community service activities.**

All activities must have regular meetings and/or practices to qualify. They must also have performances, projects, contests, or other public acknowledgement of their existence. The community service activity has to be beneficial to others and not financially benefit the student. This community service must be done outside of the regular school day. Students who have had, within the past school year, a Minnesota State High School League violation, have been found guilty of a crime against the school or have been convicted of any criminal activity that is public knowledge, will not be eligible for NHS membership for the remainder of the school year. Students who are removed from NHS, or who were ineligible due to a MSHSL violation, can apply for admission the following year. He/she will need to identify the violation on the application and indicate growth from the incident. Those who have been dismissed from NHS for not following the four pillars of NHS will need to maintain GPA requirements and complete the 20 service hours to be considered for readmission the following year.

SCHOLARSHIPS AND AWARDS

Several scholarships are awarded each year. Details will be available through the counselor's office, and are updated throughout the year. Interested students should check with the counselor's office.

HEALTH SERVICE

The Health Office is located in the middle school office area, and is staffed by a R.N., L.P.N., or a designated school employee. The Health Office provides services including mediation administration, immunization review, hearing and vision screenings, health counseling, growth and development education and provides referrals as necessary. First aid and emergency care is also provided.

Any student who becomes ill during the school day must report to the Health Office with a pass from the classroom teacher. Students are **not** to report to the health office between classes. A student leaving the building “sick” without stopping at the Health Office will be unexcused. Parents or an emergency contact person will be called by the Health Office to arrange transportation if a student needs to leave school due to illness. Parents are to keep their child home from school for 24 hours after a contagious illness or fever. The student needs to be fever free for 24 hours without the use of a fever reducer like Tylenol or Ibuprofen. Communicable diseases should be reported to the school as soon as possible. Pertussis (whooping cough) requires the student to be on antibiotics for 5 days at home and can return on the 6th day. Strep throat requires the student to be on antibiotics for 24 hours before returning to school. Medication should be given at home whenever possible. Parents/guardians are encouraged to give medications at home: Before school, after school, or at bedtime.. If, however, there is a medical need for your child to receive prescription medication during the school day, a Medication Authorization Form (MAF) needs to be turned into the Health Office. The MAF needs to be signed by a Doctor/Primary Care Provider (PCP) and a parent/guardian. You may obtain a MAF directly from the Health Office, or on the school website under “Nurse’s Corner.”

Prescription medicines must be provided in a **pharmacy or physician prepared bottle**. Controlled substances need to be brought to the Health Office by a parent and need to be picked up by a parent at the end of the school year. Non prescription medications (over – the-counter /OTC) must be in the original container, have a MAF signed by the parent/guardian and submitted to the Health Office. OTC medications will be stored in the Health Office. Please contact the Health Office if your child needs alternative arrangements. The Health Office will **not** plan to send medication with a student on school field trips or activity day(s). If the student requires medication, please contact the Health Office a week before the event to make arrangements for safe medication administration.

Minnesota’s immunization law is enforced; Immunization records need to be up to date. If your student is missing immunizations or their record is not complete, they will not be allowed at school. Remember to update the Health Office after the student receives any new shots like meningococcal or Tdap. Please contact the Health office for more information on how to get free or low cost shots. If there are any objections because of personal, religious, or medical reasons, a notarized form is required. Please notify the school to obtain or print one from the school website under “nurse’s corner.”

ALLERGY INFORMATION

1. Please notify the Health Office if your child has a severe allergy that may predispose them to an anaphylactic reaction or if they have had an anaphylactic reaction.
2. Please submit a completed MAF to the Health Office and send a supply of medication if the student has epinephrine. Please inquire about coupons for free or Low cost additional supplies of epinephrine.
3. If your child has a severe allergy, please have your child’s doctor complete an Allergy or Anaphylaxis Action Plan and submit it to the Health Office.

Health Services, Hot Lunch Program

We are an Allergy Aware School. This means that, upon notification from parent/guardian that an allergy concern exists, we will formulate a plan (ex: 504 or Student Health Plan) to address the concerns identified and minimize the educational disruptions due to the allergy. Contact the Health Office for more information. For students with special health concerns, contact the Health Office to create a safe plan for your student. Contact the Health Office with questions/concerns.

ASTHMA INFORMATION

1. Minnesota state law allows students to carry asthma medication (inhalers) with them in school. The school medication policy still needs to be followed indicating that all prescription medication **REQUIRES** a physician and parental signature (Medical Authorization Form).
2. Student's carrying an inhaler need to know the importance of actually having the inhaler on them. If the inhaler is in a locker, it will not be accessible so either leave an extra inhaler in the Health Office (during school hours) or with a coach when participating in sports.
3. The nurse can help to monitor if the student's knowledge and skills are safe to carry and use the inhaler independently in school.
4. The Health Office **REQUIRES** an **Asthma Action Plan** (completed by physician). This form is available at the Health Office or at most clinics. Please contact the Health Office to create a safe plan for your child. Remember to notify your child's sports coach of health conditions, like asthma. If an asthma plan is in place, please keep the Health Office informed of any changes.

HOT LUNCH PROGRAM

Redwood Area Schools participates in the National Lunch Program. We offer a variety of choices, Food 4 Life recipes, fresh fruit and vegetable bar, and nutritional foods, which make up a well-balanced lunch daily. Our menu style is offer versus serve. The student is offered a TYPE A lunch. He/she is required to take three of the five food items (one of the items needs to be a full serving of fruit or vegetables) to receive the reimbursement rate, otherwise they will be charged ala carte prices. Menus, nutritional information, and on-line payments are available at www.redwoodareaschools.com.

Account information may be accessed via **Skyward Parent Access**.

A deposit may be made daily to insure that students have adequate fund balances for lunches throughout the school year. It is the responsibility of the student to make regular deposits to insure a positive balance exists. Accounts will be charged daily for lunch items. The student will be notified verbally with a **LOW BALANCE NOTICE** at the time of purchase. When a negative balance is reached by the student, the following steps will be implemented.

STEP 1: When a negative balance is reached, the student will be allowed to purchase a Type A meal for three days.

STEP 2: If payment is not received after three days, it will be brought to the attention of the Food Service Director and further implementation will be done on a case-by-case basis.

Free lunch applications are available at the district office, school offices and Food Service Department. Students will not be able to eat at free lunch until the application is processed and accepted. The student/family is responsible for payment until the process is complete. Students may bring their own lunch from home. It should be kept in a lunch cooler/bag in the student's locker until lunch time and eaten in the cafeteria. Questions or concerns: Call Taher at (507)644-8012

OTHER HOT LUNCH PROGRAM CONCERNS

Students who do not have a lunch card or money, may not use the service room facilities.

No jackets or backpacks will be allowed in the immediate lunch room serving area. All discipline policies as written in the handbook apply to the lunch period.

Grade 9 & 10 students who leave campus during lunch may be assigned detention, on-campus assignment, and loss of driving privileges if applicable.

Grade 11 & 12 students who take underclassmen off campus during this time will be subject to loss of driving privileges and other possible consequences.

No beverages are to be brought into the building by students. Athletics/special trips may allow exceptions. Beverages such as milk, juice, and pop are available for purchase in the food service area. Food and beverages must be consumed in the commons area. Exceptions may be made for clear water bottles purchased in the school. This will be left to the discretion of individual classroom teachers.

MEDIA CENTER

The Joan and David Wood Media Center is located between the Math/Science Pods and the Language Arts/Social Studies Pods. The media center is open from 7:30am to 4:00pm Monday through Friday (hours are subject to change.) A variety of services and resources are available to assist students in meeting their academic needs. Students can access a variety of mediums to remain current in this information age. During class time and study halls students must have a pass signed by an instructor stating the purpose for using the Media Center. Students must sign in on arrival and sign out when exiting at our circulation desk. During approved free periods students simply need to follow the sign in and sign out procedure to ensure they are accounted for in the event of a situation that would require their location. You are invited to visit our website, www.redwoodareaschools.com where you can find remote access to many resources that the Media Center has to offer.

TEXTBOOKS

Our school offers the use of the best textbooks, workbooks and lab manuals. These are available to all pupils without any charge. Any mutilation or loss of textbooks will be charged to the student and must be paid when the books are turned in.

TELEPHONES

Phones in the high school office are only for office and incoming calls. Please DO NOT use the high school office as an answering service. Classes will not be interrupted by the office to give students information about work schedules. Students should use their personal wireless phones outside of class time to make calls.

STUDENT INSURANCE PROGRAM

Students will have the option to purchase individual supplementary insurance through the school district. Insurance coverage is NOT provided with a purchase of an activity ticket.

STUDENT IDENTIFICATION

Student ID's will be issued and required for admittance to dances and events, internet and computer usage, and for checkout of media center materials. Lost ID's will be replaced at a nominal fee to students.

PARKING CARS AND BICYCLES

Cars must be parked in the parking lot provided on the west side of the school (upper lot). Racks are provided for bicycles and locking them is encouraged. Improper parking, or other vehicle infractions may result in loss of parking privileges, vehicle towing, or ticketing by the police department.

LOST AND FOUND

The lost and found areas are located in the high school office and physical education locker rooms. Students may look for lost items at these locations. Often, students believe something has been stolen that has merely been misplaced. After the first Friday of the month, lost and found items will be given to charitable organizations.

BUS DISCIPLINE POLICY

The mission of the bus system is to provide safe and reliable transportation to all qualified and eligible students. A **STANDARD of CONDUCT** is expected from every student, whether on the bus or at bus stops.

This **STANDARD of CONDUCT** respects the rights of students and authorities, and encourages all students to become self disciplined individuals in their own social and educational development.

ALL STUDENTS SHOULD EXPECT TO BE TRANSPORTED:

1. Secure in their personal safety and their property.
2. Free from disruptive behavior from others.
3. Free from sexual or racial discrimination.
4. Treated with dignity and respect by other students, bus drivers and officials.
5. With knowledge and fair application of rules.
6. Free from unwelcome and degrading harassment, verbal or physical.
7. Free from reckless endangerment by others.
8. Free from use or threat of physical force, threats, blackmail or retaliation.
9. In an environment free of weapons, tobacco and illegal drugs or drug paraphernalia.

Redwood Area Schools and Thielen Bus Lines expect students to follow this Standard of Conduct on buses and at bus stops.

EVERY STUDENT HAS THE RESPONSIBILITY:

- 1.To follow the rules and regulation for bus riders as stated in their student handbook.
- 2.To obey orders and directions of bus drivers and officials.
- 3.To enter, sit and exit the bus in an orderly, quiet, and respectful manner.
- 4.To refrain from disruptive and inappropriate behavior which may interfere with the duties of the bus driver and well being of fellow students. Examples of such behaviors are standing, yelling, screaming, hitting, pushing, teasing, unnecessary mischief, willful disobedience and defiance of authority.
- 5.To use appropriate language, to abstain from cursing, profanity, vulgar and obscene language or gestures.
- 6.To avoid any behavior that recklessly endangers the safety and well being of fellow students, drivers, persons outside the vehicle and their property.
- 7.To refrain from the use of threat of unwelcome force, verbal or physical abuse, threats, black mail, sexual or verbal harassment, retaliation, use or possession of tobacco, alcohol or illegal drugs, stealing, smoking, vandalism or other illegal activities.
- 8.To refrain from possessing pyrotechnic (fire starting) devices, weapons (look a like or real), or use of items as a weapon as stated in the “School Weapons Policy” in the student handbook.
- 9.To avoid theft or willful damage to the property (Vandalism) of others and transportation equipment.

DISCIPLINARY PROCEDURES

Students who violate bus rules will be verbally reprimanded, assigned seats, and or writing sentences, unless the offense falls under the “Zero Tolerance Policy.

First Violation: WRITTEN REPORT. The offending student will be put on “First Report” with a copy mailed to the parents to make them aware of a continuing problem. We strongly suggest that the parents discuss this situation with their child and in cooperation with the bus company, work together to correct this behavior. The student is now on probation.

Second Violation: TWO WRITTEN REPORTS. The second written report on a student will result in suspension of bus privileges for a period of 1 -10 days. Length of suspension is determined by the severity of the problem and the student’s willingness to correct that problem. A copy of the report will be mailed to parents and school. If a student is suspended from one bus, they are suspended from All School Buses during the suspension.

Third Violation: THREE WRITTEN REPORTS. Three written reports will result in suspension of bus privileges for a period of 10 - 20 school days, depending on the severity of the problem and the students willingness to correct the problem. A copy of the report will be mailed to both parents and school. The student is suspended from All School Buses during the suspension.

Fourth Violation: FOUR WRITTEN REPORTS: Four written reports will result in suspension of all bus privileges for the remainder of the school year.

This policy represents a firm “**Zero Tolerance**” position on violations of fighting, theft, vandalism, obscene language or gestures directed at bus driver, officials or others, violations of school weapons policy, use or possession of tobacco, drugs or alcohol will result in **IMMEDIATE SUSPENSION**, including first offense violations. Suspensions for theft or vandalism will remain in effect until restitution is made to offended parties.

Bomb Threat, Distribution, Snow days, Calendar, Ministerial, Employment

BOMB THREAT - STUDENT REMOVAL REQUEST FORM

Parents of students may request a 'student removal from school' form by stopping at one of the offices, calling or writing. This form is utilized when the school district determines that a bomb threat is a hoax and that school will remain in session. This will allow parents or guardians to be notified when a bomb threat has been received and remove their child if desired.

DISTRIBUTION OF MATERIALS

Materials that are not school sponsored and are distributed on school premises by students fall under the guidance of School Board Policy #505. Requests for distribution of materials must be made to the high school principal. This includes posting of all flyers and student related materials.

SNOW DAYS

During inclement weather, all students are required to be in school unless parents have made arrangements with the principal. Listen for weather related announcements on KLGR or major television networks. Skylert messages will be sent, so be sure your contact information is correct and updated in Skyward. If the RASD administration determines that school has to be cancelled due to bad weather, the administration may declare that cancelled day as an "eLearning Day". If an "eLearning Day" is declared, that day will be considered a student attendance day. Our teachers will be using technology to communicate with their students helping them to learn where ever they may be. Attendance will be taken so it is important to participate. A complete explanation of how an eLearning Day will work and the Expectations for Students and Staff can be accessed on the school website.

CALENDAR OF EVENTS

Master calendar books or scheduled activities will be maintained by the principal and Superintendent's secretary. You must have activities and dates approved by the principal before they can be scheduled.

MINISTERIAL ASSOCIATION AGREEMENT

In agreement with the Redwood Falls Ministerial Association, no high school activities will be scheduled after 6:00 p.m. on Wednesdays or prior to 1:00 p.m. on Sundays. When conflicts arise, communication between both parties will occur to reach mutual agreement.

EMPLOYMENT DURING SCHOOL HOURS

Full-time students are not permitted to take any part of the school day for permanent employment. The only exception to this is the student who is on a work-study program approved by the State Department of Education and who is working under the direction of the school coordinator.

MARRIED STUDENTS AND PREGNANCIES

The Board of Education and the staff strongly advise students against marriage until after completion of their high school education. The following regulations and guiding principles pertaining to married students and those involved in pregnancies have been set forth by the Board of Education:

Students who are married must declare their marital status at the time of their marriage or at the time of their enrollment. Married students and those involved in pregnancies shall be expected to conduct themselves in a commendable manner. Any problems arising in this respect shall be handled on an individual basis by the counselor or principal. The decisions in each case shall be of such a nature as to insure a wholesome school atmosphere for all the students of the school. An expectant mother shall report her condition to the school nurse as soon as her condition becomes known to her. In determining the date the student shall be placed on homebound instruction, the following criteria shall be considered:

1. The continuity of the instructional program for the student.
2. The desires of the student.
3. The desires of the parent.
4. The effect of the pregnant condition on the student's efficiency.
5. The health and welfare of the student or unborn child.
6. The recommendation of the student's physician.
7. The recommendation of the school nurse.
8. The recommendation of the counselor.
9. The recommendation of the principal.
10. The recommendation of any other individual agencies or authorities.

Homebound instruction for the student shall be terminated after the birth of the child, when the principal and the student's physician determine that she is able to return to regular classroom instruction.

STUDENT DRESS CODE

Pleasant appearance develops pride and respect in each student. It builds better understanding and relations between students and teachers. It can even result in better educational experience. Students are expected to be neat and clean at all times. Use mature judgment when choosing your school clothes. Students have the right to choose their manner of dress and personal grooming unless it represents a clear danger to the student's health and safety, causes a substantial disruption with work or creates classroom or school disorder. Obscene, profane, or suggestive clothing will not be allowed. Students are not to wear clothing that promotes alcohol products or their use, drugs or their use, tobacco products or their use, contains racial or ethnic slurs, uses sexual innuendos or expressions or implies personal promiscuity. Administrative judgment will be in effect in determining appropriate dress. Hats, hoods, and caps should not be worn during the school day (8:20 a.m. to 3:15 p.m.).

ATTENDANCE

Philosophy:

Learning is enhanced by regular attendance, and research supports this. The entire process of education requires continuity of instruction, classroom participation, learning experiences and study, and parental encouragement in order to reach the goal of maximum educational benefits for each individual student. A pattern of good attendance established in school will benefit the learner now, and will transfer to future schooling and into the work place.

Parent's Responsibility:

It is the responsibility of the parent/guardian to CALL THE HIGH SCHOOL OFFICE on the day of the absence or prior to the absence, explaining the absence. Parents/Guardians should call between 7:30 a.m. and 9:30 a.m. each day. **Written notes, admits, and calls are required for all students, regardless of age.**

Classification of Absences:

Excused Absences:

The following are examples of excused absences: school activities, weather, official religious holidays, death of immediate family members, medical/dental appointments, post-secondary visits, illness, family emergencies, court-ordered appearances, pre-arranged absences such as a vacation, suspensions, and private music lessons. These are only examples. Other situations may constitute excused absences in the judgment of the Principal. In all instances, the Principal's decision as to whether an absence is excused or unexcused shall be final.

Unexcused Absences:

Unexcused absences are those not school authorized and not excused. Hair appointments, tanning, oversleeping, picking up/returning formal attire, and missing the bus are some examples of unexcused absences. Sleeping in after attending events the prior evening (athletic, community, concerts, games, etc) is considered unexcused. If students are more than 7 minutes late for a class, it will be considered an unexcused absence. Students with over eight (8) days of absences will be required to submit medical documentation or consult with the school nurse. Failure to do so will result in any additional absences being marked unexcused. Students may appeal these absences to the Attendance Appeal Committee. Other situations may constitute unexcused absences in the judgment of the Principal. In all instances, the Principal's decision as to whether an absence is excused or unexcused shall be final, unless an Attendance Appeal Form (Appendix A) is filed by the student.

Tardies:

Students who are less than 7 minutes late for class will receive a tardy.

Privileges:

RVHS is creating a school culture that moves from punishment as a consequence of irresponsible behavior to earning privileges for responsible behavior. The following privileges will be established for the 2024-2025 school year, but others will be added throughout this year and in the future.

a. Lunch Privileges: Students with Zero Unexcused Absences and/or Zero Tardies in a weekly period will be dismissed for lunch at 11:25 (9th-12th grades) and have off-campus privileges (11th-12 grade only)

b. Friday Seminar Privileges: At certain times during the year, students who have a 95% attendance rate, zero unexcused absences, zero tardies, and zero disciplinary will be eligible to participate in a Friday Seminar. Periods of attendance for each Friday Seminar will be determined at the beginning of the year. Topics and locations will vary and be determined throughout the year.

Attendance

c. Senior Fast Track Day Privilege: Students who have completed a minimum of 24 credits by the end of the junior year, have a 95% attendance rate (cumulative), zero unexcused absences or tardies in their junior year, and zero disciplinary referrals in the junior year, are eligible to take seven credits their senior year, rather than eight, which is currently required of all students.

d. Senior Privileges: 12th grade students with zero unexcused absences or tardies (weekly), no grade lower than a C, and zero disciplinary referrals in the past week are eligible for senior privileges, which means they do not need to attend homeroom on Friday's (starting at a predetermined time).

Activities:

To encourage the development of responsibility, it is important to understand that extracurricular and co-curricular activities are privileges, not rights, and while all students begin the year with the opportunity to participate in these privileges, they can be revoked as a result of irresponsible behavior, irresponsible attendance, or irresponsible punctuality. Privileges that may be revoked include:

1. 1 Unexcused Absence (1 Period or More): The student will be ineligible to practice, compete, or perform that day

2. 3 or More Tardies in One Week: The student will be ineligible to practice, compete, or perform the day he/she hits this number. Each succeeding tardy will result in another day of ineligibility.

One time per season, students may petition the principal to substitute completing a one (1)hour community service project to regain eligibility for a practice, event, or game. The petition must be preapproved by the HS Principal. (Appendix C)

Diversions/Interventions:

The High School Principal and Attendance Team will meet weekly to discuss individual students with attendance issues, both excused and unexcused. Diversion meetings will be scheduled as needed. Individual circumstances (major health issues, family concerns, etc.) will be considered by the High School Principal and Social Worker. Possible actions taken may include, but are not limited to, attendance contracts, requirement of doctor's notes or consultation with school nurse, parent meetings, loss of the privilege to participate in homecoming, prom, school dances, school functions, and non-curricular field trips, loss of eligibility for teacher reference letters or Dollars for Scholars Scholarships, and loss of passing time.

Absences for Religious Observations:

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

Homeroom:

This daily meeting will be 20 minutes long, and serve as a time for homeroom teachers to connect with students. It will be the responsibility of the homeroom teacher to identify students who are struggling with attendance issues and report the student to the high school office on a weekly basis. Additional responsibilities of the homeroom teacher includes: grade checks, advising students on grades/missing assignments/etc, helping students complete the registration process, and monitoring students for privileges/consequences.

Attendance

STUDENTS UNDER THE AGE OF 17 ARE REQUIRED TO ATTEND SCHOOL AS REQUIRED BY MINNESOTA'S COMPULSORY ATTENDANCE LAW.

Failure to attend due to excessive unexcused absences or truanancies (all or part of seven (7) or more days will result in a "TRUANCY CITATION" being filed with the County Attorney and a resulting court appearance being scheduled for 'Habitual Truancy'. TRUANCY CITATIONS will also be filed for students age 17 as required by Minnesota State Law.

CONTINUING TRUANT:

Students are considered a 'continuing truant' if absent for three or more class periods on three days without valid excuse. Parents or guardians will be notified by letter by the school administrator. If the student continues to be truant, both the parent and student may be subject to juvenile court proceedings pursuant to Chapter 260. These proceedings may result in the suspension, restriction or delay of a child's driving privilege pursuant to MN Statute §260.191. The parent/ guardian is also recommended to accompany the child to school and attend classes for one day.

IMPORTANT NOTICE *****

Students age 17 or under are required to attend school as required by Minnesota's compulsory Attendance Law. Failure to attend due to excessive unexcused absences or truanancies (all or part of seven (7) or more days will result in a "TRUANCY CITATION" being filed with the County Attorney and a resulting court appearance being scheduled for 'Habitual Truancy'. TRUANCY CITATIONS will also be filed for students age 17 as required by Minnesota State Law. Students are considered a 'continuing truant' if absent for three or more class periods on three days without valid excuse. Parents or guardians will be notified by letter by the school administrator. If the student continues to be truant, both the parent and student may be subject to juvenile court proceedings pursuant to Chapter 260. These proceedings may result in the suspension, restriction or delay of a child's driving privilege pursuant to MN Statute §260.191. The parent/ guardian is also recommended to accompany the child to school and attend classes for one day.

ATTENDANCE APPEALS COMMITTEE

A committee of a minimum of four (4) teachers, the student's counselor, other staff, and an administrator will consider the challenges regarding the attendance policy. A minimum of four (4) members must be present at each hearing.

ATTENDANCE CHALLENGE PROCESS:

A student who believes he/she has a valid reason to question an unexcused absence and chooses to challenge the unexcused absence, must follow the procedure described below:

A. Student will obtain Attendance Appeal Form (Appendix A) in HS Office.

Any written information, such as a physician's statement, notice of court appearance, etc., that may be helpful for the attendance committee to consider, should be attached to this form.

B. The challenge form should be completed and returned to the high school secretary within two (2) days.

C. The student will be notified within FIVE (5) SCHOOL DAYS if the challenge has been approved or denied.

MAKE-UP POLICY :

ALL absences will require a student to make-up work missed.

A. Assessments, daily work, projects, etc. must be made-up within a reasonable period of time which will be determined by the instructor, and not to exceed two weeks from the time it was assigned.

B. The student is responsible for initiating contact on make-up work.

C. If the long-term illness occurs at the end of the school year, an "I" can be given for a period not to exceed two weeks.

GRADUATION PARTICIPATION

Seniors who have not completed required courses or who have not met requirements for graduation, **will not** be allowed to participate in the graduation ceremony. The school reserves the right to assess extreme or rare cases. **Students must be enrolled, and in regular attendance at Redwood Valley High School, or be enrolled in an approved Post Secondary or Alternative Learning Program at the time of graduation to participate in the graduation ceremony.**

HONOR ROLLS

"A" HONOR ROLLS - Any student having an average above 3.6 in any credit courses qualifies for the "A" honor roll. No one with a grade below 1.6 in any subject including physical education, music, etc., is eligible for the honor roll.

"B" HONOR ROLLS - Any student in grades 9-12 having an average of 2.7 or higher in his credit courses qualifies for the "B" honor roll. No one with a grade below 1.6 in any subject including physical education, music, etc., is eligible for the honor roll.

LIMITED PHYSICAL EDUCATION PARTICIPATION

Students in PE who request or require limited activity must consult the School Health Office. Documentation from a medical provider will be required.

CHANGE OF ADDRESS

Students who change addresses or telephone numbers during the year should report such changes to the principal's office.

STUDENT VISITORS

Students wishing to bring a guest to school must: obtain prior approval a minimum of 24 hours in advance by securing a visitor form, which must be filled out to include rationale for the visit,, and returning it to the HS Office for principal approval. Guests (former students, parents, community members), must have a faculty sponsor and be approved by the principal to visit. Generally, visitors will only be permitted if they are invited by a classroom teacher for an educational purpose, or outside of the student day (before or after school). Exceptions will be made by the principal.

VISITORS AND SECURITY

All doors will be locked during school hours. Signs will be posted asking visitors to use the main entrance and register. All Visitors will be required to check in to the district office upon arrival and state their business at the school. A 'Visitors' badge will then be issued to indicate their registration.

WITHDRAWAL FROM SCHOOL

Students planning to withdraw from school for any reason must bring a written statement from the parents or guardians to the principal's office. Any student who seeks to withdraw, must attend a meeting with school personnel to discuss educational opportunities including alternate educational opportunities, and sign a written election to withdraw from school.

STUDENT SPECTATOR ATTENDANCE POLICY

Students desiring to attend school approved extra-curricular events during the school day, must secure an advanced makeup slip. This must be signed by all of the student's instructors, and turned into the high school office a minimum of 24 hours prior to the event. Students who are on the unsatisfactory or bordering on unsatisfactory list will not be permitted to attend. Unacceptable conduct will result in the loss of these privileges.

PASSES

Students will be allowed to leave for another activity with a signed pass from the teacher to whose room they are going or leaving from. All out of the building passes must be approved by the HS Principal. All students leaving the building must sign out in the HS Office.

REPORT CARDS

Report cards will be issued electronically following the close of each Semester. These report cards are to be examined by the pupil's parents or guardians. Teachers and staff encourage parents or guardians to ask questions regarding classes, grades, or other concerns, as any time during the year.

STUDENT ACTIVITIES

Students are strongly encouraged to participate in extra and co-curricular activities. **Note: Academic and extra-curricular letters may be achieved in the areas of Academics, Music, Knowledge Bowl & Academic Challenge, Dramatics, and Speech/Declam. Academic Letters will be awarded yearly for cumulative GPA of 3.5 or higher. See high school office for complete academic criteria. See coaches or directors for complete lettering criteria for other activities.** Students who are failing or incomplete in classes will not be permitted to leave during school hours to attend extra-curricular, co-curricular, or similar events which are not course related.

Students or student guests which violate rules for alcohol, tobacco, drugs, etc. at a school dance, will be ineligible to attend student sponsored dances, including prom, for the remainder of the school year. This may extend into the upcoming school year if the violation occurs near the end of the current school year.

Vocal or instrumental music students in grades 9-12 who have a MSHSL violation or are on the academic failure list will be allowed to perform in school sponsored concerts as part of their class. MSHSL sponsored performances and pep band/ choir performances at games and events will continue to follow ineligibility policies.

Student Activities, Participation Fees, Equipment, Awards

A variety of music, speech, athletic, and club activities exist including the following:

FINE ART ACTIVITIES

Instrumental Solos and Ensembles
Senior High Band,
Senior High Choir
Three-Act Play

Jazz Band
Speech
Musical
Pep Band

Vocal Solos and Ensembles
One-Act Play
Knowledge Bowl

ATHLETIC ACTIVITIES:

Boys Ice Hockey
Football
Girls Tennis
Boys Basketball
Boys and Girls Golf Boys
Tennis

Boys & Girls Cross Country
Volleyball
Gymnastics
Boys and Girls Track
Cheerleading
Dance Team

Wrestling
Girls Basketball
Baseball
Softball

OTHER ACTIVITIES :

Trap Shooting
Robotics

CLUBS AND ORGANIZATIONS :

Student Council
Unity

National Honor Society
Spanish Club

FFA
DECA

PARTICIPATION FEES

The Redwood Valley Booster Club is dedicated to supporting the students and activities of Redwood Area Schools. Thanks to a generous donation from the Redwood Valley Booster Club, there are no participation fees for any high school student participating in athletic, fine art, or forensic activities.

ATHLETIC EQUIPMENT

One week after completion of a sport season, any equipment issued must be returned to the equipment room clean. If all equipment is not returned, all privileges and participation in future sports will be suspended until equipment is returned or paid for.

AWARD SYSTEM

Each year, near the close of school, we have our annual Awards Day Program. At this time all awards are presented which have been earned during the year.

PLEASE NOTE: This applies to all activities. MSHSL violations will be considered when choosing award recipients, but will not prevent students for consideration for Senior Cardinal Athletic Excellence Award, Kratzke Freshman Award, Outstanding Vocal Awards, and Outstanding Instrumental Awards. Please see your coach or advisor with questions.

SOCIAL EVENTS

The Senior High Student Council will act as a clearing house for scheduling social events. Make your requests early in the year as only a limited number of activities will be scheduled. All Fundraisers must be approved by the School Board.

CLASS RESPONSIBILITIES

Grade 10- Homecoming Pins, Prom Grand March Collections

Grade 11 - Prom, Homecoming Dance

Grade 12 - Coronation, Homecoming Activities (as coordinated w/ the Student Senate)

JUNIOR/SENIOR PROM & DANCES

Middle school and ninth grade students are not permitted to participate in prom, and sophomore students are encouraged not to participate. Guests attending prom or other dances may not be older than age 21. Proof of age/identification is required to attend prom and other dances. Students are to wear formal attire appropriate for a school function. Students not dressing appropriately will not be allowed to attend these activities. Parents of juniors are encouraged to participate in after-prom activities. School dances (other than prom) are open to RVHS students (Grades 9-12) and their approved guests.

Current RVHS student ID's are required for admittance to dances. Students may purchase a replacement ID if needed, prior to the dance from the media center technician. Students not having a current RVHS student ID may be admitted to the dance after having student identification verified via Skyward Student System as time allows.

SCHOOL SONG

We represent the Redwood High School
We're here to back the high school team
They do their best,
Let's do the rest,
Let's get behind them one and all. Rah!
Rah! Rah!
They're out there fighting every minute,
Fighting for our fame,
From the Redwood High School Team
All our honor we will glean
So let's back the team from Redwood
High School.
ALMA MATER

Redwood, we love thee; we sing thee our
praise. Never shall we forget our high
school days. Home of the Cardinals...
we're proud of thy fame. Oh, may we ever
honor thy name. Hail, Alma Mater! Hail,
Redwood High!
Abner Grender

Non-Discrimination Policy, Extra Curriculars

NON-DISCRIMINATION POLICY

It is the policy of Independent School District No. 2897 that no student, on the grounds of race, color, national origin, creed, religion, sex, marital status, with regard assistance, age, or disability be exculpated from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or activity operated by the district. The district is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. Any student, parent, or guardian having questions regarding application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator:

Andy Ourada, Activities Direction, aourada@redwoodareaschools.com, 507-644-8063. Questions related solely to Title IX and its regulations may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

For more information on the school district's grievance procedures and grievance process, including how to file or report a complaint of sex discrimination or sexual harassment, and how the district will respond, see RASD Policy # 522 (Title IX Sex Non-Discrimination Policy, Grievance Procedure and Process).

RULES FOR PARTICIPATION INTERSCHOLASTIC AND EXTRA- CURRICULAR ACTIVITIES GRADES 7-12

I. PHILOSOPHY

The various activity programs at Redwood Valley Senior High School are designed to supplement our classroom offerings. Thus, students are encouraged to participate in one or more of the many sports, fine arts activities, clubs, and organizations as a means of developing their skills and background in areas of special interest and/or competence. While it is a goal of the school to provide opportunities for all Redwood Valley Senior High School Students, it must be remembered that these activity opportunities are special privileges which are NOT required by law and exist only as a result of the concern and generosity of the School Districts residents and staff. Students in these activities often represent the school and student body within the building and on community, area wide, state, and even national levels. Many activities require that the students be given special benefits and personal responsibilities, so a special relationship of faith and trust must exist between the student activity participant and the school. Therefore, the school places several eligibility requirements on participation in activities.

II. RULES

During the calendar year, regardless of the quantity, a student shall not use, **have in possession**, buy, or sell a BEVERAGE CONTAINING ALCOHOL; use **or have in possession** tobacco products (Including E-Cigarettes) or use or consume, have in possession, buy or sell, or give away MARIJUANA OR ANY SUBSTANCE DEFINED BY LAW AS A DRUG. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor provided prior authorization has been obtained by school officials and/or the school nurse. During the school year or any portion of an activity season which occurs prior to the start of, or after the close of the school year, the student shall not violate the **sexual harassment** and **sexual violence** bylaws of the Minnesota State High School League.

A. CATEGORY I ACTIVITIES:

Those League-sponsored interscholastic contests, exclusive of league sponsored tournaments. Athletic Activities: Activities registered for by Redwood Valley High School. Fine Arts Activities: Debate and Speech activities, including One-Act Plays, when a school schedules a season of interscholastic contests.

ACTIVITIES IN CATEGORY I

Girls: Cross Country, Volleyball, Tennis, Basketball, Gymnastics, Track, Golf, Softball

Boys: Cross Country, Hockey, Football, Wrestling, Basketball, Baseball, Track, Golf, Tennis

Others: Manager, Trainer, Statistician, Cheerleaders, Dance Team.

Fine Arts: Speech.

B. CATEGORY II ACTIVITIES:

Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

Fine Arts Activities: Speech activities, including One-Act Plays, when a school schedules no interscholastic contests and participates only in the League-sponsored tournaments series.

ACTIVITIES IN CATEGORY II

3-Act Play (no schedule)

Knowledge Bowl Solo & Ensembles

Visual Arts

DECA

Vocal Music (no schedule) Robotics

Pep Band

FFA

Clay Targets

One Act Play

C. PENALTIES FOR CATEGORY I VIOLATION:

• First Violation:

The student shall lose eligibility for the next two (2) consecutive interscholastic events or two (2) weeks (14 calendar days) whichever is greater, of a season in which the student is a participant.

• Second Violation:

The student shall lose eligibility for the next six (6) consecutive interscholastic events or (3) three weeks (21 calendar days) whichever is greater, in which the student is a participant.

• **Third and Subsequent Violations:** The student shall lose eligibility for the next twelve (12) consecutive interscholastic events or (4) four weeks (21 calendar days) whichever is greater, in which the student is a participant.

Extra Curriculars

D. RECOMMENDATION:

- It is recommended, when appropriate, the student will be referred to the counselor who will guide them in a an educational program through which they would receive information about the effects, misuse of, or abuse of mood-altering chemicals.
- It is recommended that the student be referred for assessment of potential chemical abuse, misuse, or dependency by a community agency or professional individual outside the school.

E. PENALTIES:

Penalties shall be accumulative beginning with the student's participation on a varsity, junior varsity, sophomore, junior high team or activity.

A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

G. PENALTIES FOR CATEGORY II VIOLATIONS:

1. First Violation: Ineligibility for two (2) school weeks. The student, during the period of Ineligibility, will not participate in concerts, contests, or public performances that are school related
2. Second Violation: Ineligibility for six (6) weeks. The student, during the period of Ineligibility, will not participate in concerts, contests, or public performances that are school related.
3. Third Violation: Ineligibility for twelve (12) weeks. The student, during the period of Ineligibility, will not participate in concerts, contests, or public performances that are school related.

H. APPLICATION:

1. If a student is involved in Category I and Category II activities at the same time, the penalty will be simultaneous.
2. Second Violation: Ineligibility for six (6) weeks. The student, during the period of Ineligibility, will not participate in concerts, contests, or public performances that are school related.
3. Third Violation: Ineligibility for twelve (12) weeks. The student, during the period of Ineligibility, will not participate in concerts, contests, or public performances that are school related.
4. During periods of Ineligibility, the student will be allowed to practice or rehearse.
5. If a student does not complete the season of penalty, the penalty will apply to the next Category I activity.

I. ADDITIONAL RULES:

1. Profanity: Continued use will result in suspension.
2. A student who fails a course at the end of a quarter, will be unable to participate in the next two extracurricular events from the time of failure. Every two weeks, there will be an Academic Checkpoint. On that date, students who are currently failing a class will be unable to participate in activities on the next caldera Thursday. For example, if the Academic Checkpoint is on a Monday, students will not be able to participate in activities starting on Thursday. Students may still continue to practice, but may not engage in public performances. This applies to all competitive competitions. Class activities or extensions of the classroom (ex: Band and Choir Concerts) will be exempt from the eligibility rule with grades. Club Activities (UNITY, NHS, Pep band, HOSA, Student Council, etc.) will set their own rules regarding grades. Exceptions will be made in consultation with the HS Principal and Activities Director. Due to activities, student will not be allowed to miss classes that are not currently at a passing grade. This applies anytime an activity is during the school day, including travel. Students will remain ineligible from participation in activities until the student turns in a Pink Slip (Reinstatement of Eligibility Form) with teacher signatures verifying the grade is now passing or until the next checkpoint.
3. Participation After Being Absent: To participate in extra-curricular or evening activities, students must be in school the entire day for a game/performance, or 1/2 of the day for practice. Exceptions can be made to this for emergency family situations or by Principal's discretion.
4. Theft: Students involved in theft will serve a period of ineligibility.
5. Any behavior or action that is not acceptable to the standards set by society may result in violator being ineligible, per MSHSL rules.
6. Students who are age 18 or older, or who turn 18, during the school year, are still under the rules of the MSHSL regarding tobacco usage, etc. Violations will result in loss of previous awards earned.
7. Students must travel with a team/group to and from school sponsored activities on school approved transportation. Deviations to this rule will be based on common sense decisions and must be approved by the high school principal or his/her representative by 8:30 a.m. on the day of the event. At no time will a student be allowed to drive themselves to or from these events.

Code of Conduct Clarification:

All persons associated with the Redwood Area Public Schools – students, parents, and staff—are reminded that alcohol use by minors is illegal and harmful. Drug use by adults and minors is also illegal and harmful. Possession of alcohol and other drugs is prohibited on school property.

Students, parents, and staff of the Redwood Valley Public Schools desiring assistance regarding alcohol and drug use and abuse may contact a school counselor or social worker to obtain information on local resources available.

DISTRICT 2897 POLICY AGAINST RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE

1. Everyone at District 2897 has a right to feel respected and safe. Consequently, we ask you to know about our policy to prevent religious, racial or sexual harassment to include gay, lesbian, bisexual and transgender (GLBT) sexual orientation or perceived sexual orientation and violence
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex, or gender:
 - a. Name calling, jokes, or rumors;
 - b. Pulling on clothing;
 - c. Graffiti;
 - d. Notes or cartoons;
 - e. Unwelcome touching of a person or clothing;
 - f. Offensive or graphic posters or book covers; and/or
 - g. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or action make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer, Tom Anderson.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial, or sexual harassment or violence and will take all appropriate actions based on your report. religious, racial, and sexual harassment and violence. Complete policies are available in the Business Office upon request.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District policy against religious, racial, and sexual harassment and violence. Complete policies are available in the Business Office upon request.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.

CONTACT:

Mr. Tom Anderson
Human Rights Officer
Independent School District #2897
100 George Ramseth Drive
Redwood Falls, MN 56283
Phone: 507-644-8068

Independent School District No. 2897 Religious, Racial, and Sexual Harassment and Violence Report Form

Independent School District No. 2897 maintains a firm policy prohibiting all forms of discrimination. Religious, racial or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant Home Address, Work Address, Home Phone, Work Phone Date of Alleged Incident(s) Circle as appropriate: sexual racial religious Name of person you believe harassed or was violent toward you or another person. If the alleged harassment or violence was toward another person, identify that person. Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur? List any witnesses who were present.

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Complainant Signature _____ Date _____

Received by

SCHOOL BOARD POLICY PROHIBITING HARASSMENT AND VIOLENCE

I. GENERAL STATEMENT OF POLICY

It is the policy of Independent School District No. 2897 (the "School District") to maintain a learning and working environment within the school district's education programs and activities that is free from religious, racial or sexual harassment and discrimination to include gay, lesbian, bisexual and transgender (GLBT) sexual orientation or perceived sexual orientation and violence.

The School District prohibits any form of religious, racial or sexual harassment, discrimination, and violence. It shall be a violation of this policy for any pupil, teacher, administrator other school personnel of the School District, or other members of the school community, to harass a 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.

Harassment Policy

(For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator, or other school personnel.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment, discrimination, or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

II. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment Definition: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

- 1.** Unwelcome verbal harassment or abuse;
- 2.** Unwelcome pressure for sexual activity;
- 3.** Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- 4.** Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- 5.** Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- 6.** Unwelcome behavior or words directed at an individual because of gender.

Harassment Policy

B. Racial Harassment Definition:

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. Otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment Definition:

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. Otherwise adversely affects an individual's employment or academic opportunities.

Sexual violence may include, but is not limited to:

1. Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
2. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
3. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
4. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence Definition: Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence Definition: Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault Definition: Assault is:

1. An act done with intent to cause fear in another of immediate bodily harm or death;
2. The intentional infliction of or attempt to inflict bodily harm upon another; or
3. The threat to do bodily harm to another with present ability to carry out the threat.

III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy.

Harassment Policy

The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District Office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

A. In each school building the building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately. Upon receipt of a report, the principal must notify the School District Human Rights Officer or Title IX Coordinator immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint should be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.

B. In the District the School Board hereby designates Tom Anderson as the School District Human Rights Officer, and Andy Ourada as the School District Title IX Coordinator, to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaints shall be filed directly with the Superintendent. The School District shall conspicuously post the name of the Human Rights Officer, including mailing addresses and telephone numbers.

C. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

D. Use of formal reporting forms is not mandatory.

E. The School District will respect the privacy of the complainant, the individual against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

The investigation will be completed as soon as practicable. The School District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.

B. The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists, or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

VIII. HARASSMENT OR VIOLENCE AS ABUSE

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statute 626.556 may be applicable. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

IX. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall appear in the student handbook.
- C. The School District will develop a method of discussing this policy with students and employees.
- D. This policy shall be reviewed at least annually for compliance with state and federal law.

TEST SECURITY INFORMATION FOR STUDENTS

***This District Discipline Policy supersedes any and all previous District Discipline Policies.**

I. STATEMENT OF PHILOSOPHY

It is the position of the School Board of District #2897 that learning can best take place in an environment which is orderly, safe, stimulating, and which enables all students to develop to their fullest potential. The atmosphere of the school must promote fairness, courtesy, honesty, and respect among students, school personnel, and community members.

While the Student Handbook developed within District #2897 will relate to activities within the school setting, the ultimate responsibility for growth in self-discipline is a cooperative effort of students, school personnel, home, and community.

II. RIGHTS AND RESPONSIBILITIES OF STUDENTS

These statements under Rights and Responsibilities of Students, which apply to students of all ages, are not expected to cover every situation which may arise. Rights are “just claims or privileges”. Responsibilities are defined as “obligations or duties”.

RIGHTS OF STUDENTS

Every student has the right . . .

1. **To Learn.** Each student has the right to attend school and gain an education as provided by law.
 - a. The right to learn also includes the right of classes to meet and carry on studies without interruptions, disruptions, or distractions, whether inside the classroom or from outside. Behavior which disrupts the normal functioning of classes is an infringement on the rights of others.
 - b. Students have the right to make up, within prescribed timelines, work missed during any excused absence without discrimination or harassment.

Discipline Policy

2. To Personal Property.

Students have a right to be secure in their persons, papers, and effects. However, they must refrain from bringing onto school property or to school-sponsored events any material or item that would cause, or tend to cause, a disruptive activity, or endanger the health and safety of students or other persons. When reasonable cause exists for a school principal to believe that such items are present, general or individual searches may be conducted under the authorization of the principal or representative designated by the principal. Search of an area assigned to a student shall be made in the presence of an adult witness and, if practical, in the presence of the student. Illegal items may be seized by school authorities, and items which are used to disrupt or interfere with the educational process may be removed from student possession.

3. To be Free. Students have a right to be free from racial and sexual bigotry or harassment, discrimination, or intolerance.

4. To Fairness and Consistency. Students have a right to fair, consistent uniformity of application of rules without discrimination or bias within the learning environment.

5. To Express Grievances. Students have the right to air grievances, problems, and concerns through legitimate channels and to propose changes in rules or policy through channels provided by the schools for all students.

6. To be Informed. Students have the right to be informed orally or in writing of any disciplinary charges and corrective measures in a manner consistent with the Pupil Fair Dismissal Act.

7. To be Allowed to be Heard. Students have the right to be allowed to present his/her version of an incident in question in a fair hearing before any consequences are determined.

8. To a Productive Learning Environment. Students have the right to expect a safe, stimulating, and productive learning environment without interruptions, disruptions, or distractions from within or without the classroom setting.

9. To Dignity and Respect. Students have the right to be treated with dignity and respect by all members of the school community.

10. To Personal Dress and Grooming. Students have the right to choose their own manner of dress and personal grooming unless it presents a clear danger to students' health and safety, causes a clear interference with work, creates disorder in the learning environment, promotes illegal activities, or interferes with the rights of other students

RESPONSIBILITIES OF STUDENTS

Every student has the responsibility . . .

1. To assist in efforts to establish and maintain a safe, stimulating, and productive learning environment in the school society.

2. To abide by reasonable instructions of all school district personnel while participating in any school function or activity and while going to and from school, whether riding on a public or private conveyance, walking, or at a school bus stop.

3. To know and comply with school rules and regulations and school district policies established by local school boards.

4. To refrain from disruptive behavior which may interfere with a teacher's right to teach and a student's right to learn.
5. To attend regularly scheduled class sessions as established by the school.
6. To bring class materials required for daily classroom use and to complete assigned class work on time and according to instructions given by their teacher.
7. To follow policy and regulations during school-sponsored activities in or away from school regardless of time or place.
8. To obey all safety regulations in the educational setting.
9. To use appropriate language and to avoid cursing, profanity, or vulgarity.
10. To refrain from the use or threat of physical force, verbal abuse, threats, blackmail, sexual harassment and retaliation; the use, sale, or exchange of alcohol or any illegal drugs, smoking, stealing, vandalism, and other illegal activities.
11. To treat all members of the school community with dignity and respect.
12. To refrain from bringing onto school property or to school-sponsored events any materials or items which would cause, or tend to cause, a disruptive activity or endanger the health of students or other persons. Students should note that lockers are school property and may be searched without cause or notice. Searches may be conducted under the authorization of the principal or a representative designated by the principal. Search of an area assigned to a student shall be made in the presence of an adult witness and, if practicable, in the presence of the student. Illegal items will be seized by school authorities, and police will be notified. Items which are used to disrupt or interfere with the educational process will be removed from the student's possession.
13. To discuss grievances, problems, or concerns with school staff.

III. SCHOOL AND COMMUNITY RESPONSIBILITIES

The maintenance of a school climate conducive to learning, working, and living is shared by the parent and/or guardian, students, all school personnel, and community members. Each is expected to work positively toward this goal, to respect individuality and responsibility of each person, and to deal effectively with misunderstanding or misbehavior.

SCHOOL BOARD RESPONSIBILITIES

1. To establish a single set of reasonable rules and regulations which shall govern the conduct of all students.
2. To establish uniform criteria for dismissal and for adopting policies which are consistent with current Minnesota Statutes.
3. To hold all school personnel responsible for the maintenance of order within the school and support all personnel in their active implementation of this policy.

SUPERINTENDENT'S RESPONSIBILITIES

- 1.To establish procedures to carry out School Board policy. The Superintendent shall hold all school personnel and students responsible for conforming to the policy and shall support all school personnel performing their duties within the framework of the policy.
- 2.To insure the consistency of the application of the Discipline Policy and regulations in the school system.

PRINCIPALS' RESPONSIBILITIES

- 1.To implement this policy at the building level.
- 2.To disseminate the rules and regulations currently in effect to students, faculty, parents/guardians and to interested community groups at the beginning of each school year and to new students upon registration.
- 3.To give direction and support to all school personnel performing their duties within the framework of the policy.
- 4.To attempt to inform the referring staff of the disposition of each discipline problem referred to the office.
- 5.To be responsible for discussion of the rules, rights, and responsibilities with students.
- 6.To impose suspension consistent with the Pupil Fair Dismissal Act of 1974 (as amended).
- 7.To recommend to the superintendent the exclusion or expulsion of a student if necessary.
- 8.To assure that all system wide regulations and school rules regarding discipline are applied consistently.
- 9.To take corrective action for referred violations of discipline regulations.
- 10.To inform the parent/guardian, upon request, of measures taken to insure student's rights and safety.
- 11.To report all illegal activities to appropriate authority as required by law or as necessary to maintain school discipline and order.

TEACHERS' RESPONSIBILITIES

- 1.To implement all necessary procedures, rules and regulations to make effective all policies and regulations relating to student behavior.
- 2.To formulate reasonable classroom rules consistent with this policy. Teachers shall inform students of such rules.
- 3.To control student misbehavior. If a teacher's effort to control student misbehavior is unsuccessful, the teacher shall seek assistance from appropriate school personnel. In cases of serious misconduct or insubordination, the student should be referred to the principal.
- 4.To follow school building procedures when it is necessary to remove students from a classroom. If a teacher must leave the classroom to handle a discipline problem, the teacher shall be sure the room is appropriately supervised.
- 5.To encourage students to develop self-discipline and respect for authority.
- 6.To treat students with dignity.
- 7.To prepare a written plan for discipline that meets his/her needs and confer with the principal regarding the acceptability of the plan. These rules shall be posted in the classroom and given to students.
- 8.To inform parents/guardians through standardized notification of student deficiency.
- 9.To ensure the enforcement of school rules as listed in the student handbook.
- 10.To use such reasonable measures as may be necessary to maintain a safe and orderly environment in the classroom, in the school building, on school property, and at school functions. A teacher has the authority to remove pupils from the classroom pursuant to procedures and rules established in the district's policy.

GENERAL STAFF RESPONSIBILITIES

- 1.To maintain discipline according to all rules and regulations as outlined in the Discipline Policy and Building Handbook.
- 2.To communicate or confer with teachers or administrators regarding discipline problems.
- 3.To deal with students in a firm, fair, and consistent fashion.
- 4.All disciplinary action taken by general staff members must be reported to the principal.

GENERAL PROVISIONS

1. Administrators, defined as principals and superintendents, are to be thoroughly familiar with statutory provisions, district policies, and implementing regulations. Disciplinary measures are to be employed as necessary to contribute to each student's development and to maintain the learning environment. Such measures may not be imposed for solely punitive or retributive purposes.

2. Conduct standards are applicable to students while on district premises, or property immediately adjacent to school grounds, while participating in district-sponsored activities, events, or trips away from district premises, and while en-route to or from such premises or activities. School District property also may mean a student's walking route to or from school for the purposes of attending school or school-related functions, activities or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. Conduct standards and procedures are effective during the school year and during summer school.

3. Prohibited practices.

A. Corporal punishment. Corporal punishment is prohibited "to reform unacceptable conduct or as a penalty for unacceptable conduct."

B. Abusive statements. No teacher, staff member, counselor, or administrator may use profane or obscene language in the presence of a student. No teacher, counselor, or administrator may use insulting language in speaking to a student.

4. Restraining measures. A teacher, counselor, or administrator may take reasonable defensive or restraining measures.

5. Annual review. The principal, teachers, and other administrators will confer at the end of each school year to review the student conduct standards and rules to assess compliance, and to make any recommendations to the School Board.

INVESTIGATIVE PROCEDURES

1. Conferring with student. A teacher, counselor, or administrator may confer with a student concerning the violation of conduct standards, by the student or by others.

2. "Pat down" searches. An administrator or designee with an adult witness may briefly "pat down" a student of the same sex if the administrator has reason to believe that the student has on his or her person an item or items prohibited under conduct standards. Other "pat down" searches are prohibited. Such a search may be no more intrusive than is necessary to determine the presence of the item or items sought. An administrator or designee who has reason to believe that a student has on his or her person items prohibited by statute or ordinance may detain the student pending consultation with law enforcement or juvenile authorities.

3. Search of student belongings. An administrator may search a student's outerwear, bag, or vehicle if the administrator has reason to believe that the student has in his or her possession an item or items prohibited under conduct standards. However, lockers are school property and may be searched without cause or notice. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students.

Discipline Policy

Inspection of the interior of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. An administrator or designee who has reason to believe that a student has in his or her possession items prohibited by statute or ordinance may detain the student pending consultation with law enforcement or juvenile authorities.

4. Chemical abuse assessment. School personnel who know or have reason to believe that a student is using alcohol, controlled substance, or inhalants while on school premises or while involved in school-related activities must inform the district's chemical abuse pre-assessment team.

5. Camera Surveillance. Students and visitors may be videotaped in public areas of the school building and grounds. These tapes may be viewed by authorized individuals for the purposes of school safety and security of property and buildings.

DISCIPLINARY PROCEDURES OTHER THAN REMOVAL OR DISMISSAL

1. Confiscation and forfeiture. A teacher, counselor, staff member, or administrator may confiscate any item whose possession is barred by law or district policy. Whether a confiscated item may be returned will be determined by school officials.

2. Community service. A principal may require a student to provide community or school service in response to the violation of a conduct standard. Arrangements for community service may be coordinated with the community education administrator.

3. Detention. A principal may require a student to attend a detention program, conducted during a time when classes are not in session, in response to a violation of a conduct standard.

4. Restitution. Administrators may require a student to make restitution to another, of the value of a loss resulting from the student's intentional conduct. Restitution may include cash, goods, or services. Restitution may not be required as a condition of relief from dismissal.

5. Denial of transportation. An administrator and/or the bus company may deny transportation to a student in response to a violation of transportation or other conduct standards. Such a denial shall be for a specified period, which subsequently may be shortened by the administrator and/or the bus company at the request of the student or a parent/guardian, or by the administrator's and/or bus company's own initiative.

6. Denial of driving or parking authorization. An administrator may deny driving or parking authorization to a student in response to a violation of driving, parking, or other conduct standards. Such a denial shall be for a specified period, which subsequently may be shortened by the principal at the request of the student or a parent/guardian, or on the administrator's own initiative.

7. Expulsion or exclusion from co-curricular or extra-curricular activity. A principal may exclude a student from subsequent participation in or attendance at a co-curricular or extra-curricular activity. Such a denial shall be for a specified period, which subsequently may be shortened by the principal at the request of the student or a parent/guardian, or on the principal's own initiative.

8. Academic sanctions. The non-assignment or reduction of a grade for an assignment, test, or course as a consequence of the violation of a conduct standard is permitted in cases involving plagiarism or other academic dishonesty.

9. Referral to police or other non-school authorities. A principal or other administrator may bring a matter to the attention of police or other non-school authorities if there is reason to believe that the responsibilities of such authorities extend to the matter. Such a referral may be made in lieu of or in addition to any of the sanctions that may be imposed by a teacher, counselor, or administrator under law or district policy. An administrator may deliver to such authorities any item confiscated.

10. Review. Any student subject to disciplinary procedures imposed by a teacher, counselor, or administrator may request review of the matter by the Superintendent. The Superintendent may refer the matter to another administrator or a counselor for fact-finding and recommendations.

REMOVAL AND DISMISSAL /REMOVAL FROM CLASS

1. Purpose. A removal is intended as a "time out" measure.

2. Authority. A teacher or administrator may remove a student from class when, and only when, the student has violated a conduct standard and the teacher or administrator reasonably believes the class would be disrupted if the student remained in class.

3. Procedure. When grounds for removal are present, a teacher or administrator may direct the student to go immediately to a designated place of removal for a designated duration. A teacher may accompany the student to the place of removal, or request any employee to do so. If the student does not leave, an administrator must be notified immediately.

4. Place of removal. Removal may only be to a supervised location designated by a principal.

5. Maximum duration. In elementary schools, the removal may be for a period of up to one hour. In secondary schools, removal by a teacher may not exceed the remaining portion of a class period; removal by an administrator may not exceed three class or activity periods.

6. Return to class. A student will return to class upon completion of the specified duration of removal or at an earlier time if the teacher or administrator is satisfied that the problem leading to removal has been resolved, unless the student has been dismissed or suspended.

7. Review. Any student removed from class by a teacher or administrator may request review of the matter by the principal.

REMOVAL AND DISMISSAL /ON CAMPUS ASSIGNMENT

1.Purpose. An on-campus assignment is intended to allow a “cooling off” period of more than a single class, to avoid disruption of a class or of the school environment, or to permit a decision on proceeding to suspension.

2.Authority. A principal or other administrator may assign a student when the student has violated a conduct standard and the principal or other administrator concludes that a class or the school environment would be disrupted if the student were not reassigned.

3.Procedure. When grounds for assignment are present, an administrator may direct the student to go to a designated location for a designated duration.

4.Place of assignment. A student placed under on-campus assignment will be assigned to a supervised location designated by the principal and will be afforded an opportunity to continue assigned class work.

5.Maximum duration. On-campus assignment imposed as an extended time-out measure or to permit a decision on proceeding to suspension may not exceed the remaining portion of the day of dismissal and the following school day. On-campus assignment imposed to avoid disruption of a class or of the school environment may not exceed five consecutive school days.

6.Return to class. A student will return to class upon completion of the specified duration of assignment or at an earlier time if the teacher or administrator is satisfied that the problem leading to assignment has been resolved, unless the student has been suspended.

7.Review. Any student placed under on-campus assignment may request review of the matter by the Superintendent. The Superintendent may refer the matter to another administrator or a counselor for fact-finding and recommendations.

REMOVAL AND DISMISSAL/SUSPENSION, EXPULSION, AND EXCLUSION

1. Suspension.

A. Purpose. A suspension is intended to avoid disruption of a class or the school environment when less severe remedial measures are inadequate to assure avoidance of such disruption.

B. Authority. A principal may direct that a student be suspended when the student has violated a conduct standard and the principal concludes that a class or the school environment would be disrupted if the student were not suspended and that the student will not cooperate with in-building reassignment.

C. Location of suspension. A student suspended under this provision will not be allowed to enter any district building (except for an appointment respecting the suspension), participate in classes, or participate in any district activities, during the period of suspension.

D. Duration. Ordinarily, a suspension may not exceed five school days unless the principal notifies the superintendent with a reason for a longer suspension. A suspension of up to fifteen days may be imposed if the student “will create an immediate or substantial danger to surrounding persons or property.” An alternative educational program must be implemented if a suspension exceeds five days.

2. Expulsion.

A. Authority. The Board may prohibit an enrolled student from further attendance for a violation of conduct standards.

B. Duration. Expulsion may be ordered for a period of up to the remainder of the school year.

3. Exclusion.

A. Authority. The Board may prevent enrollment or re-enrollment of a student.

B. Duration. Exclusion may be ordered for up to a school year.

4. Readmission:

A School District Administrator must prepare a readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

*The MAXIMUM administrative actions are expulsion and exclusion. **The listing of actions does not imply or require that all be used before a more severe consequence is imposed, nor does it imply that each action listed under disciplinary actions be imposed in each case. Depending on the severity of the violation or the special circumstances, the administrator may choose from the options listed or a more severe consequence.**

DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementations of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied. Consult RASD Policy #506 for more information.

NOTICES AND RECORDS

1. Notices. Notice must be given promptly by mail to the student's parents/guardians whenever a student has been subject to the following disciplinary measures: suspensions; expulsions; exclusion; on-campus assignment; or has been the subject of a "pat-down" search. The notice should state the student's name, the occurrence or transaction, the nature and duration of any disciplinary measure, name of administrator, and relevant dates and times. Chronic or serious concerns resulting in detention will result in parent/guardian notification by phone or mail.

2. Records. Records will be maintained of any occurrence requiring notice to a parent/guardian.

Standards of Conduct, Violations Against Persons

RESPONSES AFFECTING STUDENTS WITH DISABILITIES

1.Effect of disability. A teacher, counselor, or administrator considering disciplinary action, should determine whether the student has a disability. If the student is disabled, it must be determined whether that disability is related to the inappropriate behavior.

2.Consultation. Consultation with special education staff should be undertaken whenever an issue is presented as to whether behavior deemed inappropriate may be related to a disability, particularly if removal or dismissal is contemplated. Such a consultation also should be undertaken, when a student has been removed from class, to determine whether there is a need for a further assessment or for a review of a 64% current Individual Education Plan and/or Behavioral Intervention Plan.

3.Referral. A teacher, counselor, or administrator who believes that a student not previously determined to be under a disability may nonetheless warrant evaluation and may refer the issue to an appropriate member of the special education staff.

STANDARDS OF CONDUCT

Discipline should not be confused with punishment. The goal of discipline is a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct.

Disciplinary policies within the elementary, middle, and high schools shall be enforced within the general guidelines as set forth below. These guidelines describe clearly the various administrative actions which will be taken for violations of either the law or the school district standards of conduct.

*Reasonable Force. Allows the use of reasonable force by a teacher, school employee, bus driver, or other agent of a school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. This does not authorize corporal punishment, which is prohibited by M.S. 121A.58, nor aversive and deprivation procedures, which are prohibited by M.S. 121A.67.

VIOLATIONS AGAINST PERSONS

1.Assault-Threat. A threat of bodily harm, stalking, or death to another person, without physical contact.

- Conference with student
- Parent/guardian conference/notification
- On campus assignment -Suspension 1 - 5 days
- Referral to police

2.Direct Attack on Another Person

A. Students in grades K-4:

- Conference with student
- Parent/guardian notification/conference
- Detention
- Suspension 1 - 5 days

B. Students in grades 5-12:

- Conference with student
- Parent/guardian notification/conference
- On campus assignment
- Suspension 1 - 5 days
- Referral to police
- Possible recommendation for expulsion

Violations Against Persons

3.Assault-Fighting. Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from “poking, pushing, shoving or scuffling”.

- Conference with student
- Parent/guardian conference/notification
- Detention
- On campus assignment
- Suspension 1 - 5 days
- Referral to Police

4.Harassment. Harassment is participating in or conspiring to engage in harassing acts that injure, degrade, or disgrace other individuals. Harassment, whether willful or otherwise, includes behavior of a sexual, racial, or gender demeaning nature which is unwelcome to the recipient and which has an adverse effect upon the educational experience of the recipient. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student engaging in the foregoing unacceptable uses of the Internet when off school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices.

- Conference with student
- Parent/guardian notification/conference
- Detention
- Suspension 1-5 days

5.Bullying. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying, but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student's educational opportunities or performance, or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such an act is committed on or off school property and/or with or without the use of school district resources. Refer to Policy and 39% Reporting Form #514.

6.Sexual Harassment/Sexual Violence/Indecent Exposure. Sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or advancement, or of a student's participation in school programs or activities;
2. Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;

Violations Against Persons

3. Such conduct has the purpose of interfering with an employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment. This includes open displays of affection which includes 'kissing'.

- Conference with student
- Detention
- Suspension 1-5 days
- Parent/guardian notification/conference
- On campus assignment
- Notification of Human Rights Officer

7. Interference/Obstruction. Any action taken to attempt to prevent a staff member from exercising his/her lawfully assigned duties. This includes refusal to cooperate in an investigation or lying in an investigation.

- Conference with student
- Parent/guardian notification/conference
- Detention
- On campus assignment
- Suspension 1-5 days

8. Disrespectful Language. Disrespectful language on campus, at school sponsored events, or on buses. This includes impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel.

- Conference with student
- Parent/guardian conference/notification
- Detention
- Removal from class
- On campus assignment
- Suspension 1 - 5 days
- Parent notification

9. Verbal Abuse. The use or display of profane, obscene, or intimidating language, including words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property, or the expression of such language in written form, through gesture, or bodily movement, including conduct which degrades people because of their race, gender, religion, ethnic background, or physical or mental handicaps on school premises, in school vehicles, or at school sponsored events.

- Conference with student
- Parent/guardian conference/notification
- Detention
- Removal from class
- Suspension 1 - 5 days

Violations Against Persons, School Weapons Policy

10. Disruptive Behavior in the Classroom. “Disruptive Behavior” is defined as:

- Willful conduct which materially and substantially disrupts the right of others to an education.
- Willful conduct which endangers school district employees.
- Willful violation of any rule of conduct specified in the Discipline Policy adapted by the Board. This includes violation of the school district’s one-to-one device rules and regulations.
- Repeated inappropriate behavior that classroom discipline plan procedures have proven ineffective in correcting.
 - Conference with student
 - Parent/guardian conference/notification
 - Detention
 - Removal from class
 - On campus assignment
 - Suspension 1-5 days

11. School Weapons Policy. Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, store in an area subject to one’s control, handle, transmit, or use any instrument that is considered a weapon or a “look-alike” weapon in school, on school grounds, at school activities, at bus stops, on school buses or school vehicles, or entering upon or departing from school premises, property or events. No student shall possess a weapon when in a school location, the school building, on school grounds, or on any school-sponsored trip or activity.

The minimum consequences for students possessing, using or distributing weapons shall include:

- A.Immediate out-of-school suspension
- B.Confiscation of the weapon
- C.Parent or guardian notification
- D.Recommendation to the Superintendent of dismissal for a period not to exceed one year.
- E.Referral to the criminal justice system

“School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.

Definition of a Weapon:

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; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nun-chucks; 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.

2.No person shall possess, use or distribute any object, device, or instrument having the appearance of a weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any other object that is a facsimile of a real weapon.

3.No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

Length of Expulsion:

Minnesota Statute §127.82 mandates that a school board must expel for one year a pupil who is determined to have brought a firearm to school. The expulsion may be modified on a case by case basis. If the pupil withdraws or transfers after expulsion the school district may disclose this to the school district where the student is requesting admission. When a student is expelled from school for reasons of weapon possession and/or use, it shall be the intent of the Board of Education that the expulsion shall last for the remainder of the school year. If a student commits an expellable offense near the end of the school year, it is the intent of the Board of Education, with advice from legal counsel, to extend the expulsion for one semester into the following year. the end of the school year, it is the intent of the Board of Education, with advice from legal counsel, to extend the expulsion for one semester into the following year.

EXCEPTIONS:

A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

B. Policy Application to Instructional Equipment/Tools while the school district takes a firm "Zero Tolerance" position on the possession, use or distribution of weapons by students, and a similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

C. Hazing Prohibition. Engaging in any behavior which constitutes 'hazing' is a violation of this school discipline policy and may subject the student to discipline including suspension and expulsion. 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. Retaliation against a victim, witness, or good faith reporter is prohibited.

Refer to complete policy #526, available in the high school office.

Violations Against Property

VIOLATIONS AGAINST PROPERTY

1. Fires and False Alarms

- Arson. The intentional destruction or damage to any school building or property by means of fire or explosives.
- Failure to exercise ordinary caution, resulting in fire in a school building or damage to school property.
- False Fire Alarm. The giving of a false alarm of fire or the tampering or interference with any fire alarm system.
- Bomb threats. (Making a false bomb threat is a federal offense punishable under United States Code 18-844e, with a penalty of up to ten years in prison, \$250,000 fine, or both. This penalty also applies to juvenile offenders.
 - Conference with student
 - Notification of parents or guardians
 - Immediate notification of police -Suspension 1 - 5 days
 - Recommendation to Superintendent for expulsion

2. Possession and/or detonation of Pyrotechnic (Fire Starting) Devices

A student who uses an unauthorized ignition device, including a butane lighter or disposable lighter or matches, inside an educational building and under circumstances where there is an obvious risk of fire, and arson in the first, second, third, or fourth degree was not committed, is guilty of a petty misdemeanor.

- Conference with student
- Notification of parents or guardians
- Immediate notification of police
- Suspension 1 - 5 days
- Recommendation to Superintendent for expulsion

3. Robbery/Extortion.

Obtaining of property from another where his/her consent was induced by a use of force or a threat of force.

- Conference with student
- Notification of parents or guardians
- Detention
- Suspension 1 - 5 days
- Immediate notification of police
- Recommendation to Superintendent for expulsion

4. Personal Theft (Extortion, Locker Break-ins).

The unauthorized taking of the property of another. It is the responsibility of students to secure items in their lockers with school approved padlocks. The school district will not be responsible for personal items not properly secured.

- Conference with student
- Notification of parents or guardians
- Detention
- Suspension 1 - 5 days
- Immediate notification of police
- Recommendation to Superintendent for expulsion

Violations Against Property, Traffic Regulations

5.Theft: School Property. This refers to the unauthorized taking of and/or the unauthorized possession of school property.

- Conference with student
- Detention
- Notification of parents or guardians
- Suspension 1 - 5 days
- Restitution
- Immediate notification of police
- Recommendation to Superintendent for expulsion

6.Unauthorized Possession of School Property.

- Conference with student
- Notification of parents or guardians
- Detention
- Suspension 1 - 5 days
- Immediate notification of police
- Recommendation to Superintendent for expulsion

7.Willful Damage of School Property or of the Property of Others. “Willful Damage” is the intentional cutting, defacing, or damage of any property, real or personal, belonging to the school district, or to any individual within the school setting.

Note: Posting of items on the outside of lockers must be approved by the office and tape provided by the office must be used to minimize damage or residue to locker surfaces. Use of this tape or magnets should be used for inside of lockers.

Lost or destroyed textbooks, workbooks or library books will be the full responsibility of the student and will require restitution based upon replacement value of the book.

- Conference with student
- Notification of parents or guardians
- Detention
- Suspension 1 - 5 days
- Immediate notification of police
- Recommendation to Superintendent for expulsion
- Restitution

VIOLATIONS AGAINST TRAFFIC REGULATIONS

1.Reckless or Careless Driving. Driving on school property in such a manner as to endanger persons or property.

- Conference with student
- Notification of parents or guardians
- Suspension 1 - 5 days
- Possible notification of police
- Restitution

2.Parking. Parking in an unauthorized area on school property.

- Student conference
- Loss of parking privileges/vehicle towing
- Police notification

VIOLATIONS AGAINST SCHOOL ADMINISTRATIVE PROCEDURES

1. Willful Disobedience. “Willful Disobedience” is defined as any refusal to follow published school rules and regulations.

- Conference with student
- Parent/guardian conference/notification
- Removal from class
- Detention
- On campus assignment

2. Continual Willful Disobedience. “Continual Willful Disobedience” means repeated refusal to follow school rules and regulations after conference resulting from the first violation.

- Conference with student
- Detention
- Removal from class
- On campus assignment
- Suspension 1 - 5 days

3. Defiance of Authority. This is defined as willful refusal to follow the legal direction/order given by a staff member.

- Conference with student
- Detention
- Removal from class
- On campus assignment
- Suspension 1 - 5 days

4. Record and Identification Falsification. This is falsifying signatures (i.e. forged passes) or data, refusal to give proper identification, or giving false identification when requested to do so by a staff member.

- Conference with student
- Detention
- On campus assignment
- Suspension 1 - 5 days

5. Leaving School Grounds or Designated Area. (Refer to building policy).

Students are not permitted to go into the RACC, Environmental Learning Center, or outside school grounds during the school day, unless doing so for a specific class purpose. This includes lunchtime.

- Student conference
- Parent/guardian conference/notification
- Detention
- On campus assignment

6. Scholastic Dishonesty.

Academic Dishonesty. Academic dishonesty is “any act that violates the rights of another student in academic work, or that involves misrepresentation of a student’s own work. Scholastic dishonesty includes but is not limited to cheating on assignments and examinations. Examples of academic dishonesty include talking during testing time, forging another’s name, destroying or hiding computer files, or allowing a student to copy your work.

Violations Against School Admin

As we are separating academics and behaviors with Standards Based Grading, students will have consequences including the following, but will be able to redo the assignment:

- Conference with student
- Parent/Guardian notification
- Detention
- On campus assignment
- Suspension 1-5 days

Plagiarism. Plagiarism is the act of using another person's ideas or expressions in your writing without acknowledging the source. Alexander Lindey defines it as "the false assumption of authorship: the wrongful act of taking the product of another person's mind, and presenting it as one's own." In short, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from someone else. Examples of plagiarism include copying or paraphrasing from a critical source such as Cliff's Notes or Twentieth Century Literary Criticism without citing the source, turning in someone else's homework as your own or putting your name on a group project in which you did not participate. As we are separating academics and behaviors with Standards Based Grading, students will have consequences including the following, but will be able to redo the assignment:

- Conference with student
- Parent/Guardian notification
- Detention
- On campus assignment
- Suspension 1-5 days

*A data base of scholastic dishonesty (academic or plagiarism) will be kept in the high school office of current high school students.

7. Chronic and Unexcused Tardiness

- Refer to building policy.

8. Student Attire. Relates to the manner of dress which presents a clear danger to the student's health and safety, causes an interference with work, promotes an illegal activity or creates classroom or school disorder. An example is clothing that refers to drugs, alcohol, or tobacco. There are to be no coats (outerwear) in the classrooms. Roller blades/roller blade shoes will not be allowed to be worn within the school building.

- Student conference
- Removal of offending student attire
- Child sent home to change clothing to meet standards

9. Caps/Hats. Hats/caps/head coverings may **NOT** be worn in the building during the school day.

10. Trespassing. This refers to persons physically present on a school campus or at a school activity after being requested to leave by the school principal or other person lawfully responsible for the control of said premises. Minnesota Statute §609.609 makes trespassing a gross misdemeanor for a group of 3 or more persons to be found in a school building unless the persons;

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

11. Phones/Electronics.

During the 2024 Minnesota State Legislative session, Minn Stat. 121A.73 was passed, which requires school districts to adopt a policy on students' possession and use of cell phones in school. Best practices were studied on strategies in order to minimize the impact of cell phones on student behavior, mental health, and academic achievement.

We are highly encouraging students to leave cell phones at home, or keep them powered off in their lockers during the school day. However, we recognize the need to communicate with parents/guardians, check appointments, etc. and how some of these things are necessary during the school day.

1. Cell phones/devices, including ear buds, AirPods, and headphones, are not allowed to be in use or in sight during any time that class is in session during the school day. This will include, not only in the classrooms, but the halls, locker rooms, bathrooms, the HS Office, and any other school property as well.
2. Cell phone/device use is allowed between classes and lunch only. If a student is in use of phone, earbuds, AirPods, and/or headphones in the hallway, bathrooms, locker rooms, office, or any other school location during any scheduled class time, the device will be confiscated. Note, if a student is tardy for class and in the halls, once the bell rings the device needs to be put away or it will be confiscated.
3. Cell phone/device use of any kind is not permitted in bathrooms or locker rooms at any time.
4. Using a cell phone to record or take photos of staff members or other students is not allowed without permission.
5. Recording or taking photos of classmates with the intent to bully or harass is not permitted. Students in violation are subject to the district's Bullying and Harassment Policies, as well as confiscation of device.
6. Cell phones and earbuds will remain in lockers, backpacks, or other designated areas as required by the instructor.
7. Students who need to leave the classroom during class time will be required to place their cell phones on the teacher's desk prior to leaving the room.
8. Students who need their phones to monitor a medical condition or as a part of an IEP or other health/mental health plan will adhere to specifics in their individual plans.
9. Smartwatches are allowed. However, if they are used for texting or social messaging, or become a distraction, they will be confiscated.

Violations Against School Admin, Other Violations

Students found to be using phones (including making calls, texting, accessing social media, having devices in view, or if the device is ringing or making any audible sounds, will be subject to the disciplinary procedures outlined below:

1. First Offense: Device is brought to the office for the remainder of the school day. The student may pick up the device at the end of the day. Parent/guardian is contacted.

2. Second Offense: Device is brought to the office for the remainder of the school day. Parent/guardian is contacted and must pick up the device (It will not be returned to the student)

3. Third Offense: Device is brought to the office for the remainder of the school day. Parent/guardian is contacted and must pick up the device (It will not be returned to the student)

4. Fourth Offense: Cell phone plan is created. The device may be held by administration during the school days or not allowed on site. Parents/guardians devise a plan together with the school administration or the device will no longer be allowed in school.

12. Personal Laptops/Tablets/Chromebooks

Personal laptops, tablets, Chromebooks, and similar devices are not allowed to be used in classrooms, or during classtime. These devices may be used outside of classtime, but still fall under the Technology Policies as Procedures, per RASD Policy #524.

The school district will not be responsible for the loss or theft of confiscated devices or devices brought to school.

OTHER VIOLATIONS

1. Gambling. The playing of a game of chance for stakes during school hours. Examples include but are not limited to dice, cards, betting pools, etc.

- Confiscation of materials
- Conference with student
- Notification of parents/guardians

2. Gang-Related Behaviors. Students are prohibited from displaying currently recognizable gang-related hand signals, clothing, jewelry, written or oral expressions, including graffiti, and body-posturing at school, on school grounds, or at school-sponsored events.

- Conference with student
- Parent/guardian notification /conference
- Detention
- On campus assignment
- Suspension (1-5 days)
- Immediate notification of police
- Expulsion or exclusion

3. Disorderly Conduct. Engaging in offensive, obscene, or abusive language, or in boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others.

- Student/parent/guardian conference
- Detention
- On campus assignment
- Suspension 1 - 5 days
- Referral to police

Other Violations

4. Drugs/Drug Paraphernalia/Inhalants/Controlled Substances. Possession, sale, distribution, or being under the influence of chemical substances while on school grounds or at school sponsored activities. **Possession of Drug Paraphernalia (i.e. pipes, bong, etc.) will be subject to prosecution.**

- Conference with student
- Immediate notification of police
- Notification of parents/guardians
- Referral to chemical abuse pre-assessment team
- 3-5 day suspension
- Referral to chemical dependency evaluation

5. Tobacco - Possession and use under Minnesota Statute §609.685, Subdivision 3.

Any juvenile (under age 18) who possesses, smokes, chews, or otherwise ingests, purchases or attempts to purchase tobacco tobacco-related devices, or tobacco paraphernalia is guilty of a petty misdemeanor. A report will be filed with law enforcement officials by the building principal. Additional reports and court date will be set by law enforcement.

Possession of tobacco or look-alike products by students age 18 or older is prohibited in the school building or on school grounds. Electronic delivery devices, including but not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipes, vape pens, modes, tank systems, or under any other product name or descriptor are prohibited to be used or possessed on school grounds.

Possession. Possession of any tobacco product or look-alike product by a student under the age of 18 while on the school grounds or at school sponsored events.

Use. This is defined as the use of any type of tobacco product or look-alike product, and/or chewing, holding a lighted tobacco product, or exhaling smoke from the mouth or nose on school property or at school sponsored activities.

- Conference with student
- Parent/guardian conference/notification
- Notification of police
- On campus assignment
- Suspension 1 - 5 days

6. Alcohol - Possession, use, or being under the influence of any alcoholic product while on the school grounds or at school sponsored activities. The school officials will make decisions based on the evidence of sight, smell, and behavior.

- Conference with student
- Suspension
- Police referral
- Referral to counselor for chemical evaluation
- Ineligible for activities
- Parent notification
- Referral to chemical pre-assessment team

7. Extra-Curricular Participation-The school district has the right to exclude a student from participation in extra-curricular activities for reasonable cause outlined in this policy.

Appendix A

Our school receives federal funds for programs that are part of the Elementary and Secondary Education Act (ESEA), as amended (2015). Throughout the school year, we will continue to provide you with important information about this law and your child's education. Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher. We are very proud of our teachers and feel they are ready for the coming school year. We are prepared to give your child a high-quality education. You have the right to request information about the professional qualifications of your child's teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible:

- A. If the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
- B. If state certification and licensing requirements have been waived (Is not being required at this time) for the teacher under emergency or other temporary status;
- C. If the teacher is teaching in the field of discipline for which they are certified or licensed;
- D. If the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to
- E. English learners, special education or related services to students with disabilities, or both; and
- F. If your child is receiving Title I or Special Education services from paraprofessionals, his or her qualifications.

Our staff are committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled. If you would like to request information about your child's teacher(s) or paraprofessional(s), or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact the following person at your child's school:

Rick Jorgenson, RVHS Principal (507-644-8112)
rjorgenson@redwoodareaschools.com

The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services. It provides equal access to the Boy Scouts and other designated youth groups.

Appendix B

Subject: Attendance Appeal Form

Instructions: Form Should be submitted within Two Weeks of the Absence to Be Appealed. Form must be returned the HS Office within 2 days of request.

Name of Student: _____

Date: _____

Dates of Absences: _____

Reason for Absences:

Findings of Appeal Committee:

Notes:

Appendix C

Subject: Community Service Contract

Date: 2025-2026 School Year Instructions: This form needs to be filled out completely and signed by all parties. When complete, it should be submitted to the HS Principal for final approval.

Name: _____

Date of Absence/Tardy: _____

Activities/Sports/Events to be

Missed: _____

Community Service Project:

-Overview:

-Date to Be Completed:

-Total Time of Service:

-Supervisor:

-Other:

-If the project is not completed by the Agreed Date, the following will occur:

Signature of Student: _____

Date: _____

Signature of Coach/Director/Advisor: _____

Date: _____

Date of Contact with Parent: _____

Signature of Activities Director: _____

Date: _____

Signature of Principal: _____

Date: _____

Subject: Parent/Guardian Refusal for Students Participation in Statewide Assessments:



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.

Date _____ (This form is **only** applicable for the 20____ to 20____ school year.)
Student's Legal First Name _____ Student's Legal Middle Initial _____
Student's Legal Last Name _____ Student's Date of Birth _____
Student's District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) ([education.mn.gov](#) > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

____ MCA/MTAS Reading ____ MCA/MTAS Science
____ MCA/MTAS Mathematics ____ ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____