# Red Lake County Central High School




# 2025-26

# Student Handbook

***Consider the electronic receipt of the RLCC HS Student Handbook as you and your student's understanding and agreement to the policies held within this document. See yellow highlight for new language for the 2025-26 school year.***

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## HIGH SCHOOL PRINCIPAL'S WELCOME

Welcome returning and new students to what promises to be an exciting year at Red Lake County Central High School. Many changes and adjustments are before us entering this school year, all set in place in order to maximize our effort academically.

We have found over the past few years that student relationships, specifically student relationships with other students, with teachers, and with district staff members are crucial to your success. Please consider what your role is in each situation, and make try to see the situation through the "eyes" of the other person or people. It will make things go much better for all involved if you can do that.

A successful academic experience for you can be easily explained: show up, listen more than you speak, and work hard. It's that simple. The difference in achievement really is a very thin line and directly related to effort. Remember often what we remind you; ***You Get What You Give!*** Your education is an opportunity, take full advantage of that opportunity and make it a success.

This handbook has been prepared to help understand the operations of the school. Included are rules and procedures, policies, academic requirements, privileges and responsibilities. Please take the time to read this book carefully as you will be responsible to its contents. **Complete policies mentioned in this student handbook are available in the Superintendent's office.**

Randy Pederson, Principal
Red Lake County Central High School

### District Mission Statement:

The purpose of a public education is to help individuals acquire knowledge, skills, and positive attitudes toward themselves and others that enable them to solve problems, think creatively, continue learning, and develop maximum potential for leading productive, fulfilling lives in a complex and ever-changing society. **"All Students Can Learn"**

### RLCC High School Vision Statement

"RLCC High School: A place where students and staff take responsibility for their efforts, their choices, and their relationships"

### Handbook Description

1) Information;
2) Academics;
3) Rules and Discipline;
4) Health and Safety.

Topics within these categories are alphabetized.

## PART I – INFORMATION

### Arrival and Dismissal Hours*

School building hours are 7:45 a.m. to 3:15 p.m. Students are not to be in the building before or after these hours unless accompanied by a teacher or staff member for a specific school function.

### Boys and Girls State

This is an opportunity sponsored by the American Legion for a junior male student to participate in Boy's State. The Plummer Unit of the American Legion Auxiliary sponsors a junior female student to participate in Girl's State. Candidates are evaluated on the basis of scholarship, character, citizenship and leadership with the final selection being made in the spring. The male and female students chosen spend a week with other students from around the state participating and learning about the workings of Minnesota government.

### Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be obtained in the High School office and on the school district's website at *www.rlcc2906.org*

### Code of Conduct (student)

Participation and attendance in/at activities organized by Red Lake County Central High School is a privilege which carries responsibilities. As a student of Red Lake County Central High School, I understand and accept the following responsibilities:

1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions.
3. I will respect the rights and property of others.
4. I will respect and obey the rules of my school and the laws of my community, state, and country.
5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.

A student who violates the Student Code of Responsibilities is not in good standing and will be ineligible to participate in the next major school sponsored activity, whether or not the violation takes place on or off campus or at another school. The major school sponsored activities are Homecoming, Prom and a Student Senate sponsored winter dance, usually Snofest. If a student is determined to *not* be in good standing prior to either of these events, they will not be eligible to participate in them. *Not participating in Homecoming is defined as not being eligible to be involved as a Homecoming Court member for Coronation and not being eligible in attending the Homecoming Dance. Not participating in Snofest is not being eligible for any winter court (royalty) and not participating in the dance. Not participating in Prom is considered not being eligible to participate in the Grand March, Banquet, or Dance.* If a student is determined to *not* be in good standing, for example, after the Prom dance, they will be ineligible for the Homecoming Dance next fall, meaning that there is carry over from school year to school year. Students remain ineligible until they return to the status of a

"student in good standing", as determined by the principal. *The penalties described above are in addition to any Minnesota State High School League penalties.* If a student and/or parent wishes to appeal, they first would make an appearance and file an appeal before the Building Principal. A decision on the appeal would be made within 48 hours. The 2nd level and 3rd level in the appeal process would be the Superintendent, then the Board of Education.

**Complaints**

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

**Eighteen-Year-Old Students**

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

**Employment Background Checks [*]**

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

**Equal Access to School Facilities**

The school district has created a limited open forum for secondary students to conduct non-curriculum-related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be school sponsored; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

**Extra-Curricular Activities**

RLCC is a member of the Minnesota State High School League which governs interscholastic contests in athletics, music, debate, dramatics and declamation. All players/contestants of RLCC High School are subject to the rules, regulations and consequences adopted by the Minnesota State High School League.

The most important of these regulations are those governing the eligibility of participants in interscholastic competition. Interested persons should consult with coaching or administrative staff for interpretation of these regulations. RLCC High School enters into interscholastic competition in speech, one-act play, music, knowledge bowl, boys' basketball, girls' basketball, wrestling, football, volleyball, hockey, track/field, softball, baseball, and golf.

The athletic teams are under the direction of the athletic coaches. Team members are to observe the training and practice rules imposed by the coaching staff. To compete, each participant must meet the requirements and regulations set down by the MSHSL and the RLCC school district.

All 7-12 extra-curricular activities, particularly those sanctioned by the local school district only are subject to the same rules and consequences as those outlined in the MSHSL handbook.

**ACADEMIC ELIGIBILITY FOR PARTICIPATION IN AN RLCC EXTRACURRICULAR ACTIVITY**

Student's eligibility status for extracurricular participation will be determined through academic requirements in addition to conduct violation rules outlined in the MSHSL handbook. The rules for academic eligibility at RLCC HS as determined by the school board are as follows:

- If a student has one "F" at the end of the grading period, that student will become ineligible for one week or one game, whichever is greater.
  **Each additional F beyond one F carries one more week and 1 more game whichever is greater re: 2 F's = 2 weeks and 2 games. 3 F's = 3 weeks and 3 games

- In the event that no games or contests are scheduled during the period of academic ineligibility, that student will become ineligible for the next scheduled game(s) or contest(s).

- The ineligibility penalty for Fine Arts students is 1 MSHSL sponsored contest and/or performance for each "F" accumulated during a grading period.

    - Due to registration deadlines for MSHSL sponsored Fine Arts events the Principal will use discretion as to when the Fine Arts ineligibility check dates will need to be altered in comparison to the regular scheduled 8 dates.
    - Eligibility for 3-Act play or other stand-alone events are at the Principal and the coach or advisor's discretion.

- At the end of the penalty period, the student must be passing all courses in order to participate in games or contests. If the student continues to be failing in one or more of their classes, they will remain ineligible until they reach passing status.

- Students who become academically ineligible will be expected to practice with the team throughout that period of ineligibility.

- ****Procedure for becoming eligible again during the school year:** If ineligible, once the student has a passing grade, the student must come to the office to get the RLCC Eligibility document. This document needs to be signed by the teacher of

record and by the high school principal. The principal at that point will determine eligibility and contact the A.D. and the Head Coach.

- All students who have a failing grade at the end of the 4th quarter ***and they are not in a spring sport,*** they may become eligible for a fall sport, starting with the first day of practice, using 1 week or 1 game whichever is greater. This equates to students missing the first game since school is not in session.

- If a student has a failing grade at the end of the 4th quarter ***and they are involved in a spring sport, they finish the current season through tournament play.*** Their ineligibility would begin at the beginning of the next school year, starting with the first day of practice, using 1 week or 1 game whichever is greater. This equates to students missing the first game since school is not in session.

    - If a senior has a failing grade at the end of the 4th quarter and they are involved in a spring sport, they are allowed to finish the season without penalty.

Academic eligibility is determined at eight (8) times during the school year, at mid-term and at the end of the quarter. Teacher MUST have grades to the office before they leave on Wednesday (mid-term) and Friday (end-of-quarter). Athletes/Parent/Coaches will be informed of ineligibility in the morning on Fridays (mid-term) and Tuesdays (end-of-quarter). Students and parents will be notified if there is an eligibility problem.

| **Grading Period Begins** | **Date of Report** | **Eligibility/Ineligibility** |
|---|---|---|
| 1st Quarter Midterm | Wednesday, October 1 | Friday, October 3 |
| 1st Quarter Ends | Friday, October 31 | Tuesday, Nov. 4 |
| 2nd Quarter Midterm | Wednesday, December 3 | Friday, Dec. 5 |
| 2nd Quarter Ends | Friday, January 16 | Tuesday, January 20 |
| 3rd Quarter Midterm | Wednesday, February 18 | Tuesday, February 24 |
| 3 rd Quarter Ends | Friday, March 20 | Tuesday, March 24 |
| 4th Quarter Midterm | Wednesday, April 22 | Friday, April 24 |
| 4th Quarter Ends | Friday, May 22 | |

**Academic Eligibility for OCHS Students in an Extra-Curricular Activity:** Because OCHS student's classes end at semester time in December and in May, there is no time to get a grade to passing. If an OCHS student has a failing grade at semester, the student is ineligible for 1 week or 1 game whichever is greater.

The OCHS Coordinator, at the end of each academic quarter, will report a grade to the high school office. These quarter grades taken by the OCHS Coordinator are needed by the high school office to maintain proper cumulative g.p.a. for Honor Roll, Academic Banquet, Minnesota Honor Society and other student groups or office us. The grades do not affect eligibility

| Grading Period Begins | Date of Report | Eligibility/Ineligibility |
|---|---|---|
| Semester 1 | Friday, December 19 | Monday, Dec. 22 |
| | **OCHS student is eligible after 1 week or 1 game, whichever is greater | |
| Semester 2 | Same rules apply for semester 2 non-OCHS students (see above) | |

***Attendance Requirements for Eligibility to Practice or Participate***

Any player or participant reporting to the office after the school day begins, with an **excused** absence determined by the principal/activities director, will be allowed to practice or participate in a contest or game. If a student is ill for the whole day, they may not participate or practice that day. If a player or participant is ill, they must be in school at least 3 of the 7 periods of the school day to participate in a game or in practice that day.

**Fees**

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

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

**Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student**

**and parent/guardian are unable to pay. For more information, contact the Superintendent.**

**Food in the Classrooms**

Any food or drink in a classroom is by teacher permission only. Each teacher and their classroom will determine what is appropriate or not. Administration will oversee any extenuating circumstances. Teachers must allow water or water bottles for students.

**Fundraising**

All fundraising activities must be approved in advance by the superintendent and class/activity advisor. Participation in fundraising activities not approved by the district shall be considered a violation of school district policy. Students involved in approved fundraisers must keep an accurate account and turn in money on a daily basis to the appropriate advisor or office staff.
Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day.

**Gifts to Employees**

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

**Graduation Ceremony**

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Student Commencement addresses will be awarded to the top 3 graduating seniors. A full-time PSEO or Home School student who wishes to graduate from RLCC and finishes in the top 3 in class rank is not eligible to speak at graduation. Graduation exercises are under the control and direction of the building principal. Complete Graduation requirements are found in the Academics section.

Senior students will receive a diploma when all RLCC and state requirements for graduation have been met. Students eligible to receive a diploma at RLCC must meet the following criteria to participate in the graduation ceremony. Determination as to whether or not a senior may participate will be made immediately after the student completes the first semester of their senior year, by which time he/she must have successfully completed 26 credits in the required areas toward graduation. Eligibility to participate is determined by completion of the following requirements:

- Have completed the necessary credits required for graduation at RLCC, or have passed graduation requirements in an alternative learning center, or other alternative setting in which the classes are completed no later than May 1 of the school year.

- Students must have met, or demonstrated the certainty of meeting, all district and state requirements for graduation. Students 1 credit short of graduation will still go through ceremony and would receive an

unsigned diploma. Diploma would be issued upon receipt of transcript of attaining the credit.

- Be recommended for graduation by the administration and be approved for graduation by the RLCC Board of Education.

Students participating in the ceremony are required to wear regulation gowns approved by the administration. Any adornments must be approved as well. Students failing to comply will be denied the opportunity to participate in the ceremony.

Any senior, who has not accumulated at least 24 credits by the end of the first semester, will be notified in writing that it is unlikely the student will be eligible for graduation due to an inability to meet basic graduation requirements. This written notification will be sent to the student and parents/guardians no later than ten (10) days after the completion of the first semester of their senior year.

If the student receiving notification completes all deficiencies through coursework at an area learning center or other means approved by the high school principal, and if all deficiencies are made up by May 1 of the current year, that student will be allowed to participate in the ceremony and will be included in the printed program as well as any other means of publicity.

**Interviews of Students by Outside Agencies**

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

**Library and Media Center**

The library/media center is open from 8:00 to 3:00 Students may use the library/media center during the school day and before and after school only when a supervisor is present.

**Lost and Found**

If a student loses an item, clothing or other possessions, please check first by looking in a tote which is located on the stage in the gymnasium and then with the high school office or custodial staff**. Remember, the school district cannot be held responsible for items lost or stolen.** Students finding any unclaimed items should return them to the high school office.

**Lunch**

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Students may purchase lunch at school or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought from home.

Students may be eligible for free and reduced price lunches and/or breakfasts. Free and reduced price eligibility forms are available in the office. For more information regarding eligibility for free and reduced price meals, contact the office.

Students in grades 10 through 12 will be allowed the privilege to leave the school campus during their scheduled lunch period. Any violations of school rules will result in the immediate revocation of that open noon hour privilege for those particular individuals. Students caught shoplifting or vandalizing, creating disruptions at school or in the community, smoking, using alcohol or drugs, or those observed driving or riding in powered vehicles shall lose open lunch hour privileges.

**Regarding school meal accounts and payment.**

1. Students have use of a meal account. When the balance reaches zero, a student may charge no more than (5) meals to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or ala carte items until the negative balance is paid. An alternative meal may be served consisting of a sandwich and milk if the student's meal account has a negative balance and is overdue.

2. Payment may be made at either school office.

3. A student with a negative balance can purchase a meal provided they pay for it with money in hand.

4. Families will be notified of their negative balance by auto notifications through school messenger, and if needed, email or mailed letter.

**Messages to Students**

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. RLCC High School understands that cell phone use is commonplace. In order to keep the fidelity of the classroom experience alive, No cell phones will be allowed during instructional time unless authorization is given by the teacher or supervisor. Student should get in the habit of checking their phones between classes, at lunch, and before and after school. Other electronic devices are at the discretion of the teacher or supervisor**.**

**Minnesota Honor Society**

Students who are of sophomore, junior, or senior status, if eligible, may apply to become a member of the MHS. To be eligible to apply a student must have an accumulative g.p.a. of 3.0 or better, and fill out appropriate paperwork for membership. Membership in MHS is a prestigious honor and all students eligible are encouraged to apply. Students with questions please see the MHS advisor, Mr. Paskvan.

**Nondiscrimination**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation including gender identity and expression, or age in its programs and activities. The school board has designated Superintendent Andy Fougner, RLCC High School, 100 Governor Street, Oklee, MN 56742, 218-796-5136, as the district's human rights officer to handle inquiries regarding nondiscrimination.

**Notice of Violent Behavior by Students**

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

**Parent and Teacher Conferences**

Parent and teacher conferences will be held in the fall and spring of each school year. The fall conferences will be held on Thursday, November 9 and on Tuesday, November 14 from 4:00 to 8:00 p.m. Spring conferences will be held on Thursday, March 21 from 4:00 to 8:00 p.m.

**Parent Volunteers**

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school district, parents/guardians should speak to the High School Principal. To volunteer in the school building or classroom, parents/guardians should contact the High School Principal. Parents/guardians who visit the school should sign in at the high school office before entering a classroom. For more information, contact the high school office.

**Pledge of Allegiance**

Students will recite the Pledge of Allegiance to the flag of the United States of America at minimum on a weekly basis. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

**Scholarships**

Students are reminded to become familiar with scholarship application requirements and deadlines. Information will be made available in the high school office and printed in the daily bulletin throughout the school year.

**School Activities**

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

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

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

RLCC District 2906 is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable.

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

## School Closing Procedures

In case of severe weather or mechanical failure, school may be closed, delayed or dismissed early if necessary. In this case, all pertinent information will be sent via the school's SCHOOL MESSENGER system and also broadcast over KKAQ-1460 and KTRF-1230 in Thief River Falls, KKCQ- 1480 Fosston and KVLY Channel 11.

## Searches

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

### *Lockers and Personal Possessions Within a Locker*

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

### *Desks*

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

### *Personal Possessions and Student's Person*

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

### *Vehicles on Campus*

### *Patrols and Inspections*

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

### *Search of the Interior of a Student's Motor Vehicle*

The interior of a student's motor vehicle in a school district location, including the glove and trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of *parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon the request of a school official.

**Senior Pictures**

1. RLCC Senior Portrait policy regarding the submission of senior pictures for the yearbook and the hallway composite
2. JPEG (.jpg) digital image format is required. Please DO NOT submit PNG or TIFF files. This is very important!
3. We need high-resolution image files for printing purposes.
4. Photo must be in portrait or vertical orientation not horizontal.
5. All pictures must be submitted in full color. No sepia or black-and-white photos.
6. For the composite graduation picture and for yearbook, Appropriate attire only will be accepted. No hats, hoods, pets, musical instruments, hunting or other weapons or any other kind of major props. Outdoor structures or other natural features are allowed.
7. January 15 is the deadline for submission for photos.

8. School Administration has the right to request a different photograph if the above guidelines are not met. If a proper photo can't be provided, then the school will use the Caulfield school picture portrait taken in September at the beginning of the school year.

**Student Records**

**PURPOSE**

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

**STATEMENT OF RIGHTS**

Rights of Parents and Eligible Students

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

The right to inspect and review the student's education records;

The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;

The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;

The right to be informed about rights under the federal law; and

The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

**RELEASE OF DIRECTORY INFORMATION**

Educational Data

Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:

Minnesota Statutes, section 13.32, subdivision 5; and

20 United States Code, section 1232g, and 34 Code of Federal Regulations, section 99.37, which were in effect on January 3, 2012.

The school district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under Minnesota Statutes, section 13.32.

A parent's personal contact information must be treated as private data on individuals regardless of whether that contact information was previously designated as or treated as directory information under Minnesota Statutes, section 13.32, subdivision 2.,_

When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein.

When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.

The school district shall give annual notice by any means that are reasonably likely to inform the parents and eligible students of:

the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;

the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.

A parent or eligible student may not opt out of the directory information disclosures to:

prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or

prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.

The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

Name of the student and/or parent, as appropriate;

Home address;

School presently attended by student;

Parent's legal relationship to student, if applicable; and

Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for

that school year.

Duration

The designation of any information as directory information about a student or parents will remain in *effect* for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

**DISCLOSURE OF PRIVATE RECORDS**

Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

Private Records Not Accessible to Parent

In certain cases, state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:

whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;

whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;

whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;

whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data

subject; and whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes, sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self- identify as a military-connected youth. For purposes of this section, a "military- connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

**DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS**

The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

Data released to military recruiting officers under this provision:

may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;

cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and

copying fees shall not be Imposed.

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) or home telephone number 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 ***Superintendent Fougner*** in writing by October 30 of each year.

The written request must include the following information:

Name of student and parent, as appropriate;

Home address;

Student's grade level;

School presently attended by student;

Parent's legal relationship to student, if applicable;

Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and

Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.

Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.

A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

**RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS**

Parent of a Student. an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the

parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

The right to a response from the school district to reasonable requests for explanations and interpretations of records; and

If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.

Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

Records Containing Information on More Than One Student

If the education records of a student contain Information on more than one student, the parent or eligible student may inspect and review or be informed of only the

specific information which pertains to that student.

Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

Fees for Copies of Records

The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:

the cost of materials, including paper, used to provide the copies;

the cost of the labor required to prepare the copies;

any schedule of standard copying charges established by the school district in its normal course of operations;

any special costs necessary to produce such copies from machine-based record-keeping systems, including but not limited to computers and microfilm systems; and

mailing costs.

If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.

The cost of providing copies shall be borne by the parent or eligible student.

The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student If doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

**Student Publications and Materials**

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

### *Distribution of Non-school Sponsored Materials on School Premises [**]*

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, contact the Superintendent's office.

### *School-Sponsored Media*

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

A student journalist has the right to determine the news, opinion, feature, and advertising content of school sponsored media except under the following conditions listed below.

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

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

### Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, contact the Superintendent's office. RLCC H.S. does administer the Minnesota Student Survey to grades 8, 9, 11. Parents have the right to preview the survey, and to have their student opt out of the survey. A comprehensive letter regarding this survey comes to each parent in January.

**Vending Machines**

Students in grades 7 through 12 will be allowed the privilege to use the vending machines located in the high school.

Continued or multiple instances of students returning late to class or other violations of school rules shall result in the revocation of vending machine privileges for all students.

**Visitors in District Buildings**

To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the High School office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in. ***Visitors must have the approval of the principal before visiting a classroom during instructional time.*** An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the school district. Students are not allowed to bring visitors to school without prior permission from the principal.

## PART II — ACADEMICS

### Alternative Educational Opportunities

Some students may be at risk of not completing their educational programs. The school district provides limited alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the high school principal at 218-796-5136.

### Cheating and Plagiarism

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

### Class Load

Students must take 7 courses during the normal school day, meaning that students must be enrolled in a course for each of the 7 periods of the school day. Seniors who have enough credits to graduate may leave after 5th period, if first approved by the principal, 2nd semester only.

### Class Rank/Academic Standing

Upon completion of the first quarter of their freshman year, and every quarter thereafter, each student will be ranked as to their academic standing in the class.

In order to receive a ranking in their grade or graduating class, a student must attend RLCC (grades 9-12) for a minimum of 8 quarters. All other credits received must be from an accredited institution.

### Concurrent Enrollment

1. **College in the High School (CIHS):** *Junior and Senior students at RLCC High School may be eligible to take College in the High School courses from RLCC teachers.*

    a. **CIHS Eligibility**

        i. Juniors that have a cumulative g.p.a. of 3.0 or higher at the end of their sophomore year are eligible to take CIHS courses with Mrs. Aakhus during the fall semester.

        ii. Seniors that were CIHS students as a junior or are new as a Senior and earned a 3.0 or better are eligible to take CIHS courses with Mrs. Aakhus and/or Mr. Paskvan during the fall semester.

***iii. A student may not take an Online College in the High School course if the same course is offered by an RLCC teacher through College in the High School (CIHS)***

**b. CIHS Schedule**

i. **Comp 1011 Composition 1:** *Juniors will take CIHS Comp 1 in the Fall*

*ii.* **Comp 1013 Composition 2:** *Seniors will take CIHS Comp 2 in the Fall*

iii. **Lit 1016 American Literature:** *Juniors will take CIHS American Lit in the Fall*

1. Transfers as Minnesota Transfer Curriculum Goal 6 Humanities and Fine Arts course

2. Transfers as Minnesota Transfer Curriculum Goal 7 Human Diversity course

iv. **Lit 1005 World Literature**: *Seniors will take CIHS World Literature in the Spring*

1. Transfers as Minnesota Transfer Curriculum Goal 6 Humanities and Fine Arts course

2. Transfers as Minnesota Transfer Curriculum Goal 8 Global Perspective course

v. **Pre-Calculus 1113**: Seniors would take CIHS Pre-Calculus fall and spring.

1. Transfers as Minnesota Transfer Curriculum Goal 4 Math and Logic

**2. Online College in the High School (OCHS):** *Students in grades 10, 11, and 12 may be eligible to take Online College in the High School Courses. A student may not take an OCHS course if the same course is offered by an RLCC teacher taught through the CIHS program.*

**a. OCHS Eligibility: RLCC HS follows OCHS eligibility guidelines (below)**

i. **10th Grade Eligibility:** 3.0 gpa and 8th grade MCA Reading test score of 850 or higher

ii. **11th grade Eligibility:** Cumulative gpa of 3.0 or 10th grade MCA Reading score of 1047 or ACT Reading score of 21

iii. **12th Grade Eligibility:** Cumulative gpa of 2.8 or 10th grade MCA Reading score of 1047 or ACT Reading score of 21

b. **Sophomore OCHS Schedule**

i. If eligible, sophomores may take 1 OCHS course in the fall.

ii. The course taken must be from Career and Technical Education (CTE) list of OCHS classes.
iii. If these same sophomores maintain a C or better in the fall, they may take 2 CTE courses in the spring.

c. **Junior OCHS Schedule**

i. If eligible, these Juniors may take 2 OCHS courses during the fall semester. 1 of these OCHS courses needs to be World History.

ii. If these same Juniors maintain a C or better in their fall courses, they may take 4 OCHS courses during the spring semester.

iii. Juniors who participated in OCHS as sophomores may take 3 OCHS courses in the fall. 1 of these OCHS courses needs to be World History

iv. If these same Juniors maintain a C or better in their fall courses, they may take 4 OCHS courses during the spring semester.

d. **Senior OCHS Schedule**

i. If eligible, these Seniors may take 2 OCHS courses during the fall semester. Seniors new to the OCHS program may take 2 OCHS courses during the fall semester.

ii. If these same Seniors maintain a C or better in their fall courses, they may take 4 OCHS courses during the spring semester.

iii. Seniors who participated in OCHS as a junior and maintained a C or better on their courses, may take 4 OCHS courses in the fall.

iv. If these same Seniors maintain a C or better in their fall courses, they may take 4 OCHS courses during the spring semester.

**e. Satisfactory Academic Progress (SAP)**

i. In addition to RLCC policy, OCHS carries additional requirements in regards to SAP. To continue enrollment in OCHS, students must:

1. Maintain a 2.0 cumulative college GPA

2. Complete 67% of the college credits taken from each college. Students falling below these SAP standards will be required to submit an Academic Appeal to the College

3. If a student does not meet satisfactory academic progress and does not have an approved Academic Appeal, that student will be removed from their registered course(s) and the OCHS Support Center will notify the OCHS Coordinator and the Building Principal.

f. OCHS Grade Checks

i. Cumulative g.p.a. is an internal function of our student software and is needed to compute Honor Roll, Academic Banquet, Minnesota Honor Society, etc. The OCHS Coordinator will take quarter grades and will supply those grades to the high school office.

*ii.* These grades are a snapshot in time. Quarter grades may or may not reflect *THE FINAL SEMESTER GRADE AS ISSUED BY THE PROFESSOR FROM THE POST-SECONDARY INSTITUTION.*

g. **Tuition and Fees repayment to the District**

i. Are to be made by the student and/or parent/guardian if:
1. A student fails a CIHS or an OCHS course.
2. A student withdraws from a course after the deadline for return of payment

3. A student is removed from the class by the Professor or Institution for academic reasons, such as plagiarism or academic dishonesty.

a. In addition, the student will be eligible for 1 less OCHS course the following semester.

**Credit for Employment with Career and Technical Education or Healthcare Provider**

A student in grade 11 or 12 who is employed by a qualified career and tech business or an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child care center, may earn up to two elective credits each year toward graduation at the discretion of the enrolling school district or charter school. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the school district or charter school, for elective credit to the school district or charter school in order to receive elective credit. The school district or charter school must verify the hours worked with the employer before awarding elective credit.

**Early Graduation**

Students may be considered for early graduation after completing the conditions provided in district policy.

**Extended School Year Opportunities**

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the high school principal.

**Field Trips**

Field trips may be offered to supplement student learning. Field trips may be optional and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

**Grades**

Grade reports will be issued four (4) times per year after every nine (9) week grading period. The fourth quarter report cards will be mailed out to families if they are not picked up within three weeks at the end of the school year.

Midterm reports will be sent home with the student to each parent/guardian. Midterm reports will be issued on 4 separate Fridays of each quarter. Midterms are due in the office before teachers go home for the day on the following Wednesdays: October 4, December 6, February 14, and April 24. A parental conference with the teacher and the high school principal may be requested. Progress reports may be sent home at any time during the year.

All teachers will use a 10 point grading scale:

100-90 equals A or A-
89-80 equals B or B-
79-70 equals C or C-
69-60 equals D or D-
59 or below equals F
"I" or Incomplete

The "I" signifies the student's work is incomplete and no grade can yet be assigned. Teachers are to use this only for extenuating circumstances on behalf of a student, such as extended illness etc. If there are any questions, please see the building principal before issuing. Unless special arrangements are made with the high school principal, an incomplete must be made up within two (2) weeks after the end of a grading period. If the incomplete is not finished within those timelines, incomplete work will automatically become an "F" and be averaged in with the remainder of the student's coursework for that class. REMEMBER, there are NO incompletes given at the end of the 4th quarter.

***Honor Roll Status***

Each quarter students will have the opportunity to qualify for placement on the honor roll. Students having a 3.0 GPA or above will be placed on the honor roll. "A" Honor Roll (3.66+) or "B" Honor Roll (3.00 - 3.65).

Grades received for each class will use the following honor point system:

| | | | |
|---|---|---|---|
| A = 4.00 | A- = 3.67 | B+ = 3.33 | B = 3.00 |
| B- = 2.67 | C+ = 2.33 | C = 2.00 | C- = 1.67 |
| D+ = 1.33 | D = 1.00 | D- = 0.67 | F = 0.00 |

The Grade Point Average (GPA) is determined by dividing the total number of grade points by the number of credits the course carries. For example:

| Letter Grade | Honor Points | Credits | Total Honor Points | |
|---|---|---|---|---|
| A- | 3.67 | x 2 | = 7.34 | |
| C | 2.00 | x 1 | = 2.00 | |
| B | 3.00 | x 0.5 | = 1.50 | |
| C+ | 2.33 | x 1 | = 2.33 | |
| | | 4.5 | 13.17 | GPA = 2.93 |

***Honor Students***

For graduation purposes, any student having a cumulative GPA of 3.5 or higher during their freshman, sophomore, junior and senior years (through third quarter) will be designated as graduating with high honors. Any student having a cumulative GPA of 3.0 to 3.49 during their freshman, sophomore, junior, and senior years (through third quarter) will be designated as graduating with honors. Students not having attended RLCC for a minimum of four semesters (grades 9-12), even though they received grades from an accredited institution, will not be included in the class ranking.

**Distinguished Honor Students:** The three graduating seniors, having earned the highest GPA from their freshman through the third quarter of their senior year of high school, will have the privilege of addressing the assembly at the graduation ceremony.

**Honor Guards, Ushers and Usherettes:** The top two students with the highest GPA at the end of the third quarter of their junior year will be designated as honor guards for graduation. The next four students, according to GPA, will serve as usherettes or ushers.

***Lettering and Academic Banquet***

Students with a cumulative Grade Point Average (GPA) of 3.75 or above (after the first three quarters of each school year) will earn an academic letter for that year. Students, in order to eligible for an academic letter, must attend for the complete current academic year.

Students in grades 9-12, having earned a yearly GPA (first three quarters) of 3.5 or above in their core classes, will be honored at a banquet held in the spring of each school year.

**Graduation Requirements [*]**

Students must meet all course credit requirements as established by the state and the school board, in order to graduate from Red Lake County Central High School.

***Course Credits Required***

| **High School Level Courses Required for Graduation** | | |
|---|---|---|
| **Subject Area** | **# of Credits** | **Required Courses** |
| English | 4 | English 9, English 10, English 11 or CIHS English 11, English 12 or CIHS English 12<br>**GPA requirement for CIHS English 11 or 12 |

| | | |
|---|---|---|
| Mathematics | 3 | Intermediate Algebra, Geometry Algebra 2 |
| Science | 3 | Earth Science 9, Biology 10, Chemistry 11 or Concepts of Physics 11 |
| Social Studies | 4 | Civics 9, American History 10, W. History 11 or OCHS W. History 11, Economics 12 |
| Health/P.E. | 1 | Health/PE 9 "Health standards must be sufficient to satisfy state standards upon adoption of statewide rules per MN Statute 120B.021" |
| Fine Arts | 1 | Art 9 or Chorus 9 |
| Computer Science | 1.5 | Computer 9 1.0 credit<br>Computer 10 .5 credit |
| Personal Finance | .5 | Personal Finance 10 |
| Elective Courses | 8 | |
| Total Credits Needed | 26 | |

**Minnesota Academic Standards**

All students must satisfactorily complete the following required Minnesota Academic Standards:

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

**School District Required and Elective Standards**

All students must satisfactorily complete the following school district required and elective standards:

- Health (K-12);
- School District Standards, Career and Technical Education (K-12); and
- School District Standards, World Languages (K-12).

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the high school principal.

**Homework**

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

The district uses excused/unexcused absences for homework purposes. In the case of excused absences, students are allowed 2 school days to complete missing assignments. See attendance policy for full definition of student absences.

This page provides information on the assessments in the Minnesota Assessment System, including the Standards-Based Accountability Assessments, English Language Proficiency Assessments, and the assessments used to meet graduation assessment requirements.

Overview information for parents is available on the Testing Information section of the MDE website. See Related MDE resources.

**Minnesota State Assessment Requirements**

The Minnesota Comprehensive Assessments (MCAs) and alternate assessment, Minnesota Test of Academic Skills (MTAS), are the statewide tests that help districts measure student progress toward Minnesota's academic standards and meet the requirements of the Elementary and Secondary Education Act (ESEA). Students take one test in each subject. Most students take the MCA, but students who receive special education services and meet eligibility criteria may take the MTAS.

Districts have the option to administer the Optional Local Purpose Assessment (OLPA) in reading and mathematics earlier in the school year to familiarize students with the functionality of the items and online tools, as well as the device used for testing. The OLPA is an optional test that is not used for accountability purposes.

Pearson provides Minnesota's Standards-based Accountability Assessments. Resources for District Assessment Coordinators, including assessment manuals, Test Monitor and Student Directions, training resources, and item samplers, are available on PearsonAccess Next. See related offsite resources.

***English Language Proficiency Assessments***

The ACCESS for ELLs and Alternate ACCESS for ELLs are the assessments developed by the WIDA consortium and administered to English learners in order to measure progress toward meeting Minnesota’s standards for English language development, developed by the WIDA consortium. Most English learners will take the ACCESS for ELLs, but English learners who received special education services and meet the participation guidelines may take the Alternate ACCESS for ELLs. Links to the WIDA Consortium website and WIDA Assessment Management System (WIDA AMS) are provided under related offsite resources. Participation criteria for the Alternate ACCESS for ELLs are located in the Assessment section of the WIDA website.

### *Career and College Readiness*

Districts have a number of requirements to fulfill for students' career and college planning for students first enrolled in grade 8 in 2012–2013 and later. This includes offering students in grades 11 and 12 an opportunity to participate in a nationally recognized college entrance exam (ACT or SAT) on a school day. Beginning in 2017-18, the Minnesota Department of Education (MDE) will only reimburse districts for students who are eligible for a free or reduced-price meal. Students are not required by law to take the ACT test.

### Parent Right to Know

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

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

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

### Promotion and Retention

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

### Postsecondary Enrollment Options

Ninth, tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. Up-to-date information about the PSEO program will be published on the district's website and in materials that are distributed to parents and students by the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year.

Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the **High School Office** by October 30 or May 30 to indicate the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30. The

application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact **Mrs. S. Gunderson or Mr. Pederson in the HS office.**

**Summer School**
The school district does not provide summer school learning opportunities.

## PART III — RULES AND DISCIPLINE

### Attendance [**]

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability.

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

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

Student absences still will be recorded. The H.S. Office considers every absence to be non-verified until parent verifies by phone call or email. After 48 hours, all non-verified absences will result in discipline.

A student is "absent" if she or he misses more than 10 minutes of any scheduled class. A student is tardy if he or she misses less than 10 minutes of any scheduled class. A student will be considered absent when she/he is not present at school for one or more hours of the school day. On the morning of a student's absence, the parehnt/ guardian is asked to call **218.796.5136** or send a note prior to the absence to inform the high school office staff. ***All student absences are considered unexcused until the above procedure is completed.***

**Procedures for Students Returning to School after an Absence:** On the day a student returns to school, the student shall report to the office and receive the "make-up" slip in order to be admitted to class. There is also space provided for the teacher to make notes regarding the missed assignments. **Any student who returns to class without the "make-up slip" will not be allowed into class**. The student should be sent to the high school office for the required slip to be admitted. Teachers will report all absences electronically to the high school office.

All in and out of school suspensions do not count as a marked absence for credit purposes. In addition, all school related activities fall into the same category.

Extenuating circumstances are determined by the principal or administrative designee**.**

A. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

***Attendance at School is not only the law, but directly correlates with positive academic performance. The school may send notice on day 7, day 14 and day 21 regardless if the absences are excused or unexcused as described below.

1. Excused Absences

   a. A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to a truant officer~~,~~ or the school official designated by the principal. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.

   b. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.

   c. The board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.

   d. The following reasons shall be sufficient to constitute excused absences:

      (1) Illness.
      (2) Serious illness in the student's immediate family.
      (3) A death or funeral in the student's immediate family or of a close friend or relative.
      (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
      (5) Court appearances occasioned by family or personal action.
      (6) Religious instruction not to exceed three hours in any week.
      (7) Physical emergency conditions such as fire, flood, storm, etc.
      (8) Official school field trip or other school-sponsored outing.
      (9) Family vacations (and procedure for non-family attending family vacation)
         a) Student or family gives due notice to the principal or office staff.
         b) All work that can be completed prior to the trip must be completed. Each individual teacher will make that determination.
         c) Any work that is done prior to leaving, and is not turned in prior to leaving, will turn into a "zero" for grade book purpose.

d) Post-trip work, (quizzes, labs, tests) determined by each individual teacher, must be completed in the timeframe determined by the teacher.
e) The student will serve noon detention immediately upon their return in order to complete "d" above. The student will remain in noon detention each day until "d" above is completed.

(10) Seasonal or emergency work at home
(11) Hunting (maximum of 3 days per school year)
(12) Leaving early for part-time job: emergency only approval from principal. Applies only to seniors in good standing academically.
(13) Personal trips to schools or colleges. (must provide documentation upon return)
(14) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
(15) Family emergencies.
(16) Active duty in any military branch of the United States.
(17) A student's condition that requires ongoing treatment for a mental health diagnosis.

(17) that the child has already completed state and district standards required for graduation from high school; or

(18) that it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

c. <u>Consequences of Excused Absences</u>

(1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
(2) Work missed because of absence must be made up within 2 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the

case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

(1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
(2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
(3) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

(1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
(2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
(3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
(4) Students with unexcused absences shall be subject to discipline in the following manner:

(a) From the first through the 7th cumulated unexcused absence for a single class period or a whole day the student will not be allowed to make up work missed due to such absence.
(b) After the 7th cumulated unexcused absence for a single class period or a whole day a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of 9 unexcused absences and that, after the 9th unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.
(c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
(d) After 9 cumulative unexcused absences for a single class period or a whole day the teacher will

reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student and parent. All opportunities to meet in person will be exhausted but the administrative conference may be held with a phone call.

(e) After 12 cumulated unexcused absences for a single class period or a whole day the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent. All opportunities to meet in person will be exhausted but the administrative conference may be held with a phone call.

(f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

B. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

a. Students tardy at the start of school must report to the school office for an admission slip.
b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

a. Illness.
b. Serious illness in the student's immediate family.
c. A death or funeral in the student's immediate family or of a close friend or relative.
d. Medical, dental, orthodontic, or mental health treatment.
e. Court appearances occasioned by family or personal action.
f. Physical emergency conditions such as fire, flood, storm, etc.
g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

b. Consequences of tardiness will include detention at the 3rd unexcused tardies during a quarter. Students begin each quarter with zero tardies. Detention will repeat at tardy 6 and tardy 9 per quarter. In addition 5 unexcused tardies equals unexcused absence.

C. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.

D. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

E. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and

9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

F. Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

**Bullying Prohibition**

**I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

**II. GENERAL STATEMENT OF POLICY**

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:

1. on the school premises, at the school functions or activities, on the school transportation;

2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or

3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.

C. 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 act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

D. 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.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

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

F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

H. False accusations or reports of bullying against another student are prohibited.

I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;

2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;

4. The relationship between the parties involved; and

5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

J. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

## III. DEFINITIONS

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

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other

electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

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

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

G. "Prohibited conduct" means bullying cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.

H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

I. "Student" means a student enrolled in a public school or a charter school.

## IV. REPORTING PROCEDURE

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

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

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

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

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

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

## V. SCHOOL DISTRICT ACTION

A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

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

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and the student's developmental age and behavioral history. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other

prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law. For purposes of notification presumed under this paragraph, a parent or legal guardian may designate in writing to the school another individual to be notified of the prohibited conduct.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## VI. RETALIATION OR REPRISAL

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

## VII. TRAINING AND EDUCATION

A. Consistent with its applicable policies and practices, the school district must discuss this policy with students, school personnel and volunteers and provide appropriate training for all school district personnel to prevent, identify, and respond to prohibited conduct. The school district must establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minnesota Statutes, section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;

2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;

2. Partner with parents and other community members to develop and implement prevention and intervention programs;

3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;

4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;

5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and

7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

H. The school district designates the HS Principal as the primary contact person in the school building to receive reports of prohibited conduct.

## VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. Article II, paragraph D. regarding malicious conduct must be conspicuously posted throughout each school building.

C. This policy shall be conspicuously posted in the administrative offices of the school and the school district in summary form.

D. This policy must be distributed to each school district or school employee and independent contractor, if the contractor regularly interacts with student, at the time of employment with the district or the school.

E. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.

F. This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on the school district's or a school's website, consistent with the district policies and practices.

G. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other

applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

**Buses – Conduct on School Buses and Consequences for Misbehavior [**]**

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

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

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

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

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

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Use of cell phone or other personal electronic devices may be limited or confiscated if the use of such devices cause distractions for the bus driver, or cause other safety concerns
- Do not damage the school bus.

**Consequences for failure to follow bus rules:**

**1st offense –** Warning and referral to principal. Additional school discipline may be imposed Parents/guardians will be notified.
**2nd offense –** Student off the bus for 1-3 days.
**3rd offense –** Student off the bus for 3-5 days
**4th offense –** Student riding privileges suspended indefinitely
**At principal's discretion, an incident may result in the administration of whatever offense level deemed appropriate.**

In the event that a student arrives at school late due to bus delay, he/she will not be counted tardy. Students should report directly to class upon arrival at school.

When riding to and from extracurricular events the same rules apply as in daily bus riding. Any student who rides the bus out must also ride it back again unless the parent requests, in writing, the student ride home with their parents or a party as designated by the parent(s).

Students who ride a route bus to Plummer, must then take the shuttle bus to Oklee and back to Plummer after school, unless they have a parent who signs off on the Transportation Parent Permission form allowing them to ride with someone else to and from Oklee.

**Cell Phones, and Other Personal Electronic Communication Devices**

Students are prohibited from using cell phones, pagers, and other electronic communication devices during instructional time. **Upon entering a classroom for instruction, students will put their cell phones in a district provided cell phone pocket holder. Students may use cell phones during passing times, during lunch, and before and after school.**

Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.

Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

**A. Discipline [**]**

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law.

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting 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. This policy also applies to any student whose conduct at any time or in any place interferes with

or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;

2. The use of profanity or obscene language, or the possession of obscene materials;

3. Gambling, including, but not limited to, playing a game of chance for stakes;

4. Violation of the school district's Hazing Prohibition Policy;

5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;

6. Violation of the school district's Student Attendance Policy;

7. Opposition to authority using physical force or violence;

8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment Policy;

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;

10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);

11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;

12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;

13. Violation of the school district's Weapons Policy;

14. Violation of the school district's Violence Prevention Policy;

15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;

16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;

17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;

18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;

19. Violation of any local, state, or federal law as appropriate;

20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

21. Violation of the school district's Internet Acceptable Use and Safety Policy;

22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;

23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;

24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;

25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;

26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;

27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;

28. Possession or distribution of slanderous, libelous, or pornographic materials;

29. Violation of the school district' Bullying Prohibition Policy;

30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including

clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

31. Criminal activity;

32. Falsification of any records, documents, notes, or signatures;

33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;

34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;

35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;

36. Violation of the school district's Harassment and Violence Policy;

37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;

38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;

39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

40. Verbal assaults or verbally abusive behavior including, but not limited to, use of 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;

41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;

42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;

43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;

44. Violation of the school district's one-to-one device rules and regulations;

45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;

46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## B. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;

B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.

C. Parent contact;

D. Parent conference;

E. Removal from class;

F. In-school suspension;

G. Suspension from extracurricular activities;

H. Detention or restriction of privileges;

I. Loss of school privileges;

J. In-school monitoring or revised class schedule;

K. Referral to in-school support services;

L. Referral to community resources or outside agency services;

M. Financial restitution;

N. Referral to police, other law enforcement agencies, or other appropriate authorities;

O. A request for a petition to be filed in district court for juvenile delinquency adjudication;

P. Out-of-school suspension under the Pupil Fair Dismissal Act;

Q. Preparation of an admission or readmission plan;

R. Saturday school;

S. Expulsion under the Pupil Fair Dismissal Act;

T. Exclusion under the Pupil Fair Dismissal Act; and/or

U. Other disciplinary action as deemed appropriate by the school district.

## C. REMOVAL OF STUDENTS FROM CLASS

A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;

2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;

3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or

4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. The classroom teacher may remove a student from class per above language. The teacher, in an appropriate amount of time, will send an email to the Dean and the Principal with a description of event. The Dean or the Principal will conference with the student in an appropriate amount of time and will also contact parent via email or letter with the accompanying paperwork.

D. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher, not to exceed 5 class periods.

E. The teacher will send the student to the detention room. The teacher will contact the detention room supervisor. Unless requested, the student will walk unaccompanied to the detention room.

1. Depending upon the situation, the detention room supervisor may assist the student in processing what happened, and share with them ideas on how to problem solve to prevent future situations.

2. If removal is for more than one period, the detention room supervisor will contact the detention room supervisor for the upcoming period that a student will be coming to the appropriate room.

F. Students will return to class in a normal fashion unless something is determined differently by the principal in conjunction with the classroom teacher.

G. Parents will be contacted by email, phone call or postal service as appropriate to the situation.

H. The principal in conjunction with the Special Education teacher will determine if any further assessments or an adjustment to the IEP is to be made.

I. SAT will serve as the chemical pre-assessment team. The teacher or any other staff member suspecting students of chemical abuse should report that information immediately to the Principal.

F. The principal, and if necessary also in conjunction with the Dean, the School Counselor, and the C-Stag team, will determine what if any appropriate intervention is to take place.

## D. DISMISSAL

A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

The school district shall not dismiss any student without attempting to use non-exclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

1. Examples of Non-Exclusionary Discipline methods

a. Behavioral Interventions

Re-state expectations, Re-teach expectations, Ignore, Individual behavior checklist, Parent contact, Positive reinforcement, Remove from problem, Proximity, Student Conference, Academic Adjustment, Seating change, Student Conference, Student Contract, Redirection, Loss of Privilege, Verbal and Nonverbal Prompt

b. Non-Exclusionary Discipline Interventions

Handbook Review (group or individual), SEL and Mental Health Services, Restorative practices, Trauma informed practices, PBIS, Academic Screening, Alternative Education Services or Setting, Morning Circles, Responsive Classroom, SEL, Daily Meetings, Mental Health Services, Anti-bullying curriculum, Behavior Contracts, Check in check out, Social workers, RULER - Casel Program, Mental Contrasting and Rational Discipline Practices, SPOT curriculum, Accountability and repair, Alternative Learning services (personalized learning services for credit recovery), Quiet Room, Rewriting of the student handbook and discipline consequences by students

c. Possible interventions for Minor Behaviors:

Re-teach and redirect, Written or verbal apology, Peer Conference, Counseling and verbal reprimand, Parental Contact, Specific/Change work assignment, Seat change, Withdrawal of privileges, Behavior Contract

d. Possible interventions for Major Behaviors:
Parent contact, Detention, Time Out, Loss Of Privilege, Guidance Referral, Administrator/Student Conference

e. Exclusionary Consequences (Interventions):
Out of School Suspension, Exclusion - removed from enrollment for rest of school year, Expulsion - removed from enrollment for 12 months

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;

2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

## E. 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, or the implementation of the behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The process is initiated by submission of a complaint in writing, using the Discipline Complaint form. **A Discipline Complaint form is on the District website and available in the Elementary or High School offices. The process is initiated by filling in the form, signing and dating the form and submitting the form to the building Principal.**

1. Upon receipt of the complaint, the building principal will investigate the complaint. The investigation will commence within three school days of receipt of the complaint. The District may use outside counsel as it sees fit. The superintendent may designate staff responsible for any aspect of the process.

2. Upon completion of the investigation, written determination will be provided to the complainant addressing each allegation. The determination will contain findings and conclusions, with appropriate application of the Minnesota Government Data Practices Act.

3. If the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, the Superintendent will require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future.

4. Reprisals or retaliation against any person who asserts, alleges, or reports a complaint is prohibited. District administration will apply appropriate consequences for a person who engages in reprisal or retaliation.

*For a complete copy of the District's discipline policy, contact the Principal's office.*

**Distribution of Non-school Sponsored Materials on School Premises by Students and Employees [**]**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school-sponsored material. For a complete copy of the policy contact the Superintendent's office.

**Dress and Appearance**

Students are encouraged to be dressed appropriately for school and school activities and in keeping with community standards.

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

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

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

- Clothing bearing a message that is offensive, lewd, vulgar, or obscene.
- Apparel promoting products or activities that is illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- The midriff shall be covered when the person is standing.

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

**Drug-Free School**

No student shall possess, consume, or show evidence of having consumed alcoholic beverages, tobacco, tobacco products, drugs, which includes "edible cannabinoid products" or other controlled substances, regardless of the amount, while in the school building, on the school grounds, or at a school activity. Any student who violates this rule will be subject to automatic suspension and reported to law enforcement and, will be determined to immediately be a student that is not in good standing (see Student Code of Responsibilities p.3)

In addition, violations of alcohol, tobacco or drug rules by any student will be recorded, whether this takes place as defined in the above paragraph, or, if this takes places off school grounds. If such a student who has a recorded violation later joins an activity of the MSHSL, the violations will be considered as previous violations and the appropriate MSHSL penalty will be served prior to eligibility. These rules are in force year-round, including summer months.

Violations are a RLCC Student Code of Responsibility or a MSHSL violation, or both. Violations include consumption, purchase, possession, or willfully being in attendance at a party or a gathering or in a vehicle, or in any other capacity not described here, where alcohol, tobacco, or drugs is present. Willful attendance does not include weddings or gatherings or other activities not defined here under the supervision of parents. The principal has the discretion to make decisions toward the definition of "willful attendance"

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

**Harassment and Violence Prohibition [*]**

**PURPOSE**

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class).

**II. GENERAL STATEMENT OF POLICY**

A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.

B. A violation of this policy occurs when any student, teacher, administrator or other school district personnel harasses a student, teacher, administrator or other school personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class. as defined by school district policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any student, teacher, administrator or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated school district policy.

## III. DEFINITIONS

A. "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.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability 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. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. <u>Protected Classifications; Definitions</u>

1. "Disability" means, with respect to an individual

a. a physical, sensory, or mental impairment that materially limits one or more major life activities of such individual;

b. has a record of such an impairment; or

c. is regarded as having such an impairment.

2. "Familial status" means the condition of one or more minors having legal status or custody with:

a. the minor's parent or parents or the minor's legal guardian or guardians; or

b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. "

6. "Sexual orientation" means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.

7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

a. 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; or

b. 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

c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

2. Sexual harassment may include but is not limited to:

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by teachers, administrators or other school district personnel to avoid physical harm to persons or property;

d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

e. 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

f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity and expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

a. touching, patting, grabbing, or pinching another person's intimate parts;

b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;

c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or

d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or a group of individuals because of, or in a manner reasonably related to, an individual's Protected Class.

## IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the

building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker 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 building report taker to the human rights officer. If the report was given verbally, the building report taker 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 may result in disciplinary action against the building report taker.

G. The school board hereby designates *Superintendent Fougner* as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.[1]

H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

J. Use of formal reporting forms is not mandatory.

K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

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

M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.

N. False accusations or reports of violence or harassment against another person are prohibited.

O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

## V. INVESTIGATION

A. By authority of the school district, the human rights officer,– within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. 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.

C. 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.

D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

F. 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.

## VI. SCHOOL DISTRICT ACTION

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

B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

## VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists or participates in an investigation of retaliation or alleged harassment or violence, 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, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

## VIII. 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 or another state or federal agency, initiating civil action or seeking redress under state criminal statutes and/or federal law.

## IX. HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes chapter 260E may be applicable.

B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

## X. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.

B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

C. This policy shall appear in the student handbook.

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

E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.

F. This policy shall be reviewed at least annually for compliance with state and federal law.

## Hazing Prohibition [*]

## I. PURPOSE

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

## II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

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

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

I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

## III. DEFINITIONS

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.

2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity

that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

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

C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.

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

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

## IV. REPORTING PROCEDURES

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

B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

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

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

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

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

## V. SCHOOL DISTRICT ACTION

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

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

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

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

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

## VI. RETALIATION OR REPRISAL

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

## VII. DISSEMINATION OF POLICY

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

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

**Parking on School District Property**

***Students***

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

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only. For information, contact the High School office.
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by the High School office.
- Students are permitted to use motor vehicles on the high school campus only before and after the school day;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

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

***Visitors***

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

**Tobacco-Free Schools**

**I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

**II. GENERAL STATEMENT OF POLICY**

A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation,

if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

## III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption through inhalation of aerosol or vapor from the product. Electronic delivery devices includes, but is not limited to, devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.

C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as

those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of aerosol or vapors of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.

E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.

F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

## IV. EXCEPTIONS

A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

C. An American Indian student or staff member may use tobacco, sage, sweetgrass, and cedar to conduct individual or group smudging in a public school. The process for conducting smudging is determined by the building or site administrator. Smudging must be conducted under the direct supervision of an appropriate staff member, as determined by the building or site administrator.

## V. ENFORCEMENT

A. All individuals on school premises shall adhere to this policy.

B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.

C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.

D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.

E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.

F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

## VI. DISSEMINATION OF POLICY

A. This policy shall appear in the student handbook.

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

### Vandalism

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

### Weapons Prohibition

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

## PART IV — HEALTH AND SAFETY

### Accidents

All student injuries that occur at school school-sponsored activities or on school transportation should be reported to the High School office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

### Asbestos Management Update [*]

The school district has developed an asbestos management plan. For information regarding this policy contact the Superintendent's office.

### Crisis Management

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

### Health Information

#### *First Aid*

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

#### *Communicable Diseases*

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

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

#### *Health Service*

Students who become sick at school should come to the High School office. The High School office will arrange for students who get sick at school to go home early. A parent/guardian should notify the school if his/her child is unable to attend school because of illness.

### *Immunizations*

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

### *Medications at School During the School Day*

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request in the office. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). **Marijuana is not allowed on school property even if prescribed.** The school district is to be notified of any change in a student's prescription medication administration.

The school district is required to have overdose medication on hand. Staff will receive instruction for administering in the case of an emergency.

All student injuries that occur at school or school-sponsored activities should be reported to the High School office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

### Suicide Prevention Information

For any student or a friend of a student contemplating suicide, call, text or chat 988. When people call, text, or chat with the 988 Lifeline, they are connected to trained counselors that are part of the existing 988 Lifeline network, made up of over 200 local crisis centers. These services are available 24 hours a day, seven days a week, across the United States. **The previous 988 Lifeline phone number (1-800-273-8255) will always remain available to people in emotional distress or suicidal crisis.**

Red Lake County's mobile crisis unit texting services are available. People who text MN to 741741 will be connected to the crisis line. For callers who are in the most distress, average wait times for a response is only 39 seconds. Free support is at your fingertips 24/7

### Pesticide Application Notice [*]

The school district does not plan to apply pesticide(s) on school property. A parent may request to be notified prior to the application of certain pesticides. Information regarding what pesticides are used can be requested by contacting the school office.

**Parent/Guardian Refusal for Student Participation in Statewide Assessments [*]**

DEPARTMENT OF EDUCATION

# Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

## Assessments Connect to Standards

Statewide assessments are based on the Minnesota Academic Standards or the WIDA English Language Development Standards. These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

### Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

### ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

## Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

## Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

## Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

## Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.




(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

### Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20___ to 20___ school year.)

DEPARTMENT OF EDUCATION

## Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

### Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: _____/____/_____ Current Grade in School: _____

School: _____ District:_____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

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

Contact your school or district for more information on how to opt out of local assessments.

**RLCC Disciplinary Consequences**
***(Suggested consequences. Principal has authority to increase or decrease as situation warrants) does not include any new and/or other disciplinary events as they arise***

| Discipline Offense | 1st Offense | 2nd Offense | 3rd Offense |
|---|---|---|---|
| **Affection-**Excessive displays of affection towards another student or visitor. | * | * | * |
| **Alcohol or Chemicals, Possession or Use-** Possessing or using any illegal substance or misusing a legal substance. Prescription medications must be distributed in the office. This includes inappropriate use of over-the-counter medication. | 5 days<br><br>#<br><br>MSHSL rules apply | 10 days<br><br>MSHSL rules apply | Expulsion<br><br>Recommended |
| **Alcohol/Chemicals/Prescription Drugs, Possession With Intent to Distribute or Sell-** Selling or distributing, or intending to sell or distribute, alcohol, any illegal narcotic including including "edible cannabinoid products" , controlled substance, look-alike substance, or prescription drug prohibited by Minnesota or federal law. (grades 7-12) | Expulsion<br><br>Recommended | | |
| **Arson-**Purposely destroying school property by setting a fire. | Expulsion<br><br>Recommended | | |
| **Assault, Aggravated-**Purposely hitting someone with a weapon or object that injures them, or injuring someone badly. | Expulsion<br><br>Recommended | | |
| **Assault, Physical (Fighting)-**Actions that physically hurt someone, or purposely hurt someone. Hitting, kicking or hurting someone, or verbally provoking someone who then hits, kicks or hurts you. | 3 days | 7 days | Expulsion<br><br>Recommended |
| **Abuse/Bullying-**Frightening others with words or | * | 3-5 days | 5+ days to |

| | | | |
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| threatening toward another student or staff member.<br>(Also, see harassment listing). | | | Expulsion<br>Recommended |
| **Bomb Threat-** Purposely saying there is a bomb<br>when there isn't. Making a bomb threat verbally or<br>in writing. | * to Expulsion<br>Recommended | | |
| **Bus-**Inappropriate behavior while riding the bus.<br>Causing problems or safety concerns. | * | 1-3 days | 3-10 days up to losing riding privileges<br>permanently |
| | | | |
| **Cheating-**Behaving dishonestly, deceiving as related<br>to homework/testing. | *<br>no credit | 1-3 days<br>no credit | 1-3 days<br>no credit |
| **Discipline Offense** | **1st Offense** | **2nd Offense** | **3rd Offense** |
| **Dress-**Students may not wear clothing in school<br>that advertises or suggests alcohol, drugs or<br>tobacco products. Clothing with explicit sexual and<br>violence-based graphics. Provocative clothing which<br>disrupts the teaching and learning process<br>or clothing with negative attitude or messages. | * | 1-3 days | 3-5 days |
| **Driving-** Driving or being a passenger of a motorized<br>vehicle during any part of the school day (including<br>the lunch hour) without permission from the school. | * | 1-3 days | 3-5 days |
| **Driving, Careless or Reckless-**Driving on or around school property | * | 3-5 days | 5+ days |

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| **Fire Alarm, False-**Saying there is a fire or setting off a fire alarm when there is no fire, or tampering with any | Expulsion recommended | | |
| **Fire Extinguisher, Unauthorized Use**-Touching or using a fire extinguisher without permission. | * | 3-5 days | Expulsion Recommended |
| **Fireworks, Possession & Use-**Bringing fireworks to school or on the bus. Making fireworks explode in the building, on school grounds or on the bus. (grades 7-12) | Expulsion Recommended | | |
| **Gambling-**Playing a game in school to try to win money or something else. | * # | 1-3 days | 3-5 days |
| **Harassment-**Doing or saying something that injures, degrades, scares or disgraces someone else. This includes indecent exposure, negative references concerning racial, cultural, religious or sexual orientation, personal background, gender or disabilities. (refer to the district harassment/violence policy.) | * up to Expulsion | | |
| **Hazing-**means committing a violent or threatening act, or psychological intimidation or threats against a student or staff, coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. | * up to Expulsion | | |
| **Horseplay-** actions of pushing, pulling, shoving, or scuffling that physically create a danger to another student or staff member. | * | 1 day | 3+ days |
| **Insubordination/Disrespect-**Not listening to and refusing to do what a staff member tells you to do. Behaving disrespectfully toward a staff member. | * | 3 days | 5+ days |

| Discipline Offense | 1st Offense | 2nd Offense | 3rd Offense |
|---|---|---|---|
| **Interference, Disruption or Obstruction-** Preventing a staff member from doing what he/she is supposed to do. Behavior in school which disrupts teaching and learning. | * | 1-3 days | 3-5 days |
| **Language, Inappropriate-**Use of language that includes, but is not limited to obscenity, profanity, swearing or cursing (grades 7-12). | * | * | * |
| **Nuisance Devices-** Creating a disruption in the classroom using cell phones, noisemaking toys or gadgets, pagers, laser lights, walkmans, ear phones and other electronic devices. | * | 1-3 days | 3-5 days |
| **Parking in Restricted Areas-**parking in the bus areas, fire lanes, disabled parking spaces or staff parking lot. | * | * | * |
| **Records or Identification, Falsification-** Not giving your real name or your parents' real names when asked, or signing someone else's name. Altering or forging student passes or parent admittance/permission slips. | * | 3 day | 5 day |
| **Sexual Conduct, Criminal-**Engaging in non-consensual sexual intercourse or sexual contact with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's intimate parts, clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent. | Expulsion Recommended # | | |
| **Skipping On or Off Campus-**Deliberate failure to be | * | 1-3 days | 3-5 days |

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| absent for all or any part of the school day, including scheduled classes, assemblies | | | |
| **Tardies (Unexcused)-** Reporting late for school, classes or any other required activity without approval of a teacher or the high school office staff. A student reporting to the classroom after the bell, and up to 10 minutes at the beginning of the class period, will be considered tardy. Tardies greater than 10 minutes will be labeled as an unexcused absence. | * | * | * |
| **Technology, Misuse of-**Tampering with computer hardware or software, video equipment or other school technology. Includes the showing and/or viewing of inappropriate material with school issued computers. This also includes the inappropriate use of personal cell phones during the school day. | * as decided by Principal and Mr. Strutz | * as decided by Principal and Mr. Strutz | * as decided by Principal and Mr. Strutz |
| **Discipline Offense** | **1st Offense** | **2nd Offense** | **3rd Offense** |
| **Terroristic Threat-**Threatening, directly or indirectly, to commit any crime of violence with the purpose of terrorizing another person or group of people. | Expulsion Recommended | | |
| **Theft, or Knowingly Receiving or Possessing.** **Stolen Property-**Stealing something that belongs to someone else or to the school. Possessing something that was stolen in your bags, pockets or locker. | * up to Expulsion # | | |
| **Tobacco-**Having or using tobacco or smoking paraphernalia (i.e. pipes, papers, matches, lighters) in buildings, on district grounds, in district vehicles during any part of the school day (on or off school grounds), or at | 3 days MSHSL rules rules apply | 5 days MSHSL rules rules apply | 5+ days MSHSL rules rules apply |

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| district events, in violation of district policy. | | | |
| **Trespassing-**Being in a district building, on the school grounds or in a school bus when you are not supposed to be there. | 1-3 days<br><br># | 3-5 days | 5+ days |
| **Vandalism-**Damaging or ruining property that belongs to someone else or to the school while you are on school property, at a school activity, in a district vehicle or under the supervision of school staff. May include restitution of damaged items. | * up to Expulsion<br># | | |
| **Weapon or Look-alike Weapon/Ammunition, Possession or Use-**Having a knife, gun or other weapon with you at school or within the safety zone. Using any object to hurt someone on purpose, or bringing to school anything that is a look-alike weapon or a toy weapon. (refer to district weapons policy) | * up to Expulsion | | |
| **Emergency or highly unusually circumstances are at the discretion of the high school principal.** | | | |