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**Rush City High
School
Student / Parent
Handbook**

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WELCOME

Welcome back, Rush City High School students! We hope you had a productive and enjoyable summer. We're thrilled to have you here and are excited for you to make the most of all the academic and extracurricular opportunities available this year.

This handbook contains important information, and we ask that you take the time to read through it carefully and share it with your parents. **It is your responsibility as a student to understand and follow the guidelines presented here.**

Every guideline in this handbook is based on a foundation of **respect**: respect for each individual, respect for property, and respect for the right of all students to receive an education, which is our primary purpose.

Let's have an amazing school year Tigers!

GENERAL STUDENT INFORMATION

DAILY SCHEDULE - school hours run from 8:10 AM - 3:05 PM.

1ST PERIOD	8:10 - 8:59
ADVISORY (8th PERIOD)	9:02 - 9:22
2ND PERIOD	9:26 - 10:15
3RD PERIOD	10:19 - 11:08
JR. HIGH LUNCH	11:08 - 11:33
JR. HIGH 4TH PERIOD	11:37 - 12:26
SR. HIGH 4TH PERIOD	11:12 - 12:01
SR. HIGH LUNCH	12:01 - 12:26
5TH PERIOD	12:30 - 1:19
6TH PERIOD	1:23 - 2:12
7TH PERIOD	2:16 - 3:05

SCHOOL CALENDAR

The school Board approved calendar is available on the school [website](#).

AFTER SCHOOL HOURS

Students in the building after 4:00 PM must be in an area under the direct supervision of a teacher or coach. They are expected to stay with their assigned group or activity until it ends. Students waiting for an activity with a later or irregular start time (such as play practice or a choir concert) should remain in the commons area until their activity begins.

ACCESS TO TECHNOLOGY

Students who need access to loaner computers must access those devices from the media center before first period. Students are responsible for any devices that they have signed out and are subject to any fees due to lost, stolen, or damaged devices as indicated in district policy.

ASSEMBLIES

~~Students will be seated by grade and must remain with their grade for the duration of the assembly.~~ **Students are expected to report to assemblies on time and sit in designated areas or seats as directed by staff. While seating may vary by events, students must remain in their assigned location for the duration of the assembly unless given permission to move.** Students are expected to behave appropriately. Students not wishing to attend optional programs may report to designated areas.

CHANGE OF ADDRESS OR INFORMATION

Any changes in address, phone number, or name you should contact the principal's administrative assistant as soon as they occur. Students moving from the district should obtain a withdrawal sheet from the guidance office; all school property must be returned or students will be subject to fines.

DANCES

High school parties may be sponsored by organizations in the school but approval from administration is required. Attendance at parties will be limited to students at Rush City High School, unless guests have been pre-registered in the office (one guest per student). Participation from outside guests will be allowed at the discretion of school administration. Students from other schools may not attend dances unless they attend with an enrolled student. Student guest criteria will be identified by administration and will be reflected on the school guest dance forms. Enrolled students must obtain guest passes from the main office. Students may be asked to leave if they are not following expectations as deemed by school expectations and guidelines. Students in grades 7 & 8 are NOT Eligible to attend the Homecoming Dance or the Junior-Senior Prom. Students in Grade 9 may attend the Homecoming Dance and may be invited to the Junior-Senior Prom.

Please note: Any student dancing in a manner which is determined to be inappropriate by chaperones may be asked to leave.

"DRESS FOR SUCCESS" STANDARD

Students at RCHS are expected to dress in a manner supportive of a positive learning environment that is free of distractions and disruptions and does not jeopardize anyone's health and safety. Symbolic expressions of intolerance including, but not limited to the Confederate flag, swastika, or gang representations are not allowed. The appearance of a student is primarily the

responsibility of the individual and parent/guardian. Below is a general guideline for student dress. However, in all cases, the school administration reserves the right to determine whether clothing violates the “Dress for Success” standard.

APPROPRIATE ATTIRE

Students are prohibited from wearing during school or school sponsored events any attire that advertises alcohol, drugs or items which are illegal when used by minors. In addition, any attire such as jewelry, scarves, bandanas, symbols, or “colors” that signify or could be interpreted as signifying membership in gangs, as well as clothes with prints or graphics that are sexually explicit or demeaning to any group are not permitted. Chains or paraphernalia that may be used as a weapon are also prohibited.

- Students may not wear coats or jackets during school hours.
- Face paint is not to be worn during the school day.
- Chest, torso and buttocks must not be exposed.
- Backpacks, purses, and knapsacks must be kept in student lockers during the school day (8:10-3:05).
- When a student violates the dress code, the student will be required to remove or correct the item(s) and additional consequences may be imposed at the discretion of the school administration.
- Inappropriately dressed students will:
 - Be requested by staff to put on some other clothing from their lockers or go to the office to arrange for appropriate clothing.
 - An administrator or staff member may provide students with a clothing option in the main office or the student may contact a parent or guardian to bring appropriate clothing.
 - Students refusing to cooperate will be sent home and given an unexcused absence for the day.
 - Repeated inappropriate dress may result in suspension from school.

DRIVING / PARKING

Student drivers are expected to drive responsibly and safely. The County Sheriff’s Department will be notified of persistent reckless driving habits, and driving privileges may be revoked.

Parking for students during the school day requires a parking permit. Students are required to obtain a parking pass from the office. Parking permits must be visibly displayed in student vehicles. Parking permits are free for the initial pass and if lost there is a \$1.00 charge. Students must only park in the designated student parking areas. Students not following school parking expectations will be subject to consequences at the discretion of administration, including temporary vehicle immobilization by administration (i.e. “booting”).

CELL PHONE USE DURING INSTRUCTIONAL TIME

Students are required to follow school policy on use of cellphones during instructional time. Unless directed by a teacher, all cellphones ~~should be stored in an identified location in the classroom~~ should be stored in student lockers. Phones will remain in the identified location for the entire class period, including when the student is out of class with a pass.

ELECTRONIC DEVICES

Personal Electronic Devices are defined as: Cellphone, Chromebook, Headphones/Earbuds and Smartwatch.

Students are not permitted to use personal electronic devices in the classroom and media center during the school day, except as permitted by the teacher. The teacher may permit use of personal electronic devices by students for taking notes, recording in a calendar, using as a calculator, researching information, searching references such as a dictionary or thesaurus, and photographing information for homework. The teacher shall direct when devices are allowed, and written guidelines, devised by the school staff development team, will be posted in the classroom and will be reviewed with all students.

Teachers will encourage students with personal electronic devices to share information with students who do not have access to the devices in the classroom, as applicable. **Students are expected to use the district Wi-Fi at all times during school hours.** The principal shall annually review this policy with the teachers and the school board. The School is not responsible for lost or stolen cell phones.

At no time are students to record pictures or videos of students or adults without consent. The use of a personal electronic device or any device capable of taking photographs and videos is not allowed in restrooms, locker rooms, or dressing rooms.

If a student inappropriately uses a personal electronic device during the school day, it will be confiscated and returned

to the student at the end of the day. Repeated violation of this policy will result in parent notification and/or disciplinary action up to and including suspension. If an electronic device is being used in a way that may potentially be breaking a school policy, administration may look at the pictures, messages, or other content.

Responsible use – Students may have and use electronic devices before and after school, during passing time or lunch, and when the instructor has requested permission from administration to use personal devices in their classroom for a project. No videotaping or audio recording will be allowed at any time without staff permission and/or written permission if someone else is being recorded. The telephone in the office can be used by the students with proper permission.

All consequences are subject to administrative discretion.

TEXTBOOKS

All texts are furnished by the school district. A charge will be made by the individual teachers for any loss of books or for wear beyond normal use. It is recommended that all textbooks are covered. Students will be required to pay the full cost of replacement of any lost book or book damaged beyond use.

TEXTING/ VIDEO-RECORDING/ PHOTOGRAPHING

Students are prohibited from photographing, recording, or making any electronic record of other students, staff, or visitors without the express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students during the school day, instructional and non-instructional time, or while participating in school events. Using social media and/or electronic devices to display or create inappropriate messages or images that disrupt the school day may result in a suspension from school.

EMERGENCY DRILLS

Fire, tornado, and lockdown drills will be held periodically. Emergency procedures signs will be posted in each classroom. It is each student's responsibility to know the exiting and emergency procedures for all of his/her classes.

STUDENT IDENTIFICATION

The school will provide staff and student picture ID. Students are encouraged to keep their ID with them at all times during school hours.

LAW FOR 18-YEAR OLD STUDENTS

[Minnesota statute 120A.20](#) provides: **Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school is governed by a single set of reasonable rules and regulations promulgated by the school board.** State law requires all students adhere to the policies of the school as dictated by the School Board.

LOCKERS

[Minnesota statute 121A.72](#) states that "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. School authorities may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant." Anything illegal will be turned over to law enforcement. Lockers should not be written on, damaged, or used to house obscene or illegal items. Students are expected to use their assigned lockers for the duration of the school year.

Do not keep money or valuable property in lockers and do not share locker combinations with others. If lockers are not functioning properly, report to the office staff or a custodian. Students are asked to clean their lockers regularly; please do not allow food or beverage containers to accumulate in lockers. Use containers with sealable caps for beverages. Glass containers are not to be used in school.

It is a common practice among RCHS students to 'block' their lockers, which is to take measures to disable the locking mechanism within the locker, allowing easier access to their lockers. Students are encouraged not to do this.

The complete text of policy #502 (Search of student lockers, desks, personal possessions and student's person) may be found in the Board of Education Policy Manual located in all District Offices.

CANINE SEARCHES

In an effort to help foster a safe and drug free school environment, Independent School District No. 139 may ask law enforcement to use a canine trained dog in detecting drugs or explosives to sniff the air surrounding lockers, school facilities, vehicles parked on school property, and items of personal property that are not on a student's person but are on school property. If a search is conducted and a prohibited item is found, school rules and applicable laws will be applied. In some

cases, law enforcement may secure, impound, or seize a vehicle or other personal property that is found to contain an illegal item. All contraband will be seized.

LOST AND FOUND

Lost items will be kept in the Main Office or on the lost and found table/hanger found in the commons. Those who find such items should turn them in at once. Students may claim lost articles upon proper identification. Unclaimed items will be donated at the end of each school year.

LUNCH PERIODS

Information regarding the school breakfast and lunch program and menus may be found by visiting the [food services](#) website. Students are asked to cooperate with the following lunchroom guidelines:

- No running.
- Avoid crowding or pushing.
- Be courteous to cooks, custodians, and staff.
- Students are not allowed to bring food in from an outside vendor for a group of students and eat it in the cafeteria.
- **No food delivery services are allowed (e.g. door dash, etc.) and they will be denied access to the building or students, regardless if payment has already been made.**
- Leave the eating area clean by returning trays and silverware; dispose of trash properly.
- No food or snacks are to be eaten outside of the lunchroom during lunch periods.

The Rush City Food Service Program has a computerized meal accountability system. Even though there are free meals, we will need to have students log in for each meal they receive, just as they traditionally would.

One breakfast and one lunch per day will be allowed for each student.

PASSES

Students must have ~~an EHall-pass or~~ a printed pass from a teacher to be in the hallway. Students failing to report to areas designated or being excessively late may be considered truant and are subject to disciplinary action. No passes will be given out during the first ~~fifteen minutes~~ of class.

GIFT DELIVERY

Any gift deliveries, such as flowers, candy, cookies, etc. will be made only during the last half of 7th hour

PICTURES

All students MUST have their picture taken for student ID cards and a photo directory for school use. Hats, hoodies, sunglasses, and anything else that obstructs the ability to identify a student is NOT permitted for school photos. Picture packages are available to purchase.

BEVERAGES AND FOOD

In school, water is the only beverage allowed in classrooms. No food allowed in classrooms. Beverages kept in lockers should be in a **sealable container**.

SCHOOL CLOSING

Official announcements concerning changes in the school day due to inclement weather will be aired over major local television stations. Please check out WCCO Radio (830 AM), WCMP radio (1350 AM & 100.9 FM), and WCCO TV (Channel 4). Parents are encouraged to visit the District Facebook Page, the district website (www.rushcity.k12.mn.us) and subscribe to School Messenger, a service that will email notifications of school closings, late starts, and early dismissals.

~~TIGER TIME~~ **RUSH HOUR** (ADVISORY)

~~Tiger Time~~ **Rush Hour** is a period intended for students to address areas of curricular needs during the school day. All students are required to be under the direct supervision of a teacher. ~~Tiger time~~ **Rush Hour** may be used for academic intervention, completing homework, make-up work, conferencing with teachers, and other instructional support. Students will have the same advisor all four years in high school; advisors will help students track their academic progress.

Daily student announcements will be read each day in advisory. A copy of the daily announcements will also be posted on the school website and shared with all students via shared google docs. There are also important announcements posted on our bulletin screen in the cafeteria.

VISITORS

Persons other than district students, staff, or members of the school board must obtain and wear a visible “Visitor Pass” sticker from the high school office. All visitors must follow these procedures to ensure the safety of our students. **Students are not to bring other student guests during the school day.**

Visitor Registration

Guests are required to abide by district and school policies and expectations. School visits are a privilege and may be revoked by administration.

Visitors are required to state their names and their purpose before being admitted to the office. Upon entrance, guests who travel beyond the office are required to present a government issued picture identification. Office staff scan the ID in the VRS. The VRS verifies identity, tracks check-in and check-out times, and prints visitor labels with photo IDs. **Visitors must park in the main lot.**

When parents drop off items, the main office staff or student aides will deliver them or, if necessary, call students to the office. The complete text of Policy #903 (Visitors to School District Buildings and Sites) may be found in the Board of Education Policy Manual located in all District offices.

ACADEMICS

CLASS OF 2026 , 2027, 2028, 2029	CLASS OF 2029 2030
● Completion of 21.5 total credits ○ 4 credits - English ○ 4 credits - Social Studies ○ 3 credits - Math ○ 3 credits - Science ○ 1 credit - Fine Arts ○ ½ credit - Health ○ 1 credit - Physical Education ○ 5 credits - Electives (any department)	● Completion of 21.5 total credits ○ 4 credits - English ○ 4 credits - Social Studies ○ 3 credits - Math ○ 3 credits - Science ○ 1 credit - Fine Arts ○ ½ credit - Health ○ 1 credit - Physical Education ○ 5 credits - Electives (any department)
● Meet College and Career Readiness Standards.	● Meet College and Career Readiness Standards.

COMMENCEMENT PARTICIPATION REQUIREMENTS

Students enrolled in the District or other approved programs in ISD 139 must earn 21.5 credits by the end of the second semester to be eligible to participate in the commencement ceremony. Participation in the commencement ceremony is a privilege, not a right. Students must be in good standing upon completion of the school year in order to participate in commencement.

1. Students are not required to participate in the graduation ceremony in order to receive a diploma.
2. Options for purchasing Cap, Gown(around \$45) & Tassels(around \$10) are:
 - (1): purchase, at students/parents' expense, from a vendor arranged by the district. Students will be able to keep their items
 - (2): Students are not permitted to decorate or deface the graduation mortarboard (cap) in any way prior to the ceremony.
 - (3) Fundraiser for the senior class activity account and spend money on cap/gowns/tassels
3. Students who choose to participate in the graduation ceremony and who wish to wear a cap and gown will have the opportunity to purchase, at students/parents' expense, from a vendor arranged by the district. Scholarship funds for cap and gown are available.

GRADING

Final grades are earned at the end of each quarter. Incomplete grades must be completed within **ten school days after the last day of the quarter**. No credit will be received for any course work not completed within the designated time. If the incomplete

work is not completed within this time frame, the “I” will be changed to the grade earned. Check the school calendar for specific dates.

REPORT CARDS/PROGRESS REPORTS

Electronic report cards will be available on StudentVue and ParentsVue at the close of the grading period each quarter. Bi-Weekly progress reports will be emailed to parents for each class.

PARENT-TEACHER CONFERENCES

All parents of high school students will be invited to the school conferences with the teachers in the Fall and Spring. The purpose of these conferences will be to review the student's records, grades, and overall progress. In addition, parents are encouraged to schedule conferences any time during the year if they have questions, concerns or receive correspondence from the school they would like to discuss in greater detail (letters, discipline reports, report cards, mid-term progress reports, etc.). Teachers may also request an additional conference with parents based on specific concerns.

WITHDRAWING FROM CLASSES or STATE ASSESSMENT

Dropping a class to take an online course or switching to another class without penalty must take place in the **first five days of the quarter**. Students who drop a class after five days will receive an F posted to their transcript.

Students will be expected to take the MCA tests unless a signed parent opt out form is received prior to the start of the test.

Parents/ guardians have a right to not have their child participate in state required standardized assessments.

[State Assessment Parent Guide](#)

Policy #618, per statute 120B301 (a) & (c), the commissioner with publish a form that will explain the following:

1. the need for state academic standards; identifies the state assessments that are aligned with state standards
2. identifies the consequences, if any, the school or student may face if; a student does not participate in state or locally required standardized assessments;
3. states that students who receive a college ready benchmark on the high school Minnesota Comprehensive Assessment are not required to take a remedial, non credit course at a Minnesota state college or university in the corresponding subject area;
4. summarizes the provisions in Minn. Stat. § 120B.301(a) and (c); and notifies a parent of the right to not have the parent's child participate in the state and locally required assessments and asks a parent that chooses to not have a child participate in the assessments the basis for the decision

HONOR STUDENT

The criteria for determining honor student status is that a student must achieve a cumulative grade point average (G.P.A.) of an “B+” or better which is equivalent to 3.5 or better on a 4.0 scale. To be recognized as an honor student at the commencement ceremony, students must have earned a 3.5 G.P.A. by the completion of semester two of their senior year. The 4-point system will be used to determine the high school honor roll. The system is as follows:

1. To earn a place on the A honor roll, a student's total points divided by the number of subjects being carried must average out to 3.50 or above. To illustrate, a student who has five grades of B+, B+, A-, A, A would average 3.67. This student would appear on the A honor roll (with an A- average).
2. To earn a place on the B honor roll, it will be computed in the same manner. A student must have an average of 3.00-3.49 for all subjects and divided by the number of subjects.

MINNESOTA HONOR SOCIETY

The Minnesota Association of Honor Societies (MAHS) is affiliated with the nation's premier organization, National Honor Society. It was established to recognize outstanding high school students. More than just an honor roll, MAHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, service, leadership, and character. These characteristics have been associated with membership in the organization since its beginning in 1921.

SELECTION OF MHS MEMBERS

The advisor will request a list of scholastically eligible grade 11 and 12 students before the end of the first quarter of the school year. These students will be informed about the Minnesota Honor Society and selection procedures by the advisor. Scholastically eligible students will be given data sheets for information regarding activities both in and out of school to complete and return to the advisor. The faculty will be given a list of scholastically eligible students and copies of their data sheets. They will rate these students in the areas of leadership, service, and character. This ranking will be from 0 to 4, 4 being the highest. The recommendations of the faculty are then given to the Faculty Council. The Faculty Council shall consist of five voting members, appointed annually by the principal. The chapter advisor is a non-voting member of the Council. Based on the

faculty recommendations, the Faculty Council will decide upon the new members. Selection for membership to the chapter is always to be by a majority vote of the Faculty Council. An active member of the Minnesota Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the principal. An active member of the Minnesota Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The advisor will notify both selected and non-selected candidates by letter.

ACADEMIC LETTERING & LETTER AWARD POLICIES

Students in all grades are eligible to achieve a School Letter if their cumulative G.P.A. meets a certain standard. The standard has been set and adjusted based on the student's academic year in high school. Grades will be calculated at the end of the second semester. A letter is awarded only on earning one for the first time. After that, pins or other suitable awards are used. Letter winners must qualify for the award by following the rules established by the State High School League and Rush City High School.

STUDENT REGISTRATION / SCHEDULE CHANGES

Students in Grades 7-11 complete class registration in the spring. Their request for classes must be approved by parents and counselors. Students do not select teachers-only classes. Any students desiring a schedule change must contact the counseling office. **Course change requests must be made within 4 days at the beginning of each quarter.** No student will be permitted to drop a year long course unless extreme circumstances, as determined by the counselor, teacher and parent, necessitate a change. Course changes are not guaranteed and will be considered for the following reasons only:

1. Prerequisite has not been met.
2. Student has already received credit for this class(es).
3. Student needs to replace an elective with a required class.
4. Schedule Error: Student has too many classes, not enough classes, or 2 classes during the same hour.

The administration reserves the right to make changes in schedules when it is determined to be in the best interest of the overall school program. Course availability is subject to minimum course enrollment.

POST SECONDARY ENROLLMENT OPTIONS (PSEO)

Full-time P.S.E.O students must sign in the front office and may have access to the media center and attend scheduled appointments, but they must obtain administrator permission to attend lunch or other in-school events. It is the PSEO student's responsibility to stay informed of all necessary obligations related to their current grade level, such as; ordering cap & gown, turning in senior picture, attending class meeting, etc. According to MN state statute, students must inform their high school of PSEO plans by May 30th each year.

STUDENT SERVICES

COUNSELING OFFICE

The purpose of the school counseling program is to aid the student in the areas of academic, personal/social and career development and make a positive impact on student achievement, attendance and behavior. All students should feel free to contact the counselor for information and assistance. The Counseling Office administrative assistant can be reached at 320-358-1269.

EXTRA HELP

You may always seek additional help from your teachers. Arrange a conference with your teacher before or after school or at a time convenient to both of you. A teacher may request a student to stay after school on occasion if it is apparent that the student is having difficulties with his/her work. This is not to be thought of as a punishment, but rather a desire of the teacher to help the student progress academically. Special education services are available to students. For more information, contact the principal, school psychologist or school counselor. A Peer Tutor program has been established and tutors are available to help any student. Requests for tutors may be made through the school counselor. Directed studies is available before and after school. See below.

DIRECTED STUDIES

Directed Study is an opportunity for students to receive help with their coursework. Each day, directed study sessions will run from 7:15 AM to 8:05 AM and from 3:10 PM to 4:00 PM in the Media Center. Directed study is open to all students who would like help regardless of their current performance. We hope students take pride in their academic achievement and use this as a tool to help them excel.

Students who are attending to satisfy the requirements of the academic eligibility procedure must be on time, well behaved, and on task for the entire session in order for their attendance to satisfy the requirements.

SCHOOL WITHDRAWALS, TRANSFERS

A student who is transferring to another school, must bring a written request signed by his/her parent to the principal's office. The student must obtain a withdrawal form, have the form filled out by the teachers, return all school books and property, and make sure all fees and financial obligations are paid. The form should then be returned to the Principal's Office. A student's records must show withdrawal in accordance with regulations before transcripts will be sent. The school the student is transferring to will send RCHS a records request when the parent enrolls them in another school district.

SECTION 504 STUDENTS

Section 504 allows qualified general education students to receive accommodations in the classroom and school. A qualified student has a diagnosed physical or mental impairment that substantially limits a major life activity. If there is a reason to believe that, because of a qualifying disability, a student needs reasonable accommodations or services; the school district must evaluate the student and develop and implement an accommodation plan for the delivery of any needed services. Although they may originate from other sources, the school typically receives referrals from school personnel and parents. For additional information about Section 504s, please contact your assigned school counselor.

HEALTH SERVICES:

HEALTH CONCERNS

If your child has any health concerns, update the school nurse on a yearly basis using the emergency form or by phone call or email. Please notify the health office of any changes during the school year.

MEDICATION

~~The purpose of administering medications in school is to assist students who require medication to be taken during school hours to maintain an optimal state of health and, therefore, enhance their education program.~~

~~All medication will be stored in the health office following state law procedure and will be given under the direction of the school nurse. A parent/guardian must bring the required daily medication to the health office. No medications can be stored in student desks, backpacks or lockers except by arrangement with the school nurse with a medical provider's order. Rescue inhalers, epipens and over the counter pain medications may be kept in the student's locker or on his/her person as indicated by the parent, guardian, medical provider, or school nurse.~~

~~Parents/Guardians are required to supply the medicine in the original container labeled by the physician or pharmacy. The container will be labeled with the student's name, name of medication, dose to be given, frequency or time it is to be given, the name of the prescribing physician and the date of the medication.~~

~~The School District has adopted a policy that requires all medications taken by students while in school must be supervised by someone in the health office. Students are not allowed to carry medications on their person during the school day.~~

~~Medication authorization forms are available in the health office. They are to be completed and signed by a physician and parent/guardian prior to medication being used in school. Students are not to self-administer any medications while in school. Neither the diagnosis nor the treatment of illnesses is within the responsibility of the School District. However, medication will be dispensed to students in school under the following conditions:~~

- ~~1. The administration of medication to students shall be done only in exceptional circumstances wherein the child's health may be jeopardized without it.~~
- ~~2. Students requiring medications in school shall be identified by their parents and/or physician to the school Health Office. Students observed by school personnel self-administering unauthorized medications shall be reported to their parents.~~
- ~~3. The medication administration form must be completed and returned to the Health Office prior to the dispensing of medication. The medication form includes statements from:~~
 - ~~1. The family physician, who shall indicate the necessity of said medication being given to the child during school hours.~~
 - ~~2. The parent/guardian(s), who shall request and authorize the designated school personnel to give said medication in dosage so prescribed by the physician and thereby releasing the school personnel from liability should reactions result from the medication.~~

4. The pharmacist shall be requested by the parents to provide duplicate bottles of said medication if it is necessary that it be given during school hours. One bottle will be kept at home and the other at school under the care of school authorities. Both bottles shall contain the name and telephone number of the pharmacy, the student's identification, name of physician, name of drug and dosage to be given. Taking the dosage shall be supervised by the school nurse or other designated school personnel at a time conforming to the physician's indicated dosage schedule.
5. The principal or school nurse shall maintain a list of pupils needing medication during school hours, including type of medication, when given, and dosage. This list shall be kept current. It is the student's responsibility to report to the Health Office at the appropriate time.
6. Under no circumstances are school personnel to provide aspirin or any other medicine to students.
7. Students who are subject to a condition which may require occasional emergency medication (as in a case of sensitivity to bee stings) may receive such medication by complying with the provision of this policy regarding written authorization and the placement of medication with the school authorities.

LONG TERM MEDICATIONS

Medications prescribed for more than two (2) weeks require a written statement from the physician, who will indicate:

- _____ 1) The child's legal name.
- _____ 2) The name of the medication.
- _____ 3) The dose (frequency and time of day medication is to be taken).
- _____ 4) The date (starting and ending) the medication is to be given.
- _____ 5) The reason the medication needs to be taken (diagnosis).
- _____ 6) The possible side effects.

This information can be provided using a school medication authorization form (available upon request), or on a form provided by the medical clinic/provider. Information must be updated before the start of each school year. Parents must also sign an authorization for school staff to administer the medication at the appropriate time during the school day, either on the form provided by the medical provider, or on the school's medication authorization form.

SHORT TERM MEDICATIONS

Over-the-counter or prescribed for less than two (2) weeks require a written statement from the parent/guardian giving permission to give the medication in school. The statement must include:

- _____ 1. _____ The child's legal name.
- _____ 2. _____ The name of the medication.
- _____ 3. _____ The reason for the medication.
- _____ 4. _____ The dosage (if dosage is greater than manufacturer's recommendation, then a prescription form signed by your healthcare provider is requested.)
- _____ 5. _____ The start and ending date the medication is to be given.
- _____ 6. _____ The time of day the medication is to be given.
- _____ 7. _____ Parent's legible signature.

Anaphylaxis Treatment

[Minnesota statute 121A.2207](#) permits school districts to possess epinephrine auto-injectors (EpiPens) for a student or other individual experiencing anaphylaxis regardless of whether the student or individual has a prescription for an EpiPen. Therefore, the school nurse or health paraprofessional will administer stock epinephrine to a student/individual if in good faith it is determined that person is experiencing a life-threatening reaction. 911 will be called for an ambulance and the student's parent will be contacted. The emergency epinephrine will be kept in the school health office and accessible during school hours. It will not be sent on school-based field trips or available before or after the instructional day. This anaphylaxis protocol is not intended to replace student specific orders or parent/guardian provided medications for students with known allergies; therefore, parents of children with a prescription for an EpiPen must still provide an EpiPen (or preferably 2) to the school. **If you do not want your child to receive epinephrine if he/she is experiencing a life-threatening allergic reaction or your child has been advised not to have epinephrine, please call the health office.**

SCREENINGS

Hearing/Vision: Each school year vision and hearing screening tests ~~are~~ **may be** given to children ~~in certain grades~~. Scores are recorded on health records, and referrals for necessary follow-up for some children are given to parents. Parents are encouraged to watch school newsletters for the dates of these screening tests, and report to the teacher any pre-existing health conditions that may affect the outcome of these tests on that particular day.

IMMUNIZATIONS

Minnesota Statute 1980, Section 123.70 requires that all children who are enrolled in a Minnesota school will be immunized according to current standards.

Proof of immunizations by parents is acceptable. Physician's records will not be required but will be accepted. All parents should keep accurate records of their child's immunizations. Records of immunizations and/or notarized copy of medical or conscientious objection must be in the health office by the first day of school. Students not current or exempt will be sent home.

PHYSICAL EXAMINATION RECOMMENDATIONS

Continuous health supervision of children from birth through high school is the aim of those concerned with the health of the school child. It is recommended, not required, that children entering Kindergarten and 7th Grade have a complete medical examination. A physical is required before entering sports in 7th grade and every 3 years thereafter.

HEALTH CONCERNS

~~If your child has any health concerns, update the school nurse on a yearly basis using the emergency form or by phone call or email. Please notify the health office of any changes during the school year.~~

NOTICE CONCERNING USE OF PEST CONTROL MATERIALS:

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects and other pests in and around the district's buildings.

Their program consists of:

1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed.
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials.
3. Utilization of non-chemical measures such as traps, caulking and screening.
4. Application of EPA registered pest control materials when needed.

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

An estimated schedule of interior pest control inspections and possible treatments are available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule. If you have any questions regarding our Pest Management Program or would like a copy of the inspection/treatment schedule, please contact Nathan Sorgert at (320) 358-1393.

ATTENDANCE

PHILOSOPHY & PROCEDURES

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.

The Chisago County and Pine County Attorney's Office is working collaboratively with social services, schools and law enforcement to intervene early in the truancy cycle. Avoiding court by getting help before truancy becomes a problem is the preferred way of handling these issues. However, to ensure compliance with Minnesota law, the Chisago County and Pine County Attorney's Office has implemented a countywide Truancy Protocol. It is our goal to keep children in school and build a more educated populace.

PARENT/ GUARDIAN RESPONSIBILITIES

- Send their child to school
- Monitor their child's attendance and progress in school.

- Inform the school when their child may need to miss school for an acceptable reason.

STUDENT RESPONSIBILITIES

- Attend school, every day, every class, and be on time.
- Complete required school work and ask for assistance when needed.
- **Poor attendance is a major contributor to student failure. We ask you to help us reinforce the value of regular attendance. At the high school level, it becomes very difficult for students to fully make up classroom activities they miss.**
- **Planning family vacations during school breaks and scheduling appointments after 3:10 p.m. would significantly decrease our absentee rate. Your cooperation, whenever possible, is appreciated.**

PROCEDURE FOR EXCUSING AN ABSENCE

It is requested that a parent call the high school office to report the absence of a student prior to 8:10 a.m. at (320) 358-4795 and follow instructions on voicemail. If an absence is not reported by phone, students are required to return to school with a note. This procedure is necessary to keep school attendance records timely and accurate. **Absences not verified within three school days will be recorded as unexcused.**

Students at school who are not feeling well, must go to the nurse's office prior to calling a parent to be released. The nurse will confirm the illness and communicate with the parent.

Students are not allowed to leave the building and return without notice from the parent/guardian. Students who leave the building without permission will not be allowed back into the building and will be marked unexcused.

FOR ATTENDANCE PURPOSES, THREE TYPES OF ABSENCES WILL BE USED:

EXCUSED ABSENCES

The following is a list of absences, which would, under most conditions if absences were not excessive, be considered "excused":

- Illness of the student. Physician verification may be requested if excessive.
- Serious illness or death of a family member.
- Medical or dental visits which cannot be scheduled outside of the school day. Parents are requested to take students for only the time required and have them return to school.
- Court appearances.
- Family trips. Please attempt to schedule family trips that coincide with the school calendar and notify the school as early as possible.
- School-related absences (weather and field trips).
- College visitations. Please schedule visits before the last month of school.

Parental requests place no obligation on the school to excuse students from school. Maintaining good attendance in school is best fostered when parents support the school and require their children to attend regularly.

UNEXCUSED ABSENCES

An unexcused absence is one in which an excuse is provided, but is not acceptable to the county & school administration. Students may receive no credit for any work in classes they have missed during an unexcused absence. A written excuse from the parent does not automatically mean an excused absence. Examples of excuses for absences which will be considered unexcused include; "personal reasons" without additional written or verbal explanation; "working", "shopping", "driver's test or behind the wheel" "hair appointment"; or similar activities which can be scheduled outside of school hours, etc. The final decision in accepting or not accepting an excuse rests with the building principal.

TRUANCY

A student is truant whenever he/she misses any part of the school day without approval. Children ages 17 and 18 will be considered truant if they have not lawfully withdrawn from school with their parent's permission. When a child has three unexcused absences, the school will begin the initial intervention and will notify the parent or guardian that the child is a "continuing truant" under the law. When the child has seven unexcused absences, he/she will be considered "habitual truant" and the student will be referred to the Chisago County Attorney's Office for referral to Court.

3 Unexcused Absences
the

*School sends a warning letter to families letting them know the student is close to reaching county definition of truancy which is 5 unexcused absences.

5 Unexcused Absences they	*School sends another letter notifying families that information was sent to the county and will be inviting families to a county meeting.
7+ Unexcused Absences	*School has to file truancy with the county.
7 - 10 Excused Absences:	*School to send a warning regarding excessive absences *Request for doctor's notes or nurses assessment for any future absences due to illness
10+ Excused Absences:	*School to impose Mandatory Doctor's Note or Nurse's Assessment requirement *Failure to produce a Doctor's note or Nurse's Assessment will result in an unexcused absence *If absences reach threshold number, referral to the county.

Pre-Excuses – To obtain advance permission for legitimate absence, the student must bring a written request from either a parent/guardian or parent/guardian phone call. Makeup work is the responsibility of the student and must be submitted immediately after the absence.

Family Trips – Per board policy, family trips will be considered an unexcused absence. However, students will be granted limited Excused Absences.(1) To be considered a limited 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. (2) A maximum of (5) limited excused days may be used during the school year. Subsequent absences will be unexcused. Families are encouraged to utilize spring break to take family trips.

MAKE UP WORK

Make-up work is the student's responsibility. Students with unanticipated excused absences must arrange make-up work with their teachers. Students who have been absent (excused) are permitted and expected to make up their work. Arrangements for makeup work must be made with each teacher immediately upon returning to school. A reasonable amount of time is given to the student to make up the work that is missed. A period of two days for each day missed will generally be the rule, unless mutual agreement is made between the student and the teachers. Students who miss class to participate in a school sponsored activity, including extracurricular, are not considered absent unless they have gone over the 10+ excused days. If a student misses a regularly scheduled class due to a school sponsored activity, they will be allowed one extra school day to complete any make-up work.

PERMIT TO LEAVE EARLY

Students with permits to leave early must report to the main office to sign out when leaving school and sign in when returning to school. Students who need to be excused from school before the end of the day, whether or not they will be returning to school, should bring a note to the office **before** 2nd period.

TARDINESS

High school gives students the chance to develop habits of punctuality for the working world in which lateness can mean a reduction in wages or possibly loss of a job. If an instructor detains a student so that he/she may be late for his/her next class, it is the student's responsibility to secure an E-Hall Pass from his/her previous teacher. Four minutes passing time is allowed between classes. If you are not in school by 8:10 a.m. or do not get to your first class in time, report immediately to the office for an admit slip. Students who are late to school because of car problems will be given an unexcused absence. Because the district provides bus transportation, students who choose to use alternate means of transportation do so at their own risk.

Unexcused Tardiness – Students who have six or more unexcused tardies in a quarter will be assigned to a lunch detention. Excessive tardies will be referred to administration and additional consequences will be given. Students who are late to school because of oversleeping are permitted one excused tardy for this reason during the school year. The excused tardy can be used only for first period. Tardiness beyond the first period will be unexcused. Any further "oversleeps" will also be unexcused. Tardy tallies do start over at the beginning of each quarter.

EXPECTED STUDENT BEHAVIOR

Students who do not comply with the rules and regulations as set by District 139 will face appropriate consequences for their behavior. These consequences may range from a simple reminder to expulsion or exclusion. Naturally, the severity of the consequences will depend upon the degree and frequency of the student's inappropriate behavior.

STUDENT CONDUCT AND STUDENT DISCIPLINE

Good discipline is extremely important to the school program. Without good discipline, the school cannot discharge its primary responsibility in the development of citizenship. Without good discipline, students cannot realize their greatest opportunities for growth. The students of District 139 shall be expected to conduct themselves so that the rights and privileges of others are not violated. Students shall respect constituted authority, abide by school rules, regulations, and all provisions of the law.

The School Board of Independent School District #139 hereby decrees that all rules and regulations governing students as stated in student handbooks, state high school league publications, and other posted notices shall apply to all students.

The principal may suspend or recommend expulsion of a student who violates one or more of the following specific standards of conduct while on school grounds, during a school-sponsored activity, or during a school-related activity.

- Causes or attempts to cause damage to school property, stealing or attempts to steal school property of value.
- Causes or attempts to cause damage to private property, stealing or attempts to steal private property.
- Causes or attempts to cause physical injury to others.
- Possesses, uses, or transmits any firearms, knives, explosives or other dangerous objects.)
- Possesses, uses, transmits, or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
- Continues to be dishonest or persistently defiant of proper authority.
- Exhibits behavior that is detrimental to the welfare, safety, or morals of other pupils.
- Exhibits behavior and/or actions that could be considered detrimental to the welfare or safety of any district employee.

[Minnesota statute 121A.65 MN](#) states that “The principal or other person having general control and supervision of the school, and representatives of parents, students, and staff in a school building shall confer at least annually to review the discipline policy and to assess whether the policy has been enforced. A school board must conduct an annual review of the districtwide discipline policy.”

INVESTIGATIONS

Students are required to participate and answer questions on investigative matters regarding student conduct that involves a violation of the student code of conduct.

ALCOHOL/ DRUGS

The possession or use of drugs, paraphernalia, or alcohol by minors, is a serious violation of state laws and punishable by fines and/or imprisonment. Violators will be reported to the proper authorities. All illegal substances and related items will be confiscated. Before the student can be readmitted to school, a conference consisting of parents, student, and the principal will be arranged to determine the best course of action for the student and the school. If exclusion or expulsion is recommended, it will follow state law. In addition, principals may send a student home with their parents when the principal suspects (via smell, action, or appearance) that a student has used drugs/alcohol. Our goal is to act in a manner that is in the best interest of the student.

BUS MISBEHAVIOR

Riding a school bus is a privilege. In order to maintain this privilege, students must follow all bus rules, respect the driver and other passengers, and maintain a safe environment at all times.

No bus passes are allowed. Please understand that it is critical that we have consistent and accurate information on the location of all riders at any given time. This is why all students are required to ride the bus they are assigned to, as well as get on and off at their designated stop location. For the safety of all, we do not allow students (families) to alter these plans. Thank you for understanding that we cannot honor requests for bus passes.

A. SCHOOL BUS RULES

The following rules are in place on each bus for the student's safety.

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.

7. Do not throw any object.
8. No eating, drinking or use of tobacco, drugs, or look alike devices.
9. Do not bring any weapons or dangerous objects or look alikes on the school bus.
10. Do not damage the school bus.

B. RULES AT THE BUS STOP

1. Get to your bus stop five minutes before your scheduled pickup time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. 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 you before crossing the street.
9. No fighting, harassment, intimidation or horseplay.
10. No use of alcohol, tobacco, drugs or look alike devices.

C. DISCIPLINARY ACTION

- 1st offense - warning from the bus driver
 2nd offense - driver sends a referral to HS principal. Depending on behavior, meeting with the principal but may result in up to a 5 day suspension from riding the bus
 3rd offense -Detention but may result in up to a 10 day suspension from riding the bus
 4th offense -School Suspension may result in up to a 20 day suspension from riding the bus
 5th offense - may result in a suspension from riding the bus for the remainder of the school year.

D. OTHER DISCIPLINE

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

E. VANDALISM/BUS DAMAGE

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

STUDENT TRAVEL

Whenever it is necessary for students to travel for school events, including extracurricular, or on school time, all students must be transported via the school arranged transportation . Students transporting other students to participate in a school activity will not be approved, with the exception of off campus practice sites if school transportation is not provided. In the event of this exception, students must seek prior administrative approval and written parental permission submitted (forms may be obtained in the HS office). This approval includes any students riding with other students to practice. Students riding home from a school-sponsored event with their parents or another relative must bring a signed note from their parent/guardian prior to departure for the event.

CHEATING & PLAGIARISM

Students who have been determined to have plagiarized or cheated on either their daily work or tests may be given a zero for the work involved. Classroom teachers directly involved with the violation will notify the parent/ guardian of the violation as soon as possible. Teachers will also report the situation to an administrator.

Plagiarism is the intentional or unintentional use of another person's words or ideas without giving proper credit to that person. When students complete writing assignments, it is important that they be aware of plagiarism issues. Plagiarism includes all of the following:

- Turning in a paper that the students didn't actually write (often downloaded from the internet and or Artificial Intelligence)
- Using smaller bits of information from the internet (cutting and pasting) without giving proper credit
- Copying another student's paper
- Writing a paper that uses other outside sources without giving credit to those sources

If the student is deemed guilty of plagiarism, the student may not receive credit for the assignment. Depending on the scope of the assignment, this may put the student in danger of failing the course. It is the student's responsibility to be aware of

plagiarism issues. The district has a practice of using the website www.turnitin.com or other similar websites to check for student originality.

CONDUCT IN THE HALLS

For the safety of all students and staff, please observe the following expectations in all of the hallways in the building:

- All students must walk in the hallway. Running is not permitted.
- Pushing or shoving other students is NOT allowed. “Horsing and/or goofing” around can cause injury to students. This behavior will not be tolerated.
- **Physical affection will not be tolerated as it is inappropriate in a school setting.**

FIGHTING

Fighting is defined as verbally or physically contributing to any situation in which the use of physical force is threatened or demonstrated. Students fighting will be dismissed from classes and suspended from school.

HAZING

The school district strictly prohibits the practice of hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

LANGUAGE

No disrespectful or foul language will be tolerated in the school, on school property, or at any school function.

TECHNOLOGY USER EXPECTATIONS

- I understand that proper use of the district’s electronic resources, network, approved personal devices and Internet access is my responsibility as an individual user. The use of these resources is a privilege, not a right. I acknowledge that inappropriate behavior may lead to disciplinary action such as loss of internet/network privileges, payments for damages, suspension or discipline under other school or district policies.
- I understand that the primary use of the school district’s computer systems and internet connection both on and off campus will be limited to work related or educational purposes. While using approved personal devices and systems within district schools, I will limit my usage to educational purposes. This includes the use of personal networks, such as mobile internet or hotspots while in the educational setting.
- I understand that the use of devices in the classroom is at the discretion of the classroom teacher. I will not use my device in the classroom setting unless directed by my teacher and for the specific use of educational purposes.
- I understand I should not share private, confidential or non-public information about myself or other persons. I agree not to reveal my password to any other person. I will not use others’ passwords or knowingly post, transmit or distribute false or defamatory information about a person or organization. This includes the use of social networking systems for educational or work purposes.
- I understand I cannot access, upload, download or distribute violent, pornographic, obscene or sexually explicit material for any purpose. This also includes language or images that advocate violence, or discrimination towards other people, including prejudicial or discriminatory attacks that may constitute harassment, bullying or intimidation.
- I understand that all of my documents, files, or emails are property of the school district. When using the district’s network/internet resources I can delete and access only those files that I have personally created or added. These electronic mediums may be searched and read for inappropriate materials just as school lockers can be searched.
- I understand I must follow copyright laws or usage licensing agreements. I cannot download or install any software onto the district’s computer systems.
- I understand ISD 139 is not responsible for any damages users suffer as a result of their use of the District’s electronic resources or work performed on district approved devices. These damages may include, but are not limited to loss, damage or unavailability of data stored on hard drives, web-based services or interruptions in network connectivity. Additionally, ISD 139 does not assume responsibility for the accuracy, nature, or quality of information gathered from the Internet or district electronic resources.

PLEDGE OF ALLEGIANCE

Policy 531

PURPOSE

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

GENERAL STATEMENT OF POLICY

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted: A. By each individual classroom teacher or the teacher's surrogate; or B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

EXCEPTIONS

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

TOBACCO FREE ENVIRONMENT

District grounds and Schools are Tobacco Free.

WEAPONS

Possession of a weapon will result in:

- An initial suspension for up to ten (10) days
- Confiscation of the weapon
- Contact with the police department
- A recommendation to the Superintendent that the student be expelled

"Possession" refers to having a weapon on one's person or in an area subject to one's control on school property, such as in a vehicle or a bag, at a school activity, on a school bus or a school-sponsored trip, at/near a school bus stop during bus loading and departure, on any property leased by a school, whether the school is public or private. "Weapon" means any firearm, loaded or unloaded, any device or instrument designed as a weapon which is capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons include, but are not limited to: guns (including pellet guns, lookalike guns and non-functioning guns that could be used to threaten others), knives (including pocket knives), clubs, metal knuckles, nun chucks, throwing stars, explosives, stun guns and any type of ammunition. **IMPORTANT NOTE TO STUDENTS**

Bringing a dangerous weapon on school property is a violation of Minnesota law. It is a serious violation and considered a felony. You may not possess a dangerous weapon at any time on school property. A dangerous weapon includes any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death.

Firearms being transported in accordance with Minnesota law are the exception. If you have any questions about an exception, you **MUST** talk to the principal. A principal can authorize an exception in writing. Violation of the terms of Minnesota law will result in penalties including expulsion from school in addition to statutory penalties, which include significant fines and prison.

SCHOOL CONSEQUENCES

SCHOOL DISCIPLINE POLICY AND PROCEDURES 506

PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect for self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, 506-2 has developed this policy which governs student conduct and applies to all students of the school district.

AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the 506-3 behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

STUDENT RIGHTS

All students have the right to an education and the right to learn.

STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from 506-4 indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

CODE OF STUDENT CONDUCT

- A. 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 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 students, 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, 506-5 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; 506-6
 21. Violation of the school district's Internet Acceptable Use and Safety Policy;
 22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
 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's 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, 506-7 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 Non School-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.

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 506-8 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 the teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in violation of, any school district policy, rule, regulation, procedure, or 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. Restorative Practice to assist with the correction of behavior: Project, mentoring, shadowing, etc.
- F. Removal from class;
- G. In-school suspension;
- H. Suspension from extracurricular activities;
- I. Detention or restriction of privileges;
- J. Loss of school privileges;
- K. In-school monitoring or revised class schedule;
- L. Referral to in-school support services;
- M.. Referral to community resources or outside agency services;
- N. Financial restitution;
- O. Referral to police, other law enforcement agencies, or other appropriate authorities;
- P. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- Q. Out-of-school suspension under the Pupil Fair Dismissal Act;
- R. Preparation of an admission or readmission plan; 506-9
- S. Saturday school;
- T. Expulsion under the Pupil Fair Dismissal Act;
- U. Exclusion under the Pupil Fair Dismissal Act; and/or
- V.. Other disciplinary action as deemed appropriate by the school district.

DISCIPLINARY GUIDELINES

For each misbehavior in the following matrix there are specific consequences listed for first, second, third, and fourth offenses. Suspensions or expulsions may result in consequences that carry over into the following year.

The disciplinary matrix is intended to be used as a guideline for consequences. Administration may, at their discretion, deviate from the consequences outlined. The following represent the majority of violations that occur in schools. The list, however, does not necessarily include all violations which may occur. Other behaviors will be handled in an appropriate manner. Significant disruptive behaviors that interfere with the educational process or the operation of the school may result in suspension, expulsion, or exclusion. The following guidelines pertain to students in school, on district property, in a district vehicle, or while at school activities, on or off site. The MSHSL rules and consequences are in addition to these rules and consequences. Illegal activities will be reported to the proper authorities.

Two major suspensions (5-10 days) will warrant consideration for expulsion.

Consequences shown as * will have disciplinary action to include student conference and parent notification, and may include, but are not limited to parent conference, restitution, detention, assignment of community service, loss of privileges, exclusion from extracurricular activities, and/or up to one day of in school or out of school suspension.

Consequences shown as ** will have disciplinary action up to and including expulsion.

VIOLATION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE	4th OFFENSE
<i>Academic Dishonesty</i> – Obtaining, giving, using, information that distorts or can distort the true evaluation of what a student knows or has achieved.	*	*	1-5 day susp	**
<i>Aggravated Assault</i> -Committing an assault which inflicts great bodily harm upon another person.	5-10 day susp	**	**	**
<i>Alcohol</i> -Possession,use,or being under the influence of any alcoholic product while on school grounds/time or at school sponsored activities.	1-5 day susp	5-10 day susp	**	**
<i>Assault (Verbal/Physical)</i> -Doing an act with intent to cause fear in another, immediate bodily harm, death or intentionally inflicting or attempting to inflict bodily harm upon another person.	*	1-5 day susp	5-10 day susp	**
<i>Bomb Threat</i> – Intentionally giving false alarm of a bomb.	**	**	**	**
<i>Bullying/Harassment</i> -Participating in, or conspiring for others to engage in harassing or bullying acts that injure, degrade, or disgrace other individuals. Includes racial and sexual harassment.	1-10 day susp	1-10 day susp	**	**
<i>Dangerous, Harmful, Nuisance Substances</i> -Possession, sale(or intent to sell), distribution or use on or off school premises/time of any controlled substances as defined in Minnesota Statute 152.02.	1-5 day susp	1-10 day susp	**	**
<i>Chronic Violation of School Rules & Regulations</i> - Continuous refusal to follow	**	**	**	**

established school rules, regulations, and/or procedures.				
Defiance of Authority -Willful refusal to follow legal direction/order given by a staff member .	*	*	1-5 day susp	**
Disorderly Conduct – Engaging in offensive, obscene, or abusive language or in boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others, or is disruptive to the school climate.	1-5 day susp	1-5 day susp	1-10 day susp	**
Disrespectful Language/Conduct -Comments and/or conduct directed toward any school employee which demonstrates a lack of respect. The use of profanity.	*	1-5 day susp	1-10 day susp	5-10 day susp
Disruptive Behavior -Actions which interfere with effective operations of the school.	*	1-5 day susp	1-10 day susp	5-10 day susp
Dress and Grooming – Clothing must meet the guidelines of the dress code and be free of obscene, offensive, discriminatory, drugs, alcohol, chemical or gang symbols.	*	*	*	1-3 day susp
Driving, Careless or Reckless – Driving on school property in such a manner as to endanger persons or property.	*	1-10 day susp	**	**
Fighting -Any form of combat where blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, scratching or any other acts in which a student inflicts or attempts to inflict bodily harm on another person.	1-10 day susp	**	**	**
Fires and False Fire Alarms -Arson-The intentional destruction or damage to any school building or property by means of fire or explosives.	1-10 day susp	**	**	**
Forgery/Signature Falsification -Falsifying signature or date and/or refusal to give proper identification when requested to do so by a staff member.	*	1-5 day susp	1-10 day susp	**
Gambling -The playing of a game of chance for stakes.	*	1-5 day susp	5-10 day susp	**
Leaving School Grounds -Leaving school grounds during school hours without proper clearance.	*	1-5 day susp	1-10 day susp	5-10 day susp
Photography -Taking videos or photos of students /staff at school without their written permission is prohibited unless it is part of an official school assignment.	*	*	1-10 day susp	1-10 day susp

Pornography – Possessing or distributing pornographic material.	1-10 day susp	**	**	**
Possession/Use/Distribution of Weapons on School Property -Students may not bring, possess, or store a gun or any other dangerous weapon or facsimile (look-alike) in school, in a school vehicle, or on school property including vehicles parked in the school parking lot. Weapons also include knives, chains, as well as other devices which could cause bodily harm or injury. Pocket knives should not be carried to school.	**	**	**	**
Retaliation – Any negative actions directed towards a student or staff member because they reported or discouraged inappropriate behavior.	*	1-5 day susp	1-10 day susp	**
Robbery/Extortion -The obtaining of property from another where his/her consent was induced by use of force or a threat of force.	**	**	**	**
Skipping Class - Absent from class but not leaving school grounds. Not in assigned class and no permissions given.	*	*	1-5 days susp	1-5 days susp
Symbolic Expressions of intolerance or those that may be interpreted as such including but not limited to the swastika, confederate flag and/or gang representations (bandanas, colors, etc.) are not allowed.	*	1-10 day susp.	**	**
Tardiness, Excessive	*	*	1-5 day susp	1-5 day susp
Terroristic Threat – Threatening, directly or indirectly, to commit any crime of violence with the intent of terrorizing another person.	5-10 day susp	**	**	**
Theft -The unauthorized taking of the property of another.	1-10 day susp	1-10 day susp	**	**
Tobacco/E-Cigs - Possession or use of any tobacco, electronic cigarette, or a look-alike product by a student while on school grounds/time or at school sponsored activities.	*	1-5 day susp	1-10 day susp	1-10 day susp
Trespassing/Unauthorized Use of School Property -The unauthorized/illegal use of school property for non-school sponsored activities.	*	1-5 day susp	1-10 day susp	**
Unauthorized Distribution -Distribution or possession of literature on or near school property or inflammatory, libelous, slanderous, or otherwise unauthorized material.	*	1-5 day susp	1-10 day susp	**

Verbal Abuse/Gestures -Threatening language, vulgar/profane language, inappropriate gestures/remarks	*	*	1-5 day susp	1-10 day susp
Willful Damage of School Property - Any student who willfully cuts, defaces, or otherwise injures in any way any property, real or personal belonging to the school district is liable to suspension or expulsion and the parent or guardian shall be liable for all damages caused by their child.	*	1-5 day susp	1- 5 day susp	**
Willful Damage to Property of Staff Members and Others -Any student who willfully cuts, defaces, or otherwise injures in any way any property, real or personal belonging of a staff member is liable to suspension or expulsion and the parent or guardian shall be liable for all damages caused by their child.	*	1-5 day susp	1-5 day susp	**
Willful Disobedience -Refusal to follow school rules, regulations and procedures.	*	1-5 day susp.	1-5 day susp	**

DETENTION

Detention is used as a consequence for a variety of school infractions and will most often be assigned by the principal, although teachers may also assign detention. Generally since detentions are prearranged, there are no excuses (jobs, athletics, etc.) for missing detention. **Student attendance for detention is required; skipping detention is considered truancy.**

SUSPENSION

"Suspension" means an action taken by school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. The suspension process will follow all the provisions of the **"Pupil Fair Dismissal Act."** Copies may be obtained upon request from the building principal and will be sent home with all suspension notices. **Any student that has been removed from school for a dismissal or suspension, will not be allowed on school property, including the ice arena, or attend/ participate in school related activities until the student and parent have met with an administrator for readmittance.**

Suspension Records

Student suspension/expulsion records become part of a student's permanent file as required by federal and state law. If students transfer to another school, these discipline records are sent to the receiving school along with the education records. These discipline records are not shared with post-secondary institutions.

IN-SCHOOL SUSPENSION OBJECTIVES AND PROCEDURES

Students can be suspended from the regular school program only through the procedures outlined in the Pupil Fair Dismissal Act of 1974 as amended. Rather than "out-of-school suspension" in some cases, the principal will assign an "in-school suspension". Suspended students are to report to the planning room to serve their day (s) of suspension.

While suspended, in "in-school suspension" the student will work on class work assigned by the classroom teachers. The student's physical movement would be restricted to the "in-school suspension" area and all social contacts provided by the normal school would be taken away. Students in "in-school suspension" will eat lunch in the location they were assigned to serve the suspension.

INSTRUCTION:

Prior to the student beginning to serve the time assigned in "in-school suspension," all of the student's classroom teachers will be notified of the suspension and are requested to provide the office with the student's assigned course work for duration of

the suspension. Instructors are urged to make every effort to directly relate all assignments to the unit of study in progress in the regular classroom during the student's suspension.

OBJECTIVES:

1. To reduce the number of suspensions.
2. To diminish the number of students repeating certain offenses.
3. To eliminate student satisfaction with being sent home; students suspended because of attendance problems often consider an "out-of-school suspension" a reward rather than a punishment.
4. To provide direct supervision while being suspended.
5. To provide an opportunity for keeping up with class work while being suspended.
6. To provide an opportunity to learn skills that can help improve behavior.

STUDENT ACTIVITIES

MSHSL BYLAWS AND POLICIES / ACADEMIC ELIGIBILITY PROCEDURE

Activity participants are STUDENTS FIRST. The purpose of this procedure is to ensure all students who participate in extracurricular activities are on track to graduate, they are successfully progressing through all of their classes or receiving support, and they are actively working toward academic success in all classes. This procedure is intended to motivate students, promote school connectedness, school spirit, academics, and a positive building climate. Students in extracurricular activities, governed by the Minnesota State High School League, must follow the rules of eligibility as outlined by the League and the local Board of Education.

As a member of the Minnesota State High School League (MSHSL), the High School will adhere to the bylaws and policies of the league. In accordance with (MSHSL) rule, any student who is not on track to graduate is ineligible. Students with an individualized education plan (IEP) or 504 plan are eligible if they are making progress toward the goals outlined in their plan.

On a weekly basis student grades will be reviewed by school personnel. If a student has a failing grade they will receive a yellow invitation slip to Directed Studies. Yellow slips indicate that Directed Studies attendance is optional and the student remains eligible. If the student has a failing grade in the same course over two consecutive grade checks, they will receive a red notification slip indicating to them that they are ineligible. Students may remain eligible by attending at least one Directed Studies session each school day they are present at school until they are passing, however, students who are failing 2 or more courses are ineligible. Those students must attend Directed Studies and attain a passing grade in those courses before they are eligible. If a student misses a day of Directed Studies on a day they are present at school, they will become ineligible.

Students who have a final course grade that is an incomplete or an F would be declared ineligible. In order to remain eligible, they must attend at least one Directed Studies session each school day they are present for 5 days.

Students who are ineligible will remain ineligible until they satisfy one of the following conditions: A weekly grade check indicates a passing grade for the course. (or) The student provides the principal's administrative assistant with a grade report indicating they are passing/passed. (or) If the student receives an incomplete or an F as a final course grade, the student completes five consecutive days of Directed Studies.

The expectation for teachers is that grades are updated online weekly. Students are to be patient with teachers regarding grading of assignments. It is acceptable for the grading and online reporting of a grade to take up to five school days.

Weekly grade reports will be run on Wednesday mornings, students with failing grades and their coaches or advisors will be notified Thursday. Directed study will be required beginning the Monday following notification in order for a student to remain eligible. Failure to complete at least one directed study session every school day will result in the student being ineligible until they are passing the class or they complete five consecutive days of directed study: Additionally, students who are eligible because they are attending directed studies on a daily basis, must make progress towards passing at each weekly grade check or they become ineligible until progress is made.

ITV, and PSEO courses are subject to this procedure. It is the student's responsibility to provide the principal's administrative assistant with weekly grade reports each Wednesday. Failure to do so, could result in a student becoming ineligible.

For the purpose of this procedure extracurricular activities include: all athletic teams, jazz band, speech, drama, show choir, and knowledge bowl. This procedure does not include vocal and instrumental music performances that are a graded portion of a RCHS course.

Participants in extracurricular activities may be held to additional standards by the coaches or advisers of an activity in addition to this procedure.

III. RESPONSIBILITY

- A. The school board expects all students who participate in school sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal or unsportsmanlike behavior at these activities or events.
- C. It shall be the responsibility of the superintendent to disseminate information needed to inform students, parents, staff and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. It shall be the responsibility of those employees who conduct MSHSL activities to familiarize students and parents with all applicable rules, penalties, and opportunities. E. The superintendent shall be responsible for conducting an annual evaluation of 510-2 school activity programs and presenting the results and any recommendations to the school board.

LETTERING RULES AND REQUIREMENTS

1. The student-athlete must meet the requirements for that individual sport.
2. The student-athlete must attend all practices and meets/games unless excused by the coach. Legitimate absence from school is considered excused.
3. Student-athletes who are injured may letter at the coach's discretion with the approval of the athletic director. This applies to those who have not already met their sports requirements.
4. The student-athlete's contribution to their team may be taken into consideration.
5. The student-athlete must be recommended by the head coach of their sport to the activities director.

Click on the following links for more information:

[Athletic/Student Parent Handbook](#)
[GRC Constitution](#)

POLICY ON SCHOOL DAY ATTENDANCE

- Students participating in activities must follow Rush City High School attendance guidelines.
- Students must be in school no later than 3rd period with an excused absence to practice or participate in an event.
- There are exceptions for some pre-excused absences such as doctor appointments, funerals, college visits etc
- Students with unserved detentions or suspensions will not be eligible to practice or participate in contests until they are in good standing.

CHEMICAL USE / MOOD ALTERING CHEMICALS:

PHILOSOPHY AND PURPOSE -

The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and total development of each individual. The misuse and abuse of

mood-altering chemicals for some adolescents affects extracurricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members or other significant persons in their lives. The close contact in MSHSL activities of advisors and coaches provides them with a unique opportunity to observe, confront and assist young people. The MSHSL, therefore, supports education and awareness training in adolescent chemical use problems including the symptomatology of chemical dependency and special issues affecting League activities for administrators, athletic directors, coaches, advisors, participants and their families.

RULE - During the calendar year, regardless of the quantity, a student shall not: (1) use or possess a beverage containing alcohol; (2) use or possess tobacco including e-cigarettes ; (3) use or consume, have in possession, buy, sell, or give away any controlled substance; or (4) use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals.

- The rule applies to the entire calendar year.

- It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

CATEGORIES AND PENALTIES, MSHSL ACTIVITIES -

School activities are divided into two categories by the Minnesota State High School League. Category I activities are athletics, speech, and one act play activities that have a regularly scheduled season of interscholastic contests. Category II. activities are all other school-sponsored activities including fine arts activities, such as, all school play and music activities. A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that Rule 3 violation in both Category I and Category II activities in which the student participates.

Each advisor and/or coach of these activities and clubs will provide the administration with a list of those activities where students are making a public appearance representing Rush City High School. This list of activities will be the basis for withholding students from participation while they are serving their suspension penalty (i.e., events not eligible to participate in). Just as students will be withheld from interscholastic competition, students who are suspended because of use of chemicals will also be restricted from other school sponsored activities, such as school dances and parties.

In addition to fine art activities, Rush City High School expands Category II (loss of eligibility to participate) to include all school activities and clubs where students represent the high school including homecoming , prom and graduation ceremony.

VIOLATION OF RULE 3 - PENALTIES FOR CATEGORY I ACTIVITIES

A. First Violation

1. **Penalty:** After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic events or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
2. **Assistance:**
 - a. The school will provide the information about the effects of misuse or abuse of mood-altering chemicals to the student.
 - b. When appropriate, the school will refer the student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

B. Second Violation

1. **Penalty:** After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic events in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
2. **Assistance:**
 - a. The school will provide the information about the effects of misuse or abuse of mood-altering chemicals to the student.
 - b. When appropriate, the school will refer the student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

C. Third Violation

1. **Penalty:** After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic events in which the student is a participant or four (4) weeks, whichever is greater.
2. A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
 - a) The student is assessed as chemically dependent,
 - b) enters treatment voluntarily, and

c) the director of the treatment center certifies that the student has successfully completed the treatment program.

d) The treatment option cannot be used for the first or second violation. Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

D. Cumulative Penalties:

Penalties shall be cumulative beginning with the student's first participation in a school activity and continuing through the student's high school(7-12) career.

E. Denial Disqualification:

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

VIOLATION OF RULE 3 - PENALTIES FOR CATEGORY II ACTIVITIES:

A. First Violation

(2) exception is 1. Penalty: After confirmation of the first violation, the student shall lose eligibility for the next two school- sponsored Category II. events or four (4) weeks whichever is reached first. No permitted for a student who becomes a participant in a treatment program.

a. The school will provide information about the effects of misuse or abuse of mood-altering chemicals to the student.

b. When appropriate, the school will refer the student to a community agency or Professional individual outside the school for assessment of potential chemical abuse or misuse.

B. Second Violation

1. Penalty: After confirmation of the second violation, the student shall lose eligibility for the next six (6) school-sponsored events in which the student is a participant or twelve (12) weeks whichever is reached first.

a. The school will provide information about the effects of misuse or abuse of mood-altering chemicals to the student.

b. When appropriate, the school will refer the student to a community agency or Professional individual outside the school for assessment of potential chemical abuse or misuse.

AFTER SCHOOL ACTIVITIES

All after school activities or evening meetings, practices, trips, or social gatherings that involve students and are a school sponsored or supervised activity, must be scheduled and cleared with the building principal.

STUDENT COUNCIL

The high school student council is composed of students selected by the student body to represent it in working with the faculty and administration in developing the best school possible. The council will meet regularly under the leadership of the president and advisor. Because the student council represents all students, members of the student body should keep informed regarding its program and make their wishes known through its elected representatives.

STUDENT ACCIDENT INSURANCE

Student accident insurance is available to purchase. The form is located at the bottom of the Activities/Athletics page on our website.

DISTRICT POLICIES

District School Board policy informs the school community on a variety of issues ranging from school board operations to student conduct to investments and use of school district facilities and equipment. These are some of the more referenced district policies within the school handbook. A comprehensive list of school board policies are available on the school website under [School Board Policies](#)

BULLYING

DEFINITION: "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 514-3 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. "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. 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.

GENERAL STATEMENT OF POLICY

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or without the use of school district resources. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. False accusations or reports of bullying against another student are prohibited. 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 Policy 506). The school district may take into account the following factors: the developmental ages and maturity levels of the parties involved; the levels of harm, surrounding circumstances, and nature of the behavior; past incidences or past or continuing patterns of behavior; the relationship between the parties involved; and 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. 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.

SEXUAL/RACIAL/RELIGIOUS HARASSMENT/VIOLENCE AND HAZING:

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

A student shall not engage in sexual, racial or religious harassment or sexual, racial, religious violence or hazing during the school year or any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.

Sexual, Racial, Religious Harassment and Hazing Violations: Penalty for Category I Activities: Sexual, Racial, Religious Harassment and or Hazing Violations.

PENALTIES FOR CATEGORY I ACTIVITIES

- A. First Violation:
1. Penalty: The student shall lose eligibility for the next two(2) consecutive interscholastic contests or two(2) weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater.
- B. Second Violation:
1. Penalty: The student shall lose eligibility for the next six(6) consecutive interscholastic contests or three(3) weeks, 21 calendar days, whichever is greater, in which the student is a participant.
- C. Third or Subsequent Violations:
1. The student shall lose eligibility for the next twelve(12) consecutive interscholastic contests or four(4) weeks, 28 calendar days, whichever is greater, in which the student is a participant.
- D. Progressive Penalties: Penalties for sexual harassment violations shall be progressive beginning with the first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.

PENALTIES FOR CATEGORY II ACTIVITIES:

- A. First Violation
1. Penalty: After confirmation of the first violation, the student shall lose eligibility for the next two (2) school- sponsored Category II. events or four (4) weeks whichever is reached first. No exception is permitted for a student who becomes a participant in a treatment program.
- B. Second Violation
1. Penalty: After confirmation of the second violation, the student shall lose eligibility for the next six (6) school-sponsored events in which the student is a participant or twelve (12) weeks whichever is reached first.

TOBACCO FREE ENVIRONMENT

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

GENERAL STATEMENT OF POLICY

- A violation of this policy occurs when any student, teacher, administrator, and other school personnel of the school district or person smokes or uses tobacco or 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.
- A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, 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.
- 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.
- 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.

TOBACCO AND TOBACCO RELATED DEVICES DEFINED

- “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance 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 product name or descriptor. Electronic delivery devices include any component part of the product, whether or not marketed or sold separately. Electronic delivery devices exclude 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.
- “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.
- “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- “Tobacco-related device” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a similar manner which enables chewing, sniffing, smoking, or inhalation of aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- “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 includes carrying or using an activated electronic delivery device, tobacco, or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.
- “Vaping” means using an activated delivery device or heated tobacco product.

STUDENT CONSEQUENCES

Any violation of this policy by students shall be referred to the appropriate administrator at the building level. Students in violation of this policy will experience suspension, parent/guardian conference, chemical health education, and confiscation of any delivery devices and/or paraphernalia. Suspension will be based on the following guidelines:

- 1st violation: 1 – 2 day suspension
- 2nd violation: 2 – 3 day suspension
- 3rd violation: 3 – 5 day suspension

All tobacco violations will be reported to Chisago County and processed through the Chisago County Tobacco Ordinance.

INTERNET ACCEPTABLE USE EXPECTATIONS

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

PROPER UTILIZATION

The following document appears each time a student accesses the Internet at school. By using the Internet, students accept all District and school policies regarding proper use of school resources.

PUBLICATION OF STUDENT IMAGES

Images of students taken in the public arena such as sporting events or fine arts public performances may be released on public media and may identify students by names, grade or in any other personally identifiable manner. In addition, because of classroom or activity participation throughout the school year, pictures and videos of students may be used for displays, photo albums, community newspaper articles, school newsletters and calendars, news broadcast, movies, the yearbook, and etc. Student names, grade and other personally identifiable information may accompany the student images. These images may be posted on the Internet through the district website, online newspapers, Twitter and Facebook. Parents with concerns or questions about photographs and videos may contact the school office personnel and may request that their child not be included in media presentations.

RELEASE OF DIRECTORY INFORMATION

In compliance with School Board Policy #515, Protection and Privacy of Pupil Records, Rush City Public Schools declare the following information relating to students to be "directory information": Student's name, address, telephone number, date and place of birth, height and weight, participation in school activities, dates of attendance status, name(s) address, telephone number of student's parent(s) and other similar information. Height and weight information may be printed in athletic activity programs. Additionally, the school will release upon request the above information regarding students to military recruiters, tech schools, Congressmen, etc., and will include this information in programs, press releases, and other similar information made available to the public. Students and parents have the right to refuse to permit the designation of any or all of the above categories of personally identifiable information as directory information with respect to that student. Students or parents wishing to do so should contact the High School Principal. Students who do not contact the school will automatically be included in the directory information list.

EMERGENCY SITUATIONS

If parents cannot be reached, IN CASE OF EMERGENCY, OR ANY ACCIDENT DEEMED SERIOUS IN NATURE, school personnel will make arrangements to transport the child to an appropriate medical facility. In the best interests of students, it is absolutely vital for parents to complete and sign an EMERGENCY FORM during the first week of school, containing all pertinent names and telephone numbers. Unlisted phone numbers will be kept strictly confidential. Please list persons who will care for the child in case the parents cannot be reached. These are people who are available to get a child in case of emergency or illness and can provide transportation for your child.

STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS AND SEARCHES

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the

objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm, or destruction of evidence), and the age of the student.

- D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.
- E. "Inappropriate displays" includes objectionable emblems, symbols, signs, words, objects or pictures in or on a vehicle located on school property 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 ISD #139 Policy 413.

STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students may use motor vehicles on the high school campus during the school day only if permission has been granted to the student by the High School Principal or the principal's designee.

STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park a motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, in staff parking, on private property, or in other designated no parking areas.
- B. When there are unauthorized vehicles parked on school district property, school officials may:
 - 1. Move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. If unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

PATROLS, INSPECTIONS, AND SEARCHES School officials may conduct routine patrols of school district locations and routine inspections of the exterior of the motor vehicles of students. In addition, the interiors of motor vehicles of students 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.

- A. Patrols and Inspections School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exterior of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
- B. Search of Interior of Student Motor Vehicle The interiors of motor vehicles of students in school district locations, including glove or 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 under the student's control or its compartments upon the request of a school official.
- C. Prohibition of Contraband, Inappropriate Displays and Interference with Patrols, Inspections, Searches, and/or Seizures A violation of this policy occurs when students display inappropriate emblems, symbols, signs, words, objects or pictures, and / or store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.
- D. Seizure of Contraband If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.
- E. Dissemination of Policy A copy of this policy will be printed in the student handbook or disseminated in any other ways which school officials deem appropriate. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions through displays on which such

messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, derogatory or do not advocate violence or harassment against others.

SCHOOL PARKING LOT, DRIVER CONTRACTS AND PASSES (10th-12th Grade)

1. All students that are who drive to school must fill out a STUDENT PARKING AGREEMENT and obtain a parking permit from the high school office. This agreement assures that the student driver knows all of the rules and expectations in the parking lot.
2. Students must use the parking lot in the front of the high school building.
3. Students may only park in the area of the parking lot designated for student parking and only in designated parking white lines. **Yellow lines** are reserved for staff/visitor parking ONLY.
4. Cars inappropriately parked will be towed at the owner's expense.
5. Students who drive in an unsafe manner in the parking lot or adjoining streets leading to the parking lot and/or are reported for inappropriate driving can lose parking privileges on school property. Law Enforcement will also be notified when necessary.
6. Parking permits must be visible.

GUIDELINES FOR DRIVING SNOWMOBILE TO SCHOOL

1. Only students possessing a DNR permit to drive snowmobiles on public streets and/or a valid driver's license may drive a snowmobile to school.
2. Snowmobilers will enter/leave school property only from the west and not from the east past the elementary school or the more congested roads leading to the school. Snowmobiles will then be driven along the west end of school property to the back of the building where they will be parked in the grass area across the parking lot just north of where the cars are parked. Snowmobiles are not to be parked on any pavement.
3. Snowmobiles will not be driven at any time during the school day. Students will not be allowed to be in the area where the snowmobiles are parked during the lunch periods.
4. Snowmobilers need to utilize their lockers to store their helmets and outerwear.
5. Snowmobiles may not be driven around on school property with the exception of leaving/entering district property as discussed in #2. Snowmobilers must stay away from the front of the building, not drive on sidewalks and avoid all pedestrian areas. The safety of everyone around the building area is most important.
6. Reports of property destruction, trespassing, or other illegal activity from community members may result in the loss of this privilege for all students.
7. Anyone found to be in violation of these procedures and/or driving in a reckless manner will lose their school parking privileges and will be reported to the police department when necessary.

COMPLAINTS - STUDENT, EMPLOYEES, PARENTS, AND OTHER PERSONS

The school district takes all concerns or complaints by students, employees, parents or other persons seriously. While written reports are encouraged, a complaint may be made orally. A person may file a complaint at any level of the school district; i.e., principal, superintendent, or school board. However, persons are encouraged to file a complaint at the building level when appropriate. It is best to discuss concerns or complaints with the person most familiar with the incident.

Federal law requires that school districts designate specific individuals and procedures for disability discrimination, sex discrimination, equal education and employment opportunity, homeless and harassment. Contact information is as follows:

- Student Disability Discrimination: 504 Coordinator
- Homeless Compliance: Administration
- Director of Special Services: SCRED
- Student Sex Discrimination, Student or Staff Harassment, & Opportunity/Equal Employment Opportunity: Human Rights
- Student Sex Nondiscrimination Program Compliance: Title IX Officer