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### FORWARD

This handbook is published so that parents, students, and teachers may have information concerning the numerous activities, procedures, and expectations established at Rush City High School. It is our hope that careful reading of this handbook will give you a better understanding of your school, its traditions and regulations. We hope that you will make the greatest possible use of the opportunities available at District #139.

### WELCOME STUDENTS

Welcome students to the 2015-2016 school year! We hope that your summer has been productive and enjoyable and that you are ready to make the most of the academic and extracurricular opportunities available here at Rush City High School.

We also hope that you will continue to take pride in this building and help in any way you can to keep it looking as neat and clean as you find it now.

Please take time to read the information in this handbook and share it with your parents. It is your responsibility as a student to understand and follow the guidelines presented here. Everything you find in this handbook is based on the premise of respect for each individual, for property and for the right of all students to get an education which is our primary purpose.

Have a great school year.

POLICIES AND PROCEDURES IN THIS BOOKLET WERE REVIEWED AND APPROVED BY THE SCHOOL BOARD AT THE AUGUST 2015 BOARD MEETING.

### SCHOOL BOARD PERSONNEL

Mrs. Stefanie Folkema - Chairperson  
Mr. Scott Tyron - Vice Chairperson  
Mr. Scott Anderson – Director  
Mr. Matt Perreault - Director  
Mrs. Brenda Nessel - Clerk  
Mrs. Teri Umbreit - Treasurer

### PRINCIPAL'S OFFICE PERSONNEL

Mrs. Beth Sybrant  
Mrs. Carrie Kirchberg  
Mrs. Wendy Cook

### DISTRICT OFFICE PERSONNEL

Ms. Laureen Frost  
Mr. James Jackson  
Ms. Jeanne Korf  
Mrs. Kristin Papke

### ADMINISTRATION

Mrs. Teresa Dupre, Superintendent of Schools	358-4855
Mr. Brent Stavig, High School Principal	358-4795
Mr. Jason Mielke, Elementary Principal	358-4724

## STAFF

Mrs. Kelly Albright	Speech Therapist
Mr. Mark Bingham	Mathematics
Mrs. Keitha Brown	Paraprofessional
Mrs. Elizabeth Carpenter	Reading
Mr. Shawn Chinn	School Psychologist
Mrs. Jessica Dale	Special Education
Mrs. Ashley Fitcher	Spanish
Mrs. Maureen Guentzel	Media
Mr. Erik Hall	Science
Mr. James Hatz	Network Administrator
Mrs. Maureen Jordan	Paraprofessional
Mrs. Shannon Karnick	Paraprofessional
Mr. Michael Kelly	Physical Education, DAPE
Mrs. Tami Knudson	Science
Mr. Daniel Kuchenbecker	Art
Mr. Carvel Kuehn	Instrumental Music
Ms. Anita Larsen	Special Education
Mrs. Heidi Larson	Counselor
Mrs. Linda Lindeman	Special Education
Ms. Angela Mazzuca	English
Mrs. Deborah Meissner	School Nurse
Mr. James Monson	Mathematics
Mrs. Cathy Monster	Paraprofessional
Mr. Ben Montzka	Vocal Music
Mr. Grant Nicoll	Social Studies
Mr. Eric Olson	Agriculture, Industrial Tech
Mrs. Julie Risland	Media Paraprofessional
Mr. Lee Rood	Activities/Comm. Ed Director
Mr. Mike Saari	Business
Mr. Tylor Sorgert	Mathematics
Mrs. Darcey Stransky	Paraprofessional
Mrs. Erika Matzke Stoltz	Social Studies
Ms. Brenda Taylor	Paraprofessional
Mr. Eric Telander	Science
Ms. Jennifer Thielen	English
Mrs. Charlotte Thill	Mathematics
Mr. Michael Vaughan	Social Studies
Ms. Barb Westman	English
Mrs. Melissa Wiener	Paraprofessional

## AFTER SCHOOL HOURS

Students are expected to leave the building promptly upon dismissal each day. Any student remaining in the building after dismissal must be under direct supervision of an instructor and/or involved in a regularly scheduled activity. Students are expected to leave immediately when the activity is done.

Hallway doors leading to the academic areas will be closed at 4:00 pm and locked each day after school and will not reopen until the following morning. Students will not be permitted to go into these hallways after the doors have been closed. Students involved in after school practices/activities must take items from their lockers with them when they go to practice.

## DAILY SCHEDULE

1ST PERIOD	8:15 - 9:04
ADVISORY	9:04 - 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

## 2015-16 SCHOOL CALENDAR

August 31 - September 2	Staff Development
September 7	Labor Day - No Classes
September 8	School Opens
October 5	Staff Development – No Classes
October 15-16	Professional Conventions - No Classes
November 6	Quarter 1 Ends
November 11	Parent/Teacher Conferences PM
November 12	Parent/Teacher Conferences-No Classes
November 13	No Classes/No Conferences
November 26-27	Thanksgiving Break - No Classes
December 7	Staff Development – No Classes
December 23 - January 1	Winter Break - No Classes
January 18	Staff Development - No Classes
January 28	Qtr. 2/Semester 1 Ends
January 29	Staff Development – No Classes
February 15	President's Day - No Classes
February 29	No School
March 24	½ Day Staff Development - No Classes
March 25-28	Spring Break - No Classes
April 6	Quarter 3 Ends
April 7	Staff Development - No Classes
April 8	No School
May 30	Memorial Day - No Classes
June 5	Graduation
June 8	Last Day of Classes/Early Release 1:30

## QUARTER/SEMESTER DATES

November 5, 2015	1 <sup>st</sup> Quarter Ends
January 28, 2016	2 <sup>nd</sup> Quarter/First Semester Ends
April 6, 2016	3 <sup>rd</sup> Quarter Ends
June 8, 2016	4 <sup>th</sup> Quarter/Second Semester Ends
June 5, 2016	Commencement/Graduation

The Board may schedule more in-service days in lieu of school days at a later date.

## MID TERM DATES

1 <sup>st</sup> Quarter – October 2, 2015
2 <sup>nd</sup> Quarter – December 11, 2015
3 <sup>rd</sup> Quarter – March 4, 2016
4 <sup>th</sup> Quarter – May 6, 2016

## STUDENT DAYS

First Quarter	September 8 - November 5	40 days
Second Quarter	November 9 - January 28	45 days
Third Quarter	February 1 - April 6	43 days
Fourth Quarter	April 11 - June 8	42 days

## 2015-2016 CLASS OFFICERS

### 7th Grade

President: Mitchell Mell  
Vice President: Hailey Lamere  
Secretary/Treasurer: Natasha Douglas  
Student Council: Lola Parks & Lance Kociemba

### 9th Grade

President: Katie McDonald  
Vice President: Shawna Mell  
Secretary/Treasurer: Jillian Grace-Cicero  
Student Council: Jamie Guptill & Elena Herberg

### 11th Grade

President: Noah Griser  
Vice President: Bailey Behrendt  
Secretary/Treasurer: Desi Lindell  
Historian: Haley VanDyke  
Student Council: Elly Johnson & Carlie Mell

### 8th Grade

President: Brodrick Larson  
Vice President: Sara Gilbert  
Secretary/Treasurer: Anna Bush  
Student Council: Sam Hageman & Ashton Langworthy

### 10th Grade

President: Jake Hageman  
Vice President: Tucker Leigland  
Secretary/Treasurer: Olivia Erdman  
Student Council: Ella Blazek & Taylor Williams

### 12th Grade

President: Jenna Nelson  
Vice President: Lindsey Williams  
Secretary/Treasurer: Emma Peterson  
Historian: Samantha Herberg  
Student Council: Brea LeMon & Sydnie Sybrant

## CLASS ADVISORS

Seniors	Ms. Larson, Ms. Mazzuca, Ms. Thielen, Mrs. Stoltz
Juniors:	Mr. Hall, Mrs. Stoltz
Sophomores:	Mrs. Carpenter, Mrs. Dale, Mrs. Knudson, Mr. Monson, Mr. Nicoll
Freshmen:	Mrs. Fitcher, Mr. Kuehn, Mr. Kuchenbecker, Mr. Saari
8th Grade:	Mr. Bingham, Mr. Kelly, Mr. Rood, Mr. Telander, Mrs. Thill
7th Grade:	Ms. Erickson, Mrs. Guentzel, Mrs. Kirby, Mr. Vaughan, Ms. Westman

## EXTRA CURRICULAR COACHES/ADVISORS

Activities Director	Mr. Lee Rood
Bands	Mr. Carvel Kuehn
Choirs	Mr. Ben Montzka
Cross Country Coach	Mr. Mike Vaughan
Volleyball Coach	Mr. Eric Telander
Football Coach	Mr. Paul Kirby
Boy's Basketball Coach	Mr. Jeremy Albright
Girl's Basketball Coach	Mr. Joe Nelson
Gymnastics	Mrs. Diane Meier
Wrestling Coach	Mr. Michael Kelly
Track Coach	Mr. Mike Vaughan
Baseball Coach	Mr. Grant Nicoll
Golf Coach	Mr. Jeremy Albright
Softball Coach	Mr. Kim Erdman
Student Council	Ms. Erika Stoltz
One Act Play	Ms. Jennifer Thielen
Yearbook	Mrs. Carrie Kirchberg
FFA	Mr. Eric Olson
Speech	Mrs. Maureen Guentzel
National Honor Society	Mrs. Maureen Guentzel
Knowledge Bowl	Mrs. Maureen Guentzel
Spanish Club	Mrs. Ashley Fitcher
All School Play	Ms. Angela Mazzuca

## BACKGROUND CHECKS

The school district will request a criminal history background check from appropriate government agencies for all individuals who are offered employment in a school and for all individuals who are offered the opportunity to provide athletic coaching services or other extra-curricular academic coaching services. School Board Policy #404 Employment Background Checks, provides a more complete statement of policy in this area.

## CLASS LOAD OF SENIOR HIGH STUDENTS

**Grade 9:** Freshman must take English, Civics, Science, Math and Physical Education and select courses to fill seven periods. Three math credits are required in senior high.

**Grade 10:** Sophomores must take English, American History, Biology, Health (one semester) and Physical Education (one semester), and select courses to fill seven full periods. Three math credits are required in senior high. To be considered a Grade 10 student (Sophomore), you must have earned a minimum of four (4) credits in Grade 9.

**Grade 11:** Juniors must take English, World History/Economics, one science elective (Grade 11 or 12), and select additional courses totaling at least 4 credits or filling seven periods. Three math credits are required in senior high. To be considered a Grade 11 student (Junior), you must have earned a minimum of 8 credits in Grades 9 & 10.

**Grade 12:** Seniors must take English and Social Science and select additional courses totaling either 5 credits or filling seven periods. To be considered a Grade 12 student (Senior), you must have earned a minimum of 14.5 credits in Grades 9-12.

## REQUIREMENTS FOR GRADUATION FROM RUSH CITY HIGH SCHOOL

**English** = 4 credits

**Mathematics** = 3 credits

**Science** = 3 credits (Science 9-1 credit; Biology-1 credit; Chemistry or Physics-1 credit)

**Social Studies** = 4 credits (American History - 1 credit; World History - 1 credit; Economics - 1/2 credit; Government/Citizenship - 1/2 credit; Sociology - 1/2 credit)

**Arts** = 1 credit

**Physical Education** = 1 credit

**Health** = 1/2 credit

**Electives** = to total 21.5 credits

**TOTAL CREDITS REQUIRED TO GRADUATE = 21.5**

## JUNIOR HIGH RETENTION PROCEDURE

Any student 7th-8th grade who fails one or two academic classes will repeat the failed classes. Any student in 7th-8th grade who fails three or more academic classes will repeat the entire grade, unless they make up the class(es) through an approved credit recovery/summer school program.

## PERIODIC TENNESSEN WARNING TO STUDENTS AND PARENTS

Parents are advised that:

1. Students attending school in the school district will be asked to supply information to school personnel. Examples of such information requests include homework assignments, test questions, and questions during the course of classroom activities.
2. The information will be collected by the school district in order to evaluate the student's current level of performance with respect to his or her education program, to maintain discipline within the school, and to determine the student's needs and preferences relating to his or her education program.
3. Students are not required by any law or regulation to supply data. However, the school district expects and requires that students will participate fully in their educational program by completing homework assignments and tests. Moreover, the student's refusal to supply data may prevent the school district from assessing the student's needs and incorporating the student's preferences into the student's educational program. Refusal to supply information used to evaluate a student including homework assignments and tests, will result in a failing grade being given for the assignment. Continued failure to supply information to a school district employee investigating an alleged rule violation may result in action being taken without benefit of information the student could have provided.

## REPORT CARDS

All report cards are handed out the Friday following the close of the nine-weeks period except for the first and fourth quarters. Report cards first quarter will be given to parents who attend the parent/teacher conferences. Report cards are mailed after the close of the school year. A progress report may be mailed to your home in the middle of the grading period (usually in the middle of the 5th week). Report cards will be distributed four times during the year.

## **HONOR ROLL**

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 dividing by the number of subjects.
3. All subjects except trimester classes in grades 7 and 8, will be used in determining honor roll. A student who has an average anywhere from 3.00(B) to 4.00 (A) will be placed on the honor roll.
4. A student who receives an F and/or an incomplete is not eligible for inclusion on the honor roll, regardless of total points or average.
5. For Honor Roll purposes, students who earn an "S" grade will be assigned a grade point of 2.0 for those classes.

## **NATIONAL HONOR SOCIETY**

"Selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. NHS is more than just an honor roll." (National Honor Society Handbook 15th edition, 1997).

- \* Membership in this chapter shall be based upon scholarship, service, leadership, and character.
- \* Membership of this chapter shall be known as active and graduate.

The graduate members have no vote. Active members become graduate members at graduation. To be eligible for election to membership in this chapter, the candidate must have been in attendance for a period equivalent to one semester in this school. Many students are required to move with parents or guardians who have transferred in their work. The principal should seek a recommendation from the previous school principal pursuant to the candidate's selection. Based on the recommendation of the previous principal, the semester regulation may be waived. Candidates eligible for election must have a minimum scholarship average of B or 3.0. Their eligibility shall then be considered on their service, leadership and character.

## **SELECTION OF NHS MEMBERS**

The advisor will request a list of scholastically eligible students before the end of the first quarter of the school year. These students will be informed about the National 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 National 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 National 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.

## **VISITORS**

All visitors to the building, (including parents), must report to the office, sign in and wear a visitor's badge while in the building. Students are not permitted to bring visitors (friends/relatives) to school to attend classes during the day, including lunch time. The only exception would be visiting students considering enrolling in this school and only by prior approval from the school counselor or principal following parent/guardian contact. 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.

## **BUILDING PASSES**

If a student is detained by a teacher and is late to class, a pass must be obtained from the teacher that has detained him/her. No student will be allowed to leave a class without a signed pass from a teacher. All passes must be completely filled out with the exact time, date, and teacher's signature clearly shown. Students must report back to their originally scheduled class at least five minutes before the end of the period with the signed pass, unless alternate arrangements have been made.

### **PERMIT TO LEAVE THE BUILDING**

Students will be permitted to leave the building during the school day only upon the request of the parent or guardian and upon the approval of the school administration. When a student leaves the building for a pre-arranged appointment, the student must: (1) have a properly completed "Permit to Leave the Building" slip and (2) When the student returns, he/she must check in with office personnel and receive a pass to class. If a student becomes ill and wishes to go home, the student must: (1) Report to the office, and (2) Parent/Guardian must be notified for approval to leave. Any senior high student who leaves during lunch, becomes ill and decides not to return to school, a parent must notify the office immediately. Failure to follow this procedure will result in detention periods assigned. If a student leaves without notifying the office, it will be considered the same as skipping and detention or in-school suspension will be assigned.

### **DAILY BULLETIN**

A daily bulletin will be read to all students during advisory hour of each school day. A copy of the daily bulletin will be posted next to the student services window, on the school website and shared with all students via their email/google account.

### **CHANGE OF ADDRESS**

Students who have a change of address or telephone number during the school year should report this change immediately to the office so this information is available in case of an accident or emergency.

### **LOCKERS**

Each student will be assigned a locker for his or her own personal use during the school year. Each locker has its own combination lock. Combinations will be provided to students at the beginning of the school year. It is the student's responsibility to keep the locker combination confidential for security purposes. These lockers are furnished primarily to provide space in which books and outer clothing may safely be kept. The provision of lockers will not automatically insure the safety of student's belongings. Carelessness may result in the loss of desirable articles such as clothing or money.

Students will be assigned lockers for multiple school years. Students will be assigned the same locker during their junior or senior high years. Since the students will have the same locker for a longer period of time, it is important he/she keeps the locker in good condition; fines for any damages detected will be the student's responsibility. Students may anticipate periodic locker checks. Any damage occurring to the combination due to intentional misuse of the locking mechanism will be charged to the student assigned that locker. Students must keep lockers assigned to them unless they obtain permission from the principal's office to change lockers.

Students are reminded that school lockers are the property of the school district and can be searched at any time, without notice, without student consent and without a search warrant. Personal possessions of the student may be searched as long as reasonable suspicion exists that the search will uncover evidence of a violation of the law or school rules. If a student's possessions are searched on the basis of reasonable suspicion, notice will be provided to the student unless disclosure would impede an ongoing investigation by police or school authorities. Additionally, students will be asked to remove any items or pictures which are considered inappropriate to the school environment.

Student use of an assigned locker acknowledges awareness and understanding of this policy. Students will be assessed a fine at the end of each school year if they do not get their locker cleaned out and checked.

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.

### **LOST ARTICLES**

Lost items will be kept in the Principal's Office. 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.

### **FIRE DRILL PROCEDURES**



## **GENERAL PROCEDURE**

1. At the sound of the fire alarm, all pupils must leave the building in an orderly fashion by the designated exit.
2. Departure from the building should be at a fast walk, no running or pushing allowed.
3. Student's should continue moving until all have exited the building and moved into the designated area.
4. No one should stop to pick up books and any other personal belongings.
5. Teachers must also leave the building and should follow their classes. Teachers must check to see if all students in their class have exited the building and report that information to the office staff.
6. All should file back into their rooms on the bell after the drill.
7. If the alarm should ring between class periods, students should leave through the nearest outside door.

## **SEVERE WEATHER SITUATIONS**

1. The Principal or their designee shall monitor conditions that could lead to severe weather. The district office will inform the district's buildings when weather watches are instituted.
2. If a severe weather warning is issued by the civil authorities, the district office will inform the district's buildings immediately. Upon receipt of the call, students will be directed to designated safe areas immediately.
3. If the communication system is unusable, the city warning system signal will inform the buildings of the district to go to the designated areas immediately.
4. Students will remain under the constant supervision of instructors while warning is in effect. Instructors are not excused without the direct OK of an administrator or their designee.
5. Students will not return to class without an official all-clear from the office.
6. Office personnel will note the time and source of all messages regarding severe weather as well as the action taken. One phone line must be kept open for emergency messages.

## **STUDENT ACCIDENT INSURANCE**

The school board does NOT provide any type of health or accident insurance for injuries incurred by your child at school. Since children are particularly susceptible to injuries, we encourage you to review your present health and accident insurance program to determine if your coverage is adequate. If you do not feel your insurance is adequate because of a deductible or co-insurance clause, or if you do not have insurance, we encourage you to review the student insurance program.

This year the school is making available accident insurance through Student Assurance Services, Inc. of Stillwater, Minnesota. This plan will provide benefits for medical expenses incurred because of an accident. We encourage all families to have accident coverage on their children prior to participation in any sports or school sponsored activity.

Questions on coverage or related items may be addressed to the District Office. Students and parents must be sure to inform the coach or the person in charge of any activity the student is involved in if the student is injured. An accident form must be filled out and verified in each case at the time of the injury.

## **SCHOOL CLOSINGS**

School closings will be announced through WCCO radio (830 AM), WCMP radio (1350 AM & 100.9 FM), WCCO TV (Channel 4), the District website ([www.rushcity.k12.mn.us](http://www.rushcity.k12.mn.us)) and School Messenger.

## **BUSING TRANSPORTATION CHANGES:**

The District Office may change transportation routes due to weather, road conditions, etc.

## **STUDENT TRAVEL**

Whenever it is necessary for students to travel for school or on school time, the transportation must be done on a school bus or other means approved by administration. Students transporting other students to participate in a school activity will not be approved. Students riding home from a school-sponsored event with their parents or another relative must bring a signed note from their parent/guardian. Students are not permitted to ride with other students.

**I. PURPOSE**

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.

**II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to allow the limited use and parking of motor vehicles by students in school district locations. It is the position of the school district that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of 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.

**III. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS**

Students may use motor vehicles during the school day only during the student's designated lunch period or if there is an emergency and permission has been granted to the student by the High School Principal (or designee) to use a motor vehicle during the school day.

**IV. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS**

Students are permitted to park in a school district location as a matter of privilege, not a right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in other designated areas, (e.g. parking lots designated for use only by staff or by the general public).

**V. PATROLS, INSPECTIONS AND SEARCHES**

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors 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 exteriors 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 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 discipline, if the student refuses to open a locked motor vehicle under the student's control or its compartments upon request of a school official.

**C. PROHIBITION OF CONTRABAND AND INTERFERENCE WITH PATROLS, INSPECTION, SEARCHES AND/OR SEIZURES**

It shall be a violation of this policy for students to store or carry contraband in motor vehicles in a school district location or to 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 law enforcement when appropriate.

**E. DISSEMINATION OF POLICY**

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

**VI. VIOLATIONS**

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or discipline in accordance with the school district's Student Discipline Policy, which may be referred to legal officials when appropriate. The complete text of Policy #527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches) may be found in the Board of Education Policy Manual located in all district offices.

### **SCHOOL PARKING LOT**

Students who drive to school must park their vehicles in the parking lot located in front of the building. Students may only park in the area of the parking lot designated for student parking and only in designated parking lanes. Yellow lines are reserved for staff parking ONLY. No vehicles may be parked along the curb lining the building nor may students park in the lot in back of the building. Cars inappropriately parked will be towed at owner's expense. Students are expected to use caution and follow all appropriate and applicable rules and procedures when driving in the school area.

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.

### **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 may store their helmets and outerwear in the receiving/storage area located just inside the north main entry doors. This area will be unlocked prior to the start of school and then locked until the end of the school day. Any student needing their equipment at any other time will have to ask a district employee to open the area.
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.

### **TELEPHONE**

The telephone in the offices are to be used by the students only in case of emergencies and only with proper permission. Emergencies include such things as sickness, doctor appointments, etc. Except in the case of emergency, telephone usage will be restricted to passing time, noon break, and before/after school. Telephones in the classrooms are intended for instructor use only.

Electronic devices such as cell phones, iPods, MP3 players, CD players, computers, Chromebooks, etc., may be brought to school. ***Should students choose to bring these items to school, they do so at their own risk. RCHS is NOT responsible for lost or stolen items.***

Rush City High School (RCHS) values a continued commitment to teaching and learning. To that end, the staff of RCHS continually strives to minimize disruptions that may occur during class time. While we support technology and the use of technology, we also recognize the need to take the opportunity to maintain order through the regulation of electronic devices such as cell phones, iPods, MP3 players, etc.

***First and foremost, the student should always ask permission to use an electronic device prior to actually using it. Students should turn off all electronic devices upon entering the classroom.***

Responsible use – Students may have and use electronic devices before and after school, during passing time or lunch, and when the instructor allows the use in their room and/or during their class.

No video taping or audio recording will be allowed at anytime without permission.

Consequences will be issued when devices are used inappropriately, cause a disruption to class, or when the teacher did not give permission to the student to use the device. Disruptions or distractions caused by the electronic device may result in the student being sent to the office where the following action will take place:

1. On the first offense the device will be shut off and confiscated until the end of the school day when it will be returned. The student is responsible for picking up the device.
2. On the second offense, the device will be shut off and confiscated for a minimum of 24 hours. The principal's office will indicate to the student when he/she may pick up the device. 1 period of detention is assigned.
3. On the third offense, the device will be shut off and confiscated for a minimum of 48 hours. The principal's office will indicate to the student when he/she may pick up the device. 2 periods of detention are assigned.
4. On the fourth offense and subsequent offenses, the device will be shut off and confiscated for a minimum of 72 hours. The principal's office will indicate to the student when to pick up the device. 2 periods of detention is assigned.

All consequences are subject to administrative discretion.

Electronic devices may not be returned during class time, on weekends, on holidays and may not be returned prior to the scheduled pickup times. Exceptions may be made for extended breaks and holidays.

***School staff will not look through the contents of the electronic device unless there is reasonable suspicion (as determined by high school administration) the device is used in the commission of a crime or to cause disruption to the educational environment.***

Refusal to comply with these procedures may result in individual students losing their privilege to bring electronics to school and/or other disciplinary actions as determined necessary by the administration.

### **CHROMEBOOKS (School owned - 1:1 Initiative)**

**In addition to the Electronic Device guidelines above, the school owned Chromebooks and their use are subject to the rules outlined in the Technology Device Loan Agreement and Protection Plan Agreement, both of which must be completed annually prior to receiving a Chromebook.**

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.

**PARENT-TEACHER CONFERENCES**

All parents of high school students will be invited to the school conferences with the teachers during the second nine-week grading period. The purpose of these conferences will be to go over the student’s records, grades, etc. In addition, parents are encouraged to schedule conferences any time during the year if they have questions or receive correspondence from the school (letters, discipline reports, report cards, mid-term progress reports, etc.).

**COLLEGE VISITS**

Each student will be allowed two excused college or school visits provided the visits have been cleared through the school counselor at least two days ahead of time. A pre-excused pass is required.

**FOOD SERVICE PROGRAM**

School breakfast and lunch will be served each day that school is in session, including the first day. School breakfast and lunch programs are offered as a service. Students who are lactose intolerant will be offered lactose-reduced milk as the substitute. Fruit juice is no longer available. The Rush City Food Service Program uses a computerized meal accountability system.

How does the computerized system work? - Each student will be issued a PIN (personal identification number) for the breakfast/lunch program. Each student is responsible for memorizing his/her own PIN. Their PIN will be entered into the computer as students pass through the breakfast/lunch line with their menu selection. This system may not be used for ala carte items. Ala carte is a cash basis operation only. This system is based on prepayment. Students must have money in their account PRIOR to purchasing a meal. One breakfast and one lunch per day will be allowed for each student. Students receiving reduced meal benefits also need to prepay into their account. Students cannot charge meals. Students receiving free meals are eligible to receive one breakfast/one lunch per day. Application forms for the Free/Reduced meal program are available in the office.

How do we pay for breakfast/lunch under this system? - You may pay with cash, check or the electronic online option. If you pay by check, do not include any other fees for other school activities - The total amount of the check must be deposited in the student’s account. NO CHANGE will be given back to the students. If you have more than one child in the school system, your deposit will be split among your children’s accounts unless you provide specific instructions on how you want it split. Regardless of how you pay, we will need the following information: Student’s name and parent’s last name, if different from the student’s. All deposits must be made at the Student Service Window by 10:15 a.m. It’s the responsibility of the student and parent/guardian to insure that there’s a positive balance in the lunch account. Students may ask about their balance in the lunch line or at the Student Services Window. Students with a negative account balance may be denied breakfast/lunch until the account is paid or arrangements have been agreed upon with the Food Service Director.

What if the student does not remember their PIN? - If the student cannot remember his or her PIN, they can ask either at the Student Service Window or the food service staff.

How do we get a refund - If you move from the school district during the school year, refunds from student meal accounts are available by obtaining a Refund Form from the Student Services Window. Forms must be filled out and signed by the parent/guardian. The District Office, via a check sent to your home, will issue refunds. This system provides our school district with a more accurate account of breakfasts/lunches served and provides families a convenient and protective avenue of breakfast/lunch service. It also eliminates room for thievery and borrowing of lunch tickets. If you have any questions regarding the breakfast/lunch system, please call Donna Westman at 320-358-1306.

What are the breakfast and lunch prices? - Breakfast and lunch prices are outlined below.

Breakfast:	Full Price	\$ .90
Lunch:	Full Price	\$2.60
Milk:	Full Price	\$.50

All visitors/non-students that are purchasing a meal will be charged \$1.65 per breakfast or \$3.50 per lunch.

**OPEN LUNCH PROCEDURE**

The lunch period for senior high students remains open which means senior high students may leave the campus during their lunch period. Students are reminded that this privilege may be taken away either for individuals or for everyone if it is abused. The following rules/procedures apply:

1. Students may leave and return to school at lunchtime using only Fairfield Avenue to the west. Students are not allowed to drive past the elementary school.
2. No loitering in the parking lot or sitting in cars parked in the lot is allowed. Students going to cars are expected to get in them and leave the school campus. When they return, students are expected to get out of their cars promptly and return to the building.
3. Any traffic violations and/or inappropriate behaviors off school property can result in loss of privileges and other consequences.
4. Discarding of food and/or food cartons, pop containers, etc., in the parking lot area may result in closing the open lunch period.
5. No bringing of food items down the hallways.
6. More than one unexcused tardy after lunch period will result in loss of open lunch period privileges. Any tardiness related to car/driving problems at lunchtime will be considered unexcused. The noon period for junior high students is closed.
7. Junior high students will not be allowed to leave the campus without authorization. Students violating this procedure will be referred to administration.

## **RUSH CITY AWARD POLICIES**

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.

## **BULLETIN BOARDS AND POSTERS**

Students should check the bulletin boards regularly for items of interest and other pertinent notices. Students must receive permission from the office prior to posting any notices or signs in the building. Posting advertising for non-school functions, those sponsored by out-of-school organizations, is allowed only if prior permission is received from the principal's office and the poster(s) have been stamped. Ordinarily, only the established bulletin board areas may be used for posting such notices. After an event is over, it is the responsibility of the same students or groups to remove the poster. Posters may be brought in, approved and stamped by office staff after receiving approval from the principal. Any poster or message around the building that does not carry the OK stamp from the principal's office will be removed. See Policy #505 relating to placing of posters and/or distribution of non school-sponsored materials.

## **HOMEWORK**

Students can expect to receive homework assignments/projects in most of their classes. Homework assignments are effective extensions and reinforcements of classroom learning experiences. Instructors are encouraged to use discretion in giving homework assignments which are reasonable in terms of time expectations for students.

## **PUBLIC DISPLAYS OF AFFECTION**

Students are expected to refrain from inappropriate displays of affection in the building, at school activities or on school property. Failure to follow this directive may result in parent conference and/or school consequences.

## **STUDENT DRESS AND APPEARANCE**

## **I. PURPOSE:**

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals.

## **II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of this school district to encourage students to dress appropriately for school activities.
- B. Appropriate clothing includes, but is not limited to, the following:
  - 1. Clothing appropriate for the weather.
  - 2. Clothing that does not create a health or safety hazard.
  - 3. Clothing appropriate for the activity (i.e., physical education or the classroom).
- C. Inappropriate clothing includes, but is not limited to, the following:
  - 1. "Short shorts", skimpy tank tops, tops that expose the midriff, extremely short skirts.
  - 2. Clothing which bears a message which is lewd, vulgar, or obscene.
  - 3. Apparel promoting products or activities that are illegal for use by minors.
  - 4. Objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances or provokes any form of religious racial or sexual harassment and/or violence against other individuals.
  - 5. Any apparel or footwear that would damage school property.
- D. Hats are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations).
- E. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.
- F. "Gang," as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

### ***Chains may not be worn as an apparel item in accordance with Weapons Policy #501.***

Students whose dress and grooming do not conform to these standards will be referred to the principal. The student will be warned by the principal and advised as to what adjustments must be made. If the student fails to remedy the problem, the parents will be contacted and the student sent home. The student will make up any time missed as a result of his/her refusal to correct the problem.

***The complete text of Policy #504 (Student Dress and Appearance) may be found in the Board of Education Policy Manual located in all District offices. Also reference Discipline Policy #506, (Student Code of Conduct), Item #30 which covers student attire.***

The purpose of the school counseling and guidance program is to aid the student in the areas of academic, personal/social and career development. The guidance office has bulletins for vocational schools, community colleges, and four year colleges on file. All students should feel free to contact the counselor for information and assistance.

**SCHEDULE CHANGES** — Students in Grades 7-11 complete class registration in the spring. Their request for classes must be approved by parents and counselors. Pupils do not select teachers-only classes. When a pupil selects a course, he/she is expected to complete it. Any students desiring a schedule change must contact the counselor. Course change requests must be made within 3 days at the beginning of each semester. 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 has a study hall and would prefer a class for credit.
4. Student has an elective class and would prefer a study hall (no credit)
5. Student needs to replace an elective with a required class.
6. Student has too many classes, not enough classes, or 2 classes during the same hour.

### **SCHOOL WITHDRAWALS, TRANSFERS**

A student who wishes to drop from school, or is transferring to another school, must bring a written request signed by his/her parent to the principal. 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.

### **WARNING NOTES OR PROGRESS REPORTS**

Student progress reports may be sent anytime between periods to parents of students who need some type of special attention. These reports do not necessarily mean that a student is failing, but that a deficiency is noted which needs attention. Acknowledgement of this report to the teacher by note, phone call, or visit is appreciated.

### **HOMEBOUND INSTRUCTION**

This service provides instruction to students who are absent from school due to a prolonged (15 days) illness or disability. The primary purpose of home or hospital instruction is to offer the pupil a program of study that will permit them to complete a school year successfully. Upon request of the parent, and accompanying doctor's certification, such instruction can be initiated by contacting the principal or the guidance counselor.

### **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 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 counselor or to the Peer Tutor Coordinator.

### **DIRECTED STUDIES**

Directed Study is an opportunity for students to receive help with their coursework. Each day directed study sessions will be from 7:15 AM to 8:05 AM and from 3:10 PM to 4:00 PM in the Media Center. These sessions are staffed by at least one para-professional; however, teachers are likely to be available to assist students if requested. 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.



The media center hours will be from 8:00 a.m. to 3:45 p.m. Monday through Friday. Any student coming to the media center from a class, and not accompanied by the teacher, must have a pass signed by his/her teacher. Students coming from study halls must have a pass signed by the study hall teacher. It is up to the study hall teacher which students will be allowed in the media center. Fifteen students or less from any one study hall or class will be allowed in the media center. Students may come to the media center to look for books, do research, study quietly, take makeup tests, and read magazines or newspapers. All students, except when PRIOR notice has been given, will be sent back to class five minutes before the end of the hour.

### **STUDY CENTER**

Located in the Media Center and staffed during all class periods the Study Center is the physical location of the Study Halls. In addition, the Study Center is a resource for students to access anytime during the day at the discretion of the teacher whose class the student is scheduled to be in at that time. The Study Center will be staffed with licensed teachers as much as possible in order to provide the greatest amount of support to our learners.

### **DIRECTORY INFORMATION DECLARED**

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 Mr. Brent Stavig, High School Principal, by September 25, 2015. Students who do not contact the school will automatically be included in the directory information list.

### **FOOD AND BEVERAGE CONSUMPTION IN THE BUILDING**

To prevent stains to the hallway carpeting caused by spilled beverages, eating and drinking of beverages will not be permitted in the hallways. Students should use the commons area for eating and drinking. We hope that students will take pride in their building and will cooperate in keeping it looking as clean as possible.

### **GIFT DELIVERY**

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

### **CHURCH NIGHT**

Church night is Wednesday. No activities are to be scheduled after 7:00 p.m. on this night.

### **LASER POINTERS**

Students are not permitted to possess or use laser pointers in the school. (Reference: School Discipline Building/Premises Policy #506.)

### **SKATES/SKATEBOARDS, ETC.**

Students are not permitted to bring, to wear and/or use any type of skating device, skateboard or shoes with wheel inserts on school property at any time. The reason for this measure is for the safety of students and adults on school grounds.

### **CAP AND GOWN PURCHASE RELATING TO GRADUATION CEREMONY**

1. Students are not required to participate in the graduation ceremony in order to receive a diploma.
2. Students who choose to participate in the ceremony are not required to wear a cap and gown. Those students choosing not to wear a cap and gown will be expected to wear clothing appropriate to the ceremony and in accordance with the district's Student Dress and Appearance Policy. (#504)
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, these from a vendor arranged by the district.
- 4.
5. Honor Student Determination: Students who graduate with a cumulative grade point average of 3.5 or better will be designated as Honor Students and will be given honor cords to be worn during the ceremony.

## **I. 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 the nurturance of the maturing process for 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 of 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. It is the position of the school district 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 through 121A.56.

## **II. CODE OF STUDENT CONDUCT**

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. 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, school-sponsored activities or trips, school bus stops, school buses, school vehicles, school contracted vehicles or any other vehicles approved for school district purposes, the area of entrance or departure from school premises or events, and all school related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees. These examples are not intended to be an exclusive list.
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 paraphernalia; look alike or electronic devices;
  9. Using, possessing, distributing or being under the influence of alcohol or other intoxicating substances;
  10. Using, possessing, distributing or being under the influence of narcotics, drugs or other controlled substances, except as prescribed by a physician; including one student sharing a 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 other dangerous objects;
  13. Violation of the school district's Weapons Policy;
  14. Violation of the school district's Violence Prevention Policy;
  15. Possession, of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
  16. Possession, use or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
  17. Possession, use or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
  18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational

building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;

19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possible use of nuisance devices or objects which cause distractions including, but not limited to pagers, radios, cell phones and other electronic devices.
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 a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a locker;
26. Violation of the school district's Search of Student Locker, 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 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 not limited to, cheating on a school assignment, Plagiarism or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward 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 through accidental or a result of poor judgement;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a 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 language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
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 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 school rules, regulations, policies or procedures;
45. Other acts, as determined by the school district, which are disruptive of the educational process of 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.

### III. DISCIPLINARY ACTION OPTIONS

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

(19)

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

- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule
- K. Referral to in-school support services
- L. Referral to community resources or outside agency services
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act;
- U. Other disciplinary action as deemed appropriate by the school district.

#### **IV. REMOVAL OF STUDENTS FROM CLASS**

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

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

1. Willful conduct that disrupts the rights of others to an education; including conduct that interferes with the teacher's ability to teach or the students ability to learn;
2. Willful conduct that endangers school district employees, surrounding persons, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies, or procedures, including the Code of Student Conduct in this policy;
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

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

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

removed from class.

**C. Procedures for Removal of a Student From a Class**

1. The instructor must notify the office or the individual designated in the student's behavioral intervention plan if one exists. Behaviors not addressed in the student's behavior plan shall be subject to the disciplinary guidelines in this policy.
2. The student will be sent or escorted, as necessary, to the office or room specified in the behavioral intervention plan.
3. The instructor will contact the principal regarding reasons for removal.

**D. Responsibility For and Custody of a Student Removed From Class**

1. The principal or designee assumes responsibility for a student removed from class.
2. Students, following a behavioral plan which specifies reporting to another individual, shall become his/her responsibility.

**E. Procedures for Return of a Student to a Class From Which the Student Was Removed**

1. The principal or designee will develop a plan readmitting the student to class.
2. The readmission plan may include consequences or other interventions.

**F. Procedures for Notification**

1. The principal or designee will determine when it is appropriate to contact parents/guardians and the means by which the notification will occur.

**G. Disabled students; special provisions**

1. State and federal special education regulations will be followed.
2. Local special education staff will be notified/consulted when appropriate.

**H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises**

1. Establishment of a chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.26;506
2. Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27;
3. Establishment of teacher reporting procedures to the chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.29.

**I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.**

**J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.**

**K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems**

**V. DISMISSAL, SUSPENSION, EXPULSION, EXCLUSION**

- A. "Dismissal" means the denial of the appropriate educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.
- B. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less.
- C. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to 12 months from the date the student is expelled. The authority to expel rests with the school board.  
"Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.

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**VI. DISABLED STUDENTS**

Students who are currently identified as disabled under IDEA or Section 504 will be subject to the provisions of this policy providing that their misbehavior is not a manifestation of the student's disability, unless an

educational program has specified a necessary modification. The complete text of Discipline Policy #506 may be found in the Board of Education Policy Manual located in all District offices.

## **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, and up to one day of in school or out of school suspension.

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

<b>VIOLATION</b>	<b>1<sup>st</sup> OFFENSE</b>	<b>2<sup>nd</sup> OFFENSE</b>	<b>3<sup>rd</sup> OFFENSE</b>	<b>4<sup>th</sup> OFFENSE</b>
<b>Academic Dishonesty</b> – Obtaining, giving, using, information that distorts or can distort the true evaluation of what a student knows or has achieved.	*	1-5 day susp.	1-10 day susp.	**
<b>Aggravated Assault</b> -Committing an assault which inflicts great bodily harm upon another person.	5-10 day susp.	**	**	**
<b>Alcohol</b> -Possession,use,or being under the influence of any alcoholic product while on school grounds/time or at school sponsored activities.	5-10 day susp.	**	**	**
<b>Assault (Verbal/Physical)</b> -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.	1-10 day susp.	5-10 day susp.	**	**
<b>Bomb Threat</b> – Intentionally giving false alarm of a bomb.	**	**	**	**
<b>Bullying/Harassment</b> -Participating in, or conspiring for others to engage in harassing or bullying acts that injure, degrade, or disgrace other individuals.	1-10 day susp.	5-10 day susp.	**	**
<b>Dangerous, Harmful, Nuisance Substances</b> -Possession, sale, distribution or use on or off school premises/time of any controlled substances as defined in Minnesota Statute 152.02.	5-10 day susp.	**	**	**
<b>Chronic Violation of School Rules &amp; Regulations</b> -Continuous refusal to follow established school rules, regulations, and/or procedures.	**	**	**	**
<b>Defiance of Authority</b> -Willful refusal to follow legal direction/order given by a staff member .	1-5 day susp.	1-10 day susp.	**	**
<b>Disorderly Conduct</b> – 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.	1-10 day susp.	**	**
<b>Disrespectful Language/Conduct</b> -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.
<b>Disruptive Behavior</b> -Actions which interfere with effective operations of the school.	*	1-5 day susp. (23)	1-10 day susp.	5-10 day susp.

<b>VIOLATION</b>	<b>1st OFFENSE</b>	<b>2nd OFFENSE</b>	<b>3rd OFFENSE</b>	<b>4th OFFENSE</b>
<b>Disruptive Behavior</b> -Actions which interfere with effective operations of the school.	*	1-5 day susp.	1-10 day susp.	5-10 day susp.
<b>Dress and Grooming</b> – Clothing must meet the guidelines of the dress code and be free of obscene, offensive, discriminatory, drugs, alcohol, chemical or gang symbols.	*	1-5 day susp.	1-10 day susp.	**
<b>Driving, Careless or Reckless</b> – Driving on school property in such a manner as to endanger persons or property.	*	1-10 day susp.	**	**
<b>Fighting</b> -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.	**	**	**
<b>Fires and False Fire Alarms</b> -Arson-The intentional destruction or damage to any school building or property by means of fire or explosives.	1-10 day susp.	**	**	**
<b>Forgery/Signature Falsification</b> -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.	**
<b>Gambling</b> -The playing of a game of chance for stakes.	*	1-5 day susp.	5-10 day susp.	**
<b>Leaving School Grounds</b> -Leaving school grounds during school hours without proper clearance.	*	1-5 day susp.	1-10 day susp.	5-10 day susp.
<b>Photography</b> -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.	**	**
<b>Pornography</b> – Possessing or distributing pornographic material.	1-10 day susp.	**	**	**
<b>Possession/Use/Distribution of Weapons on School Property</b> -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.	**	**  (24)	**	**



<b><i>VIOLATION</i></b>	<b>1st OFFENSE</b>	<b>2nd OFFENSE</b>	<b>3rd OFFENSE</b>	<b>4th OFFENSE</b>
<b><i>Retaliation</i></b> – Any negative action(s) directed towards a student or staff member because they reported or discouraged inappropriate behavior.	*	1-5 day susp.	1-10 day susp.	**
<b><i>Robbery/Extortion</i></b> -The obtaining of property from another where his/her consent was induced by use of force or a threat of force.	**	**	**	**
<b><i>Symbolic Expressions</i></b> of intolerance including but not limited to the swastika, and/or gang representations (bandanas, colors, etc.) are not allowed and will be confiscated. These items may or may not be returned.	1-10 day susp.	1-10 day susp.	**	**
<b><i>Tardiness, Excessive</i></b>	*	*	1-5 day susp.	1-5 day susp.
<b><i>Terroristic Threat</i></b> – Threatening, directly or indirectly, to commit any crime of violence with the intent of terrorizing another person.	5-10 day susp.	**	**	**
<b><i>Theft</i></b> -The unauthorized taking of the property of another.	1-10 day susp.	1-10 day susp.	**	**
<b><i>Tobacco/E-Cigs</i></b> - 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.	1-10 day susp.
<b><i>Trespassing/Unauthorized Use of School Property</i></b> -The unauthorized/illegal use of school property for non-school sponsored activities.	*	1-5 day susp.	1-10 day susp.	**
<b><i>Truancy/Absenteeism</i></b>	*	1-5 day susp.	1-10 day susp.	**
<b><i>Unauthorized Distribution</i></b> -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.	**
<b><i>Verbal Abuse/Gestures</i></b> -Threatening language, vulgar/profane language, inappropriate gestures/remarks	*	*	1-5 day susp.	1-10 day susp.
<b><i>Willful Damage of School Property</i></b> -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.	1-10 day susp.	**
		(25)		

<b>VIOLATION</b>	<b>1st OFFENSE</b>	<b>2nd OFFENSE</b>	<b>3rd OFFENSE</b>	<b>4th OFFENSE</b>
<b><i>Willful Damage to Property of Staff Members and Others</i></b> -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.	1-10 day susp.	**
<b><i>Willful Disobedience</i></b> -Refusal to follow school rules, regulations and procedures.	*	1-5 day susp.	1-10 day susp.	**

## **ACADEMIC DISHONESTY/CHEATING**

Definition: The act of willfully obtaining, giving, or using information on a test or assignment that distorts the true evaluation of what a student knows or has achieved. This includes but is not limited to: copying, allowing someone to copy your work, sharing assessment questions or answers in writing, verbally, or electronically, or plagiarism (submitting another person's work as your own).

**Violation:** Students found to be cheating will be subject to all appropriate discipline procedures of the Rush City School District, including, but not limited to, reduction in grades, removal from class, suspension, exclusion and expulsion. An O/F grade may be assigned for the test or work in question. Students who are permanently removed from class will receive an F for that term of the course. Academic dishonesty is a MSHSL rule violation.

### **Student Responsibilities:**

1. If a student becomes aware of information on a test, the student has the responsibility to make the teacher aware of the information that has been given out making the question(s) invalid. Failure to report the information will be considered willfully obtaining information prior to a test (cheating).
2. Understand the definition of cheating and implications of choosing to cheat.
3. If a student sees someone cheating in classes, it is his/her responsibility to make the classroom teacher aware of the incident.

## **BUS MISBEHAVIOR**

### **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 weapon 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 pick up 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
- 2nd offense - 5 day suspension from riding the bus
- 3rd offense - 10 day suspension from riding the bus
- 4th offense - 20 day suspension from riding the bus
- 5th offense - suspended 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 anytime. 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.

***The complete text of Policy #709 (Student Transportation Policy) may be found in the Board of Education Policy Manual located in all District offices and on the district website.***

**DETENTION RULES AND PROCEDURES**

Any student with unserved detention period(s) may not participate in extracurricular activities until ALL detention has been served.

1. Detention begins at 3:10 p.m. Anyone who arrives after that time will not be admitted nor given credit for any time served. The detention period will end at 4:00 p.m. Each detention period assigned will be for a minimum of 50 minutes unless specified otherwise.
2. Detention will be held each day after school Monday through Thursday. Detention will not be held on Fridays.
3. Detention can be served only after school unless special arrangements are made with and approved by the principal.
4. The following procedure will be used in assigning detention:
  - a. Each detention must be served within two days of its assignment (counting the day detention is assigned as the first day). Detention periods must be served consecutively.
  - b. Any variation from this time schedule must be requested from and approved IN ADVANCE by the principal.
5. The following consequences will occur if a student shows up late or forgets/refuses to report for detention:
  - a. One period of detention added for the first day in which the student does not report. No participation in extracurricular activities will be allowed.
  - b. Another period of detention will be added on the second day of no-show. No participation in extracurricular activities will be allowed.
  - c. After the third day of not reporting, the student will be placed on suspension the following school day. Parents will be notified. The same consequences will apply if the student does not report the fifth day. No participation in extracurricular activities will be allowed. Assigned detention periods will not be satisfied by the suspension and still must be served.
  - d. Any student who continues to refuse to serve detention after five days will be placed on suspension with parental conference required for readmission. Remittance to school will also require agreement to serve all assigned detention periods.

- e. Students having unserved detention periods and/or assigned detention after regular after-school detention has ended for the school year must serve remaining time at a make-up day scheduled after school ends. Those students who do not report on that day must make arrangements with the office to serve during the summer before the next school year begins. Unserved detention time at the start of the next school year can be basis for suspension.
- 6. Students must bring work in sufficient quantity to keep them occupied the entire period. Students not bringing work will not be admitted.
- 7. No listening to headsets will be allowed. Talking to another student, sleeping and leaving the room during the period are also not allowed.
- 8. Students violating any of the detention rules will be asked to leave and no credit will be given for the period regardless of the amount of time already passed.
- 9. A parental conference will be scheduled to consider alternative measures for any student who accumulates an excessive number of detention periods.

## **ATTENDANCE PROCEDURES/STUDENT ATTENDANCE**

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.

### **Student's Responsibility**

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

### **Parent or Guardian's Responsibility**

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

***The complete text of Policy #503 (Student Attendance) may be found in the Board of Education Policy Manual located in all District offices.***

**Excused Absences**—It is requested that a parent call the high school office to report the absence of a student. Such calls should be made between 7:30 a.m. and 8:15 a.m. At (320) 358-4795. Parents are reminded to notify the school on the mornings when you will be absent. Otherwise, a call will be made to determine if you are absent for a valid reason. A student must be in school no later than 11 a.m. in order to participate in extra-curricular and evening activities. These are examples of excusable absences: family emergency, personal illness, immediate support of family, and death in the family.

Upon returning to school after an absence, the student shall report directly to the office with a written excuse signed by a parent or guardian. This excuse must state the length of the absence and the reason. This procedure applies to all students who are enrolled regardless of age. The school will not accept student-written excuses.

**Verification of Absences**—At irregular intervals the school will verify with parents, doctors, colleges, etc. that the absence are correct as reported by the student.

**Unexcused Absences**—An unexcused absence is one in which an excuse is provided, but is not acceptable to the 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" unless it's for family needs (farm work, for example); "shopping", "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 truancy occurs when a student is absent without authority of parents or school. The consequences for truancy include: (1) Make up time missed in detention and (2) Loss of credit for work in classes skipped. Additional truanies will carry increased consequences which may lead to referral to the County Attorney's Office.

## TRUANCY INTERVENTION GUIDELINES

The Chisago County Attorney's Office is working collaboratively with social services, the 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 Attorney's Office has implemented a county-wide Truancy Protocol. It is our goal to keep children in school and build a more educated populace.

### DEFINITION OF TRUANT

A child between the ages of 12 and 16 is considered truant if he or she is absent without legal excuse for three or more class periods on three days. Children ages 16 and 17 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 he 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.

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 Court

**Pre-Excuses** – To obtain advance permission for legitimate absence, the student must bring a written request from either a parent or guardian. A makeup slip will be issued and must be signed by the teacher in each class. Makeup work is the responsibility of the student and must be submitted immediately before or after the absence at the discretion of the teacher.

**Family Trips** – Students may be granted an excused absence for a family trip at the discretion of the school administration provided the request is cleared in advance. A parent must discuss the justification for extended absence with a school administrator prior to departure. Approval will be dependent upon the validity of the request. Failure to obtain prior approval will result in an unexcused absence being issued to the student for the length of time the student is not in attendance. Deer hunting and attending state tournaments will be considered Family Trips and subject to the procedures described here.

**Makeup Work** – Students who have been absent 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 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. For example, if a student is absent Monday and returns Tuesday, he/she would have Tuesday and Wednesday to make up the work. Please note that the makeup work guidelines do not apply to longer-term activities/projects assigned earlier with a specific due date. It is the students responsibility to work with his/her instructor to see that the work is completed and submitted in accordance with the instructor's expectations.

**Tardiness** – High school gives students the chance to develop habits of punctuality for the working world in which lateness can mean 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 admit slip from his/her previous teacher. Four minutes passing time is allowed between classes. Tardiness is determined by the teacher except at the beginning of the school day. If you are not in school by 8:15 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 two or more unexcused tardies in a quarter will be assigned to one hour 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 first period will be unexcused. Any further "oversleeps" will also be unexcused.

## **EXCUSE FROM PHYSICAL EDUCATION**

An excuse from physical education shall be granted only after the instructor has received a certificate signed by a licensed doctor of medicine stating that the pupil is physically unable to take such training. This certificate will be presented to the instructor and to the office. From time to time an individual will be excused for a period or two if a parents requests in a note.

## **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 would report for their day(s) of suspension in the main office.

While suspended, in "in-school suspension" (office), 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 not receive the regular school lunch but will receive a minimum lunch that meets nutritional guidelines.

### **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. To provide direct supervision while being suspended.
4. To provide an opportunity for keeping up with class work while being suspended.

## **STUDY HALL RULES**

1. Anyone creating a disturbance while entering or leaving study hall on passes will lose all privileges for a specified length of time.
2. Any student removed from the Media Center for creating a disturbance will lose library privileges in all study halls for one week. (Optional: may lose other privileges as well.)
3. Students wishing to visit the counselor need to obtain a pass ahead of time.
4. Only one student at a time may check out for the following destinations: office, washroom, etc.
5. ALL STUDENTS must report for roll call BEFORE GOING ANYWHERE. Passes will be honored when the roll has been taken and the room is quiet. If the teacher decides to withhold passes during the period, only passes to such destinations as doctor, dentist, work, home, etc. will be honored. Even though passes are signed to another teacher's room, they will not be honored.
6. Passes will be checked closely to see that there is no loitering.
7. No talking without permission.
8. Students must return to the study hall before the end of the period or face loss of privileges.
9. This is a study hall, not an activity period: no checkers, cards, chess, sleeping, etc. Students are expected to bring study materials with them each day.
10. Students going to destinations other than office, Media Center and washrooms, MUST HAVE THE PASSES SIGNED AHEAD OF TIME. If it's important that you go there, you'll have the pass signed beforehand. NO ONE WILL BE EXCUSED to go for a pass signature during study hall. If you are late to study hall because you were getting a pass, you will not be excused to leave.

## **RCHS ACADEMIC ELIGIBILITY PROCEDURE**

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.

In accordance with Minnesota State High School League (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 in the same course over two consecutive grade checks they become ineligible. Students may remain eligible by attending at least one Directed Study session every school day until they are passing.

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 Guidance Office with a School View grade report indicating they are passing.

The expectation for teachers is that grades are updated online weekly. Students are not to harass teachers regarding grading of assignments. It is acceptable for the grading and online reporting of a grade to take up to five school days.

Directed study sessions will be from 7:15 AM to 8:05 AM and from 3:10 PM to 4:00 PM. Students must be on time, well behaved, and on task the entire period for the session to be considered completed.

Weekly grade reports will be run on Wednesday mornings, ineligible students and their coaches will be notified throughout the day. Directed study will be required beginning the following day (Thursday) 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; after which they are eligible to participate as long as they complete at least one directed study session per day.

ITV, Infinity, and PSEO courses are subject to this procedure. It is the student's responsibility to provide the guidance office with weekly grade reports.

For the purpose of this procedure extra-curricular 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 extra-curricular activities may be held to additional standards by the coaches or advisers of an activity in addition to this procedure.

## ACTIVITY PROGRAMS

The aim of our school activities is to bring about a continuous growth in the student, to help the student gain a self insight and maturity of purpose in his/her life, and to develop into a responsible individual. There is a positive relationship between activity participation in school and future success.

Students in extra curricular 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.

### POLICY FOR EXTRACURRICULAR ACTIVITIES

#### MSHSL ACTIVITIES INCLUDE:

- ATHLETICS
- BAND/CHOIR
- DRAMA
- SPEECH

## STATEMENT OF POLICY

The Board of Education of Independent School District #139 strongly supports interscholastic activities and supports the Minnesota High School League in their efforts to promote all extra curricular activities for high school students. School extra curricular activities shall include all athletics, band, choir and speech in Grades 7-12. The Board supports the Minnesota State High School League in their efforts to establish uniform rules of conduct for all students participating in activities sponsored by the League. The Board of Education recognizes that the rules established by the Minnesota State High School League are minimum rules and individual districts may adopt rules which require students, who represent their schools, to adhere to rules other than those imposed by the League. The Board has three areas of concern – scholastic, school citizenship, mood-altering chemicals – and adopts the following rules in conjunction with the Minnesota State High School League requirements in those areas.

**RULE 1. SCHOLARSHIP:** Rush City High School students (grades 7-12) are required to earn academic eligibility to participate in all school-sponsored extra curricular activities by maintaining passing grades in each of their classes or by satisfying the requirements of the academic ineligibility policy. See the Academic Eligibility Procedure in this handbook for more information.

**RULE 2. SCHOOL CITIZENSHIP:** Continued or flagrant disregard or violation of established school rules and policies shall carry a suspension from extra-curricular participation.

- A. Students who are suspended in or out of school are not eligible to practice or participate during the period of suspension.
- B. Student conduct that could result in the loss of eligibility are: skipping school, excessive tardiness, vandalism, disrespect to school personnel, theft, harassment, academic dishonesty, etc.
- C. A student who is dismissed or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal, acting on the authority of the local board of education. The League specifically recognizes by this policy that certain conduct requires penalties that may exceed those penalties typically imposed for first violation.

### RULE 3. CHEMICAL USE/MOOD-ALTERING CHEMICALS:

#### A. 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 effects extra-curricular 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 symptomology of chemical dependency and special issues affecting League activities for administrators, athletic directors, coaches, advisors, participants and their families.

#### B. 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; or (3) use or consume, have in possession, buy, sell, or give away any controlled substance.

- 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.

C. **CATEGORIES AND PENALTIES, MSHSL ACTIVITIES**

School activities are divided into two categories by the Minnesota State High School League. **Category I** activities are athletics and speech 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, one act play and music activities. In addition to fine art activities, Rush City High School expands this policy to cover all school activities and clubs where students represent the high school including prom and graduation ceremony. 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. 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. However, school dances and parties do not count towards meeting Category II eligibility criteria.

**PENALTIES AND RECOMMENDATIONS 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: Before being re-admitted to activities following the suspension for the second violation, the student shall show evidence in writing that he/she has sought or has received counseling from a community agency or professional individual such as a school counselor, drug counselor, medical doctor, psychiatrist, or psychologist.

C. **Third Violation**

1. Penalty:
  - a. 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.
  - b. If after the third or subsequent violations, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks, such certification must be issued by the director or counselor of a chemical dependency treatment center.
2. Assistance: The student will be referred for assessment of potential chemical abuse, misuse or dependency by a community agency or a professional individual outside the school.

D. **Cumulative Penalties:**

Penalties shall be cumulative beginning with the student's first participation in a league activity and

continuing through the student's high school career.

E. **Denial Disqualification:**

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

**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.
  - 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.
2. Assistance:
  - a. Before being re-admitted to activities following suspension for a second violation, the student shall show evidence in writing that he/she has sought or received counseling from a community agency or professional individual such as a school counselor, drug counselor, medical doctor, psychiatrist, or psychologist.
  - 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.

**ADDITIONAL MSHSL REGULATIONS:**

1. **PHYSICAL EXAMINATION AND PARENT'S PERMIT** – Any student who intends to participate in high school interscholastic athletics activities must have on file in the school, a record of a physical examination performed by a physician within the previous three years. A health questionnaire shall be completed annually and could indicate the need for a physical examination prior to participation. The signature of a parent or guardian approving participation is required.
2. **INJURIES** – Any injuries sustained in a practice or game requiring medical attention should be reported immediately to the athletic director. No injured person shall be permitted to participate again until a medical release is signed by a doctor. After major surgery or serious illness, the attending physician must certify the student's readiness for participation.
3. **AGE** – A student representing a member school in League activities shall be under 20 years of age at the start of the season. If, however, a student has started a season, the student will be permitted to complete that season after reaching the student's 20th birthday. Adapted athletes are eligible to participate until their 22nd birthday provided they meet all other eligibility requirements.
4. **ENROLLMENT, ATTENDANCE AND REQUIRED SUBJECT LOAD** – Students are eligible for participation if enrolled in high school from the beginning of the semester. Students enrolling after the semester begins will gain eligibility at the start of the third week or on the 15th calendar day after enrollment. Students must be properly registered, attending school and classes regularly, and enrolled in the required amount of credits. All students must be enrolled in a minimum of six (6) subjects.

5. **TRANSFER RULE** – A transfer student is eligible for varsity competition provided the student was in good standing on the date of withdrawal from last school the student attended and has met one of the provisions under the transfer rule. If none of the provisions in the transfer rule are met, the student is ineligible for a period of one (1) calendar year beginning with the first day of attendance in the new school. See the principal or athletic director for further information.
6. **LIMITATION ON PARTICIPATION** – No student may participate in more than six (6) seasons in any sport while enrolled in grades 7-12, semesters 1-12 inclusive. A student shall not participate in an interscholastic contest after a student's twelfth semester in grades 7-12. All twelve semesters shall be consecutive, beginning in 7th grade.
7. **VIOLATIONS OF STATE AND FEDERAL STATUTES OR ALLEGATION THEREOF** – In event a student under the jurisdiction of League rules shall be alleged to have violated a State or Federal statute, where violation of such Statute is also a violation of League rules, said student shall not be subjected to disciplinary action by school or League officials until:
  - (a) The student so alleged shall admit to school or League officials his/her guilt of such allegations after being fully advised of consequences of such admission; or
  - (b) The parent or guardian of the student verifies in writing to the school or League officials the validity of the allegations and the student's guilt thereof; or
  - (c) An Order of a Court of competent jurisdiction is issued finding the student guilty as alleged of a lesser included violation of the Statute, the lesser included violation of such Statute also being a violation of League rules.

Pending the final adjudication of the allegations and after a denial of the allegations by the student and his/her parent or guardian, the student so alleged shall be allowed to participate in League controlled or sponsored activities if he/she so desires provided, however, that upon a final adjudication of such student being guilty of the allegations, disciplinary actions shall be taken only against the student and not against the school, group or team as the case may be.

The provisions as contained within this rule shall apply only to violation of State or Federal Statutes that are also violations of League rules that are not also violations of State or Federal Statutes. All provisions of the above policy apply to Junior High students.

## **LETTERING RULES AND REQUIREMENTS**

1. The student-athlete must meet the requirements for that individual sport.
2. Lettering and ineligibility due to a MSHSL Rules violation will be at the discretion of the head coach for that sport.
3. The student-athlete must attend all practices and meets/games unless excused by the coach. Legitimate absence from school is considered excused.
4. Student-athletes who are injured may letter at the coach's discretion with approval of the athletic director. This applies to those who have not already met their sports requirements.
5. Senior student-athletes who do not meet their sports requirements may letter if they participated in that sport as a junior and meet the general rule qualifications.
6. The student-athlete's contribution to their team may be taken into consideration.
7. The student-athlete must be recommended by the head coach of their sport to the athletic director.

**AITKIN - BRAHAM - EAST CENTRAL - HINCKLEY/FINLAYSON - ISLE -  
OGILVIE - ONAMIA - PINE CITY - RUSH CITY**

**POLICY STATEMENT:** Everyone involved with an athletic contest conducted at a GRC event should be committed to the demonstration of good sportsmanship and ethical behavior. All contests should be conducted in a safe, fair and controlled atmosphere for all athletes, officials, and fans. Good sportsmanship will be the standard. It is what is expected of our student athletes, coaches, spectators, cheerleaders, bands, school board, administrators, officials, the media, and community at contests both home and away.

**BOARD OF EDUCATION**

1. Adopt a Sportsmanship Policy.
2. Provide support for crowd control
3. Attend activities and serve as a positive role model.

**SCHOOL ADMINISTRATION**

1. Provide adequate supervision.
2. Support Good Sportsmanship Policy.

**COACHES**

1. Support Good Sportsmanship Policy.
2. Teach & recognize good sportsmanship.
3. Recognize that you influence the tone of competitive events.

**STUDENT ATHLETES**

1. Act as a positive role model for all peers and athletes.
2. Follow the school's sportsmanship policy.
3. Stay off the playing area when not in uniform.

**SPECTATORS**

1. All cheering should be directed to the support of each team rather than against the opposition or game officials.
2. Accept the decisions of officials.
3. Stay off playing area.
4. Mechanical noisemakers, (bells, buzzers, horns), megaphones, whistles, and confetti are not to be used.
5. Practices such as stomping on the bleachers and use of musical instruments indiscriminately are discouraged.

**ANNOUNCERS**

1. Read a Pre Game Sportsmanship Announcement.
2. Recognize how voice projection and biased behavior influences crowd behavior.

**BANDS**

1. Choose appropriate music and play it at appropriate times.
2. Respect officials, opponents, and spectators.

**ATHLETIC ADMINISTRATOR**

1. Recognize that you are important in the management of activities.
2. Present the Sportsmanship Policy to every student grades 7-12 of the student handbook.
3. Distribute guidelines and expectations for event supervisors.
4. Contact visiting schools regarding potential problems.
5. Promote Sportsmanship Plan in your local media.
6. Assist senior or varsity participants presenting the Sportsmanship Policy to students in grades K-6.
7. Provide necessary information to opponents and officials.

**PLAN OF ACTION**

During the course of each school year GRC schools are required to evaluate the effectiveness of their sportsmanship. Items to evaluate include: a) promotional activities; b) team and fan behavior; c) school procedures to handle conflicts; d) recognize programs to reward good behavior; e) crowd control; f) codes of conduct; g) contingency plan.

## **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 building principal.

## **DANCE AND PARTY REGULATIONS**

High school parties may be sponsored by organizations in the school by completing the Party Request Form with the proper specified approval signatures. 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). Guests may be invited to the Homecoming Dance and/or the Junior-Senior Prom. 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. Party Request Forms and regulations may be obtained from the Principal's Office.

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

## **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.

Available at: [www.rushcity.k12.mn.us/pages/doboardpolicy.html](http://www.rushcity.k12.mn.us/pages/doboardpolicy.html)

## **HARASSMENT AND VIOLENCE**

### **I. GENERAL STATEMENT OF POLICY**

It is the policy of Independent School District #139 to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct of communication of a sexual nature or regarding religion and race as defined by this policy.

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

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

### **II. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED**

- A. **Sexual Harassment, Definition:** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.
- B. **Sexual Violence, Definition:** Sexual violence is a physical act of aggression or force or threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts.
- C. **Racial Harassment, Definition:** Racial harassment consists of physical or verbal conduct relating to an individual's race.
- D. **Racial Violence Definition:** Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to race.
- E. **Religious Harassment, Definition:** Religious harassment consists of physical or verbal conduct which is related to an individual's

religion.

**F. Religious Violence, Definition:**

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

**III. REPORTING PROCEDURE**

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complaint to use the report form available from the principal of each building or available from the School District Office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

**A. In Each School Building**

The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer, by the reporting party or complaint.

**B. In The District**

The School Board hereby designates the School Counselor and building Principals as the School District Human Rights Officers to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent.

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

*The complete text of this policy may be found in the Board of Education Policy Manual located in all District offices and on the school website.*

**HAZING PROHIBITION**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. Any person who engages in an act that violates school or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who is found to have violated this policy.

**III. DEFINITIONS**

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act,

that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

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

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been a victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the District Human Rights Officer immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

*The complete text of Policy #526 (Hazing) may be found in the Board of Education Policy Manual located in all District offices and on the school website.*

### **DISTRIBUTION OF NON SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

#### **I. PURPOSE**

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

#### **II. GUIDELINES**

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy and a reasonable manner, non-school material.
- B. Requests for distribution of non-school sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
  - 1. is obscene to minors;
  - 2. is libelous or slanderous;
  - 3. is pervasively indecent, or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended.
  - 4. advertises or promotes any product or service not permitted to minors by law;
  - 5. advocates violence or other illegal conduct;
  - 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin);
  - 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school, school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

#### **III. PROCEDURES**

- A. Any student or employee wishing to distribute non-school sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution

time, together with the following information:

1. Name and phone number of person submitting the request and, if a student, the room number of his or her first-period class.
  2. Date(s) and time(s) of day intended display of distribution.
  3. Location where material will be displayed or distributed.
  4. If intended for students, the grade(s) of students to whom the display or distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent.
- D. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

***The complete text of Policy #505 (Distribution of Non-School Materials) may be found in the Board of Education Policy Manual located in all District offices and on the school website.***

## **TOBACCO-FREE ENVIRONMENT GENERAL STATEMENT OF POLICY**

- A. It shall be a violation of this policy for any student, teacher, administrator, other school personnel of the school district or person to use tobacco or tobacco-related 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. In addition, this prohibition includes personal 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 school district-sponsored events.
- B. It shall be a violation of this policy for any elementary school, middle school, or secondary school student to possess any type of tobacco or tobacco-related device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles the school district owns, leases, rents, contracts for, or controls and includes personal 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 school district-sponsored events.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

## **ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.

***The complete text of Policy #419 (Tobacco-Free Environment) may be found in the Board of Education Policy Manual located in all District offices and on the school website.***

## **INTERNET ACCEPTABLE USE POLICY**

### **II. GENERAL STATEMENT OF POLICY**

In making decisions regarding student and employee access to the school district computer system and to the



internet, the school district considers its own stated educational 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.

### **III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district's computer system, which includes Internet access. The purpose of the system is not merely to provide students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development, and limited high quality, self-discovery activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use the Internet is a privilege, not a right and inappropriate use will result in a cancellation of those privileges. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of school district system or the Internet may result in one or more of the following consequences; suspension or cancellation of use of 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.

### **V. UNACCEPTABLE USE**

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute;
  - a. pornographic, obscene or sexually explicit material.
  - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
  - c. materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process and will not post;
  - d. information or materials that could cause damage or danger of disruption.
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act to violate any local, state or federal statute or law.
4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Users will not use the school district system to post, transmit or distribute private information about another person or to post, transmit or distribute person contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, access codes or passwords, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. Users will not use the school districts system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school districts system to purchase goods or services of personal use without authorization from the appropriate school district official.

B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

#### **VIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files.  
Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and email files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minnesota Statutes, Chapter 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

#### **IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change the agreement signed by the new teacher shall be attached to the original agreement.

#### **X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or

for delays or changes in or interruptions of service or mis-deliveries or non deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

## **XI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
  - 2. Disclaimer limiting the school district's liability relative to:
    - a. Information stored on school district diskettes, hard drives or servers.
    - b. Information retrieved through school district computers, networks or online sources.
    - c. Personal property used to access school district computers, networks or online sources.
    - d. Unauthorized financial obligations resulting from use of school district resources resources/accounts to access, to the Internet.
  - 3. A description of the privacy rights and limitations of school/sponsored/managed Internet accounts.
  - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the students parents.
  - 6. Notification that, should the user violate the school district's acceptable use policy, the access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
  - 7. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

## **XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  - 1. a copy of the user notification form provided to the student user.
  - 2. a description of parent/guardian responsibilities.
  - 3. a notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
  - 4. a statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
  - 5. a statement that the school district's acceptable use policy is available for parental review.

## **RUSH CITY SCHOOLS COMPUTER AND INTERNET USE AGREEMENT**

Rush City Schools provides students and employees with access to the school district's computer system, which includes Internet access. The district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development. Users are expected to use Internet access through the district

system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on another system may not be acceptable on this limited-purpose network.

The computer resources in our schools must be used in ethical and lawful manner. Violations of School District computer policies, this Agreement, Internet etiquette, or violations of the laws of Minnesota and the United States can result in disciplinary action by Rush City Schools and/or prosecution by legal authorities. Access to computer systems and the Internet is a privilege.

Responsibilities and understandings include, but are not limited to, the following:

1. You must not permit others to use your account(s). You are responsible for maintaining the secrecy of all passwords you may have.
2. Communication that must be 100% secure and private should not be communicated via the Internet. Internet communications are not secure. Although security systems are in place to prevent unauthorized access, it is possible, although rare and difficult, for others to access your files.
3. Fraudulent, harassing, obscene, threatening and other inappropriate messages or uses of computers, networks, or the Internet must not be created, downloaded or transmitted. This includes messages that might harass individuals or groups because of their age, race, gender, religious beliefs, sexual orientation, physical attributes, etc.
4. All information and references obtained through the use of technology systems must be attributed to the source. Plagiarism is expressly forbidden in all cases by the district.
5. Never give out personal or family information, such as phone numbers or addresses. Never arrange for a face-to-face meeting without parental supervision and never respond to abusive or suggestive messages. Report all such instances immediately to a member of the school staff.
6. Do not access or attempt to access, degrade, or disrupt systems or data that you are not authorized to access.
7. You may not install or download any software on school computers without written approval from a sponsoring teacher or the building media specialist.
8. Making or distributing unauthorized or illegal copies of licensed software is against the law and can result in disciplinary action by your school district and/or prosecution by legal authorities.
9. School district computer technology and networks (including Internet) must not be used to promote products or services for the intent of financial or other gain unrelated to the mission of the school district.
10. The school district will not be responsible for damage or unavailability of data stored using district systems or for delays or disruptions in the systems. The school district is not responsible for the quality or accuracy of any information obtained through school district systems.
11. District technology personnel have access to all information, files, and email messages on district computers. Any unauthorized files or software may be removed without notice.
12. Parents may review the contents of their child's files and/or request the termination of their child's account at any time.

***School Board Policy #524, Internet Acceptable Use and Safety Policy, is available in school offices and the District website, provides the basis for this agreement.***

## **POLICY 515 - PROTECTION AND PRIVACY OF STUDENT RECORDS**

The School District shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

***The complete text of Policy #515 (Protection and Privacy of Student Records) may be found in the Board of Education Policy Manual Located in all district offices and on the district website.***

## **BULLYING PROHIBITION POLICY (Policy #514)**

### **I. PURPOSE**

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

## **II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited 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 with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

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

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

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

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

### **III. DEFINITIONS**

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
  - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  - 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, "bullying," specifically includes cyberbullying as defined in this policy.
- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network, Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
  - 1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
  - 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  - 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- D. "Student" means a student enrolled in a public school or a charter school.

### **IV. REPORTING PROCEDURE**

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

discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or bullying supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal or the principal's designee or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning,

suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section 11.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardians(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

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

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;



4. The incidence and nature of cyberbullying; and
  5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students. The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct. The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:
1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy. (See MSBA/MASA Model Policy 515) in the student handbook.

#### **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. The school district shall provide an electronic copy of its most recent amended policy to the Commissioner of Education.

## **ACCIDENTS**

If a student is hurt in an accident during school time, she or he must tell her/his teacher right away.

## **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 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.

## **MEDICATION PROCEDURES**

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) The child or his/her parents must bring the required daily medication to the health office before the start of the school day. No medications can be stored in student desks, backpacks or lockers except by arrangement with the school nurse with a doctor order. Rescue inhalers, epipens and over-the-counter pain medications may be kept in the student's locker or on his/her person after approval of the 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.

## **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.

The signed statement from the physician is the information on our medication authorization form, or it can be provided on a post-visit summary from clinic or hospital.

A signed written statement will also be required annually from the parent/guardian who will request and authorize the school to give the medication in the dosage prescribed by the physician. (The medication authorization form can be requested by the school health aide).

## **SHORT TERM MEDICATIONS**

Over-the-counter or prescribed for less than two (2) weeks. A written statement will be required 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 health care 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.

## SCREENINGS

Hearing/Vision: Each school year vision and hearing screening tests are 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.

## CONTAGIOUS ILLNESS

The Minnesota Department of Health has regulations for communicable diseases. If your child contracts any contagious illness such as chicken pox, fifth disease, impetigo, head lice, mononucleosis, conjunctivitis (pink eye), pin worms, Reye's Syndrome, ringworm, scabies, or strep, please report this to the health office.

## AUTOMATIC EXTERNAL DEFIBRILLATORS

Automatic External Defibrillators (AED's) are located in two areas: in a cabinet next to the principal's office and near the custodian's room/food service area in the high school building.

## IS MY CHILD WELL ENOUGH TO GO TO SCHOOL?

Many parents are frequently concerned about when to keep children home or send them to school. The following information is intended to help parents with this decision.

General Practice:

1. If the child has a fever orally of 100 or more, the child should stay home for 24 hours after the temperature returns to normal without medication.
2. If child has vomited or had diarrhea, the child should stay home until 24 hours after the last episode.
3. If child has any rash that may be disease-related or you do not know the cause, check with your family physician before sending the child to school.
4. If your child is ill, please call the school to report the illness.

If you have any questions regarding the above information or your child's illness, please call the school nurse or your family physician.

## "Common Concerns Parents Have About The Health of Their School-Age Child"

### CHICKEN POX

**Symptoms:** Slight fever, general feeling of illness, rash resembling water blister appearing after 3 to 4 days. Rash begins on the chest, back, under the arms, neck and face. Scabs appear later.

**Incubation Period:** 2 to 3 weeks.

**School Action and Period of Communicability:** (1) Exclude from school until vesicles are dry and crusted - usually 7 days from appearance of rash. (2) Contagious 5 days before eruption and no more than 6 days after last crop of vesicles.

**Mode of Transmission:** Virus is spread directly from person through discharge from the nose and mouth, also indirectly by articles freshly soiled from nasal and oral discharges. Readily communicable. One attack usually confers immunity. Children on immunosuppressant drugs are at high risk.

### COLD SORES (HERPES SIMPLEX)

**Symptoms:** Vesicles usually appear on lips, but may occur anywhere on skin or in mucous membranes.

**Incubation Period:** 2 to 12 days.

**School Action and Period of Communicability:** (1) No restriction (2) May be communicable as long as 7 weeks after lesion appears.

**Mode of Transmission:** Virus is transmitted by direct contact with saliva of infected person, a majority of whom have unapparent infections.

## **COMMON COLD**

**Symptoms:** Acute upper respiratory signs including watery eyes, sneezing, running nose, general feeling of illness.

**Incubation Period:** 12 hours to 3 days.

**School Action and Period of Communicability:** (1) Restrict if clinically ill. (2) Communicable 24 hours before onset and for 5 days after nasal involvement.

**Mode of Transmission:** Virus is spread directly through coughing, sneezing and explosive manner of speech in which droplets are cast indirectly through hands or articles freshly soiled by discharges of infected person.

## **FIFTH DISEASE (ERYTHEMA INFECTIONOSUM)**

**Symptoms:** No fever. Rash on cheeks (slapped face appearance), spreads to extremities and trunk. Rash exaggerated by exposure to sunlight or heat.

**Incubation Period:** 6 to 14 days.

**School Action and Period of Communicability:** (1) No restriction from school. (2) Period of communicability uncertain, usually subsides in 1 to 2 weeks.

**Mode of Transmission:** Unknown. Assumed to be person to person through droplet infection.

## **INFLUENZA**

**Symptoms:** Chills, body aches, headache, fever, sore throat, followed by cough, running nose and possible stomach ache.

**Incubation Period:** 24 to 72 hours.

**School Action and Period of Communicability:** (1) Exclude from school until clinically well, usually 2 to 7 days.

**Mode of Transmission:** Virus is spread directly through coughing, sneezing and contact with nose or throat discharges of patient. Possible airborne.

## **IMPETIGO**

**Symptoms:** Blisters, pustules rapidly covered with honey-colored crusts.

**Incubation Period:** 4 to 10 days, occasionally longer.

**School Action and Period of Communicability:** (1) Exclude from school until under treatment with antibiotics for at least a full 24 hours, or until lesions are dry. Cover during school day.

**Mode of Transmission:** Bacteria spread by direct contact with person or with articles freshly soiled with discharges from nose or throat of patient; airborne transmission also occurs.

## **LICE (Pediculosis)**

**Symptoms:** Infestation of the head, hair or other hairy parts of the body with lice or nit. Public (crab) lice usually infect the pubic area.

**Incubation Period:** Variable. Eggs hatch in 1 week.

**School Action and Period of Communicability:** (1) Considered communicable as long as eggs (nits) are attached to the hair and untreated or crawling lice. (2) Advise exam and treatment of household contacts for nits or lice. (3) When appropriate, schools may exclude until all nits are removed.

**Mode of Transmission:** Lice transmitted primarily by direct contact with infested persons. Lice can also be transmitted through combs, brushes, bedding, and wearing apparel. Animal lice are not transmitted to humans.

## **MONONUCLEOSIS**

**Symptoms:** Fever, sore throat, swollen lymph glands (neck) and tiredness.

**Incubation Period:** 4 to 6 weeks.

**School Action and Period of Communicability:** (1) Restrict only according to doctors orders. (2) Period of communicability unknown.

**Mode of Transmission:** Virus is spread by respiratory route.

## **PINK EYE (Conjunctivitis)**

**Symptoms – Bacterial:** Pink or red conjunctiva with pus that causes matting of the eyelids; pain or redness of eyelids.

**Viral:** Pink conjunctiva with clear watery discharge and without pain or redness of eyelids.

Allergic: Red conjunctiva with clear yellow drainage and watery eyes.

Chemical exposure: Red conjunctiva with burning, watery eyes.

**Incubation Period:** 24 to 27 hours.

**School Action and Period of Communicability:** Bacterial (with pus): Exclusion until 24 hours after treatment begins. Viral (without pus): no exclusion.

**Mode of Transmission:** Most are viral in etiology, some bacterial. May be spread through contaminated fingers, clothing, eye make-up applicators, other articles.

## **PIN WORMS**

**Symptoms:** Itching of anal region, sometimes disturbed sleep and irritability. Incubation Period: 4 to 6 weeks.

**School Action and Period of Communicability:** (1) Exclude until 24 hours after treatment has been started. (2) Communicable as long as worms are present in the intestines.

**Mode of Transmission:** Parasites primarily transferred directly from other infected person especially children by hand from the anus to mouth. Pinworms of animals are not transmitted to humans.

## **REYE'S SYNDROME**

**Symptoms:** Sudden onset of violent vomiting, mental confusion, extreme sleepiness, very fatigued, twitching or jerking movements, hostility, coma. Incubation Period: 1 to 7 days following viral infection (cold, flu, chicken pox).

**School Action and Period of Communicability:** (1) If one or more symptoms appear, call physician immediately. (2) Go to emergency room of hospital. (3) Do not give aspirin or aspirin substitutes. (4) Exclude from school until clinically well.

**Mode of Transmission:** Usually follows viral infection. It is not contagious. Cause unknown. No prevention. Requires immediate attention at onset of symptoms. Most common in young children

## **RINGWORM BODY (Tinea Corporum)**

**Symptoms:** Ring-shaped or irregular lesion with elevated vesicular or scaly borders.

**Incubation Period:** Body: 4 to 10 days. Scalp: 10 to 14 days.

**School Action and Period of Communicability:** (1) Exclude from school until verification of treatment. (2) Communicable as long as fungi can be recovered.

**Mode of Transmission:** Contact with person or animal infected with the fungus or its spores, and by contact with contaminated articles.

## **SCABIES**

**Symptoms:** Itching, scratch marks or burrow marks. Common sites are thighs, belt line, wrists, elbows, webs of fingers. Scratching may cause secondary infections or rash.

**Incubation Period:** 2 to 6 weeks.

**School Action and Period of Communicability:** (1) Exclude until 24 hours after treatment has been started. (2) Communicable until treated.

**Mode of Transmission:** Mite is transferred by direct skin contact with an infected person, and to a limited extent, undergarments or soiled sheets freshly contaminated by an infected person.

## **STREP THROAT (Scarlet Fever)**

**Symptoms:** Fever, sore throat, headache, nausea, vomiting, possibly fine rash.

**Incubation Period:** 1 to 3 days

**School Action and Period of Communicability:** (1) Exclude from school until at least 24 hours after antibiotic treatment is started and until child is without fever for 24 hours and clinically well. (2) Communicable until 24 hours after treatment is started.

**Mode of Transmission:** Bacteria is spread directly from nose and throat discharges of infected persons

## **WHOOPING COUGH**

**School Action:** (1) Exclude from school until after 5 days of antibiotic treatment.

## **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.

### **SCHOOL HEALTH PERSONNEL**

There is a school nurse who is responsible for coordinating the health services for your child, but it is not in the school buildings on a full time basis.

### **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 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 is 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 Jeanne Korf at (320) 358-1393.