

2017-2018

Rush City High School
Student / Parent
Handbook

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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. Please note that current school board policy will supercede handbook information. All policies are located on our school website.

WELCOME STUDENTS

Welcome students to the 2017-2018 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 2017 BOARD MEETING.

SCHOOL BOARD PERSONNEL

Mrs. Stefanie Folkema - Chairperson
Mrs. Teri Umbreit - Vice Chairperson
Mr. Scott Tryon – Clerk
Mr. Matt Perreault - Director
Mr. Matt Meissner - Director
Mr. Scott Anderson - Treasurer

PRINCIPAL'S OFFICE PERSONNEL

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

ADMINISTRATION

Mrs. Teresa Dupre, Superintendent of Schools

DISTRICT OFFICE PERSONNEL

Ms. Laureen Frost
Mr. James Jackson
Ms. Jeanne Korf
Mrs. Renee Mussetter

358-4855

Mr. Brent Stavig, High School Principal	358-4795
Mr. Jason Mielke , Elementary Principal	358-4724
Mr. Lee Rood, Activities & Community Ed Director	358- 1265

STAFF

Mrs. Kelly Albright
 Mr. Mark Bingham
 Ms. Anna Blondell
 Mrs. Elizabeth Carpenter
 Mr. Shawn Chinn
 Mr. Charlie Cook
 Mrs. Ashley Fitcher
 Mrs. Maureen Guentzel
 Mr. Erik Hall
 Mr. James Hatz
 Mrs. Bethany Hauner
 Mrs. Maureen Jordan
 Mrs. Tami Knudson
 Mr. Daniel Kuchenbecker

Mr. Matthew Leshovsky
 Mrs. Deborah Meissner
 Mr. James Monson
 Mrs. Cathy Monster
 Mr. Ben Montzka
 Mr. Grant Nicoll
 Mr. Eric Olson
 Mrs. Julie Risland
 Mr. Lee Rood
 Mrs. Cheryl Stenmo
 Mrs. Darcey Stransky
 Mrs. Erika Matzke Stoltz
 Ms. Brenda Taylor
 Mr. Eric Telander
 Ms. Jennifer Thielen
 Mrs. Charlotte Thill
 Mr. Michael Vaughan
 Ms. Barb Westman
 Mrs. Melissa Wiener

Speech Therapist
 Mathematics
 ADSIS Behavior Coordinator
 English
 School Psychologist
 Business Education
 Spanish
 Media
 Science
 Network Administrator
 ADSIS Academic Coordinator
 Paraprofessional
 Science
 Art
 Instrumental Music
 Special Education
 Counselor
 Physical Education, Health
 School Nurse
 Mathematics
 Paraprofessional
 Vocal Music
 Social Studies
 Agriculture, Industrial Tech
 Media Paraprofessional
 Activities/Comm. Ed Director
 Paraprofessional
 Paraprofessional
 Social Studies
 Paraprofessional
 Science
 English
 Mathematics
 Social Studies
 English
 Guidance/Sped Coordinator

CUSTODIANS: Arlan Schlipp, Bryan Hendricks, Michael Ramstad, James Hanson

FOOD SERVICE DIRECTOR: Donna Westman

FOOD SERVICE PERSONNEL: Darla Welna, Missy Johnson, Jayme Reichitzer

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.

Our High school is a very busy place after school due to the many activities offered. Students are expected to report to their activities at the scheduled time. All students remaining after school should be in the location of the activity scheduled, media center, or in the commons area. Students are allowed to remain at school in the commons areas for access to wifi, collaborative homework projects or activities. At all times students are expected to follow school expectations and behave in a respectful and responsible way. Parents need to know that direct supervision is not provided for students choosing to remain after school that are not in an organized activity. Students violating expectations will be asked to leave school on that day and may lose future privileges of staying after school.

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

2017-18 SCHOOL CALENDAR

August 28 - 30	Staff Development
September 4	Labor Day - No Classes
September 5	School Opens
October 19-20	Professional Conventions - No Classes
November 2	Quarter 1 Ends
November 8	Parent/Teacher Conferences PM
November 9	Parent/Teacher Conferences PM
November 10	No Classes/No Conferences
November 22	Staff Development - No Classes
November 23-24	Thanksgiving Break - No Classes
December 22 - January 1	Winter Break - No Classes
January 15	Staff Development - No Classes
January 19	Qtr. 2/Semester 1 Ends
January 22	Staff Development - No Classes
February 19	President's Day - No Classes
March 6 & 8	Parent/Teacher Conferences
March 27	Quarter 3 Ends
March 28	Staff Development - No School
March 29-April 2	Spring/Easter Break - No School
May 28	Memorial Day - No Classes
May 31	Last Day of School - Dismissal 1:30
June 3	Graduation

QUARTER/SEMESTER DATES

November 2, 2017	1 st Quarter Ends
January 19, 2018	2 nd Quarter/First Semester Ends
March 27, 2018	3 rd Quarter Ends
May 31, 2018	4 th Quarter/Second Semester Ends
June 3, 2018	Commencement/Graduation

MID TERM DATES

1st Quarter – September 29, 2017

2nd Quarter – December 8, 2017

3rd Quarter – February 23, 2018

4th Quarter – May 4, 2018

STUDENT DAYS

First Quarter	September 5 - November 2	41 days
Second Quarter	November 6 - January 19	43 days
Third Quarter	January 23 - March 27	44 days
Fourth Quarter	April 3 - May 31	42 days

2017-2018 CLASS OFFICERS

7th Grade

President: Brayden Blatz
Vice President: Devon Sheffield
Secretary/Treasurer: Kayden LaMont
Student Council: Veronica Hemming & Mackenzie Ribich

8th Grade

President: Greta Rundquist
Vice President: Shelby Holmstrom
Secretary/Treasurer: Katelyn Buehring
Student Council: Dylan Cardinal & Nevaeh Moore

9th Grade

President: Jacy Dominguez Perrin
Vice President: Joelle Leigland
Secretary/Treasurer: Zeth Hahn
Student Council: Lance Kociemba & Kiyana Maynard

10th Grade

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

11th Grade

President: Katie McDonald
Vice President: Brystin LaMont
Secretary/Treasurer: Jillian Grace-Cicero
Historian: Maggie Biermaier
Student Council: Jamie Guptill & Elena Herberg

12th Grade

President: Dalton Ramberg
Vice President: Tucker Leigland
Secretary/Treasurer: Olivia Erdman
Historian: Abby Moe
Student Council: Ella Blazek & Taylor Williams

CLASS ADVISORS

Seniors:	Ms. Thielen, Mrs. Matzke Stoltz
Juniors:	Mr. Hall, Mrs. Giller, Mr. Rood,
Sophomores:	Mr. Olson, Mrs. Knudson, Mr. Monson, Mr. Nicoll
Freshmen:	Mrs. Fitcher, Mr. Kuchenbecker,
8th Grade:	Mr. Telander, Mrs. Thill, Mr. Cook, Mrs. Carpenter, Mr. Voller
7th Grade:	Mr. Bingham, Mr. Montzka, Mr. Vaughan, Ms. Westman, Mrs. Guentzel

EXTRA CURRICULAR COACHES/ADVISORS

Activities Director	Lee Rood
Bands	TBA
Choirs	Ben Montzka
Cross Country Coach	Mike Vaughan
Volleyball Coach	Eric Telander
Football Coach	Joe Lattimore & Mike O'Donnell
Boy's Basketball Coach	Jeremy Albright
Girl's Basketball Coach	Joe Nelson
Gymnastics	Jessica Miller
Wrestling Coach	Gage Keegan
Track Coach	Mike Vaughan
Baseball Coach	Brody Bakken
Golf Coach	Jeremy Albright
Softball Coach	Kim Erdman
Student Council	Erika Matzke Stoltz

One Act Play
Yearbook
FFA
Speech
Minnesota Honor Society
Knowledge Bowl
Spanish Club
All School Play
Math League

Jennifer Thielen
Dan Kuchenbecker
Eric Olson
Maureen Guentzel
Maureen Guentzel
Mike Vaughn
Ashley Fitcher
Rachel Bigelow
Charlotte Thill

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 extracurricular 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 **course requirements include:** 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 **course requirements include:** 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 **course requirements include:** 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 **course requirements include:** 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 = ½ credit

Electives = to total 21.5 credits

TOTAL CREDITS REQUIRED TO GRADUATE = 21.5

JUNIOR HIGH RETENTION PROCEDURE

(Delete completely - We utilize our MTSS process to assist struggling learners and make retention decisions with consultation of MTSS team, administration, and parents)

PERIODIC TENNESSEN WARNING TO STUDENTS AND PARENTS (~~Homework or Tennesen? Considering striking~~)

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.

MINNESOTA HONOR SOCIETY

Selection to MHS is a privilege, not a right. Students do not apply for membership in the Minnesota 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. MHS is more than just an honor roll.

- * 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.

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

SELECTION OF MHS MEMBERS

The advisor will request a list of scholastically eligible **grade 11** students before the end of the first quarter of the school year. These students will be informed about the Minnesota Honor Society and selection procedures by the advisor. Scholastically eligible students will be given data sheets for information regarding activities both in and out of school to complete and return

to the advisor. The faculty will be given a list of scholastically eligible students and copies of their data sheets. They will rate these students in the areas of leadership, service, and character. This ranking will be from 0 to 4, 4 being the highest. The recommendations of the faculty are then given to the Faculty Council. The Faculty Council shall consist of five voting members, appointed annually by the principal. The chapter advisor is a non-voting member of the Council. Based on the faculty recommendations, the Faculty Council will decide upon the new members. Selection for membership to the chapter is always to be by a majority vote of the Faculty Council. An active member of the Minnesota Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the principal. An active member of the Minnesota Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The advisor will notify both selected and non-selected candidates by letter.

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 **have their parents** report this change immediately to the office so this information is available in order to **have accurate contact information especially** 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 **or the lost and found table**. 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) 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 events, **including extracurricular**, or on school time, all students must be transported **via the school arranged transportation**. ~~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, **with the exception of off campus practice sites if school transportation is not provided. In the event of this exception, students must seek prior administrative approval and written parental permission submitted (forms may be obtained in the HS office) . This approval includes any students riding with other students to practice.** Students riding home from a school-sponsored event with their parents or another relative must bring a signed note from their parent/guardian **prior to departure for the event.**

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

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.

(INSERT LINK TO POLICY) *You can then remove all text below given board approval*

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 maybe 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 legal officials for ultimate disposition when appropriate.

E. **DISSEMINATION OF POLICY**

A copy of this policy will be printed in the student handbook or disseminated in any other 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 include suspension, exclusion, or expulsion. In addition, the student 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

(THIS NEEDS TO REMAIN AS NOT ADDRESSED IN POLICY)

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.

CELL PHONES/ELECTRONIC DEVICES/CHROMEBOOKS

Electronic devices **such as cell phones, iPods, MP3 players, CD players, computers, Chromebooks,** etc., may be brought to school. ***Students must take personal responsibility for all devices brought to school. 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 ***all*** electronic devices ~~such as~~ ***including*** 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 videotaping 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.

TEXT BOOKS

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

COLLEGE VISITS

A pre ~~excused~~ **arranged** pass is required from the office to be excused for a college visit.

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 you 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 will 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	\$2.80
Milk:	Full Price	\$.50

All visitors/non-students that are purchasing a meal will be charged \$1.75 per breakfast or \$4.00 per lunch.

CLOSED CAMPUS

No student may leave the building or campus at any time without permission. Violations will be treated as truancy.

RUSH CITY LETTER 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 BOARD MONITOR AND POSTERS

Students should check the bulletin board monitor 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.

(INSERT LINK TO POLICY HERE)

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to encourage students to be dressed appropriately for school activities. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- 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/skirts", skimpy tank tops, tops that expose the midriff.
 - 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, badges, symbols, signs, words, objects or pictures on clothing or

jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in ISD #139 Policy 413.

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.

GUIDANCE OFFICE

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. Students do not select teachers-only classes. When a student 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.

MEDIA CENTER

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, 2017. 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 School Activities Schedule

~~Church night is Wednesday. No activities are to be scheduled after 7:00 p.m. on this night.~~ ***Rush City activities, whenever possible, will not be scheduled on a Wednesday night. Please note RC is not in control of MSHSL dates.***

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, from a vendor arranged by the district. ***Scholarship funds for cap and gown are available.***
4. 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.

STUDENT DISCIPLINE POLICY # 506

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 nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

(INSERT LINK TO POLICY HERE / Yet leave all text for this policy)

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. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

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

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 student's misconduct, as determined by the school district. Disciplinary action may include, but not limited to, one or more of the following;

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule
- K. Referral to in-school support services
- L. Referral to community resources or outside agency services

- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. ~~Saturday school;~~
- S. **Restorative justice practices/restitution; (THIS IS AN ADD TO CURRENT POLICY)**
- T. **Assignment of community service;**
- U. Expulsion under the Pupil Fair Dismissal Act;
- V. Exclusion under the Pupil Fair Dismissal Act;
- W. 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 student's 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.

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

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- 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, 506-12 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 where a student with a disability does not receive regular or special education instruction during that dismissal period.

- 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.

VI. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification

The complete text of Policy #506 (Student Discipline Policy) may be found in the Board of Education Policy Manual located in all District offices and on the district website.

DISCIPLINARY GUIDELINES

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

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

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

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

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

VIOLATION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE	4th OFFENSE
Academic Dishonesty – 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.	**
Aggravated Assault -Committing an assault which inflicts great bodily harm upon another person.	5-10 day susp.	**	**	**
Alcohol -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.	**	**	**
Assault (Verbal/Physical) -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.	**	**
Bomb Threat – Intentionally giving false alarm of a bomb.	**	**	**	**
Bullying/Harassment -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.	**	**
Dangerous, Harmful, Nuisance Substances -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.	**	**	**
Chronic Violation of School Rules & Regulations -Continuous refusal to follow established school rules, regulations, and/or procedures.	**	**	**	**

Defiance of Authority -Willful refusal to follow legal direction/order given by a staff member .	1-5 day susp.	1-10 day susp.	**	**
Disorderly Conduct – Engaging in offensive, obscene, or abusive language or in boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others, or is disruptive to the school climate.	1-5 day susp.	1-10 day susp.	**	**
Disrespectful Language/Conduct -Comments and/or conduct directed toward any school employee which demonstrates a lack of respect. The use of profanity.		1-5 day susp.	1-10 day susp.	5-10 day susp.
Disruptive Behavior -Actions which interfere with effective operations of the school.	*	1-5 day susp. (23)	1-10 day susp.	5-10 day susp.
VIOLATION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE	4th OFFENSE
Disruptive Behavior -Actions which interfere with effective operations of the school.	*	1-5 day susp.	1-10 day susp.	5-10 day susp.
Dress and Grooming – Clothing must meet the guidelines of the dress code and be free of obscene, offensive, discriminatory, drugs, alcohol, chemical or gang symbols.	*	1-5 day susp.	1-10 day susp.	**
Driving, Careless or Reckless – Driving on school property in such a manner as to endanger persons or property.	*	1-10 day susp.	**	**
Fighting -Any form of combat where blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, scratching or any other acts in which a student inflicts or attempts to inflict bodily harm on another person.	1-10 day susp.	**	**	**
Fires and False Fire Alarms -Arson-The intentional destruction or damage to any school building or property by means of fire or explosives.	1-10 day susp.	**	**	**
Forgery/Signature Falsification -Falsifying signature or date and/or refusal to give proper identification when requested to do so by a staff member.	*	1-5 day susp.	1-10 day susp.	**
Gambling -The playing of a game of chance for stakes.	*	1-5 day susp.	5-10 day susp.	**
Leaving School Grounds -Leaving school grounds during school hours without proper clearance.	*	1-5 day susp.	1-10 day susp.	5-10 day susp.
Photography -Taking videos or photos of students /staff at school without their written permission is	1-10 day susp.	1-10 day susp.	**	**

prohibited unless it is part of an official school assignment.				
Pornography – Possessing or distributing pornographic material.	1-10 day susp.	**	**	**
Possession/Use/Distribution of Weapons on School Property -Students may not bring, possess, or store a gun or any other dangerous weapon or facsimile (look-alike) in school, in a school vehicle, or on school property including vehicles parked in the school parking lot. Weapons also include knives, chains, as well as other devices which could cause bodily harm or injury. Pocket knives should not be carried to school.	**	** (24)	**	**
VIOLATION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE	4th OFFENSE
Retaliation – Any negative action(s) directed towards a student or staff member because they reported or discourage inappropriate behavior.	*	1-5 day susp.	1-10 day susp.	**
Robbery/Extortion -The obtaining of property from another where his/her consent was induced by use of force or a threat of force.	**	**	**	**
Symbolic Expressions of intolerance or those that may be interpreted as such including but not limited to the swastika, confederate flag and/or gang representations (bandanas, colors, etc.) are not allowed.	*	1-10 day susp.	**	**
Tardiness, Excessive	*	*	1-5 day susp.	1-5 day susp.
Terroristic Threat – Threatening, directly or indirectly, to commit any crime of violence with the intent of terrorizing another person.	5-10 day susp.	**	**	**
Theft -The unauthorized taking of the property of another.	1-10 day susp.	1-10 day susp.	**	**
Tobacco/E-Cigs - Possession or use of any tobacco, electronic cigarette, or a look-alike product by a student while on school grounds/time or at school sponsored activities.	1-5 day susp.	1-10 day susp.	1-10 day susp.	1-10 day susp.
Trespassing/Unauthorized Use of School Property -The unauthorized/illegal use of school property for non-school sponsored activities.	*	1-5 day susp.	1-10 day susp.	**
Truancy/Absenteeism	*	1-5 day susp.	1-10 day susp.	**
Unauthorized Distribution -Distribution or possession of literature on or near school property	*	1-5 day susp.	1-10 day susp.	**

or inflammatory, libelous, slanderous, or otherwise unauthorized material.				
Verbal Abuse/Gestures -Threatening language, vulgar/profane language, inappropriate gestures/remarks	*	*	1-5 day susp.	1-10 day susp.
Willful Damage of School Property -Any student who willfully cuts, defaces, or otherwise injures in any way any property, real or personal belonging to the school district is liable to suspension or expulsion and the parent or guardian shall be liable for all damages caused by their child.	*	1-5 day susp. (25)	1-10 day susp.	**
VIOLATION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE	4th OFFENSE
Willful Damage to Property of Staff Members and Others -Any student who willfully cuts, defaces, or otherwise injures in any way any property, real or personal belonging of a staff member is liable to suspension or expulsion and the parent or guardian shall be liable for all damages caused by their child.	*	1-5 day susp.	1-10 day susp.	**
Willful Disobedience -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 *also* 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

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

Any student who wishes to ride a bus other than the one they are assigned must first obtain a pass in the High School office. Parent permission will be required.

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.

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B. RULES AT THE BUS STOP

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

C. DISCIPLINARY ACTION

1st offense - warning

2nd offense - may result in a 5 day suspension from riding the bus

3rd offense - may result in a 10 day suspension from riding the bus

4th offense - may result in a 20 day suspension from riding the bus

5th offense - may result in a suspension from riding the bus for the remainder of the school year.

D. OTHER DISCIPLINE

Based on the severity of a student's conduct, more serious consequences may be imposed at 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 Safety Policy) may be found in the Board of Education Policy Manual located in all District offices and on the district website. INSERT POLICY HERE

DETENTION RULES AND PROCEDURES

Any student with unserved detention period(s) may not participate in extracurricular activities until ALL detentions 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 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 headphones will be allowed. Talking to another student, sleeping and leaving the room during the period are also not allowed. **(Formatting needs to be corrected)**
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.

Students who miss class to participate in a school sponsored activity, including extracurricular, are not considered absent. If a student misses a regularly scheduled class due to a school sponsored activity, they will be allowed one extra school day to submit assignments, take quizzes, or tests.

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. INSERT POLICY HERE ONCE UPDATED

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 extracurricular 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.

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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 countywide 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 student's 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 parent's 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 are to report to the main office to receive work and be assigned a location to serve their day (s) of suspension.**

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. eat lunch in the location they were assigned to serve the suspension or in the main office.**

INSTRUCTION:

Prior to the student beginning to serve the time assigned in "in-school suspension," all of the student's classroom teachers will be notified of the suspension and are requested to provide the office with the student's assigned course work for duration of the suspension. Instructors are urged to make every effort to directly relate all assignments to the unit of study in progress in the regular classroom during the student's suspension.

OBJECTIVES:

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

STUDY CENTER RULES

1. Anyone creating a disturbance while entering or leaving the study center 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 the study center 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 center before the end of the period or face loss of privileges.
9. This is a study center, 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 center. If you are late to the study center 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 **or their final course grade is an incomplete or an F, 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 grade report indicating they are passing **/passed. (or) Upon completing five consecutive days of directed study upon receiving an incomplete or failing end of term grade.**

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

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 **or advisors** 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. **Additionally, students who are eligible because they are attending directed study on a daily basis, must make progress towards passing at each weekly grade check or they become ineligible until progress is made.**

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

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

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 extracurricular activities, governed by the Minnesota State High School League, must follow the rules of eligibility as outlined by the League and the local Board of Education.

FOR EXTRACURRICULAR ACTIVITIES -

SCHOOL ACTIVITIES POLICY #510

I. PURPOSE The purpose of this policy is to impart to students, employees and the community the school district's policy related to the student activity program.

II. GENERAL STATEMENT OF POLICY: School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

III. RESPONSIBILITY

A. The school board expects all students who participate in school sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.

B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal or unsportsmanlike behavior at these activities or events.

C. It shall be the responsibility of the superintendent to disseminate information needed to inform students, parents, staff and the community of the opportunities available within the school activity program and the rules of participation.

D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. It shall be the responsibility of those employees who conduct MSHSL activities to familiarize students and parents with all applicable rules, penalties, and opportunities.

E. The superintendent shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.

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: *Minnesota State High School League policy states that students must be making satisfactory progress towards the school's requirements for graduation. The school where the student is fully enrolled and regularly attends shall determine satisfactory progress.* Rush City High School students (grades 7-12) are required to earn academic eligibility to participate in all school-sponsored extracurricular 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: *Minnesota State High School League policy states that in order to be eligible for regular season and League tournament competition a student must be in good standing. For continued or flagrant disregard or violation of established school rules and policies a student would not be considered in good standing and may carry a suspension from extracurricular 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 Code of Student Conduct (exclusive of specific MSHSL rules which have direct consequences) will be ineligible for a period of time as determined by the school administration. Restorative justice, community service, or applicable restitution may reduce or eliminate the period of ineligibility. Example: A student violates the Code of Student Conduct and is deemed ineligible for one event may be allowed to perform five hours of community service prior to the day of the event in lieu of missing the event.*
- ~~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 extracurricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members or other significant persons in their lives.

The close contact in MSHSL activities of advisors and coaches provides them with a unique opportunity to observe, confront and assist young people. The MSHSL, therefore, supports education and awareness training in adolescent chemical use problems including the symptomatology of chemical dependency and special issues affecting League activities for administrators, athletic directors, coaches, advisors, participants and their families.

- 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 *including e-cigarettes* 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. *A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that Rule 3 violation in both Category I and Category II activities in which the student participates.*

Each advisor and/or coach of these activities and clubs will provide the administration with a list of those activities where students are making a public appearance representing Rush City High School. This list of activities will be the basis for withholding students from participation while they are serving their suspension penalty (*i.e., events not eligible to participate in*). Just as students will be

withheld from interscholastic competition, students who are suspended because of use of chemicals will also be restricted from other school sponsored activities, such as school dances and parties.

In addition to fine art activities, Rush City High School expands **Category II** this policy to cover ~~(loss of eligibility to participate)~~ **includes** all school activities and clubs where students represent the high school including **homecoming**, prom and graduation ceremony. However, school dances and parties do not count towards meeting **MSHSL** Category II eligibility criteria.

VIOLATION OF RULE 3 - 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.

VIOLATION OF RULE 3 - 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

- ### B. Second Violation

- 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.

1. 9th Grade Option: The student is enrolling in 9th grade for the first time.
2. Family Residence Change: the student transfers from one public school district attendance area to another public school district attendance area at any time during the calendar year in which there is a change of residence and occupancy in Minnesota by the student's parents. If the student's parents move from one public school district attendance area to another public school district attendance area, the student will be eligible in the new public school attendance area or a nonpublic school if the student transfers at the same time the student's parents move. If the parents move from one public school district attendance area to another, the student shall continue to be fully eligible if the student continues enrollment in the prior school for the balance of the current marking period or for the

balance of the academic school year. If the student elects either of the current enrollment options above, the student will be fully eligible upon transfer to the new school. A student who elects not to transfer upon a parent's change in residence shall continue to be eligible at the school in which the student is currently enrolled.

3. Court Ordered Residence Change for Child Protection: the student's residence is changed pursuant to a child protection order placement in a foster home, or a juvenile court disposition order.
4. Divorced Parents: a student of legally divorced parents who have joint physical custody of the student may move from one custodial parent to the other custodial parent and be fully eligible at the time of the move. The student may utilize this provision only one time during grades 9-12 inclusive.
5. Move from Out of State: if a student's parents move to Minnesota from a state or country outside of Minnesota and if the student moves at the same time the parent establishes a residence in a Minnesota public school district attendance area, the student shall be eligible at the first school the student attends in Minnesota

If none of the provisions in the transfer rule are met, the student is ineligible for varsity competition 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 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. The student-athlete's contribution to their team may be taken into consideration.
6. The student-athlete must be recommended by the head coach of their sport to the athletic director.

GREAT RIVER CONFERENCE SPORTSMANSHIP POLICY
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

HARASSMENT AND VIOLENCE

I. GENERAL STATEMENT OF POLICY

The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability

INSERT POLICY HERE

A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district

harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, 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 the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

C. **Violence Definition:** Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

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 complainant to use the report form available from the principal of each building or available from the School District Office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting

harassment or violence directly to a District Human Rights Officer or to the Superintendent.

- A. In Each School Building - The building principal, or the principal's designee, (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.
- 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 harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.

The complete text of policy #413 (Harassment and Violence) 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 the 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 or the principal's designee, (hereinafter building report taker) 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. 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.
- 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 building report taker immediately. School district 526-3 personnel who fail to inform the building report taker of conduct that may constitute hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

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. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this

prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events

ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator. G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

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

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and

acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

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

III. LIMITED EDUCATIONAL PURPOSE

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

V. UNACCEPTABLE USES

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 or other visual depictions that are harmful to minors;
 - 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 education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - 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 or 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 district's 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 private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message
 - a. This paragraph does not prohibit the posting of employee contact information on school district web pages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related web pages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.
 - c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace" and "Facebook."
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 district 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 district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. 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.

VI. FILTER materials

[Note: Pursuant to state law, school districts are required to restrict access to inappropriate

on school computers with Internet access. School districts which seek technology revenue pursuant to Minn. Stat. § 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting

with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. VII. CONSISTENCY WITH OTHER SCHOOL POLICIES Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

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 Minn. Stat. Ch. 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 the 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 Computer and 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 misdeliveries 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. Disclaimers 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 resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. 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 student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. 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.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.

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- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an

annual review of this policy.

The complete text of Policy #524 (Internet Acceptable Use & Safety Policy) 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 school's 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 makeup 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 (Tina Corporatism)

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.