

# **Rock Ridge High School**

## **24-25 STUDENT HANDBOOK**

**Rock Ridge High School 218-735-3501**



### **WE SEE**

- \*An educational environment designed to inspire passion and joy for everyone
- \*Collaborative educational experiences with immediate real-world applications
- \*Meaningful integration of community professionals into the daily education of students
- \*Adaptable learning spaces that will continually meet the needs of an ever-changing world

# Rock Ridge Public Schools

## 2024-2025 School Calendar

July					August					T- 4	September					T- 20
1	2	3	4	5				1	2	S- 0	2	3	4	5	6	S- 20
8	9	10	11	12	5	6	7	8	9		9	10	11	12	13	
15	16	17	18	19	12	13	14	15	16		16	17	18	19	20	
22	23	24	25	26	19	20	21	22	23		23	24	25	26	27	
29	30	31			26	27	28	29	30		30					
October					November					T- 19	December					T- 15
	1	2	3	4					1	S- 19	2	3	4	5	6	S- 15
7	8	9	10	11	4	5*	6	7	8		9	10	11	12	13	
14	15	16	17	18	11	12	13	14	15		16	17	18	19	20	
21	22	23	24	25	18	19	20	21	22^		23	24	25	26	27	
28	29	30	31		25	26	27	28	29		30	31				
January					February					T- 19	March					T- 21
		1	2	3	3	4	5	6	7	S- 19	3	4	5	6	7^	S- 21
6	7	8	9	10	10	11	12	13	14		10	11	12	13	14	
13	14	15	16	17	17	18	19	20	21		17	18	19	20	21	
20	21	22	23*	24	24	25	26	27	28		24	25	26	27	28*	
27	28	29	30	31							31					
April					May					T- 21	June					T- 0
	1	2	3	4				1	2	S- 20	2	3	4	5	6	S- 0
7	8	9	10	11	5	6	7	8	9		9	10	11	12	13	
14	15	16	17	18	12	13	14	15	16		16	17	18	19	20	
21	22	23	24	25	19	20	21	22	23		23	24	25	26	27	
28	29	30			26	27	28	29*^	30		30					

**Graduation Date: Friday May 30th**

	First & Last Pupil Days	**Midterm (Quarter 1)		^Trimester 1	Nov. 22
	No School	*Quarter 1	Nov.5	^Trimester2	Mar. 7
	Early Release	**Midterm (Quarter 2)		^Trimester 3	May 29
	Student Contact Days	*Quarter 2	Jan. 23		
	Conference Exchange Day	**Midterm (Quarter 3)		Pupil Days	173
	Inservice Days (August 30th = flex day, complete these hours in the summer if interested)	*Quarter 3	Mar. 28	Conf. Exchange	1
		**Midterm (Quarter 4)		Inservice days	6
		*Quarter 4	May 29	Teacher Days	180

# INTRODUCTION

The student handbook should be used as a source of regulations, policies, and information for the student while attending 7-12 Rock Ridge Public Schools. Students should read the student handbook carefully, review it with their parents/guardians and keep it as a reference. The administration reviews the rules and procedures each year, making them relevant to protecting the rights of all students and allowing the school to function in a safe environment. Students are responsible for knowing and following the rules, regulations, policies, and procedures contained in the student handbook. The handbook will be sent home electronically to families at the start of the school year. It is expected that the parent/guardian review the high school student handbook and acknowledge the rules, regulations, policies and procedures as stated. Any questions or concerns should be addressed to school administration.

The Rock Ridge Public School District will continue with an educational plan designed to develop students' educational and social skills as well as a better understanding of responsibility, respect and resourcefulness. The educational plan includes behavior expectations, achievement expectations, student self-management, and student social skills. The purpose of the plan is for the staff to work together to raise the quality of work done by students, and enhance the attitude of both students and teachers towards school and learning. The total education system teaches students such outcomes as self-discipline, self-management, respect, responsibility, planning, organization, persistence, tact, courtesy and coping skills. The education plan has had an impact on the rules and procedures that are written in this handbook.

This handbook is not intended to represent a complete description of all district policies. A detailed description of all policies adopted by ISD 2909 is accessible on the main website. ([www.rrps.org](http://www.rrps.org)). A printed copy is available upon request. This handbook may be changed or amended during the school year. Changes will be posted in the office of the Principal and relayed to the students by means of the Daily Bulletin. Any questions on the policies herein should be addressed to the administration.

Section 3: [Academic Information](#)

Section 4: [Attendance Information](#)

Section 5: [Rules & Discipline Information](#)

Section 6: [Sports & Student Activities](#)

Section 7: [School Board Policy Links & Required Inclusions](#)

## LINKS TO DISTRICT INFORMATION

All school information can be found on the district website: [www.rrps.org](http://www.rrps.org)

Parents and students are encouraged to click on the **green** online links prior to contacting the school with questions.

[Activity, Athletic, and Event Schedules](#)

[Bell Schedule](#)

[Parent Portal in PowerSchool](#)

[Schoolology](#)

[Lunch Menus & Food Service Information](#)

[Staff Emails](#)

## GENERAL INFORMATION

### **Accidents**

Students involved in an injury of any kind on campus must report the accident to the teacher in charge immediately. The student will be referred to the main office or nurse's office as soon as possible to complete the proper forms. Tardiness in reporting an accident makes it difficult to record the circumstances accurately.

### **Address or Telephone Change**

A change in a student's address or phone number should be reported to the high school office. This is necessary for keeping school records accurate, for school mailings, and for emergencies.

### **Age of Majority/18 Year Old Students**

Students 18 years of age or older must comply with the same rules and regulations as younger students according to State Statute M.S. 120.06 unless it has been determined by the school and the student's legal parents/guardians that the student is to be treated as an "independent student". Once a student is deemed independent, the parent/guardian no longer has access to educationally relevant information including attendance, behavior, and academics. They may not write their own notes or excuses if they are living in the parental home. Families are cautioned in providing the independent status.

### **Appointments with School Personnel**

Anyone desiring a conference with a staff member or a conversation regarding the progress of their son/ daughter should contact the instructor. Contact information can be located by clicking on the link included above.

### **Background Checks for Employees and Volunteers**

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district and for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. In most instances, volunteers will be required to have a background check on file with the school district prior to volunteering or visiting a classroom. Always call the day prior to make an appointment if you would like to visit the school.

### **Building Hours**

Building Hours: 7:30AM-4:00PM

Visitors are welcome in our school. All visitors must enter door #1 and register in the school office to obtain a visitor badge. The practice of casual student visits is not allowed. Students wishing to tour the school must make prior arrangements through the principal's office.

Students arriving after 8:10 am will be required to be buzzed in to the building at Door #1. After school is released at 3:00, students should be in their assigned location or out of the building by 3:10 PM.

### **Concerns & Complaints**

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral and should follow the appropriate chain of command, as appropriate. Questions, concerns, or complaints should be directed first to the teacher or coach.

### **Copy Machines**

The copy machines are provided for the instructional staff. Students are not to use the copy machines without administrative approval.

### **Counseling & Guidance**

Counseling services are available to all students. The counselor is prepared to assist students and parents/guardians who have concerns about vocational or educational plans in high school or for college preparation, programming and course selection, test results, achievement, study habits, personal matters, or social/emotional development. Scholarship and college information will be available outside the counselor's office.

### **Emergency School Closing/Media Announcements**

School closing information will be placed on the homepage of the Rock Ridge Public Schools website, sent by electronic alerts (**please update your contact information**) and broadcast on the local radio and television stations, as well as instant alerts through bright arrow, social media and the school website at [www.rrps.org](http://www.rrps.org)

### **Daily Bulletin**

Events of the day will be posted in the daily bulletin. The office will communicate the bulletin each day. All items for the bulletin must be concerned with school business.

### **Fees**

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

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Use of musical instruments owned or rented by the school district.

Students will be charged for iPads, textbooks, workbooks, library books, and other resources that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the building principal.

### **Fire Drills, Emergency Evacuation & Lockdowns**

Rock Ridge High School is committed to student safety and security. We will be having 5 Fire Drills, 5 Lockdown (Hold) Drills and 1 Tornado Drill throughout the school year.

Fire, evacuation, and lock down drills are held to reduce the probability of serious damage or injury in case of a real emergency and are required by the state of Minnesota. Teachers will provide exit information and explain the procedure in case of a fire drill or evacuation; students are to follow these instructions. All books and other materials must be left and students are to leave the building in a quiet and orderly manner. Only upon a signal will students return to the building and their classrooms in an orderly fashion. A detailed crisis manual has been developed by the school district and is available in each learning area.

### **Health Program**

Students with special health concerns should notify the school nurse and the school office. Students are to report to the nurse if they are ill. If they desire to leave school, the nurse's office will make a phone call to their parents and notify the school office.

The health services consist of Individual Health Care Plan and Emergency Action Plan development, student health assessments/evaluations, screenings for vision, hearing, and assistance with needed medical treatments. The health service program assists to protect and promote student health, facilitate normal development, and advance academic success. As a district our health services provide care coordination and advocate for quality student-centered care.

### ***Medications***

Parent/guardian is responsible for providing all medications. Medications may be dispensed in school when the student's health may be jeopardized without it, and when needed to maintain/promote the health of the student so that learning is enhanced. If a student needs to take prescription medication during school, the school district requires:

1. The district's Medication Authorization form must be completed once per school year and/or when a change in the prescription or requirements for administration occurs. These forms are available on [www.rtps.org](http://www.rtps.org) under Health and Wellness and in the Health office.
2. The administration of all PRESCRIPTION MEDICATION at school requires a completed signed request from the student's parent and a signed physician's order. Prescription medication must be in the properly labeled pharmacy container & are to be kept and administered in the health office. Parents/Guardians are advised to ask the pharmacist for a bottle for home and second/separate labeled bottle for school.

3. OVER THE COUNTER MEDICATIONS SECONDARY STUDENTS (grades 7-12): May possess and use nonprescription pain relief medications in a manner consistent with labeling for their own use only. The school district may revoke the privilege of self-carry and self administering of medications if it is determined that the student is abusing the privilege or is at risk of harm to self or others.

4. Self-Carry Medications: Students needing to self-carry emergency medications such as an epi-pen or an inhaler may do so. The district requires the Self-Carry Medication Authorization form and either the Allergy Action Plan or the Asthma Action Plan available on the District's website [www.rtps.org](http://www.rtps.org) to be completed by the guardian and the prescribing health care provider. These forms must be completed at the start of each school year.

### **Immunizations**

As required by Minnesota Statutes Section 121A.15, children enrolled in Rock Ridge Public Schools must receive immunizations required per the Minnesota School Immunization Law. Proof of immunizations must be provided prior to the student's first date of attendance.

All students entering grade 7 must show proof of 2 MMR vaccines, a series of 3 Hepatitis B vaccines, 1 Tdap vaccine, 3 polio vaccines, 1 Meningococcal vaccine and 2 Varicella vaccines or certify that the student had chicken pox. If immunization is medically contraindicated or if a parent or guardian wishes to be exempt based on beliefs from one or more immunization requirements then section 2 of the "Student Immunization Form" available on our school website must be completed and provided to the school health office. Students not in compliance will not be allowed to attend school. The full immunization statute can be read at the following link: [Click Here](#)

### **Individual Class Optional Purchases**

All seniors will be given the option to purchase a graduation cap and gown, but one will be provided to students to utilize for the ceremony if a student decides not to purchase the cap/gown. The purchase of class rings, announcements, caps/gowns, and graduation pictures are all optional.

### **Nondiscrimination**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. Contact the school superintendent as needed.

### **Notification to Staff Regarding Placement of Students With Violent Behavior**

Rock Ridge Public Schools recognizes the rights of students and data privacy. In an effort to provide a safe school environment, staff members will be notified by the Administration of a student's history of violent behavior. The history of violent behavior and notice to the appropriate staff is an educational record and will be transferred to an enrolling school district. Parents have the right to review and challenge records or data, including the data documenting the history of violent behavior, under both state and federal law as set forth in the school district's Data Practices Policy.

## **Pledge of Allegiance**

The Pledge of Allegiance will be recited daily on the days school is in session. It is the responsibility of citizens to show proper respect to their country and its flag. However, students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag, on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate. A student who chooses not to participate may either stand or sit, remaining respectfully silent. No homework may be done during this short time.

## **Purchasing, Selling, or Soliciting**

Students are not permitted to make any purchase for the school or for any club or organization without permission of the club advisors. Receipts for purchased items shall be given to the club or class advisor so payment may be made. The Principal must approve any type of selling or soliciting to be carried on in the school building or on the school grounds. All notices, signs, advertising bills displayed in the corridors or on the school bulletin board must be approved by school administration. It is a policy to display materials pertaining only to approved high school student activities.

# **ACADEMIC INFORMATION**

## **Academic Honesty and Integrity**

Rock Ridge High students will receive a world class education. School assignments and tests are measures of a student's academic performance. All work submitted for credit is expected to be original work created by the student submitting it.

**SPECIAL NOTE ON AI GENERATED CONTENT:** Artificial intelligence is now a part of the world we live in. While AI can be useful and has some academic applications, copying the answers you get from AI is academic dishonesty. It also cheats you out of the practice of critical thinking and learning how to communicate your original thoughts and ideas. If a teacher believes a significant portion of your assignment was completed using AI, they reserve the right to have you redo the assignment in their presence, assign you another way to show what you have learned, or follow the consequences outlined below.

**Cheating:** Dishonestly or unfairly gaining an advantage, especially in a game or examination. **Collusion:** Secret or illegal cooperation or conspiracy, especially in order to cheat or deceive others. **Plagiarism:** The practice of taking someone else's work or ideas and passing them off as one's own.

Examples of academic dishonesty include, but are not limited to the following:

- Copying and/or sharing academic work
- Asking or letting your project partner do your fair portion of the work
- Sharing test questions and/or answers with other students either orally or electronically
- Looking on another's test/quiz or allowing another to copy a test/quiz
- Submitting another's work as your own with or without the other person's knowledge (i.e., plagiarism).
- Submitting work solely created using AI
- Working with others on an assignment that is intended to be done individually



Procedures for Reporting: If a staff member has reason to believe that a student has violated the academic honesty policy, the staff will meet with the student to discuss the incident. Following this conference, if the teacher still believes the student acted dishonestly, he or she will contact the parent or guardian via telephone or schedule a face-to-face meeting and complete a Discipline Log Entry in PowerSchool.

Consequences: Offenses accumulate through the entire course. Physical evidence is not necessarily required. If the behavior warrants, the principal may increase the level of consequences based on the facts and the violations of other policies. Acts of academic dishonesty are also subject to MSHSL Code of Conduct Rules.

Occurrence	Assessment Consequences	Assignment Consequence Options Determined by Teacher	Parent/Guardian Contact
1	0 on assessment NHS Removal MSHSL Code of Conduct Review	Re-Do assignment 0 on assignment National Honor Society Removal	Teacher must contact the parent and enter the information in PowerSchool.
2	0 on assessment NHS Removal MSHSL Code of Conduct Review	Re-Do assignment 0 on assignment National Honor Society Removal Course grade reduction of 25%	Teacher and administration meet with parent and student.
3	0 on assessment NHS Removal MSHSL Code of Conduct Review	Re-Do assignment 0 on assignment National Honor Society Removal Course grade reduction of 25% Failing Course (Record 59% Unless Lower) Scholarship Committee Notification Removal from Class	Teacher and administration meet with parent and student; school counselors included.

### College Options

Rock Ridge Public Schools offers the College in the Schools options CIS classes allow students the opportunity to earn high school and college credits without leaving the Rock Ridge campus. Students may also elect to enroll in PSEO courses and should meet with the school counselor for more information. See the course catalog or a school counselor for more information.

### Graduation Credit Requirements

To graduate from Rock Ridge Public Schools, each student must have completed 24 credits in grades 9-12. Students are required to take a minimum of 6.0 credits per year.

Courses, especially in the math-science areas must be chosen in a timely fashion to ensure that the requirements will be met by graduation. Student's files will be reviewed annually by the counselor for any deficiencies in the credit count. The parent/student will be notified via phone call and/or mail of the deficiency and the remedial options available.

# Rock Ridge High School Graduation Credits

English (4 Credits)	Math (3 Credits)	Science (3 Credits)	Social Studies (3 Credits)
4.0	1.0 Math Elective <i>Typically Intermediate Algebra I</i> 1.0 Geometry 1.0 Algebra II	1.0 Intro to Physics and Chemistry 1.0 Biology 1.0 Science Elective	1.0 Social Studies <i>(Includes Civics, Geography, Economics)</i> 1.0 World History 1.0 US History .5 Government
Arts (1 Credit)	Physical Ed/Health (1 Credit)	Career Exploration (.5 Credit)	Choice Electives (8 Credits)
1.0 Credit	.5 Physical Education Elective .5 Health	.5 Career Exploration	8.0 Student Chosen Electives

## 7th & 8th Grade Requirements

### GRADE 7

Honors English 7 or English 7  
 Honors US Studies 7 or US Studies 7  
 Honors Math 7 or Math 7  
 Honors Integrated Science or Integrated Science 7  
 Physical Education 7  
 Music (Band, Choir or Orchestra)  
 STEAM Expeditions/Computer  
 Family and Consumer Science  
 Art  
 My Futures 7

### GRADE 8

Honors English 8 or English 8  
 Honors US Studies 8 or US Studies 8  
 Honors Math 8 or Math 8  
 Honors Integrated Science or Integrated Science 8  
 Physical Education 8  
 Music (Band, Choir or Orchestra)  
 STEAM Expeditions/Computers  
 Health  
 Industrial Tech  
 My Futures 8

\*Special Education and REACH classes may be substituted for some electives

### Honorary Diploma

Foreign exchange students will receive a diploma marked “Honorary Diploma” as exchange students have not met the academic standards of their respective schools. Students moving to the Bridge to Independence Program following their senior year will also receive an honorary diploma until they have completed the Bridge to Independence Program.

### Grade Point Average Computation *Point Values of Letter Grades*

A = 4.0    A- = 3.667    B+ = 3.333    B = 3.0    B- = 2.667    C+ = 2.333    C = 2.0  
 C- = 1.667    D+ = 1.333    D = 1.0    D- = .667    F = 0    P = 1.5

## **Rock Ridge High School Honor Roll:**

Exemplary 4.0

A Honor Roll 3.667-3.999

B Honor Roll 3.000-3.666

### **Marking Periods**

Mid-Quarter, Quarter, and Semester Grades can be viewed through the Parent Portal of PowerSchool. Daily progress should be viewed on Schoology for the most up to date and comprehensive information.

If parents or legal guardians do not have access to the Internet, you may request, in writing, to have paper report cards mailed home for the year. You only need to make this request once per year. If you would like to cancel that request later in the year, please contact the office.

### **Incomplete Grades**

Students may receive an incomplete grade because their work was not completed at the end of the marking period. All incomplete grades on assignments must be made up within two weeks or the assignment grade will turn to a zero. Failure to complete work may result in no credit being given. Seniors receiving an incomplete in courses needed for graduation will not participate in the graduation ceremony if the incomplete is not made up before graduation day.

Athletic Eligibility is affected by incomplete grades. Students that earn an incomplete are ineligible to play until the incomplete has been made up and recorded in the office. If the eligibility was the result of an incomplete grade, eligibility may be re-established once work for the incomplete grade is made up and the grade change is made in the office.

### **Work Permits (Excused from Study Hall)**

If a junior or senior has a job and wishes to be excused from a study hall period for work privileges the student must obtain a work permit from the office. This form will need to be completed by the parent/guardian, employer, principal and counselor. The privilege of excusing a junior or senior to work during the school day may be granted by the school providing a proper work permit has been submitted. Students who are tardy, truant, or have excessive absences will not be issued a work permit. If a student receives any failing grades or incompletes during the year, the work permit will be revoked for the next marking period or until satisfactory progress is made. A minimum cumulative GPA of 3.0 is required in order to qualify for being excused from study hall.

### **Zero / Failing Policy**

Students will earn no lower than a 59% for the quarter grade if it is due to plagiarism or other course regulations unless the earned grade from other assignments is lower than 59%. CIS & PSEO courses must follow collegiate regulations so they may differ depending upon the course.

If a student fails a required class in grades 7-8, the student team will review data to determine the best interventions for a student. This may include summer school or interventions. If a student fails a required class in grades 9-12, the failing grade will remain on their transcript and the student must make-up the unearned credit. Students will not be allowed to graduate if all the requirements are not met. Refer to the current graduation policy.

**Instructional Materials** (Extenuating circumstances may apply.)

The school district shall have a procedure for a parent, guardian, or an adult student, 18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

## **ATTENDANCE INFORMATION**

**Attendance (See Full Policy 503 on page 29)**

ISD 2909 is committed to maximizing instructional time. Students present in class are proven to have higher student achievement and dedication to personal growth. We are continuously striving to improve the academic success and social/emotional learning of our students; school attendance and punctuality are foundational pieces of the process. We ask students, parents, and guardians to partner with us in proactively making attendance a priority every day. These procedures recognize that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. These practices will assist students in attending class.

Minnesota State Law: (a) Every child between seven and 17 years of age must receive instruction unless the child has graduated. Every child under the age of seven who is enrolled in a half-day kindergarten program shall receive instruction except as provided in subdivision 6, a parent may withdraw a child under the age of seven from enrollment at any time. (b) A school district by annual board action may require children subject to this subdivision to receive instruction in summer school. A district that acts to require children to receive instruction in summer school shall establish at the time of its action the criteria for determining which children must receive instruction. (c) A pupil 16 years of age or older who meets the criteria of MN 1234D.68, subdivision 2, may be assigned to an area learning center. Such assignment may be made only after consultation with the principal, area learning center director, and parent or guardian.

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. Students are required to make up all assignments or to complete alternative assignments for all absences as deemed appropriate by the classroom teacher.

Tardies

Students arriving after the beginning of their class will be marked tardy. If students arrive 10 minutes after the start of class they will be marked absent.

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 within 24 hours, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

### Teacher's/Supervisor's Responsibility

It is the teacher's/supervisor's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's/supervisor's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's/supervisor's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Administrator's Responsibility It is the administrator's responsibility to require students to attend all assigned classes and study halls.

### ***Expectations***

Rock Ridge district policy states that students will attend all classes. Under no condition shall a student leave the school without permission from the nurse or office administration. Families are encouraged to plan vacations around the school calendar.

### ***Co-Curricular Sport and Activity Absences***

Students participating in co-curricular activities must be present for all classes preceding the activity unless pre-excused by administration in order to be eligible for practice or games.

Students participating in co-curricular activities on school evenings are expected to be in attendance for all periods the next school day unless excused by administration to remain eligible.

### ***Open-Enrolled Students***

Under MN Statute 124D.03, subdivision 12, open enrolled students may be assigned to their home district if they meet the definition of habitual truant and have been referred as indicated by law for truancy. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.

### ***Progress Reporting***

Teachers in grades 7-12 will record an INCOMPLETE for all students over 10 excused absences at the quarter or semester report cards. Students will then be given 2 additional weeks to make up the absences. Students participating in MSHSL activities will not be eligible until the incomplete has been made up or turns into no credit at which time additional eligibility requirements will be reviewed.

### ***Over Ten Cumulative Absences***

The purpose of attendance interventions are to re-engage students with the school community. We recognize the students and families may be struggling with a variety of concerns and we recognize the need to work together to re-engage students with the positive support a school community can offer. Research shows that students connected to school are less likely to miss classes and more likely to graduate on time.

Students must participate in re-engagement activities to ensure they do not lose credit. Students that do not make up the unexcused absences over 10 will fail the course. This means that students will be required to retake the course in order to receive credit. In general, these absences must be made up prior to the end of the semester unless special arrangements have been made with the administrator.

While students are encouraged to make the arrangements with individual teachers, administration reserves the right to approve specific options for reengaging with the school community.

<b>EXEMPT Absences</b> Do Not Count Towards 10	<b>EXCUSED Absences</b> Count Towards 10	<b>UNEXCUSED Absences</b> Count Towards 10
<p><b>Documented Medical</b>            Code M for Medical            -Appointments w/ Medical Note            -Illness &amp; Injuries w/ Medical Note            -School Nurse Recommendation</p> <p><b>School Related Activities</b>            Code S for School Excused            -School Related Assessment            -Sport/Activity Participation            -College Visits w/ Documentation            -Career Visits w/Documentation</p> <p><b>Administrative Referral</b>            Code I for ISS            -In School Suspension            Code O for OSS            Out of School Suspension</p> <p><b>Discretion of Administration</b>            Code X for Exempt            -Prior Approval Required            -Community Service            -Funerals of Immediate Family            -Documented Legal Concerns            -Religious/Cultural Observance</p>	<p><b>Undocumented Medical</b>            Code AE for Absence Excuse            -Illness            -Injury            -Appointments w/out Documentation            -Serious Illness of Family</p> <p><b>Physical Emergencies</b>            Code AE for Absence Excuses            -Fire or Similar Disturbance            -Weather Related</p> <p><b>Funerals</b>            Code AE for Absence Excuses            -Non-Immediate Family</p> <p><b>Family Leave/Vacations</b>            Code AE for Absence Excuses            -Please make every effort to communicate with your teacher prior to your absence</p> <p><b>Non-School Related Activities</b>            Code AE for Absence Excuses            -Community Activities</p> <p><b>Unforeseen Circumstances</b>            Code AE for Absence Excuses            -Oversleeping            -Transportation Trouble</p> <p><b>Once a student has reached 10 cumulative excused/unexcused absences in a semester, all future absences will be coded as unexcused unless it is considered exempt.</b></p>	<p><b>Uncleared Absences</b>            Code AU for Absence</p> <p>-Any absence that is not cleared by a parent/guardian within 24 hours</p> <p>Truancy            Code TR for Truancy</p> <p>-Any absence in which a student leaves the building without parent/guardian notification</p> <p>-Any absence in which a student is not in the assigned location without prior notification</p> <p><b>Once a student has reached 10 cumulative excused/unexcused absences in a semester, all future absences will be coded as unexcused unless it is considered exempt.</b></p>

***Notifications***

**Daily**

Daily notifications will be sent via electronic systems for all absences not cleared by a parent/guardian.

The school will be working with the county worker regarding truanies and will be requesting a truancy review team meeting with parent(s)/student if truant. Parents have a right to appeal the truancy and/or absence determination.

# RULES AND POLICIES

The matrix included on the next page is not all inclusive, but is representative of the most common discipline concerns affecting our schools. Subsequently the consequences listed are not definitive and school administration has the right to deviate from the chart based on the investigation findings for each incident.

## Restorative Practices:

Restorative practices represent a step forward in teaching all students—from elementary school through middle school and high school—how to resolve disputes amicably, take ownership of their actions, and practice empathy, perspective taking, and forgiveness. Restorative practices underpin the science of human dignity.

Restorative practices offer schools an alternative to traditional disciplinary actions that center on punishment for misbehavior and breaking rules. These punishments push kids—disproportionately students of color and low-income students—out of their classroom and school community. They may be suspended or simply sent to the principal’s office, but students who are pushed out may drop out of school altogether.

In contrast, restorative practices focus on resolving conflict, repairing harm, and healing relationships. They support a positive and safe school climate, prevent bullying, and reduce disciplinary incidents. A restorative culture can mitigate the negative effects of punitive discipline policies that exacerbate inequity.

Educators use two types of restorative practices in schools:

1. Proactive school wide strategies to create a sense of community, build healthy relationships, and develop conflict resolution skills, sense of belonging, and agency.
2. Restorative processes like circles, conflict-resolution programs, peer-led practices, and tribunals to respond to incidents that cause harm.

Infraction	1st Offense	2nd Offense	3rd Offense
Bullying Contributing to the Continuance of Bullying	1 Hour Detention	1-3 days ISS or OSS	4-5 days ISS or OSS Possible Expulsion
Dress Code Violation	Sent to Office Change Clothing	Sent to Office Change Clothing 1 Hour Detention	Parent Conference Administrative Discretion
Drug Sales and Distribution	OSS/Expulsion Police Referral	OSS/Expulsion Police Referral	OSS/Expulsion Police Referral
Drug/Synthetic/Alcohol Use or Possession	3 days OSS, Police Referral Rule 25 Recommended	5 days OSS, Police Referral Rule 25 Recommended	10 days OSS, Possible Expulsion Police Referral Treatment Recommended

Fighting/Assault	1-3 days ISS/OSS Possible Police Referral	3-5 days ISS/OSS Possible Police Referral	OSS/Possible Expulsion Police Referral
Harassment (Sexual, Religious, Racial)	1-3 days ISS/OSS Parent Conference Possible Police Referral	3-5 days ISS/OSS Parent Conference Possible Police Referral	OSS/Possible Expulsion Parent Conference Police Referral
Inappropriate Language/Behavior	Warning Possible 1 Hour Detention	1 Hour Detention	ISS and Parent Conference
Directed Inappropriate Language	1 Hour Detention	2 Hours Detention	ISS and Parent Conference
Insubordination	1-3 days ISS	3-5 days ISS Parent Conference	OSS Parent Conference
Failure to Identify Self	1 day ISS Sent to the Office	3 days ISS Parent Conference	OSS Parent Conference
Misuse of Cell Phone or Electronic Devices	Staff will collect device and return at the end of the hour.	Staff will deliver device to the office and student picks it up at the end of the day.	Staff will deliver device to office and parent picks it up at the end of the day.
Misuse of Technology	Review Policies and Detention	WiFi restriction Check in/out	Reviewed by Administration
Public Display of Affection	Warning	1 Hour Detention	Detention/ISS
Safety Concerns	Administrative Discretion w/ Possible Police Referral	Administrative Discretion w/ Possible Police Referral	Administrative Discretion w/ Possible Police Referral
Skipping Detention	Warning	Detention Added	ISS Administrative Discretion
Theft & Vandalism	1-5 days ISS/OSS and Restitution; Possible Police Referral	1-5 days ISS/OSS and Restitution; Possible Police Referral	OSS/Expulsion/Restitution/ Possible Police Referral
Tobacco/E-cig/Vape Use or Possession	3 days ISS Police Referral	5 days ISS Police Referral	5 days OSS Police Referral
Tardy (Marked per Semester)	Teacher Warning for Tardy #1 and #2 per class	Teacher Log Entry for 1 hour Detention or equivalent for Tardy #3 and #4 per class	#5+ Administrative Discretion; Parent Conference
Truancy/Skipping	1 Hours Detention for Every Hour; Ineligible for Sports/Activities Until Complete	2 Hours Detention for Every Hour; Ineligible for Sports/Activities Until Complete	Administrative Discretion
Weapon Possession	OSS/Expulsion Police Referral	OSS/Expulsion Police Referral	OSS/Expulsion Police Referral



## Bus Conduct

Consequences for failure to follow bus safety rules or other school rules are consistent with all other school policies and practices. Please remember that school transportation is a privilege and not a right. Administration reserves the right to remove students from school transportation.

## Cleveland Cliffs Commons, Rock Ridge Cafe and Ridgewood Market

Breakfast and lunch are served daily in the Rock Ridge Cafe and Ala Carte areas. All students will receive one free breakfast and one free lunch daily. However, students will be charged for additional items, meals or ala carte items will be cash pay only.

All food must be consumed in Cleveland Cliff commons or the courtyard. All students must remain on campus during the entire lunch period. No student will leave the lunch areas during this time except when excused by a supervisor.

## Cell Phones/iPads/Other Electronic Devices

Rock Ridge Public Schools holds high expectations for student behavior, academic integrity and responsible use of personal electronic devices. Students who possess or use such devices at school must do so with the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

Technology use is allowed at lunch, during passing periods unless it becomes a tardy/truancy concern, before school, and after school. Cell phone use during class periods is **NOT** allowed. Cell phones must be off and put away during these times. Administration, teachers and students will follow guidelines listed on page 19.

1. Cell phone usage is not allowed during lockdowns or fire drills.
2. Students are not allowed to take pictures or videos of any student or staff member without the express written consent of all parties involved.
3. Electronic video devices in any locker room is strictly forbidden.

<b>CONSEQUENCES FOR USE OF CELL PHONES OR ELECTRONIC DEVICES</b>		
<b>1st OFFENSE</b>	<b>2nd OFFENSE</b>	<b>3rd + OFFENSES</b>
An employee shall direct the student to turn in their electronic device for the hour. The teacher will return it to the student at the end of the class period.	The second infraction shall result in disciplinary referral and the phone turned into the office immediately. The office will return it to the student at the end of the day.	The third infraction shall result in disciplinary referral and the phone turned into the office immediately. The office will return it to the parent/guardian.

Repeated Infractions: A behavioral contract will be written and include loss of privileges to possess a cellular phone or electronic device at school for a set period of time.

## **Detention Procedures**

Detention is a form of discipline for students who choose to behave inappropriately.

1. Detention will be held Tuesday or Thursday after school or with special arrangement for another day/time.
  2. The student will have one week from the time the infraction occurred until the detention is served. This allows parents/guardians and students to make arrangements for transportation. If the student fails to be at detention, an extra hour will be added. Third and future consequences are at administrative discretion.
  3. Students will serve assigned detention from 3:10 to 4:10 p.m.
  4. Students will bring everything they will be taking home with them to detention. Students will not be allowed to go to their locker after detention.
  5. Teachers in charge of detention will escort students out of the building at Door #1.
  6. Students will take a seat and sit up for the entire period. Students will be permitted to do homework assignments during detention. Students may not talk, sleep, or use electronic devices for play only.
  7. Inappropriate behavior in detention will result in added consequences. If the student is tardy getting to detention, the student will receive additional consequences.
  8. Parents/guardians will provide transportation for detention.
- 
1. Lunch Detention is for ½ hour and is available daily. Students will report to the Art Presentation Plaza area to meet the supervisor and then be dismissed by the advisor to get in the lunch line. 2 lunch detentions equals one hour served.
  2. UNSERVED DETENTIONS WILL IMPACT ELIGIBILITY FOR SEMI-FORMAL OR FORMAL DANCES, ATHLETIC EVENT AND EXTRACURRICULAR EVENT ELIGIBILITY, SCHOOL WIDE ACTIVITIES AND EVENTS.

## **Dress Code [504 Student Dress and Appearance](#)**

I. PURPOSE The purpose of this policy is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to encourage students to be dressed suitably [or appropriately] for school activities and in keeping with community standards.
- B. A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.
- C. Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:
  1. does not injure people or damage property;
  2. does not materially and substantially disrupt or interfere with the educational process or classwork;
  3. does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;
  4. does not involve substantial disorder or invasion of the rights of others.

Such appropriate clothing includes, but is not limited to, the following:

1. Clothing for the weather.

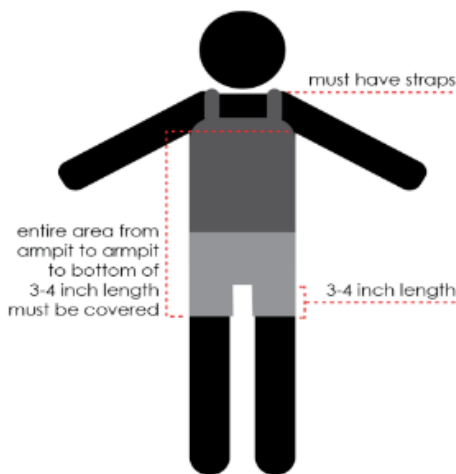
2. Clothing that does not create a health or safety hazard.
3. Clothing for the activity (i.e., physical education or the classroom).
4. Footwear that does not present a safety hazard.
5. Headwear, including hats or head coverings, are allowed provided that it does not cover the student's face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Hoodies must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff including while the student wearing the hoodie is seated. Students may wear headgear for a medical or religious reason.
6. Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.

C. Student clothing may not include the following:

Option 1: Students may not wear inappropriate clothing.

Option 2: Extremely brief garments and see-through garments may not be worn.

Option 3: Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image).



2. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.

D. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others on the basis of protected class status under the Minnesota Human Rights Act; or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

### III. PROCEDURES

A. Enforcement of a student dress code will be approached with careful consideration and sensitivity, with the goals of supporting students as they express themselves and pursue their full potential, of not shaming students, and of minimizing loss of instructional time. When possible, dress code matters should be addressed privately with

students, should seek to determine whether factors exist that impact the student's ability to comply with the dress code, and should seek to address such issues.

B. When, in the reasonable judgment of the administration, (1) a student's clothing or appearance may materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the health or safety of the student or others, the student will be directed to make modifications. Parents or guardians will be notified. Other consequences may be enforced in line with Policy 506 (Student Discipline).

C. The administration may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians. A school district or charter school must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.

D. Likewise, an organized student group may recommend a form of clothing for students considered appropriate for a specific event and bring such recommendation to the administration for approval.

### **Excused Study Halls - Off Campus Eligibility 1st and 7th periods**

Eleventh and Twelfth graders have the opportunity to be excused from their study hall and be approved to leave the building if they meet the following criteria:

1. Earn a minimum GPA of 3.0 the previous quarter and earn all passing grades. Students will not be rechecked at midterms to earn access; however, student grades will be checked at midterm to ensure they remain eligible.
2. Maintain all passing grades for the quarter once permission is granted or pass is revoked.
3. Acquire Parent/Guardian/Administrator permission.
4. Remain in good standing for attendance (under 10) and disciplinary requirements.
5. Students must stay in study hall as assigned until their schedule is changed.
6. Only applicable to 1st and 7th periods.

### **Internet Policy**

#### Rock Ridge Public Schools' Internet Use Policy Statement

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are to be considered public in nature. General school rules for behavior and communications apply. Network resources are provided for students to conduct research and communicate with others in relation to school work. Access to network services is given to students who agree to act in a responsible manner. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in this document, the administration and staff will deem what is inappropriate use and their decisions are final. Upon identification of inappropriate use of network services by the administration, faculty, and staff, access may be denied, revoked, or suspended at any time.

### **Lockers**

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. (See policy 502)

School lockers are assigned according to grade. Students will be required to keep the locker they are assigned. They should report to the office if they have a legitimate reason to request a change of locker assignment. Locks are recommended and the student is responsible for keeping a locker neat, orderly, and safe. Any vandalism to the lockers will be cleaned and/or repaired by the students or by a custodian with the student providing restitution for materials and labor. If a student brings a lock of their own, they must provide the combination or key to the office. If the administration deems necessary, the lock will be cut off at any time.

### **Parking**

Parking space is limited on the Rock Ridge High School campus. All highway approved vehicles will be required to purchase a \$20 parking permit to park in the school parking lot.

All vehicles must park in an approved parking space. **Parking permits will go on sale the week prior to school starting.** Due to the limited parking we are encouraging students to carpool. Priority for purchasing parking passes will first be given to Seniors, then Juniors, Sophomores, etc.

### **Passes**

#### *Hall Passes*

Students must use the hall pass system developed by the school.

#### *Off Campus Pass*

To leave the school during the school day, a student will need a student pass from the office and sign out. To obtain this pass, a student must have a parent/guardian call, email or give a written request into the school office. Students leaving the building without signing out will be considered truant. This pass is given out, but not limited to: court appearances, probation visits, dentist and clinic appointments, church participation activity, family emergencies, funerals, and illness during the day.

### **Public Displays of Affection**

The public display of affection is not acceptable school behavior. Respect yourself and the rights of others by demonstrating appropriate school behavior. Students are expected to refrain from intimate behavior including kissing, embracing, intimate touching, etc, and other inappropriate contact in the halls, classrooms, on school grounds and at school events. Staff may correct students if their behavior is not acceptable. Students should accept redirection in a constructive manner in an effort to maintain a proper, respectful, and educational atmosphere for all students and employees in the building.

**Removal from Class** (see Policy 506)

Students serving administratively determined consequences in the in school suspension / intervention room / or other disciplinary locations will be ineligible from participating in after school activities, practices, and athletic contests.

Occurrence	Consequence
1	It will be documented by the teacher and the parent will be notified by the teacher. The student may also receive additional disciplinary action.
2	The parent will be notified and a meeting will be held within 48 hours with the student, teacher, parent, and administration. During this meeting the teacher will explain the expectations for behavior. The student and parent will have the opportunity to ask any questions they may have with the goal being a solution to the behavioral problem.
3	The school team will discuss alternative programming options for the student, which may include removal from class and loss of credit.

**Skateboards & Rollerblades**

Skateboarding and rollerblading are not allowed on school property.

**Tobacco Free Schools**

Use or possession of tobacco products including electronic nicotine delivery systems in the building, on school property, during school activities, or leaving school grounds during school hours will not be tolerated.

Violators of this regulation will receive consequences consistent with school policy and students will not be readmitted until after a parent/guardian has been contacted by the administration. Cigarettes, electronic cigarettes, vaping devices and paraphernalia or other tobacco products are not to be carried by students within the school during school hours. Students should realize the State High School League rules carry a penalty for smoking and tobacco use that also will be enforced by the School. b. Minnesota Statute 609.685, subd. 3, a state that possession or use of tobacco or tobacco related devices by anyone under the age of 18 is unlawful. Because of the health consequences for our youth and the mixed message that is given when laws are not enforced, the NO SMOKING LAW for those under the age of 18 will be enforced. Law enforcement officials will be contacted for violation of the district's policy.

**Pupil Fair Dismissal Act**

All students are protected under the Pupil Fair Dismissal Act. Students who are involved in suspension from school should ask what their rights are under this act. See the Assistant Principal for a copy of this document.

# SPORTS & ACTIVITIES

Student Options and Fees for Athletic & Activity can be found by clicking: [Click Here](#)

All students in grades 7-12 who participate in extracurricular activities outside of the classroom whether they are extra-curricular, co-curricular or athletics, are subject to the same eligibility requirements. It will be the duty of the sponsor of an activity to inform all participants as to the scholastic eligibility requirements. In order to participate in any MSHSL-sponsored activity, a student must meet all eligibility requirements set forth by the MSHSL and Rock Ridge Public Schools. These eligibility requirements are listed in the MSHSL Athletic Eligibility Information, which must be read and signed by each student and a parent/guardian prior to participating in the activity.

## Academic Eligibility

### MSHSL Athletics & Activities Academic Eligibility Procedures

1. Grades will be checked quarterly and at midterms for a total of 8 times per year.
2. Students must have zero failing grades at each marking period to remain eligible.
3. Students cannot have incomplete grades. Students that earn an incomplete are ineligible to play until the incomplete has been made up and recorded in the office. If the ineligibility was the result of an incomplete grade, eligibility may be re-established once work for the incomplete grade is made up and the grade change is made in the office.
4. First quarter grades will determine winter sport eligibility regardless of the activity start date.
5. Fourth quarter grades will determine fall sport eligibility regardless of the activity start date.

### MSHSL Athletics & Activities Academic Eligibility Consequences

#### *Mid-Term Eligibility / Quarter Eligibility*

1. Athletic/Activity schedules with 15 or fewer scheduled contests will serve a 1 contest penalty.
2. Athletic/Activity schedules with 16 or more scheduled contests will serve a 2 contest penalty.
3. Students must be passing all classes to resume eligibility.
4. Students may travel with the team, if allowed by the coach, as long as they are not missing any class in order to do so.
5. In an event where a student is academically ineligible and only participates in a category 2 activity, that student will follow the MSHSL guidelines for Category 2 activities for violations.

#### All Other Non-MSHSL

#### All Other Non-MSHSL Activities

No policy for any student grades 7-12

## Attendance Eligibility

Any students who are considered to be chronically truant from school may be suspended from extracurricular activities under MSHSL Policy 206.

### MSHSL Athletics & Activities Attendance Eligibility Consequences

Students participating in co-curricular or school sponsored clubs, sports, and activities must be present for all classes preceding any practice, activity, concert, contest, or game. Excuses documented by a medical note or funeral arrangement are exempt.

Students with 11+ accumulated absences are not eligible to participate in athletics or activities. If a student has exceeded the 10 allowable absences, the student must make up the time to return to eligible status.

## Code of Conduct Eligibility

### Chemical Eligibility

The Minnesota State High School League recognizes the use of mood-altering chemicals including drugs, alcohol, tobacco, vaping, or other similar items as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affect co-curricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members or other significant persons in their lives. Penalties shall be accumulative beginning with the student's first enrollment. This includes all students in grades 7-12. Rock Ridge Public Schools enforces the following chemical eligibility policies. Students violating the chemical policy will be subject to both Category I and Category II consequences, if applicable.

Students not accompanied by their parents are prohibited from entering bar areas, liquor establishments, or attending parties where liquor is made available to high school students. **This rule puts the burden on the student to know, in advance, whether alcoholic beverages will be made available to students at a party.** If there is any doubt, the student or parent/guardian should contact the host family to determine whether alcoholic beverages will be served. Students violating this rule are not eligible to participate in activities sponsored by the Rock Ridge schools for a period consistent with the Minnesota State High School League Rules (MSHSL Bylaw Section 205.00 regarding the Use of Mood Altering Chemicals, i.e. Alcohol, Tobacco, Drugs or Marijuana). A student employed by a business establishment is exempt from this rule while working.

### Category I

This includes all MSHSL sponsored activities in which the member school has a schedule of interscholastic contests, including league sponsored tournaments. This includes all Athletics, Speech & Debate Team, One Act Play, Robotics (if a season is scheduled), and other new activities if they meet the definition .

### Category II

This includes MSHSL sponsored activities in which a member school does not have a schedule of interscholastic events. This includes Music Contests (including sections, subsections, state, etc), One Act Play, if only participating in one league sponsored tournament, Robotics, if only participating in one league sponsored tournament, Knowledge Bowl, Math Counts and other new activities if they meet the definition.



<b>Violation</b>	<b>Category 1</b>	<b>Category 2</b>	<b>Special Provision</b>
1st Violation	The student shall lose eligibility for the next 2 consecutive interscholastic contests or two weeks, 14 calendar days, whichever is greater.	The student shall lose eligibility for the next contest or until 15 hours of community service is documented. The community service must be pre-approved by the administration and coaching staff of the activity.	
2nd Violation	The student shall lose eligibility for the next 9 consecutive interscholastic contests or 5 weeks, 35 calendar days whichever is greater.	The student shall lose eligibility for the next 2 contests or until 30 hours of community service is documented. The community service must be pre-approved by the administration and coaching staff of the activity.	
3rd + Violations	The student shall lose eligibility for the next 18 consecutive interscholastic contests or 7 weeks, 49 calendar days whichever is greater.	The student shall lose eligibility for the next 4 contests or until 45 hours of community service is documented. The community service must be pre-approved by the administration and coaching staff of the activity	A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met: A) The student is assessed as chemically dependent B) The student enters treatment voluntarily C) The director of the treatment center certifies that the student is successfully participating and/or has successfully completed the treatment program D) All prior violation consequences must still be served.

### **Good Standing Eligibility**

Any student over the allowable absentee policy and any student with more than one detention [or other school consequence] to serve is not in good standing and is ineligible for extra curricular activities until all school consequences have been served.

Students serving administratively determined consequences in the in school suspension / intervention room / or other disciplinary location will be ineligible from participating in after school activities, practices, and athletic contests that day.

Bylaw 206 can be enacted for a variety of reasons beyond chemical eligibility and is not appealable.

### **Dances**

School dances will be held periodically throughout the school year for Rock Ridge Students only. Students must have all detention hours served in order to attend a semi-formal or formal dance. All school rules and policies apply, see dance advisors for details.

## **Royalty Candidates**

If a student receives a quarter grade of an “F” in the quarter previous to Homecoming or Snow Week, that individual is not eligible to be in the Royal Court. The 4th quarter grades (for Homecoming) and the most recent quarter grades for Snow Week will be reviewed for failure violations.

## **Transportation Policy for Students**

Participants in extracurricular contests must use transportation provided by the school. The only exception is in the event that parents request in writing via the Rock Ridge extra-curricular alternate transportation form to have their student ride with a parent, grandparent or immediate family member, in which case they assume all responsibility. No student may ride with another student under any circumstance.

Students with outstanding violations relating to alcohol, tobacco, or other mood altering chemicals will not be approved for overnight or out of state travel.

## **Weather Related Policy**

Please be aware that just because school is closed, it does not mean all Rock Ridge School District events and contests are canceled. Our policy is such that if school is closed before the start and the weather improves throughout the day, the administration can decide to play games as scheduled.

## **Wednesday & Sunday Activities**

It is the policy of the Rock Ridge School District to not schedule extra-curricular activities between 6:00 p.m. and 8:00 p.m. on Wednesdays. Playoff contests or other unforeseen circumstances could necessitate the scheduling of activities on Wednesday, but must be pre-approved by the activities director. Sunday practices are not allowed as stated in the rules of the Minnesota High School League.

## **National Honor Society**

Rock Ridge Schools supports the National Honor Society in which the four criteria of scholarship (GPA), leadership, service and character are given equal weight in determining membership. Potential candidates will be contacted following the second marking period and given instruction on making the appropriate application for membership. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of NHS. NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

## **Student Council**

Student Council is an organization made up of students representing the student body. It furnishes responsible leadership training for student leaders. It is through this organization that student opinion and sentiment is brought to the attention of the faculty and administration.

### **Grades 9 -12**

The Student Council consists of student members, including a president, vice president, secretary and treasurer. The membership shall be elected to the council in the fall of the current school year.. The qualifications that one should look for when electing their representative and officers are: good character and positive leadership ability.

### **Grades 7 & 8**

The Student Council in grades 7 & 8 has students from each grade, including a president, vice president, secretary, and treasurer.

# SCHOOL POLICY LINKS & REQUIRED INCLUSIONS

Policies - The following is a partial list of selected student policies. For a complete list of policies for ISD #2909, please refer to our website at [www.rrps.org](http://www.rrps.org) under “District”, “School Board”, and “Board Policies”. The blue links below will bring you directly to the school board policy. It is the policy of the Rock Ridge Public Schools to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence.

## **SEXUAL, RELIGIOUS, RACIAL HARASSMENT & VIOLENCE POLICY - Board Policy # 413**

### **[Policy 413: Harassment](#)**

Everyone at Rock Ridge Public Schools has a right to feel respected and safe. Consequently, we want to familiarize you with our policy to prevent religious, racial or sexual harassment and violence of any kind.

A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:

1. name calling, jokes or rumors
2. pulling on clothing
3. graffiti
4. notes or cartoons
5. unwelcome touching of a person or clothing
6. offensive or graphic posters or book covers or
7. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make a student feel uncomfortable or fearful, the student needs to tell a teacher, a counselor, the principal or the Human Rights Officer, who is the School Nurse. Students may also make a written report. The students right to privacy will be respected as much as possible. We take all reports seriously and will take appropriate actions based on the reports. The school district will also take action if anyone tries to intimidate the victim or take action to harm him/her because he/ she reported the situation.

This is just a summary of the Rock Ridge School District’s policy against religious, racial and sexual harassment and violence. Complete copies are available in the Superintendent’s office. Remember: Religious, racial and sexual harassment and violence are against the law! For more information contact:

Niel Schmidt, Superintendent, Human Rights Officer

Rock Ridge Public Schools

1405 Progress Parkway

Virginia, MN 55792

Phone: 218-742-3900

### **Policy 501: Weapons Policy**

Any student found to be in possession of a weapon on district property or at a district-sponsored activity may be expelled from school for up to one year and may be subject to other appropriate disciplinary action.

Bringing a dangerous weapon on school property is a violation of Minnesota law. It is a serious violation called a felony. You may not possess a dangerous weapon at any time on school property.

A dangerous weapon can be many things. It includes guns, switchblades, brass knuckles, nun-chucks, certain liquids and pellet guns. It does not matter, for instance, whether the gun is loaded or unloaded. A dangerous weapon includes any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death.

Possession on school property includes on a school bus, at a bus stop, on school property, on any property leased by a school and whether the school is public or private. It also includes off campus locations where school hosted activities are taking place.

Violation of the terms of Minnesota law will result in penalties including expulsion from school in addition to statutory penalties, which include significant fines and prison.

### **Policy 502: Search of Student Lockers, Desks, Personal Possessions, and Student's Person**

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing Rock Ridge Public School's policies against contraband.

### **Policy 503: Student Attendance**

#### **I. PURPOSE**

A. 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.

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

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

##### **A. Responsibilities**

1. 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.

2. 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.

3. Teacher's Responsibility: It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

#### 4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

#### B. Attendance Procedures

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

##### 1. Excused Absences

a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

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

(1) Illness.

(2) Serious illness in the student's immediate family.

(3) A death or funeral in the student's immediate family or of a close friend or relative.

(4) Medical, dental, or orthodontic treatment, or a counseling appointment.

(5) Court appearances occasioned by family or personal action.

(6) Religious instruction not to exceed three hours in any week.

(7) Physical emergency conditions such as fire, flood, storm, etc.

(8) Official school field trip or other school-sponsored outing.

(9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

(10) Family emergencies.

(11) Active duty in any military branch of the United States.

(12) A student's condition that requires ongoing treatment for a mental health diagnosis.

c. Consequences of Excused Absences

(1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

(2) Work missed because of absence must be made up within the same number of days the student was absent from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

##### 2. Unexcused Absences

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

(1) Truancy. An absence by a student which was not approved by the parent and/or the school district.

(2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.

(3) Work at home.

(4) Work at a business, except under a school-sponsored work release program.

- (5) Vacations with family.
- (6) Personal trips to schools or colleges.
- (7) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

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

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitute tardiness.
2. Procedures for Reporting Tardiness
  - a. Students tardy at the start of school must report to the school office for an admission slip.
  - b. Tardiness between periods will be handled by the teacher.
3. Excused Tardiness

Valid excuses for tardiness are:

  - a. Illness.
  - b. Serious illness in the student's immediate family.
  - c. A death or funeral in the student's immediate family or of a close friend or relative.
  - d. Medical, dental, orthodontic, or mental health treatment.
  - e. Court appearances occasioned by family or personal action.
  - f. Physical emergency conditions such as fire, flood, storm, etc.
  - g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.
4. Unexcused Tardiness
  - a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
  - b. Excessive tardiness may result in consequences.

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

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

**III. RELIGIOUS OBSERVANCE ACCOMMODATION**

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

#### **IV. DISSEMINATION OF POLICY**

1. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.
2. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

#### **V. REQUIRED REPORTING**

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

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

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

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

#### **C. Habitual Truant**

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes Chapter 260A.

The school will be working with the county worker regarding truanancies and will be requesting a truancy review team meeting with parent(s)/student if truant. Parents have a right to appeal the truancy and/or absence determination.

## [Policy 506: Student Discipline](#)

The purpose of this policy is to ensure that students are aware of and comply with the School District's expectations for student conduct. The School District will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

## [Pledge of Allegiance - Board Policy # 531](#)

The Pledge of Allegiance will be recited daily on the days school is in session. It is the responsibility of citizens to show proper respect to their country and its flag. However, students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag, on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate in a meaningful ceremony. A student who chooses not to participate may either stand or sit, remaining respectfully silent. No homework may be done during this short time.

## [Policy 514: Bullying](#)

An act of bullying, by either an individual student or a group of students, is expressly prohibited on District property or at school-related functions. 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.

### **I. PURPOSE**

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

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

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

1. on the school premises, at the school functions or activities, on the school transportation;
2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

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

C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to



public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

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

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

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

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

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

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

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

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

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

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

### **III. DEFINITIONS**

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

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

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

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

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

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

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

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

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

#### **IV. REPORTING PROCEDURE**

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

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

C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the

person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

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

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

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

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

## **V. SCHOOL DISTRICT ACTION**

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

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

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

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.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 applicable regulations.

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

who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

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

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. 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 Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

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

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

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for

solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

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

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

## **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 must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.

C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.

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. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.

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

### Policy 515: Protection and Privacy of Pupil Records

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

### Interview of Students by Outside Agencies - Board Policy # 519

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures of access to students by authorized individuals during the school day.

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

Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

### Policy 526: Hazing Prohibition

#### **I. PURPOSE**

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

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

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures. Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.
- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be 526-2 initiated into or affiliated

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

### III. DEFINITIONS

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to: 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body. 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student. 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student. 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

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

C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not 526-3 represent that it will provide supervision or assume liability at these locations and events.

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

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

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

### IV. REPORTING PROCEDURES

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

B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receive a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall

serve as a primary contact on policy and procedural matters.

C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be 526-4 subject to disciplinary action.

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

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

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

## **V. SCHOOL DISTRICT ACTION**

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

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

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

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

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law. 526-5 F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or



hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

## VII. DISSEMINATION OF POLICY

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

### Legal References:

- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
- Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.69 (Hazing Policy)

### Cross References:

- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- MSBA/MASA Model Policy 413 (Harassment and Violence)
- MSBA/MASA Model Policy 506 (Student Discipline) MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
- MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

### **Pest Control: (Parent's Right to Know Act) (Minn. Stat. §121A.30)**

Our school district utilizes a licensed, professional pest control service form for the prevention and control of rodents, insects, and other pests in and around the district's buildings. The program consists of:

1. inspection and monitoring to determine whether pests are present and whether 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; and application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to the 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 an application be deemed necessary on a day different from the days specified in the schedule.

# Minnesota Statewide Assessment - Student Participation

For Minnesota’s statewide assessments to reflect the full impact of district- and state-level implementation of the applicable standards, as well as district-level success at teaching the standards, it is important for all Minnesota students to take the statewide tests. The impact of this data spans the state, impacts each district, and demonstrates clear trends across time. The data on today’s third graders, for example, helps us understand those same students learning in fifth, ninth, and 12th grade. Also, today’s third graders help us understand every third grade class for years to come, and whether changes to curriculum, efforts toward equity, and emphasis on inclusion make a substantial difference to our students.

In addition, English learners must take the ACCESS and Alternate ACCESS to exit English language instruction. Without these test scores, students will continue to receive English learner services.

[Statewide Assessments: 2024-25 Parent/Guardian Participation Guide and Refusal Information](#) - 8/7/23

This version of the form will be used for the 2024–25 school year.

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