

ROCK RIDGE

7-12 STUDENT HANDBOOK 2021-2022



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Virginia High School 218-749-5437 Attendance Line: ext. 8025

Eveleth-Gilbert High School 218-744-7706

Eveleth-Gilbert Junior High 218 - 744-7770



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

SCHOOL DISTRICT #2909

2021-2022 School Calendar

July				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

August					T-1
2	3	4	5	6	S-0
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

September					T-20
		1	2	3	S-18
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

October					T-19
				1	S-18
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

November					T-20
1	2	3	4	5	S-20
8	9	10*	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

December					T-16
		1	(2)	3	S-16
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

January					T-21
3	4	5	6	7	S-20
10	11	12	13	14	
17	18	19	20	21*	
24	25	26	27	28	
31					

February					T-18
	1	2	3	4	S-18
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28					

March					T-22
	1	2	3	4	S-21
7	(8)	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30*	31		

April					T-19
				1	S-19
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

May					T-21
2	3	4	5	6	S-21
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

June					T-3
		1	(2*)	3	S-2
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

	First & Last Pupil Days
	No School
	Early Release Wednesday
	Student Contact Day
	Teacher Inservice Day
	Conference Exchange Day

Midterm- Qtr. 1	Oct. 7
Quarter 1	Nov 10*
Midterm- Qtr. 2	Dec. 13
Quarter 2	Jan. 21*
Midterm- Qtr. 3	Feb 24
Quarter 3	Mar. 30*
Midterm- Qtr. 4	May 2
Quarter 4*	Jun. 2
Graduation	

Trimester 1	(Dec. 2)
Trimester 2	(Mar. 8)
Trimester 3	(Jun. 2)
Pupil Days	173
Inservice Days	6
Conf. Exchange Day	1
Teacher Contract 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' 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). 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.

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LINKS TO DISTRICT INFORMATION

All school information can be found on the district website: 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

Parent Portal in PowerSchool

Schoology

Lunch Menus & Food Service Information

Staff Emails

GENERAL INFORMATION

Accidents

Students involved in an injury of any kind in the gym, classrooms, corridors, as well as in athletic competition, 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 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.

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. Please be advised that COVID 19 may limit visitors and volunteers. Always call the day prior to make an appointment if you would like to visit the school.

Building Hours

Building Hours: 7:45AM-3:30PM

Visitors are welcome in our school. All visitors must enter Door #5 (VHS), Door #4 (EGHS), and Door #3 (EGJH) 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 will use multiple doors, but students arriving after 8:15am will be required to be buzzed in to the building at Door #5 (VHS), Door #4 (EGHS), or Door #3 (EGJH).

Students should be in their assigned location or out of the building by 3:20 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.

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 and broadcast on the following media stations:

RADIO TELEVISION

WEVE 97.9 FM 1340 AM
WMFG 106.3 FM

WTBX 93.9 FM
KMFG/WMFG 1240 AM

Radio USA 99.9 FM
WNMT 650 AM

TELEVISION

KDLH TV 3
KQDSTV

KBJR TV 6
FOX 21

WDIO TV 10

PRINT

Duluth News Tribune Online

Instant Alert

School Web & Social Media

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 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

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.

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.rrps.org under nursing services and in the nurse's office.
2. The administration of 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.rrps.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: <https://www.revisor.mn.gov/statutes/cite/121A.15>

Individual Class Optional Purchases

Sophomores will be offered an opportunity to purchase a class ring. Class rings are ordered in the winter of the sophomore year and delivered in the spring. Information about class rings, style, and price available to students. The purchase of a class ring is optional.

Seniors should have their graduation pictures taken during the summer preceding their senior year. Photographer selection and service is an optional choice left to students and parents/guardians. 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 he/she 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 right 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 every citizen to show proper respect to his/her 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.

Withdrawals and Transfers by Students

A student who will be withdrawing from school is asked to bring a written statement from home to the main office in order to receive a withdrawal form. Upon completion, the withdrawal form must be returned to the main office.

ACADEMIC INFORMATION

Academic Honesty and Integrity

Rock Ridge students must understand the importance of academic honesty. 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.

- 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).
- 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, s/he 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 Review	Re-Do assignment 0 on assignment National Honor Society Review	Teacher must contact the parent and enter the information in PowerSchool.
2	0 on assessment NHS Review MSHSL Code of Conduct Review	Re-Do assignment 0 on assignment National Honor Society Review Course grade reduction of 25%	Teacher and administration meet with parent and student.
3	0 on assessment NHS Review MSHSL Code of Conduct Review	Re-Do assignment 0 on assignment National Honor Society Review 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.

Courses Offered at Alternative Campuses

Students who take courses at a site other than their home school...

“Students attending classes offered at other educational sites are required to ride the bus provided unless a signed Permission and Release of Liability form has been signed by the parent and/or student. The Principal reserves the right to revoke driving privileges if the student demonstrates irresponsible behavior while driving to off-site locations.”

Students who drive themselves to off-campus courses are required to be in their next class on time.

Occasionally, students who take the bus are a few minutes late for their next class because the bus has to make multiple stops. Students who drive themselves will not be excused for late entry into the next class. They have plenty of time to travel and be in class on time. Any student who is late 3 times for their next class will have their driving privileges revoked and will then have to ride the bus to classes off-campus.

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.

GRADUATION REQUIREMENTS

EVELETH-GILBERT

VIRGINIA

ROCKRIDGE

Graduating Class of 2022 & 2023

Graduating Class of 2022 & 2023

Graduating Class of 2024 & Beyond

Language Arts (4 credits)	English (4 credits)	English (4 credits)
4.0 Credits of English	1.0 English 9 1.0 English 10 (Reg or Honors) 1.0 English Electives 1.0 English Electives	4.0 Credits of English
Math (3 credits)	Math (4 credits)	Math (3 credits)
Courses must encompass a minimum of Algebra I, Geometry, Algebra II, and Statistics & Probability (covered in Algebra II)	1.0 High School Algebra 1.0 Geometry 1.0 Algebra II 1.0 Senior Math Elective	1.0 Math Elective Typically Intermediate Algebra I 1.0 Geometry 1.0 Algebra II A minimum of 3 credits, which must include successful completion of the Algebra I, Geometry, and Algebra 2 sequence, at minimum.
Science (3 credits)	Science (3 credits)	Science (3 credits)
Courses must include Biology and either Chemistry or Physics (Food Science counts as a Chemistry)	1.0 Intro to Physics 1.0 Biology <i>or</i> AP Biology 1.0 Science Elective	1.0 Intro to Physics and Chemistry 1.0 Biology 1.0 Science Elective
Social Studies (4 credits)	Social Studies (4 credits)	Social Studies (3.5 credits)
World History 9 .5 Geography 10 .5 Civics 10 US History 11 .5 Economics 12 .5 American Government 12	.5 Geography 5 Economics 1.0 World History 1.0 US History .5 Economics .5 Government	1.0 Social Studies <i>(Includes Civics, Geography, Economics)</i> 1.0 World History 1.0 US History .5 Government
Fine Arts (1 credit)	Fine Arts (1 credit)	Arts (1 credits)
1.0 visual arts, music, theater, dance or media arts	1.0 Fine Arts (Music or Art)	1.0 Credit
Physical Ed/Health (1 credit)	Physical Ed/Health (1 credit)	Physical Ed/Health (1 credit)
.5 Health 10 .5 Physical Education 9	1.0 Physical Education/Health	.5 Physical Education Elective .5 Health
Other	Other	Career Exploration (.5 Credit)
.5 Post Secondary Planning	.5 Speech	.5 Career Exploration
Choice Electives (7.5 Credits)	Choice Electives (6.5 Credits)	Choice Electives (8 Credits)
7.5 Student Chosen Electives	6.5 Student Chosen Electives	8.0 Student Chosen Electives
Total Credits Required = 24	Total Credits Required = 24	Total Credits Required = 24

7 & 8 GRADE REQUIREMENTS at VHS

Students on intervention plans may deviate from these requirements based on need.

GRADE 7

Required Courses- Students must take all the 6.5 required courses and only 1 of the electives:

English 7

US Studies 7

Honors Math 7 or Math 7

Integrated Science 7

Physical Education/Health 7

Music (Band, Choir or Orchestra)

Computer 7 (1 semester)

Elective Options: Intro to World Languages, REACH, AVID, or Study Hall (1 semester)

Required Assessments: MCA Reading, MCA Math or MTAS Equivalent

GRADE 8

Required Courses- Students must take all the 6.5 required courses and only 1 of the electives:

English 8

Algebra I or Honors Algebra I

Integrated Science 8

Global Studies

Physical Ed/Health 8 (1 semester)

Art (1 semester)

Family Consumer Science (1 semester)

Pre-Engineering 8 (1 semester)

Elective Options: Band, Choir, Orchestra, REACH, AVID, Intro to World Language, or Study Hall

Required Assessments: MCA Reading, MCA Math, and MCA Science or MTAS Equivalent

7 & 8 GRADE REQUIREMENTS at EGJH

Students on intervention plans may deviate from these requirements based on need.

GRADE 7

Math

Life Science

Language Arts

Computer (1 semester)

Physical Education (1 semester)

Band, Choir, or Orchestra

GRADE 8

Math

Life Science

Language Arts

Health (1 semester)

Physical Education (1 semester)

Band, Choir, or Orchestra

ELECTIVES

Art

Industrial Technology

Family Consumer Science

World Language

Required Assessments: Grade 7 = MCA Reading, MCA Math or MTAS Equivalent

Grade 8 = MCA Reading, MCA Math, and MCA Science or MTAS Equivale

Graduation Good Standing Requirements

In order to graduate and “walk the stage” at the ceremony and receive a diploma, seniors must:

1. Successfully complete at least 24 credits, including all graduation requirements
2. Serve all disciplinary requirements
3. Pay all fines and fees
4. Return all district property, including books, resources, technology, etc.
5. Attend graduation practice. Anyone not taking part in practice without due justification will not be allowed to participate in the graduation ceremony.

Graduation Honor Requirements

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+ = 4.000

A = 4.000 B = 3.000 C = 2.000 D = 1.000

A- = 3.667 B- = 2.667 C- = 1.667 D- = .667

B+ = 3.333 C+ = 2.333 D+ = 1.333 F = 0

P = 1.5

	EG Grades 11-12	VHS Grades 11-12	EG & VHS Grades 7-10
Exemplary	4.0	Not Applicable	4.0
A Honor Roll	3.67-3.99	3.667-4.0	3.667-3.999
B Honor Roll	3.0-3.66	3.000-3.666	3.000-3.666
	~Quarter GPA calculates honor roll, not cumulative ~Students earning an Incomplete or failing grade in the quarter are not eligible for honor roll distinction	~Quarter GPA calculates honor roll, not cumulative ~Honor Roll is truncated at 3 decimal places	~Quarter GPA calculates honor roll, not cumulative ~Students earning an Incomplete or failing grade in the quarter are not eligible for honor roll distinction ~Honor Roll is truncated at 3 decimal places

The top 10% of the senior class will be determined after the completion of the 1st semester of their senior year based on the cumulative semester GPAs from grades 9-12. Virginia High School also recognizes Valedictorian and Salutatorian, which is determined after the Q3 marking period.

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 as a 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)

Students are not encouraged to work during school hours. If a junior or senior has a job and wishes to be excused from a study hall period for work privileges he/she 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, retention, or interventions. If student fails a required class in grades 9-12, he/she must repeat that class the following year. Credits may also be made up through school-approved online courses, summer school courses, or night classes. Students will not be allowed to graduate if all the requirements are not met. Refer to the current Graduation Policy.

Any student who drops a course after the first week of the semester will receive an F for the quarter and semester. (Extenuating circumstances may apply.)

ATTENDANCE INFORMATION

Attendance

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.

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.

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 are allowed a maximum of 10 absences per semester course. Absences that are considered exempt in the following chart do not count within the 10 allowable absences. Other days missed, including illnesses not verified by a medical practitioner will count towards a student’s maximum number of allowable absences. Under no condition shall a student leave the school without permission from the nurse or office administration. If a student leaves without permission, he/she will be considered truant. Once permission has been granted, the student must sign out in the office. While teachers should remind students of excessive absenteeism, it is the student’s responsibility to ultimately be responsible for tracking his or her own absences by checking the student information system or asking the office for support.

EXEMPT Absences Do Not Count Towards 10	EXCUSED Absences Count Towards 10	UNEXCUSED Absences Count Towards 10
<p>Documented Medical Code M for Medical</p> <ul style="list-style-type: none"> -Appointments w/ Medical Note -Illness & Injuries w/ Medical Note -School Nurse Recommendation <p>School Related Activities Code S for School Excused</p> <ul style="list-style-type: none"> -School Related Assessment -Sport/Activity Participation -College Visits w/ Documentation -Career Visits w/Documentation <p>Administrative Referral Code I for I</p> <ul style="list-style-type: none"> -In School Suspension <p>Code O for OSS Out of School Suspension</p> <p>Discretion of Administration Code X for Exempt</p> <ul style="list-style-type: none"> -Prior Approval Required -Community Service -Funerals of Immediate Family -Documented Legal Concerns -Religious/Cultural Observance 	<p>Undocumented Medical Code AE for Absence Excuse</p> <ul style="list-style-type: none"> -Illness -Injury -Appointments w/out Documentation -Serious Illness of Family <p>Physical Emergencies Code AE for Absence Excuses</p> <ul style="list-style-type: none"> -Fire or Similar Disturbance -Weather Related <p>Funerals Code AE for Absence Excuses</p> <ul style="list-style-type: none"> -Non-Immediate Family <p>Family Leave/Vacations Code AE for Absence Excuses</p> <ul style="list-style-type: none"> -Please make every effort to communicate with your teacher prior to your absence <p>Non-School Related Activities Code AE for Absence Excuses</p> <ul style="list-style-type: none"> -Community Activities <p>Unforeseen Circumstances Code AE for Absence Excuses</p> <ul style="list-style-type: none"> -Oversleeping -Transportation Trouble <p>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.</p>	<p>Uncleared Absences Code AU for Absence</p> <ul style="list-style-type: none"> -Any absence that is not cleared by a parent/guardian within 24 hours <p>Truancy Code TR for Truancy</p> <ul style="list-style-type: none"> -Any absence in which a student leaves the building without parent/guardian notification -Any absence in which a student is not in the assigned location without prior notification <p>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.</p>

Progress Reporting

Teachers in grades 7-12 will record an INCOMPLETE for all students over 10 allowable absences at the quarter or semester report cards. The comment “excessive absences” will be included to indicate that the incomplete is only for absences and not incomplete work. Students will then be given 2 additional weeks to make up the absences before the earned grade is finalized and no credit is granted at the semester end. Students participating in MSHSL activities will not be eligible until the incomplete has been made up or turns to a no credit at which time additional eligibility requirements will be reviewed.

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 17 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.

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.

Over Ten Cumulative Absences

The purpose of attendance interventions are to reengage 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 reengage students with the positive supports 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 in grades K-8 with 10 or more absences will be enrolled in our Check & Connect mentoring program and/or referred to county truancy or educational neglect resources.

Students in grades 9-12 must participate in reengagement activities to ensure they do not lose credit for non-attendance. Students that do not make up the absences over 10 in each course may receive their letter grade on their transcript with a “no credit”. 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 administrator.

Time may be made up in a multitude of ways including, but not limited to:

- ~time with a staff member before school (at teacher’s discretion)
- ~time with a staff member at lunch (at teacher’s discretion)
- ~time with a staff member after school (at teacher’s discretion)
- ~time with staff member during study hall (at teacher’s discretion)
- ~attending lunch or after school detention
- ~participating in ongoing chemical dependency supports
- ~participating in ongoing mental health, counseling, or medical supports
- ~joining and participating in a new club or sport (this must be a new activity)
- ~volunteering for school related activities (see office, teachers, or coaches for ideas)
- ~participating in after school tutoring
- ~participating in ‘Check and Connect’ activities
- ~other activities approved by individual teachers or administration

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.

Notifications

Daily

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

Continuing Truant (3 Unexcused Absences)

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

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardians.

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

Habitual Truant (7 Unexcused Absences)

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 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 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.

A principal shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Once a student has reached 7 excused or unexcused absences in any one course, a formal notification will be provided to the student and his/her guardian. This notification will be generated only one time per semester regardless of additional absences and serves as a reminder that students may lose credit if they exceed the 10 allowable absences. These reports and letters will be sent at one specified time each month and may not be immediately upon accruing 7 absences.

Chronically Truant (9 Unexcused Absences)

A chronically absent student will be required to participate in a parent/guardian, student, administrative conference to discuss absenteeism, possible interventions, and appropriate consequences. These conferences will serve as a notification that students accruing 10 or more absences may lose credit in each specific course unless interventions are successful.

Once a student has reached 11 or more excused or unexcused absences in any one course, a student will be required to make up absences and turn the documentation into the office in order to earn the credit for a course regardless of the grade earned. The code will be changed when students make up the absence.

Failure to make up the required absences may result in loss of credit, a truancy referral to appropriate agencies, discontinuance of open enrollment, transfer to an alternative education program, or a combination of listed consequences.

RULES AND POLICIES

The matrix included 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.

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
Cheating/Plagiarism	Zero on assignment NHS Eligibility Review	F for the quarter	F for the semester
Dress Code Violation	Warning Change Clothing	Warning Change Clothing	ISS & Parent Conference Change Clothing
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 Required	10 days OSS, Possible Expulsion Police Referral Rule 25 Treatment Required
Fighting/Assault	1-3 days ISS/OSS Possible Police Referral	3-5 days ISS/OSS Possible Police Referral	OSS/Expulsion Police Referral
Harassment (Sexual, Religious, Racial)	1-3 days ISS/OSS Possible Police Referral	3-5 days ISS/OSS Possible Police Referral	OSS/Expulsion Police Referral
Inappropriate Language	1 hour detention	2 hours detention	ISS and parent conference
Insubordination	Reviewed by Principal	Reviewed by Principal	Reviewed by Principal
Misuse of Technology	Review Policies and Detention	WiFi restriction Check in/out	Reviewed by Principal
Public Display of Affection	Warning	Detention	Detention/ISS
Safety Concerns	Principal Discretion w/ Possible Police Referral		
Skipping Detention	Warning	Detention added	ISS/OSS/Administrative Discretion
Theft & Vandalism	1-5 days ISS/OSS and Restitution; Possible Police Referral	1-5 days ISS/OSS and Restitution; Police Referral	OSS/Expulsion/Restitution/ 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	Teacher Warning	Teacher Log Entry for 1 hour detention or equivalent for tardy #4-#10	10+ Administrative Discretion; Parent Conference
Truancy/Skipping	2 Hours Detention for Every Hour; Ineligible for Sports/Activities Until Complete	2 Hours Detention for Every Hour; Ineligible for Sports/ Activities Until Complete; Loss of Open Lunch	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 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.

Cafeteria

Breakfast and lunch are served daily in the cafeteria. The USDA is allowing schools to provide **meals free of charge for all students for the 2021-22 school year** through a provision of the National School Lunch Program called the Seamless Summer Option (SSO). No application is required to receive this free meal benefit. However, students will be charged \$2.80 (lunch) or \$2.15 (breakfast) if they eat more than one complete meal or per item if purchasing from the ala carte selections.

Students in grades 7-9 must remain on campus during the entire lunch period. No student will leave the lunch area during this time except when excused by a supervisor.

Students in grades 10-12 may leave campus; however, students that are not observing safety protocols may have open lunch revoked.

All students will observe the following rules for the well being of all who eat and work in the cafeteria

1. Books should be kept at the student's seat.
2. Voices should be kept to a conversational level.
3. No eating food or drinking in the halls.
4. Each student is responsible for cleaning up. Students must leave their table free of trays, food or litter.
5. Students will use garbage or recycling receptacles provided.
6. Throwing of anything is not allowed. Offenders will be given consequences.
7. Trays are to be brought to the window in the cafeteria when finished, if applicable. You are responsible for your own tray and area of the table.
8. Students may not break in line (no cuts).

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 is determined by each individual teacher, which typically means it is allowed for educational purposes only.

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.

CONSEQUENCES FOR USE OF CELL PHONES OR ELECTRONIC DEVICES

1st OFFENSE	2nd OFFENSE	3rd + OFFENSES
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.
2. The student will have one week from the time the infraction occurred until the detention is served. This allows parent/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 3:15 to 4:15 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 Door #5 at VHS or the nearest exit at EG.
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. Parent/guardians will provide transportation for detention.

Dress Code

It is the policy of this school district to encourage students to be dressed appropriately for school and school related activities in keeping with community standards. This is a joint responsibility of the student and the student's parent or guardian. Any apparel, hair style, cosmetics, or jewelry — even if not specifically mentioned which poses a threat to the health or safety of the student or others, or disrupts the educational process is not acceptable. Inappropriate body markings and clothing at school and school related activities includes, but is not limited to the following:

1. Clothing that exposes the midriff or chest, intentional exposure of undergarments or undergarments that are worn as outer garments, and other clothing that is not in keeping with community standards. "Short shorts", skimpy tank tops, tops that expose the midriff. See-through or sexually suggestive apparel, which exposes the body in an inappropriate or suggestive manner.
2. Wearing of masks or costumes (except those necessary for COVID protection), painted faces, disguises or grooming that limits or prevents the identification of a student or substantially

disrupts the learning environment.

3. Clothing that includes words or pictures that are obscene, vulgar, sexually explicit, convey sexual innuendo, abuse or discrimination, or which promote or advertise alcohol, chemicals, tobacco, or any other product that is illegal for use by minors. Clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups or gangs.

Students are allowed to wear hats in the common spaces of the building and in the classroom as determined by each individual teacher. Hats should adhere to the same dress expectations. As with other dress code guidelines, hats with inappropriate school language, symbols, or other factors will not be allowed. Students who do not follow the dress expectation may lose this privilege or other privileges. Bandanas and other head attire are not allowed during the school day. Exceptions will be made for religious, medical, or school related reasons.

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 and School Assigned Locks

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 his/her 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.

EG students may only use the locks provided by the school.

VHS students may use a school provided lock or bring their own from home.

The school district is not responsible for any valuables that are placed in lockers and are lost or stolen, including district issued equipment. If students must carry valuables to school, they should check them in for safe-keeping with office personnel. Students are responsible for items found in their assigned locker. Students should not share lockers. If they choose to share, both parties will be held accountable if there are any violations. Students and parents should familiarize themselves with the district policy relating to the search of student lockers located in the policy section of the website. (See Policy 502.)

Parking

Eveleth-Gilbert High School

The parking lot is considered part of the school grounds and all rules and regulations of the school apply, including search policies.

1. Students are not permitted to enter any car in the student parking lot when school is in session without prior approval from the office.
2. The parking lot is to be used for student, staff, visitors, maintenance, and handicapped parking. Students are not to park in the reserved teacher, visitor and handicapped areas. Also, there is no parking in the center of the key or along the yellow curb at any time.
3. Vehicles displaying offensive flags, bumper stickers, etc. will not be allowed in the lot.
4. Students must leave the fire lanes open.
5. Students should not speed and/or drive recklessly on or near school property. Students should avoid use of horns or revving engines in the school parking lot.
6. As per city ordinance the City Council approved “No Parking” along the west curb of Fayal Avenue from Jones street south for approximately seventy feet.

Students who are participating in extracurricular activities may get a temporary parking pass from the office on days when an away game or event results in a return time after dark. We would prefer they request a temporary permit prior to the team leaving rather than walk to cars parked on the street late at night. Students and parents should familiarize themselves with the district policy regarding student use and parking of motor vehicles (See Policy 527.)

Virginia High School

VHS does not have student parking lots available for students due to limited space. Therefore, students are not allowed to park in any school parking lot during school hours. School personnel will check cars parked in all school lots for a school-issued staff parking permit. A car without a school-issued staff permit will be issued one parking violation warning. A second parking violation will result in the car being towed at the owner’s expense.

Passes

Excused Study Halls -Off Campus Eligibility

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.

Excused Study Halls -Off Campus Eligibility On Campus Eligibility

Ninth through Twelfth graders have the opportunity to be excused from their study hall to another location within the building if they meet the following criteria:

1. Earn a minimum GPA of 2.5 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. If a teacher/administrator requests you to be removed from their supervision, you will forfeit all out of study hall passes for the remainder of the quarter.
7. Students must stay in study hall as assigned until their schedule is changed.

Hall Passes

Students must have a signed student pass from a teacher or the office when they go from place to place in the building during the day, unless they are directly supervised by a teacher. This includes passes to the Media Center. Students who are allowed to go to the Media Center from any class or study hall are expected to be actively working in the Media Center. If you are not you will be sent back to your classroom.

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

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 his/her 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 included 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 administration for a copy of this document.

SPORTS & ACTIVITIES

Student Options and Fees for Athletic & Activity can be found by clicking: <https://rrps.org/activities/athletics/>

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 his/her 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

1. Students can earn eligibility immediately following midterms as soon as they are passing all classes.
2. 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.

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.

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, he/she 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.

Violation	Category 1	Category 2	Special Provision
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

Eveleth-Gilbert High School

To attend the Prom and Turnabout dances, a student may not have any outstanding disciplinary consequences, including detentions or seat time. **ALL SEAT TIME AND DETENTION HOURS MUST BE SERVED BEFORE STUDENTS WILL BE ALLOWED TO PURCHASE A TICKET.** All other infractions will follow the district wide discipline policy for the length of that violation. Only students in 11-12 grades may go to the Prom. Students in tenth grade may attend if asked by a student in 11-12 grades. Only students under the age of twenty-one (21) may attend. Ninth grade students will be eligible to attend Turnabout, but not Prom.

The visitor policy for dances requires any guests to be within the age and grade restrictions listed above. They must be currently enrolled in a school and their principal must be contacted to determine if they are in good standing at their home school. The required form must be completed with all signatures and turned in to the high school office on time. Guests who have already graduated must still have this form filled out by the principal of the school they graduated from. Permission for visitors may only be granted by the high school principal and may be denied even if the form is signed and returned. Any unapproved guests or guests in violation of rules or expectations will be removed from the event immediately as will the student who invited them.

Virginia High School

Turnabout Rules

1. Tickets must be purchased in advance from the designated selling location.
2. Turnabout is open to all Virginia High School students currently enrolled in grades 10-12 girls presently enrolled in the Virginia High School may invite guests who have graduated within the last two years, regardless of home school.
3. The parent/guardian of any student who does not arrive by 8:15 PM will be notified. Students who leave early will not be allowed to return to the dance.
4. As this is a school activity, all school rules will be followed throughout the activity.
5. All students attending the Turnabout are expected to be in attendance at school the Friday before the Turnabout unless pre-excused. Students not in attendance on Friday will not be permitted to attend the Turnabout.
6. All detentions and suspensions must be served before a ticket will be issued to a student and his/her partner. Students who are not in good standing, including those with truancy and/or behavioral issues, may not be allowed to attend Turnabout.

Prom Rules

1. The PROM is given by the junior class in honor of the graduating seniors.
2. **A TICKET MUST BE PRESENTED FOR ADMITTANCE TO THE PROM.** Students will be informed of locations to purchase tickets in the daily bulletin.

3. Any senior or junior presently enrolled may ask a person outside of the school providing they are at least 16 years of age and classified as an 11th grader. **NO ONE BELOW 11TH GRADE MAY BE INVITED.** If your partner is not a student at the Virginia High School, the name, address, and grade must be given in the office. If your partner is not currently enrolled in high school, they must have graduated within the last 2 yrs and must be under 21.
4. Parent/guardians will be informed of any student who has not arrived to Prom by 8:15 pm. Students who leave early will not be allowed to return to the dance.
5. Due to lack of space, no spectator tickets will be issued. Please convey this information to your parent/guardians and friends. Parents may view the Prom decorations at the time specified by the Prom supervisor.
6. All school rules will be followed throughout the Prom, as it is a school activity. 7. All students attending the Prom are expected to be in attendance at school the Friday before the Prom unless pre-excused. Students not in attendance on Friday will not be permitted to attend the Prom.
7. All detentions and suspensions must be served before a ticket will be issued to a student and his/her partner. Students who are not in good standing, including those with truancy and/or behavioral issues, may not be allowed to attend Prom.
8. Formal dress is required. Inappropriately dressed students will not be allowed to attend Prom activities.

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 become a King or Queen candidate or to be in the court. The 4th quarter grades (for Homecoming) and the most recent quarter grades for Snow Week will be reviewed for failure violations.

When the court has been established, the candidates will meet with the Activities Director and advisor who will inform them of the district-wide discipline policy, which they will follow. If a royal court member violates a rule from the district-wide discipline policy (after an investigation by the Principal), he/she will be removed immediately from the entire event. This includes participation in the coronation, athletic event, or any other scheduled event during the length of that activity. If the royalty student was elected King/Queen and he/she received a violation before Homecoming or Snow Week, the student receiving the second most votes would become King or Queen. The infraction, depending upon the severity, could involve out-of-school suspension and/or notification of local law enforcement.

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 cancelled. 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. *The selection criteria is posted and available in the counseling office. 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 up to a total of 32 members, including a president, vice president, secretary and treasurer. The membership shall be elected to the Council each spring for the following 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 8 students from each of the grades making up to a total of 16, including a president, vice president, secretary, and treasurer. The incoming seventh grade elects their representatives in the fall, while the current 7th grade elects next year's representatives in the spring.

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 under "District", "School Board", and "Board Policies". The green links will bring you directly to the 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.

Policy 413: Harrassment

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

GENERAL STATEMENT OF POLICY

A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard

to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

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

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

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

A. "Assault" is: 1. an act done with intent to cause fear in another of immediate bodily harm or death; 2. the intentional infliction of or attempt to inflict bodily harm upon another; or 3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
- or 3. otherwise adversely affects an individual's employment or academic opportunities.

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

D. Protected Classifications; Definitions

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who: a. has a physical, sensory, or mental impairment which materially limits one or more major life activities; b. has a record of such an impairment; or c. is regarded as having such an impairment.

2. "Familial status" means the condition of one or more minors being domiciled with: a. their parent or parents or the minor's legal guardian; or b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, 413-3 includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

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

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

6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

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

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

F. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when: a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

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

- a. unwelcome verbal harassment or abuse;

- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

G. Sexual Violence; Definition

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

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

- a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

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

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator, or other school 413-5 district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

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

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

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

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

F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written 413-6 form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

G. In the District. The school board hereby designates Jeff Carey as the school district human rights officer to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed with the High School Principal.

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

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

J. Use of formal reporting forms is not mandatory.

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

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

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

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

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

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

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

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

V. INVESTIGATION

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

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

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

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

F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will 413-8 be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

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

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

VII. RETALIATION OR REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.

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

DISSEMINATION OF POLICY AND TRAINING

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

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

C. This policy shall appear in the student handbook.

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

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

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

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.

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: Attendance

Administration and staff will inform parents of the options available to them to excuse their child from school when necessary.

Policy 504: Student Dress and Appearance

The dress and grooming of students becomes the concern of the school if it causes disruption of the educational program or is offensive or inappropriate to others. Students should dress in a manner that takes into consideration the educational environment, safety, health and welfare of others.

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.

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.

Definitions

For purposes of this policy, the definitions included in this section apply. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive **and** 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** materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

"Cyber-bullying" 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.

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

"Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that 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;

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 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.

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

1. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
2. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
3. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
4. False accusations or reports of bullying against another student are prohibited.
5. 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).

Reporting Procedure

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.

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.

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.

School District Action

Consequences for students who commit prohibited acts of bullying may range from remedial responses or 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. 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.

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.

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.

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.

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.

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.

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.

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.

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.

Policy 526: Hazing Prohibition

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.

- 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 expulsion. Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.
- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

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

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

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

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

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

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

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

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

V. SCHOOL DISTRICT ACTION

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

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

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

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

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

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

VI. RETALIATION OR REPRISAL

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