

# ROCORI

ISD 750 EST. 1967



*MAKING A DIFFERENCE TODAY FOR  
A BETTER TOMORROW*

**STUDENT HANDBOOK**

## Welcome

We hope that the time you spend with us will be filled with enjoyable and challenging learning experiences. This ROCORI student handbook has been prepared to help you become better acquainted with ROCORI Schools. It explains most of the policies and operations in each of our schools, as well as provides resources, information and guidance for both students and parents.

ROCORI Schools has a rich tradition of excellence in academics and co-curricular activities. Many experiences are available to you that are designed to enhance learning, encourage participation, and foster service – we encourage you to take advantage of these opportunities.

Please read it carefully and become familiar with its contents. Students are responsible for knowing the guidelines and policies. For clarification on information in the handbook or other school issues, please contact any individual school. A printed copy of this handbook will be made available to any family that requests.

Feel free to contact any of the principals. It is our desire for you to have a great school year in ROCORI. Today is a great day to be a Spartan!

## GO SPARTANS!



# Table of Contents

District Mission, Vision, and Priorities .....	5
District and School Information .....	6
K-12 Information .....	13
Arrival and Dismissal Hours	
Backpacks	
Calendar	
Care of Property and Equipment	
Class Assignments	
Complaints	
Communication Plan	
Conferences	
Counselors	
Directory Information	
Employee Directory	
Employment Background Checks*	
Equal Access to School Facilities	
Fees*	
Food and Nutrition	
Fundraising	
Gambling	
Gifts to Employees	
Holiday Celebrations and Parties	
Interviews of Students by Outside Agencies	
Insurance	
Investigations	
Library, Media, Innovation Center	
Lost and Found	
Messages to Students	
Nondiscrimination*	
Notice of Violent Behavior by Students**	
Parent Code and Information	
Pledge of Allegiance*	
Public Display of Affection	
Release of Students	
School Closing Procedures	
Searches	
Special Education	
Student Information and Data	
Student Publications and Materials	
Student Records*	
Student Surveys*	
Title IX Notification	
Transportation	
Trespassing and Loitering	
Video, Audio, and Pictures	

Wednesday Nights	
<b>K-12 Academics</b> .....	25
Alternative Educational Opportunities	
Cheating, Plagiarism, and Forgery	
Extended School Year Opportunities	
Field Trips	
Grading Procedures	
Graduation Requirements*	
Minnesota Academic Standards	
School District Required and Elective Standards	
Homework	
Parent Right to Know*	
Promotion and Retention	
Summer School/Flexible Learning Year*	
<b>K-12 Rules and Behavior</b> .....	29
Attendance**	
Bicycles, Motorcycles, Snowmobiles, ATV's, and Other	
Bullying Prohibition*	
Cell Phones/Other Devices	
Discipline*	
Dress Code	
Drug-Free School and Workplace	
Harassment and Violence Prohibition*	
Hazing Prohibition*	
Internet Acceptable Use	
Privacy	
Tobacco-Free Schools**	
Transportation Conduct and Consequences	
Vandalism	
Weapons Prohibition	
<b>K-12 Health and Safety</b> .....	37
Accidents	
Asbestos Management Plan*	
Crisis Management	
Emergency Contact Information	
Health Information	
Medication at School	
Pesticide Application Notice*	
Safety	
Visitors	
<b>Elementary Only</b> .....	40
Recess	
<b>Secondary Only</b> .....	41
Drop-In Center (RMS)	
Eighteen-Year-Old Students	
Foreign Exchange Students	
Graduation Ceremony	
ACT Testing	
ALC Programming	

Class Rank/Academic Standing	
College in the High School	
Early Graduation	
Course Credits Required	
Honor Roll	
Post-Secondary Enrollment Options	
Schedule Changes	
Parking Lot	
<b>Activities</b> .....	46
After School Activities	
Class or Club Meetings	
Eligibility for Activities and Athletics	
ROCORI High School Student Activity Eligibility Guidelines	
Dances	
MSHSL and Central Lakes Conference	
<b>Policies and Notices</b> .....	49
<b>Forms</b> .....	84

\* Notice required by statute

\*\* Notice required by policy

# District Mission, Vision, and Priorities



# ROCORI

ISD 750 EST.1967

# VISION 2025

Making a Difference Today for a Better Tomorrow



Build programming and opportunities that enhance and support ROCORI students' academic, social, emotional, and mental health education.

Develop ROCORI proud character and tradition by equipping students with successful life long soft skills and citizen traits

Foster community based relationships to strengthen ROCORI programming and opportunities

[WWW.ROCORI.K12.MN.US](http://WWW.ROCORI.K12.MN.US)

# District and School Information

## Cold Spring Elementary

Cold Spring Elementary is one of three elementary schools in the ROCORI District. Cold Spring Elementary is the largest of these and serves grades K-5 with a population of approximately 600 students. Cold Spring Elementary focuses on collaborative teaching approaches between grade level teams and auxiliary staff for a balanced, whole child approach. We believe that healthy and connected students equals success.



Principal: Keri Johnson  
Email: [johnsonk@rocori.k12.mn.us](mailto:johnsonk@rocori.k12.mn.us)

Address:  
601 Red River Ave North  
Cold Spring MN, 56320

Phone:  
Main Office: (320) 685-4951  
Attendance: (320) 685-4952  
Fax: (320) 685-4936

Website: <https://www.rocori.k12.mn.us/cold-spring-elementary-home>

Staff Members: 90  
School Building Hours:  
Open 7:30 am  
Close 4:00 pm  
Arrival Time: 7:45 am  
Dismissal Time: 3:00 pm  
Parent Drop Off Time: 7:45 am  
Parent Pick-Up Time: 2:50 pm

Slogan: #CSESTRONG  
Social Media:  
Facebook: <https://www.facebook.com/cserocori>  
Twitter: @CSEROCORI  
YouTube: [CSEROCORI](https://www.youtube.com/cserocori)

## John Clark Elementary

John Clark Elementary School is a K-5 elementary school within the ROCORI School District. We serve about 130 students in our historic building that was built through the Works Progress Administration (WPA) in 1936.



Principal: Sam Court

Email: [courtsam@rocori.k12.mn.us](mailto:courtsam@rocori.k12.mn.us)

Address:

415 W. Broadway St.  
Rockville, MN 56369

Phone:

Main Office: (320) 251-8651

Fax: (320) 251-8430

Website: <https://www.rocori.k12.mn.us/john-clark-elementary-home>

Staff Members: 15

School Building Hours:

Open: 7:30am

Close: 3:30pm

Arrival Time: 7:45am

Dismissal Time: 2:40pm

Parent Drop Off Time: 7:45am

Parent Pick Up Time: 2:45pm

Slogan: #jcerocks

Social Media:

Facebook: <https://www.facebook.com/JCErocks>

Twitter: <https://twitter.com/jcerocks750>

Instagram: <https://www.instagram.com/johnclarkelementary/?hl=en>



## Richmond Elementary

Richmond Elementary is one of three elementary schools in the ROCORI District. serves grades K-5 with a population of approximately 140 students. Richmond Elementary is a nationally recognized Blue-Ribbon school that focuses on closing the achievement gap and a balanced, whole child approach. We believe that healthy and connected students equals success.



Principal: Mary Holmberg

Email: [holmbergm@rocori.k12.mn.us](mailto:holmbergm@rocori.k12.mn.us)

Address:

34 2<sup>nd</sup> Street NE  
Richmond MN 56368

Phone:

Main Office: (320) 597-2016

Fax: (320) 597-2955

Website: <https://www.rocori.k12.mn.us/richmond-elementary-home>

Staff Members: 20

School Building Hours:

Open 7:30 am

Close 4:00 pm

Arrival Time: 7:45 am

Dismissal Time: 2:40 pm

Parent Drop Off Time: 7:45 am

Parent Pick-Up Time: 2:50 pm

## ROCORI Middle School



Principal: Ryan Hauge  
Email: [hauger@rocori.k12.mn.us](mailto:hauger@rocori.k12.mn.us)  
Assistant Principal: Jake Nelson  
Email: [nelsonj@rocori.k12.mn.us](mailto:nelsonj@rocori.k12.mn.us)

Address:  
534 5<sup>th</sup> Avenue North  
Cold Spring, MN 56320

Phone:  
Main Office: (320) 685-8683  
Attendance: (320) 685-4361  
Fax: (320) 685-4968

Website: <https://www.rocori.k12.mn.us/rocori-middle-school-home>

Staff Members: 67  
School Building Hours:  
Open 7:00 am  
Close 4:30 pm  
Arrival Time: 7:00 am  
Dismissal Time: 3:00 pm  
School hours: 8:15 am – 3:00 pm

Social Media:  
Facebook: <https://www.facebook.com/rocoridistrict/>

### Daily Schedule

Breakfast	7:45 – 8:10
Warning Bell	8:10
Period 1	8:15 – 9:08
2 <sup>nd</sup> chance	9:08 – 9:22
Period 2	9:22 – 10:15
Period 3	10:19 – 11:46
Lunch	10:30 – 11:45
Spartan Time	11:50 – 12:10
Period 4	12:14 – 1:07
Period 5	1:11 – 2:04
Period 6	2:07 – 3:00
Buses Depart	3:08

## ROCORI High School



Principal: Ryan Hauge

Email: [hauger@rocori.k12.mn.us](mailto:hauger@rocori.k12.mn.us)

Assistant Principal: Josh Austad

Email: [austadj@rocori.k12.mn.us](mailto:austadj@rocori.k12.mn.us)

Address:

534 5<sup>th</sup> Avenue North  
Cold Spring, MN 56320

Phone:

Main Office: (320) 685-8683

Attendance: (320) 685-4361

Fax: (320) 685-4968

Website: <https://www.rocori.k12.mn.us/rocori-high-school-home>

Staff Members: 87

School Building Hours:

Open 7:00 am

Close 4:30 pm

Arrival Time: 7:00 am

Dismissal Time: 3:00 pm

School hours: 8:10 am – 3:00 pm

Social Media:

Facebook: <https://www.facebook.com/rocoridistrict/>

## ROCORI Alternative Learning Center



Principal: Ryan Hauge

Email: [hauger@rocori.k12.mn.us](mailto:hauger@rocori.k12.mn.us)

Assistant Principal: Stephanie Ruegemer

Email: [ruegemers@rocori.k12.mn.us](mailto:ruegemers@rocori.k12.mn.us)

Address:

534 5<sup>th</sup> Avenue North  
Cold Spring, MN 56320

Phone:

Main: (320) 685-4908

Website: <https://www.rocori.k12.mn.us/rocori-high-school-home/alternative-learning-center>

Staff Members: 5

School Building Hours:

Open 7:30 am

Close 4:30 pm

Arrival Time: 7:30 am

Dismissal Time: 3:00 pm

School hours: 8:10 am – 3:00 pm

Social Media:

Facebook: <https://www.facebook.com/rocoridistrict/>



## **ROCORI SCHOOL SONG**

**Fight you Spartans, as we cheer you on to victory;  
We will stand beside you just to show our loyalty  
RAH! RAH! RAH!**

**Firm and strong, united are we; to our colors true we shall be  
Hail to the Red and Black! Hail to ROCORI High!**

**R-O-C-O-R-I  
ROCORI, ROCORI, ROCORI High!**



# K-12 Information

## Arrival and Dismissal Hours

School hours may vary from building to building. Students walking to school, riding their bicycles, or coming with parent/guardians, should arrive to school within the designated drop off times. Students who ride the bus are to follow the building procedure when arriving at school before the beginning of the day. Students are not allowed on property outside of the listed times. This ensures that students are properly supervised while on school property for their academic day.

Note: Cold Spring Elementary students are expected to ride the bus and are not allowed to walk because of the absence of safe and monitored crosswalks.

## Backpacks

Backpacks can be used by the students to bring school-related material to and from school, but will not be used during the school day. Backpacks must be left in student lockers during the school day. Large duffel bags and other large tote bags will be categorized as backpacks and not allowed during the school day.

## Calendar

You can print and/or download the ROCORI district calendar [here](#).

## Care of Property and Equipment

ROCORI will provide the best possible facility and equipment for your use while attending school. We are proud of our schools and expect that everyone will assist in keeping it in good condition. Textbooks, library books, and school equipment are in your care. Any loss or damage will be charged to the student and must be paid before the end of the school year. Accidental damage should be reported to the instructor or supervisor as soon as possible.

## Class Assignments

Student's classroom assignments are within the ROCORI School District and school's discretion.

## Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond to the complaining party regarding the school district's response to the complaint. All communication should follow the ROCORI Communication Plan. If communication at the lowest level does not solve the problem, higher levels of engagement/authority may be needed. Please start with those that are closest to the situation.

## Communication Plan

The [ROCORI District communication plan](#) was developed through conversations with administration, faculty and community members. This plan helps us to ensure that those with the most knowledge of the program, situation and players are problem solving. Communication requires both parties to be engaged. If communication at the lowest level does not solve the problem, higher levels of engagement/authority may be needed. Please start with those that are closest to the situation.

## Conferences

Conferences (school-home connections) will be held during the school year. Please check the district calendar for dates. Please watch your child's building specific newsletter for more information regarding content and format of the connections.

## **Counselors**

ROCORI counselors are committed to providing necessary services to support District 750's mission statement. Given the social/emotional components of this mission, counselors may provide individual, group, and/or consultation services to students, parents, and staff. The counselor's office hours are 7:30 – 3:30 P.M. during the school year.

## **Directory Information**

Student directory information is defined in ROCORI School District as the student's name, photograph, video images, school of attendance, attendance dates, and information related to activities, degrees, and awards.

Directory information does not include data that references age, sex, religion, race, color, social position, or nationality. Much attention has been focused on student records, computerization of data, individual rights of privacy, and the needs of the school district to obtain information concerning each student.

The School Board has adopted a Protection and Privacy of Student Records and school administration has developed procedures to inform parents and students of their rights, of the informational needs of the district, and of measures taken by the school district to protect your rights.

While the school district must obtain and use certain information about each student to plan the best possible educational program, this need is balanced with each student's and parent's right to privacy. Access to student information by third parties is limited and controlled as specified by law.

Directory information is released upon written request and includes student name, photograph, video images, school of attendance, attendance dates, and information related to awards or degrees earned.

A copy of the [Protection and Privacy of Student Records Policy](#) is on the ROCORI School District web page.

## **Employee Directory**

ROCORI School District employee directory can be found [here](#) on the district website.

## **Employment Background Checks\***

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks 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. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## **Equal Access to School Facilities**

The school district has created a limited open forum for secondary students to conduct noncurricular related meetings during noninstructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a nonparticipatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

## **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, pens, paper, erasers, notebooks, and

other personal items. Some elective classes do involve a materials fee. All fees need to be paid as soon as the class begins.

Students may be required to pay certain other fees or deposits, including but not limited to:

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the use of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books and technology that are lost or damaged. The school district may waive a required fee or deposit if the student and parent are unable to pay. For more information, contact your building administrator.

## **Food and Nutrition**

### **Breakfast/Lunch**

Breakfast and lunch are available to all students. A complete meal plan with nutrition information can be found here: [NutriSlice Link](#). A computerized system has been implemented to expedite the lunch line and ticket selling procedures. Each student will have an account number; however the money will be kept in a family account. To add funds to this account, please access the District Online Payment System [RevTrak Link](#).

We are asking full payment on the first Monday of each month. For those of you who are inconvenienced by this procedure, we have a second option of two payments. The split payment is due on the first and third Monday of each month. Months that have more, or less, than 20 school days will need additional adjustments.

No student will be allowed an extra milk or additional items without money deposited in their lunch account. When an account reaches -\$10.00, a personal phone call will be made. For more information, please review the ROCORI School District's [Meal Charge Policy](#).

Breakfast is served before school for grades K-12 and again from 9:13 – 9:22 for grades 6th – 8th and 9:20 – 9:35 for grades 9th – 12<sup>th</sup>. If a student takes a second breakfast or lunch, there will be a charged.

A wide variety of lunch items will be available each day. Specialty items will be available throughout the school year. Students can purchase an additional lunch or main entrée. An al a carte lunch is also available at the secondary site.

Students who bring their lunch from home are to eat in the cafeteria. Students are not allowed to take lunch trays outside of the cafeteria. We ask that everyone cooperate in returning trays, and throwing away any trash in the proper areas. All other areas, especially academic areas, will be off limits. Students are also encouraged to make healthy choices when choosing their items.



Energy drinks, soda and sugar drinks are strongly discouraged. Students are asked to leave these at home or in their lockers. If a parent wants to take their student out for lunch, off school property, they must sign the student out in the main office and sign the student in upon return.

### **Food in Classrooms**

ROCORI schools encourages students to live a healthy lifestyle which supports good school performance. This includes staying well-nourished and hydrated while at school. We encourage the use of water bottles during the school day. Water bottles are permitted during class time. Elementary aged students will have an opportunity for a snack time, led by their teacher, while Secondary aged students may keep reasonable and shelf stable items in their locker.

Snacks offered during the school day and treats used as classroom rewards should make a positive contribution to children's diets and health, with an emphasis on fresh fruits and vegetables, water, low-fat milk, and other foods/beverages that are low in fat, sugar, salt and caffeine. For more information, please consult ROCORI School District's [Wellness Policy](#).

### **Fundraising**

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the *school principal and the superintendent*. Participation in nonapproved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school related activities will not be allowed during the school day. Administration reserves the right to restrict fundraising efforts to school sponsored activities and or determine the time, location, and manner in which the solicitation occurs.

### **Gambling**

No gambling of any kind is permitted on school property.

### **Gifts to Employees**

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

### **Holiday Celebrations and Parties**

ROCORI Schools recognizes that communities acknowledge and celebrates for varying reasons, which may include cultural holidays and celebrations, dances, and birthdays. ROCORI schools strive to be an inclusive and welcoming institution. However, we also recognize the constraints of time. Instructional time is important so celebrations will be limited. Parents may opt out from any school celebration by contacting their teacher and/or principal.

### **Interviews of Students by Outside Agencies**

Students may not be interviewed during the school day by persons other than a student's parents or school district official, employee, and/or agent, except as provided by law and/or school policy.

### **Insurance**

The school does not provide insurance for students.

### **Investigations**

Students are required to participate and answer questions on investigative matters regarding student conduct that involves a violation of the student code of conduct. Parents do not have a right to be present during student investigations.

## **Library, Media, Innovation Center**

Students may use the library, media center, or innovation center during the school day when it is available, or before or after school when a staff supervisor is available.

## **Lost and Found**

Each school site will keep a lost and found for items that have been left behind or misplaced. Items in the Lost and Found are not the responsibility of the school district. The school will clean out the lost and found each trimester and donate to local shelters or organizations for redistribution. Students are responsible for their own belongings.

## **Messages to Students**

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the elementary instructional day and the secondary instructional period is prohibited.

A phone for student use is located at each school. Students are asked to use discretion when using the phone. Limit your calls to three minutes. School phones are restricted to school business and emergency calls only during the school day. For information on cell phones please see the cell phones/other devices section.

## **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, including gender identity and expression, or age in its programs and activities. The school board has designated ***the RHS Activities Director and/or the District Superintendent*** as the district's human rights officer to handle inquiries regarding nondiscrimination.

## **Notice of Violent Behavior by Students\*\***

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

## **Parent Code and Information**

The purpose of the Parent Code is to provide a mutual understanding to all parents/guardians and visitors to our school about conduct expectations while on school property, at school district events and when interacting with District employees and/or students in-person, on-line through electronic communications or the use of social media.

## **General Propositions**

We expect parents/guardians and visitors to have a fundamental understanding and commitment to the following general propositions:

- Teachers, administrators and parents/guardians want all children to succeed
- Teachers, administrators and parents/guardians must work together for the benefit of our children
- All parents/guardians and visitors, as well as all members of the school community, deserve to be treated with respect and understanding.
- The school should be provided an opportunity to resolve issues of concern before public criticism.

## **Prohibited Behaviors**

In order to provide a peaceful and safe school environment, the ROCORI School District prohibits the following behaviors by parents/guardians and visitors:

- Abusive, threatening, profane or harassing communication, either in person, by e-mail or text/voicemail/phone or other written or verbal communication
- Disruptive behavior that interferes or threatens to interfere with ROCORI District operations, including the effective operation of a classroom, an employee's office or duty station, a campus lobby, or school grounds, including sporting events, parking lots and car-pickup
- Threatening to do bodily harm to a ROCORI District employee, visitor, fellow parent/guardian or
- Threatening to damage the property of a ROCORI District employee, visitor, fellow parent/guardian or student.
- Damaging or destruction of any school/building in the ROCORI district
- Excessive unscheduled campus visits, e-mails, text/voicemail/phone messages or other written or oral
- School staff and administration may not always be immediately available to speak with you. The only way to *ensure* that you are able to speak with a staff member or administrator is to schedule an appointment. Staff and administrators have a practice of attempting to return all phone calls/e-mails within 24 hours with great success. Your calls and visits will be responded to consistent with this practice if someone is not immediately available to speak with
- Defamatory, offensive or derogatory comments regarding the school or school staff made publicly to others.
- The use of any social media medium, including but not limited to: websites, blogs, wikis, social networking sites such as Google+, Facebook, Instagram, Snapchat, LinkedIn, Twitter, Flickr, and online forums

### **Corrective Action Steps**

In situations involving lesser infractions or where remediation is viable, a warning will be provided, either verbal or in writing. Should a parent/guardian or visitor fail to heed the direction issued in the warning, more severe consequences may be instated such as the filing of trespass and issuance of a formal ban.

Depending upon the severity of the incident, parents/guardians or visitors may be discharged from or otherwise banned from the ROCORI campus and participation in school sponsored events under the criminal trespass laws.

No restriction, however, will prevent the parent/guardian from working collaboratively with the ROCORI District to meet the child's educational needs, nor will a parent/guardian be excluded from a child's IEP meeting.

### **In ROCORI Schools, parents:**

...have the right to expect:

- that my child will be provided a safe learning environment.
- collaborative communication with teachers.
- all staff to treat my child with respect.
- discipline that is fair and consistent.
- that I will be notified of academic concerns.
- that I will be notified of behavior concerns.
- that I will be listened to and be heard.

... have the responsibility to:

- support expectations and school rules.
- set good examples at home.
- promote regular attendance and notify the school when my child is absent.
- have my child arrive on time for school.
- teach my child the safest route to school.
- teach my child to respect others, school rules, and property.
- communicate my concerns to teachers/principal/staff.
- provide a supportive environment for homework and studying.
- keep my child healthy and prepared for school.
- assure that my child understands these rights and responsibilities.

## **Volunteer Opportunities**

At ROCORI School District we depend a great deal on volunteers. We appreciate all community members who are willing to lend their time and talents to our schools. There are several opportunities available to help out – whether you are able to on a regular basis, a short-term basis, or from home. There’s always a lot of things to do for our kids. Ongoing volunteers who are able to help on a regular basis are needed in the following areas:

- Reading or listening to students read
- Working with a small group of students
- Before and After school hall supervisor/friendly presence
- Lunch room supervision
- Academic tutoring for students

Short-term or one-time volunteers are needed for:

- Classroom celebrations or activity assistance
- Chaperoning field trips
- Hanging up displays

Volunteers can also help from home in the following areas:

- Cutting items
- Assembling book orders

A volunteer may be any non-paid person, including parents, young adults, senior citizens or other community members, who have a genuine interest in enhancing the lives of students and strengthening school-community relations.

If you are interested, contact the building directly to complete a volunteer application form. They will advise you what level of volunteer background check you need submitted, depending on what you will be doing in the building.

THE COST IS \$18.00 and can be accessed [here](#).

## **Volunteer Agreement**

As a volunteer, I agree to abide by the following volunteer conduct:

- Immediately upon arrival, I will sign in at the main office or the designated sign-in station.
- I will wear or show volunteer identification whenever required by the school to do so.
- I will use only adult bathroom facilities.
- I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
- I will not contact students outside of school hours without permission from the students' parents.
- I agree not to exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose unless it is required as part of my role as a volunteer. I will exchange home directory information only with parental and administrative approval.
- I will maintain confidentiality outside of school and will share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety.
- I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district and will abide by District Transportation Protocols when transporting students.
- I will not disclose, use, distribute or disseminate photographs, video or personal information about students, self, curriculum, activities or others while volunteering at school.
- I agree to follow the district procedure for screening of volunteers.
- I agree to notify the school principal if I am arrested for a misdemeanor or felony sex, drug or weapon related offense.

- I agree only to do what is in the best personal and educational interest of every child with whom I come into contact. I agree to follow the Volunteer Code of Conduct at all times or cease volunteering immediately

### **Parent Resources**

Stearns County click [here](#)

ROCORI Area Food Shelf click [here](#)

City of Cold Spring click [here](#)

City of Rockville click [here](#)

City of Richmond click [here](#)

Minnesota Dept of Education click [here](#)

### **Pledge of Allegiance\***

Minnesota Statutes 121A.11 United States Flag. Students will recite the Pledge of Allegiance to the flag of the United States weekly. The day/period will be at the discretion of each building. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

### **Public Display of Affection**

Public display of affection is not appropriate in the school environment. Inappropriate actions may include, but are not limited to kissing, inappropriate touching, and prolonged hugging. Disciplinary action may include a conference with parents, detention, or suspension.

### **Release of Students**

Parents are encouraged to schedule appointments for their children to promote ongoing health care and prevent a breakdown in any of the body systems or functions. Whenever possible, please schedule appointments before or after school, or when school is not in session. If a student must be released from class during the school day, the following procedures are used: Students will not be released from school without parent contact either by note or phone. At the time they are to leave, they are to report to the office to sign out.

### **School Closing Procedures**

The ROCORI School District applies [School Closing Policy](#) regarding changes to the school calendar for emergency weather conditions. The District has related procedures regarding late starts, early closings and other conditions affecting the conduct of school.

School may be cancelled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. In the event that inclement weather forces the closing of school, the announcement will be made over radio stations WCCO, KASM, KCLD and WJON and television channels 4, 5, 7, 9 & 11. Parents are encouraged to update contact information with the school to receive automated emergency closing messages via Phone, Email and SMS.

### **Searches**

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's student discipline policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

### **Lockers and Personal Possessions Within a Locker\***

Minnesota Statutes 121A.72 School lockers. School lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Lockers are provided for student convenience and use. Lockers are not intended to be used for safekeeping of valuables. *The school accepts no responsibility for articles that are lost or stolen from lockers.* It is for this reason that we recommend all articles of value be left at home. Each locker is fitted with a built-in combination lock. If the locker or combination lock does not work, please contact the office with the problem. Missing or stolen property can be reported to the school's resource officer.

Keep back packs and book bags in your locker during school time. Plan ahead; use your locker. Students will be held responsible for damage to lockers, including graffiti.

### **Desks**

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

### **Personal Possessions and Student's Person**

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

### **Patrols and Inspections**

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

### **Search of the Interior of a Student's Motor Vehicle**

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

### **Special Education Services**

A variety of Special Education Services is available for students who qualify for services. If parents have a concern for their child in any of these areas, please contact your child's teacher. If a teacher feels a child is in need of these services, the teacher will contact the parents and follow due process in setting up conferences, testing, and if qualify, programming.

## **Student Information and Data**

If at any time during the school year, your home phone number or address changes, you must notify the office immediately. If your parents work numbers or your emergency contact information needs to be changed, please notify the office. In the event of an emergency, this information is very important.

## **Student Publications and Materials**

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non-school sponsored publications may not be distributed without prior approval.

## **Distribution of Non-school Sponsored Materials on School Premises**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school sponsored material, subject to school district regulations and procedures at a reasonable time and place and in a reasonable manner.

## **School Sponsored Student Publications**

The school district may exercise editorial control over the style and content of student expression in school sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school sponsored activity is prohibited when the material:

- Is obscene to minors
- Is libelous or slanderous
- Advertises or promotes any product or service not permitted for minors by law
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

## **Student Records\***

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an eligible student is one who is 18 or older or who is enrolled in an institution of post-secondary education. Detailed information can be found in the ROCORI School District's [Protection and Privacy of Pupil Records Policy](#).

## **Student Surveys\***

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see the ROCORI School District's [Student Survey's Policy](#).

## **Title IX Notification**

It is the [policy of School District 750](#) not to be discriminative on the basis of sex in its educational programs, activities, or employment policies as requested by [Title IX of the 1972 Education Amendments](#). Inquiries

regarding compliance with Title IX may be directed to the District Office (320-685-4901). The grievance procedure for any alleged discrimination on the basis of sex has been posted in the school office and may be obtained by contacting the school office.

### **Transportation**

The school district will provide transportation, at the expense of the school district, for all resident students who live within the ROCORI district from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation may not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent.

### **Stop Times**

All buses should run on schedule most days. Please have all students at the sidewalk or the end of the driveway 5 minutes before the scheduled stop time. Expect that the bus could be up to 5 minutes late on any given day. Days where the weather is inclement, please be patient, but don't assume the bus is late. If you find the bus is not arriving within the printed time, or it is varying more than 10 minutes during any given week, please contact the bus company office.

### **Riding Alternate Bus Routes**

District policy indicates that for visiting friends, meetings, or sleepover events, you need to find your own transportation home. In the event of an emergency, you must contact the bus company in advance. Once it is determined whether transportation can be provided, you will be instructed how to further document your request. Without proper documentation, your student will not be allowed to ride. *Students will be turned away at the loading point.* The bus company reserves the right to deny any request.

### **Danger Zones**

Please communicate with your students about the danger zones around the buses. Please tell them to never chase a moving bus. Once the doors close at any school, the bus is gone. It is too hard to watch all four corners of a vehicle at one time, so your help and understanding is greatly appreciated. If your student cannot get to the bus on time, contact the school to see if anything can be adjusted.

### **Discipline**

The school bus is an extension of the school. General school rules and codes of conduct adhere to bus ridership. School officials will work with the bus company and families to handle any discipline infractions that occur on the bus. Bus infractions may result in change in ridership status for the student.

### **Extracurricular Transportation**

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

### **Miscellaneous**

Routes will be run as efficiently as possible. That means a rider may be in the bus for an hour. Please make sure restroom visits are done in a timely manner to insure a comfortable ride. Buses cannot stop while driving for restroom visits, and the drivers feel horrible when an accident happens.

Lost and found items may remain on the bus for two days.

Please feel free to contact the bus company if you have any questions or changes in schedules.

Richmond Bus: 320-597-2055

Voigt Bus: 320-251-6649



## **Trespassing and Loitering**

A student who is a habitual discipline problem after school hours will be asked to leave and remain off school grounds when school is not in session. The student will be verbally warned that if they return outside of school hours they will be subject to trespass charges brought against them. If the student refuses to leave school grounds in a reasonable amount of time or if the student returns at any time outside of school hours, they will be referred to the police department for trespassing. A trespass letter will be issued to the student and sent home to the parents after the first verbal warning.

Students not attending the school will be asked their name and the reason for being in the building. If their reason is not acceptable, they will be asked to leave immediately. If they do not follow the directive to leave, the after school supervisor will contact the principal. If the principal is not available, the supervisor will seek assistance from a staff member present in the building. If the student continues to remain in the building or if the student returns at a later time/day, the police will be contacted. Trespass charges may be filed.

## **Video, Audio, and Pictures**

### **School Buses**

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

### **Places Other Than Buses**

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

### **YEARBOOK PICTURE POLICY:**

The ROCORI Spartanica will display appropriate pictures in the yearbook. Our goal is to display as many individuals and diverse activities as possible, which still maintains a format, which is in good taste and appropriate for its target audience (high school students). This being the case, the following criteria will be required:

- Senior pictures used in the yearbook must be consistent with regard to any and all school policies.
- Poses submitted should be of ROCORI students alone and without conflicting images (such as props or additional people with the pose). The purpose of the senior picture is to feature the individual person, not necessarily the interests, ideas or themes related to the person. Examples of conflicting images which would not be accepted include (although NOT limited to): Suggestive themes and items, vulgar or crude themes, Confederate Flag, swastika, use of an animal in the picture, weapons, and similar or other inappropriate materials. At this time, natural backgrounds will be accepted, provided the background image is not too distracting.
- Senior Pictures should be a vertical rather than horizontal image. In addition, portraits displayed by seniors in the yearbook should be a wallet sized traditional head to shoulder shot.
- Ultimately, the advisor and administration reserve the right to approve or decline any picture. In other words, the advisor and administration will hold the final approval of any picture in question

## **Wednesday Night**

Attempts will be made to avoid scheduling school activities on Wednesday night.

# K-12 Academics

## Alternative Educational Opportunities

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others.

## Cheating, Plagiarism, Forgery

Cheating, plagiarism, and forgery are prohibited. Students who cheat or commit plagiarism on any test or assignment will be disciplined in accordance with the school district's student discipline policy.

## Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the student's case manager.

## Field Trips

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Field trips provide opportunities for students to extend their learning while being exposed to new experiences. If the classroom teacher, in consultation with administration, feels a student would put themselves or others at risk, they will not be included on the field trip.

In addition, the teacher needs to feel the student is trustworthy enough to manage the free time a trip allows. Individual teams may feel other circumstances may warrant non-attendance as well. Parents will be notified if any of these concerns apply to their child.

If students do not attend the field trip, they are still expected to be in school unless otherwise noted. Students should be aware that all school rules apply throughout the duration of a field trip. School consequences that have been issued and not served at the time of the field trip may result in the student not being allowed to attend the trip.

## Grading Procedures

Student grades will be reported three times during the year. Report cards will be available online for secondary students and provided in paper copy for elementary students for review. Online grade reports may be viewed through your [Skyward Family Access Portal](#).

At the secondary building grades are posted each term. For a term class and mid-term grades for a trimester class during terms 1-5, students will be assigned a grade that corresponds with the work they have completed upon the deadline of the term. For a trimester class after terms 2 and 4 students will have two weeks to work with their teacher to make up any work that may be completed in order to improve their final grade for the trimester. At the end of the two week grace period all grades will become final. Due to teacher availability, the two week grace period DOES NOT APPLY to term 6 or trimester 3.

## Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards or Local Standards, Arts K-12

## School District Required and Elective Standards

All students must satisfactorily complete the following school district required and elective standards:

- Health (K-12)
- School District Standards, Career and Technical Education (K-12); and
- School District Standards, World Languages (K-12).

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information see your school counselor.

## Homework

The amount of homework varies with the teacher and the subject involved. Students may be required to complete some work at home. Parents are encouraged to consult the teacher with any questions or concerns.

## Parent Right to Know\*

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;

the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

## Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents feel it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school.

## **Summer School/ Flexible Learning Year\***

The ROCORI school district provides to its students a flexible learning year program that provides instruction throughout the year on an extended year calendar, extended school day calendar, and summer school learning opportunities at all levels. Entry into these programs is program and school specific and will be communicated by the school before the program begins.

A student's participation in the program is optional. If a student participates in the program, the student may accelerate attainment of grade level requirements or graduation requirements.

All of ROCORI K-8 summer programs are offered as Targeted Services. This means that each family will be required to sign a Continual Learning Plan (CLP) in order to participate. The CLP acknowledges that the student is in a needs-based program and is the documentation required for ROCORI to receive funding to offer the program.

Students or parents who are interested in any of the following programs, should contact your building administrator.

### **Summer Success Camp (K-5)**

Students in Summer Success Camp will be selected on a needs based qualification, nominated by their general education teacher and invited to participate. Programs times and dates vary from year-to-year. Students who are registered are expected to attend regularly and will participate in Math, Reading, and Social Emotional learning that will help them maintain or improve their skills. Summer programming is optional, but once registered students should make every effort to attend the scheduled days for the student and districts benefit.

### **Credit Recovery (6-8)**

Students will be required to attend credit recovery if they have failed to successfully complete at least two trimesters of a core course (English, math, social studies, science). Credit recovery runs in June. Students will have the opportunity to work on standards-based coursework in an independent study format. A teacher will be available to provide support as needed. If students do not successfully complete the coursework by the end of the summer school session, they will be required to repeat the course during the next school year.

### **Summer Skill Remediation (6-8)**

Throughout the year, students take a variety of standardized tests to assess their skill level in the areas of math and reading. If students are identified as below grade level on these assessments, they will be invited to attend skill remediation for the purpose of working with teachers to develop the needed math and/or reading skills. As with all intervention programs, teachers will work specifically with each student to identify areas of need so that students can develop their skills to the point they no longer require remediation. This skill remediation program is optional.

### **6th Grade Academy**

The RMS 6th Grade Summer Academy is a needs-based program that allows incoming 6th grade students the opportunity to meet teachers and classmates, get to know the school, and work on reading and math skills in preparation for the upcoming school year. Students are invited to summer academy based on reading and math scores on standardized assessments as well as through teacher recommendation. Summer academy is designed for students who need extra support in the development of math and/or reading skills as well as students who might struggle with the transition to middle school due to social/emotional concerns. If parents are concerned about their student for any of the above reasons they are encouraged to speak with the middle school counselor or an administrator. Students will attend summer academy for three days a week, three hours a day, for three weeks. During that time, students will rotate among sessions involving organizational and social skills, reading skills, and math skills.

**Phoenix Program (9<sup>th</sup> Grade)**

The ROCORI Phoenix Program is an opportunity for 9th graders to make up for core classes that have been narrowly failed with a 55% - 59% or at the discretion of the teacher. The Phoenix Program will occur immediately following each trimester after school hours for two hours in nine school days for a total of 18 hours. After the time is finished, teachers will then grade the material to change their grade to passing. This program is designed to help 9th grade students not become credit deficient early in their high school career.

**Summer School & Night School Program**

The ROCORI Summer & Night School Program is an opportunity to earn credit. The program availability is contingent upon student numbers. Interested students should contact a counselor.

# K-12 Rules and Behavior

## Attendance \*\*

The School Board, administration, and faculty of ROCORI Middle School, believe that regular school attendance is *directly* related to success in academic work and the development of effective personal and social skills.

In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction law, Minnesota Statutes 120A.22, the students of ROCORI District No. 750 are required to attend all assigned classes every day school is in session.

The attendance policy recognizes that school attendance is a joint responsibility to be shared by the student, parent(s)/guardian(s), teachers, and administrators. The following expectations will assist students in attending classes to meet their academic responsibilities.

### Student's Responsibility:

It is the student's responsibility to:

- Attend all assigned classes every day that school is in session and to follow the correct procedures when absent from an assigned class.
- Be familiar with all the procedures governing attendance.
- Request any missed assignments from instructor's before/during/after the absence.
- Report to the school office for a pass and sign in if returning from an absence during the school day.
- Be to class on time.

### Parent Responsibility:

It is the student's parent responsibility of the to:

- Encourage the student to attend school.
- Accurately inform the school of the reason for a student's absence.
- Work cooperatively with the school and the student to ensure attendance at school.
- Student information cards may be used many times during the school year to contact parents/guardians regarding school attendance issues. Please keep the information updated.

### Teacher's Responsibility:

It is the teacher's responsibility to:

- Take and maintain accurate attendance records every period in each assigned class.
- Be familiar with all procedures governing attendance and to apply these procedures consistently to avoid confusing the students.
- Provide any student who has been absent with an excuse with all missed assignments and assessments. Upon the student completing and submitting their work it should be graded and recorded in the gradebook within a reasonable time.
- A "truant student" (a student with an unexcused absence) should be issued a zero or no credit for assignments or assessments given during the truancy.
- Work cooperatively with the student's parent or guardian and the student to improve school attendance.
- Be sure that a pass accompanies the student when out of the room. If a teacher detains a student, they need to send a pass or notify the teacher who is affected.

### Administrator's Responsibility:

It is the responsibility of the administrative team to:

- Work with the family to better understand the causes of student absence
- Encourage students to attend all assigned classes.
- Be familiar with procedures governing attendance and apply these procedures uniformly.
- Receive and maintain accurate records on student attendance.

- Inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to improve school attendance.
- Inform parents and students annually of the need for regular school attendance and of the regulations, procedures, and implementation plan.

**When Not In School For The Day:** There are times when an absence is unavoidable. Within 24 hours, parents should call their student's school to notify the office that their student will be absent for a given period of time. If a phone call is impossible, then a note *must* accompany the student upon his/her return. The note should include the date of absence, reason for absence, and signature of parent. If a note or phone call is not received the absence(s) will be considered unexcused until proper verification is received. This absence will count towards the truancy policy.

### **Leaving School During the School Day**

When students have to leave during the school day, a note that is dated, signed by a parent, and identifies why the absence is necessary must be presented to the attendance secretary before school on the day of expected absence. The note should also include how the student will get to his/her destination (will the student be walking by themselves and have permission to do so, or will a parent/guardian be picking them up). Parents or guardians may telephone the attendance secretary with the same information in emergency situations; however, notes are preferred in all situations. The attendance secretary will issue a pass to leave the school building. The student is responsible to sign out in the school office prior to leaving the building.

If a student is in the nurse's office, the school health technician or school nurse will write a pass with the time and date. The health technician or school nurse will notify the attendance secretary if a student is sent home ill or for any other reason. Administration reserve the right to require a student to stay in school in the absence of physical symptoms of illness. Once a student arrives at school, they need to report to the nurse's office prior to being sent home ill.

### **Pre-planned absences**

The student's parent/guardian must notify the attendance secretary in writing in advance of any planned absence or extended absence. This would include family vacations, college visits, etc. It is the student's/parent's responsibility to communicate planned absences with the school and teachers. In the secondary, If the absence will be for three consecutive days or longer the student may obtain an absence form in the office and take it to each class to be signed by each teacher. This is for student's planning purposes only. The student should do school work prior to leaving if requested by the teacher to do so. Upon request, teachers will provide work to the students prior to a planned absence to the best of their ability. Students and parents must recognize that it is difficult to provide work ahead of time due to the following reasons:

- It may be inappropriate to provide work without the accompanying instruction.
- Lesson plans and activities change frequently in response to student needs.
- The planned activities will not fit in the scope and sequence of concept development if provided out of order.

The above factors, in addition to the duration and timing of the work request, will all determine the ability of teachers to provide work. Work will certainly be provided upon a student's return according to the procedures outlined in excused absences below. *If work is requested and given, it must be completed and turned in upon return.*

### **Medical Appointments**

All medical appointments are considered an excused absence and will count toward your total absences for the term/trimester. If a medical doctor recommends that you should stay home from school for X number of days, then the X number of days will be excused. The school reserves the right to request written verification from a medical doctor. It is the expectation of school staff that you plan medical appointments after the school day as much as possible unless your medical condition warrants immediate attention.

## **Excused Absences**

Typically for personal illness, emergencies, medical or dental appointments, family trips, serious illness of an immediate family member, funeral of a family member, mental health treatment, or situations where there is agreement between home, school, and student as to the purpose and validity of the absence. Students are required to make up all daily assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Students are allowed 2 days for each day of an excused absence to complete work missed during the absence. Any daily work not completed within this period shall result in receiving consequences according to the teacher's procedure. Long-term projects are due on the date that they have been assigned or before. If a student is absent on the long-term project due date, the teacher must be notified, or the project submitted if no prior arrangements have been made. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

Parent receive an attendance notification through Skyward when their student has been marked absent if the feature has been enabled by the parent. Students who accumulate 12 days of absences will receive an attendance alert letter. Students who accumulate 15 days of absences will receive a second attendance notification letter requiring medical verification for future absences. If medical verification is not received for the absence the absence will be considered unexcused. Students that are absent for more than three consecutive days as a result of illness may be required to have a doctor's note to avoid further absences from being counted as unexcused. The school administrator may request medical verification at any time to properly characterize an absence.

## **Unexcused Absences (Truancy)**

An absence which has neither the notification from a parent and approval from school administrator. Unexcused absences include but are not limited to skipping class(es), oversleeping, missing the bus, shopping, or leaving school at any time for any reason during the school day without permission. The authority to decide whether an absence is excused or unexcused rests with the building administrator. Continuous truancy (as defined by the Minnesota State Statute 260A.03) will be referred to the Stearns County Attorney's Office.

- 3 Unexcused Absences = School letter
- 5 Unexcused Absences = Referral to Truancy Informational Meeting (TIM)
- 7 Unexcused Absences = Referral to Truancy Petition filed by Stearns County

If a student develops a pattern of tardiness to school or class, a team of caring adults will reach out to show concern and attempt to understand the underlying causes of tardies. A team may consist of, but not limited to, principal, social worker, counselor, classroom teacher, special education teacher, and other school staff.

The school has the right and responsibility to screen and either approve or deny excuses submitted by a student and/or parent. The school has the right to declare an absence unexcused even though a parent may have provided a written excuse. Such denial by the school indicates that the absence was not consistent with the reasons for excused absences. Students will receive an unexcused absence and the consequences associated with that type of absence.

## **Tardies**

A tardy is identified as arriving late to school or class. A tardy will be less than 20 minutes; 20 minutes or longer will count as an excused or unexcused absence. Staff courtesy respects the prerogative of staff issued passes.

If a student is late for the start of the school day, they should report directly to the school office upon arrival at school. They will be given a pass to class and the attendance secretary will adjust the student's attendance.

Students must be inside the classroom when the bell rings. Teachers may adjust this rule according to the needs of the individual class.



At the secondary, if a student accumulates 3 tardies in a single class period during a term they will be issued one hour of detention. For each additional tardy the student will be issued one hour of detention. Tardies will be referred through the office referral process. The accumulation of tardies will start over at the beginning of each term. Detention not served by the end of each term will be changed to an in-school suspension.

The administrative team will work with families to better understand student tardies. When appropriate, individual considerations to this policy will be made by the administrative team.

### **Bicycles, Motorcycles, Snowmobiles, ATV's, and Other**

Parent/guardians' discretion is advised when allowing children to bring recreational vehicles to school. This includes bikes, motorcycles and snowmobiles. ATV's are not permitted on ROCORI District property and will be subject to a fine/ticket if driven on property.

Things to consider are safety factors, weather conditions, vandalism and theft. Students who ride alternative vehicles are to park them in the designated areas. We advise that vehicles be locked, as the *school cannot be held liable for theft or damage*. However, any vandalism or missing vehicle should be reported to the building office.

Cold Spring Elementary students are expected to ride the bus, bikes are not allowed.

Skateboarding is not allowed on District #750 property.

### **Bullying Prohibition\***

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. Behavior violating this policy is based on impact not intent. Detailed information can be found in the ROCORI School District's [Bullying Prevention Policy](#) and in this handbook.

### **Cell Phones/Other Devices**

Electronic devices are important to the development of 21st century skills. ROCORI recognizes that many students come to school with personal technology devices and these instruments can be valuable learning tools. As a general rule, cell phones are not allowed during class, but each teacher is able to determine their own expectations for the use of technology in their classroom. Students and parents should also know that ROCORI Schools is not responsible for the maintenance, care, or protection of students' personal property. If a student is using a cell phone or other electronic device without permission it will be confiscated.

#### **Elementary**

All cell phones need to be silenced and left in the child's backpack during the school day. The school is not liable for lost or damaged personal electronics (cell phones, video games, etc.) Student use of cell phones during school hours is not allowed. If students need to contact parents during the school day, they should go to the office and use the school phone.

#### **Secondary**

Cell phones or any device with a camera or video recorder are not allowed to be turned on in the locker rooms at any time. These devices must be turned off at all times in the locker rooms. Any student violating the above rules will have their electronic device confiscated. Students may be disciplined under school policies for any inappropriate texting or sharing of media that impacts the learning environment.

**1<sup>st</sup> offense:** Electronic device will be confiscated from the student and the teacher will give it back to the student at the end of the hour.

**2<sup>nd</sup> offense:** Electronic device will be confiscated from the student and kept in the office until the end of the day.

**3<sup>rd</sup> and consecutive offenses:** Electronic device will be confiscated from the student and kept in the office until a parent can pick it up in the office.

Failure of the student to give their device to staff when requested is considered insubordinate and may result in additional disciplinary action.

### **Discipline\***

Disciplinary action may include but is not limited to:

Verbal Warning

Detention

Loss of school privileges

Modified school programs

Removal from class

Suspension

Exclusion and

Expulsion

Removal from class is the short-term exclusion of a student from class during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal or lawful designee. Where it appears that the student creates an immediate and substantial danger to themselves or to other persons or property, the principal or the lawful designee may impose removal from class. The length of time a student may be removed from class shall be at the discretion of the principal after consultation with the teacher. Students shall make up all work for the periods they are removed from class.

Suspension is the short-term exclusion of the student from school during which the school is relieved of custody of the child. Suspension, exclusion and expulsion shall be utilized in accord with the [Pupil Fair Dismissal Act](#) as amended.

Parents will be notified of a violation of the rules of conduct and resulting in disciplinary actions.

If a student receiving special education services has been removed from the classroom, the teacher and principal must confer to determine if there is a need for further assessment or a change in the IEP.

Detailed information can be found in the ROCORI School District's [Discipline Policy](#) and in this handbook.

### **Dress Code**

This policy establishes an expectation of dress and grooming that creates an environment conducive to learning and reflects attire appropriate for an educational setting. ROCORI Schools reserves the right to address any behaviors or dress that are not appropriate.

- Student clothing must allow identification of the student.
- Jewelry that presents a safety hazard to self and/or others may not be worn or brought to school. Examples include, but are not limited to: chains, spike rings, spike collars or bracelets.
- Hats must be left in lockers and are not to be worn during any part of the school day. Hoods of any kind are not to be worn during any part of the school day. The school day begins with the warning bell and ends upon completion of the last class period. No hats except with building administration approval (i.e., student undergoing chemotherapy, medical situations, religious practice).
- Clothing or accessories with words, graphics or innuendo, that are obscene, vulgar, abusive or discriminatory, may not be worn or brought to school. Examples include, but are not limited to: ethnic, racist, sexual, or sexist remarks/images, such as swastikas, confederate flags, or other symbols of hate.

- Clothing or accessories that promote or advertise alcohol, chemicals, tobacco, or any product that is illegal for use by minors may not be worn or brought to school. Examples include, but are not limited to: alcohol logos and tobacco logos. “Look alike” logos are also unacceptable.
- Heavy/winter coats need to be kept in lockers and are not to be worn during the school day.
- Shoes are to be worn at all times. Health and safety insurance codes are specific in addressing this mandatory requirement.

If a student wears an article of clothing that is considered questionable or repeatedly violates the expectations will be asked to change in order to continue the day. If a student does not have something to change into, the student will remain in the office or be sent home for the remainder of the school day. Continued violations will result in additional consequences, which may include detention or suspension from school. Administration reserves the right to determine if clothing is appropriate for school.

### **Drug-Free School and Workplace**

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

Students are prohibited from using, possessing, distributing, or being under the influence of illegal substances, prescription medications not intended for an individual’s use, or alcohol at school, on school grounds, or at school sponsored activities. Any student using or in possession of such substances or look-alikes, including paraphernalia will be subject to disciplinary action not limited to up to 10 day suspension and such substances on the student’s person or in the student’s locker will be confiscated by authorities. Law enforcement may be involved.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician’s prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the ROCORI School District’s [Student Medication Policy](#).

The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

### **Harassment and Violence Prohibition\***

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Behavior violating this policy is based on impact not intent. Detailed information can be found in the ROCORI School District’s [Harassment and Violence Policy](#) and in this handbook.

### **Hazing Prohibition\***

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action. Detailed information can be found in the ROCORI School District’s [Hazing Policy](#) and in this handbook.

### **Internet Acceptable Use**

All school district students have conditional access to the school district’s computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district’s system is a privilege, not a right.

Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

For more information please see the ROCORI School District's [Internet Acceptable Use Policy](#).

### **Privacy**

Students are prohibited from photographing, recording or making any electronic record of other students, staff, or visitors without express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students during the school day, instructional and non-instructional time, or while participating in school events. Violation of this will result in disciplinary action from detention, to suspension, to expulsion based on the severity and nature of the act. Law enforcement may also be contacted. Images or videos containing nudity may result in the immediate initiation of the expulsion process.

### **Tobacco-Free Schools\*\***

School district students and staff have the right to learn and work in an environment that is tobacco free. Under federal law, smoking is prohibited in any elementary or secondary school or library serving children under the age of 18 if federal funds are used in the school [20 U.S.C 6083(a)]. Furthermore, Minnesota prohibits smoking, chewing, or otherwise ingesting tobacco or tobacco products in public K-12 schools, including all school facilities whether owned, rented, or leased, and in all vehicles that a school district owns, leases, or rents, contracts for or controls [Minnesota Statutes 144.4165].

Any student using or in possession of such substances or look-alikes (including e-cigarettes or other vapor based smoking devices), including paraphernalia will be subject to disciplinary action not limited to up to 10 day suspension and such substances on the student's person or in the student's locker will be confiscated by authorities. Law enforcement may be involved. Detailed information can be found in the ROCORI School District's [Tobacco Free Policy](#).

### **Transportation Conduct and Consequences**

Bus drivers will make known to students the rules to be followed on their buses. Safety considerations require that these rules be followed. *The school and district will support bus drivers in enforcement of rules.*

Appropriate, respectful and safe behavior will be expected of all students at all times while riding a school bus. The bus driver is responsible for the safe transportation of students to and from school.

#### **At the bus stop, students will:**

- arrive several minutes before the bus is scheduled. The bus cannot wait for students to walk from their homes.
- wait quietly in a safe place - stay off the road.
- be considerate of other people's property - stay off lawns, flowers, shrubs, trees and other personal property.
- stand back from the road - give the bus driver plenty of space and time to stop.
- no fighting, harassment, intimidation, or horseplay.
- no possession or use of alcohol, tobacco, or drugs.

#### **Boarding and exiting the bus, students will:**

- when crossing the road: check for traffic in both directions and wait for the driver to signal to cross.
- recheck in both directions for traffic - cross at least 10 feet in front of the bus.
- when boarding, go in single file in an orderly, respectful manner, use the handrail, take one step at a time, and go directly to a seat.

**On the bus, students will:**

- follow the bus driver's directions.
- remain seated until the bus reaches its destination and comes to a **full stop**.
- sit facing the front of the bus, keeping feet on the floor and head, arms, and hands inside the bus.
- keep the aisle clear of books, bags, and other objects carried on the bus. These objects should be kept on lap or under the seat.
- not drink beverages or eat.
- speak quietly, using respectful, appropriate language.
- treat bus property and equipment with respect.
- keep bus windows closed unless the driver gives permission to open them.

**Leaving the bus, students will:**

- remain seated until the bus comes to a full stop.
- move quickly off the bus in single file, respecting others leaving the bus.
- step down one step at a time, and off the bus using the handrail.
- move away from the bus so the driver can see students and students can see the driver.

**Bus Violations:** the bus driver will issue students who do not follow school bus guidelines a bus referral. Consequences for school transportation will be enforced under administrative discipline procedures.

**Vandalism**

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement.

**Weapons Prohibition**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A weapon means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm, destruction, disruption, or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alikes.

Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students may include: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year.

The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. Detailed information can be found in the ROCORI School District's [Weapons Policy](#).

# K-12 Health and Safety

## Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the principal, assistant principal, or superintendent. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

## Asbestos Management Plan\*

The school district has developed an [asbestos management plan](#). A copy of this plan can be found in the ROCORI District Office and is available on the district's website.

## Crisis Management

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The ROCORI School District's [Emergency and Crisis Management Policy](#) addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

## Emergency Contact Information

It is the responsibility of the student's parent(s) to update emergency contact information so it is kept current.

## Health Information

### First Aid

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) in *various locations throughout the district*. *These are marked with visible signs in the event of an emergency*. Tampering with any AED is prohibited and may result in discipline.

### Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

### Health Service

The student health office is staffed by a trained *Health Technicians under the direct supervision of a Certified School Nurse*

Students who become sick at school should notify their teacher or another accessible adult. They will be escorted to the building office. In the event of an emergency, Call 911 and notify the district office.. The school Health Technician will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. *For more information, call your school attendance line or refer to the attendance section under Parent Information.*

### **Immunizations**

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the School Nurse or your Building Health Technician.

### **Medications at School**

Parents have the primary responsibility for the maintenance of their child's health. When a student needs medication during school hours it must be administered according to the provisions of this policy. ROCORI School District requires that all medication given to students at school be given by the licensed school nurse, principal, teacher or someone designated by the school nurse. A physician must prescribe medication with authorization signed by the parent/guardian. Medication to be administered must be brought to school and maintained in a container labeled by the pharmacy or physician.

The intent of this policy is to assure safe administration of medications in school for those students who require them. The term "medicine or medication" means any remedial agent that has the property of curing, preventing, treating, or mitigating disease or illness. This applies to both prescription and over-the-counter medications.

The school may also assist in the identification of health problems affecting a student's education but cannot diagnose illness or prescribe medications.

### **Medication Administration**

Prescription medications will be administered only under the following conditions:

- a. Written parent permission authorizing school personnel to administer medication must be on file.
- b. A written prescription from the student's doctor must be on record for the prescription medication.
- c. The original labeled container of the medication must be provided. Prescription bottles must be properly labeled with the correct student name, correct date, name of the medication and dosage, name of the prescribing physician and complete instructions. Medications brought to school in an envelope, plastic bag, or other container will not be given to the student. Parents will be contacted if permission and labeling is inadequate.
- d. Dietary supplements and non-FDA approved alternative medications will not be dispensed at school.

Over-the-counter medication will be administered only under the following conditions:

- a. Written parent permission authorizing school personnel to administer medication must be on file.
- b. The original labeled container of the over-the-counter medication must be provided.
- c. Although the school district may maintain a supply of pain relievers, absolutely no Tylenol or ibuprofen will be given to a student from the school stock unless a phone call is made from the school district to the parent and permission is granted.

Health Services staff is not responsible for breaking tablets in half. When there is a physician order to give one-half of a tablet, please consult with your pharmacist.

Medications are to be brought to school (or picked up at school) by a parent.

Medications or required treatments must be administered by the Licensed School Nurse or a delegated trained staff member.

The school district, through the school nurse, reserves the right to reject medication administration requests. Some medications may impact the ability to safely accommodate the administration request. When a request cannot be accommodated, parents/guardians may choose to come to school to administer the medication to their child or may contact their physician to make alternate arrangements.

Students are encouraged to assume responsibility for requesting and taking medication at the appropriate time. Efforts will be made by the school district to administer the medication as prescribed.

### **Pesticide Application Notice\***

Minnesota Statutes 121A.30 Pesticide Application at School. The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the ROCORI head of Buildings and Grounds.

### **Safety**

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

### **Visitors**

In order to protect the safety and security of all persons in ROCORI Schools all visitors must sign in with their school's main office to receive a visitor's badge. The visitor's badge must be worn during the duration of the visit. Entrance to the building is limited to the main office doors. Student visitors are typically not allowed during the school day. Building administration reserves the right to allow this when appropriate.

An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district



# Elementary Only

## Information

### Recess

Recess is a fundamental component and learning lab for elementary aged students. This is a place to practice and exhibit good sportsmanship, appropriate social interactions and emotional growth. We believe in play as a normal experience of childhood. Each day we make every effort to have a highly engaging recess experience for students.

Regarding outside recess, the goal is to encourage all students to get outside through most of Minnesota's wintery weather. Students should dress appropriately for the weather of Minnesota. However, there will be times to keep students inside during physical education class, recess, or before school. Students will remain indoors if the temperature is below zero, wind chill is ten below or more, or an accumulation of precipitation.

# Secondary Only

## Information

### Drop-in Center (RMS)

Like to play computer games, ping pong, air hockey, watch TV or movies, have a place to work on assignments, or just hang out with your friends? Come to the Drop-In Center any Monday through Thursday right after school until 6:00 P.M. There is no fee to attend, but students are required to register so we have emergency numbers on file. Snacks are available at cost. Food and beverages purchased in the Drop-In Center must be consumed before leaving. Please remember this program is not a drop-in/drop-out Center with students coming and going as they see fit.

If you are not participating in a supervised activity or working with a teacher, please report to the Drop-In Center or leave the building by 3:10 pm. Students who remain after school must be supervised by an adult. Students must be signed in at the Drop-In Center by 3:10 pm or they will not be allowed in. If students are not allowed in the Drop-In Center they will need to leave the building or immediately contact someone for a ride home. Students who bring a signed pass to the Drop-In Center from a teacher or other middle school supervisor indicating the start and end time they were with them will be allowed to sign-in to the Drop-In Center.

### Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

### Foreign Exchange Students

The RHS will allow six (6) Foreign Exchange students in any given school year. RHS will work with a reputable organization that contacts RHS prior to placement. The following criteria will be used to determine eligibility into RHS:

- Foreign Exchange students are expected to understand the English Language given their second language skills.
- A diverse demographic student population.
- Notification to RHS prior to the start of the school year.

### Graduation Ceremony

Student participation in graduation ceremonies is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

## Academics

### ACT Testing

Juniors and Seniors planning on attending a 4-year college may take the ACT test to be considered for admission. Please see a school counselor for testing locations and for any other questions that you may have.

### ALC Programming

This program will co-jointly governed by district and State guidelines. The program will provide flexibility in regard to time, it would be a student-centered instruction based on the needs of the individuals of the program (but measured against the standards), and a concentrated emphasis on application of technology to support and

assist the learning process. The students will study in regard to a standards-based system with students studying the core curriculum areas as a focus. A student or parent can contact the counseling office for program specific information and qualifications.

### **Class Rank/Academic Standing**

One credit is equivalent to one academic year of study, or two trimesters (4 terms) of passing coursework. Successful completion of one trimester (2 terms) is equivalent to .50 credits, and completion of one term is equal to .25 credits. GPA and class rank are based on a 4.0 numerical equivalent of an “A”. College in the High School courses are the only courses graded on a weighted 4.0 scale. (A= 5.0, A- = 4.57 etc.) GPA and class rank are computed after each trimester.

These provisions may include scholastic honors or highest ranking graduates, for example. An individual student’s specific class ranking information is protected private data under state and federal laws. Disclosure of a student’s grade point average (GPA), class rank, or transcripts requires written permission of the parent, guardian, or eligible student. However, if designated as directory information, the fact that a student is recognized for his/her academic standing or receipt of an award (i.e., honor roll) is public information.

### **College in the High School (CITHS)**

College in the High School program (CITHS): The CITHS (college courses and credit, offered on site at RHS) is designed to give 10th-12th grade students an opportunity to participate in a college level course while still in high school. For motivated students of high ability, the program enriches their secondary and post-secondary school experiences. In addition to enrichment, the program provides the means for students to earn college credit. The following guidelines and requirements will apply to all College level courses at ROCORI. Students have the ability to earn 80 college credit through the Concurrent Enrollment Program.

<b>Subject</b>	<b>Course Name</b>	<b>College Credit</b>
<b>English</b>	College Composition	3
	Adv College Composition	3
	Introduction to Literature	3
<b>Math</b>	Trigonometry	2
	Calculus I	5
	Calculus II	5
	Calculus: Short Course	3
	College Algebra	3
	Introduction to Statistics	3
<b>Social</b>	History of the United States I	4
	History of the United States II	4
	General Psychology	4
<b>Science</b>	General Biology I	4
	General Biology II	4
	Introduction to Physics I	4
	Introduction to Physics II	4
	General Chemistry I	5
	General Chemistry II	5
	Medical Terminology	1
	Human Anatomy and Physiology I	4
Human Anatomy and Physiology II	4	

	Certified Nursing Assistant (CNA)	3
<b>Trades and Industry</b>	Manufacturing and Engineering Development I	4
	Manufacturing and Engineering Development II	4
	Intro to Teaching	3
	Children in a Changing World	3

The process to be admitted into a CITHS course begins with GPA, seniors must have a 2.5 or higher and juniors must have a 3.0 or higher GPA, sophomores must have completed geometry in 8<sup>th</sup> grade and be in the 90% percentile of the MCA math test. All students will be required to take & pass the accu-placer exam prior to registration. Grades in college level courses will be given as one final semester grade, those receiving a grade of C or higher will be of weighted GPA value. The length of each course will vary with the amount of college credit. Students should obtain approval from the guidance counselors to take more than three college level courses in a given year.

Grading: Students receive weighted grades at ROCORI in the concurrent courses. They receive a full letter above their final grade on a 5.0 scale instead of 4.0 for courses that are unweighted. Their college transcript will reflect letter grades only--B+ would be a B, a C- would be a C, etc. Students who are taking traditional PSEO courses will receive weighted credit for equivalent concurrent classes taken at the college as approved by administration.

Drop/Adds: Students must enroll at FDLTCC as post-secondary options students. Drops must be made within the first 5 days of a course and adds within the first 10 days. Students who drop after day 20 will receive a W-Withdrawal on their official college transcript. Forms for enrollment, drops and adds are available in the guidance office. Students should work with their high school counselor to process course adds, drops, or withdrawals

### Early Graduation

Students may be considered for early graduation after meeting the conditions provided in the ROCORI School District's [Graduation Policy](#).

### Graduation Requirements\*

Students must attempt 30 credits and pass 28 credits as listed in the registration handbook: These credits must include 4 credits in Language Arts, 3 credits in Science, 3.5 credits in Mathematics, 4 credits in Social Studies, 1 credit in Physical Education, 1 credit in art (visual or performing), ½ credit in Health, 1/4 credit in Career Countdown, ½ credit in Consumer Economics, ½ credit of Public Speaking and 9.75 elective credits, with required courses in each area as listed in the registration handbook. Additional information can be found in the ROCORI School District's [Graduation Policy](#).

### Course Credits Required

To receive a diploma, students must successfully pass 28 credits, attempt 30 credits, and comply with the high school level course requirements. The following credits are required in the departments during the grades listed (1 credit is equal to 4 terms/2 trimesters):

#### Grade 9

- One credit of English 9
- One credit of Mathematics
- One credit of Physical Science
- One-half credit of Civics
- One-half credit of Geography 9
- One-half credit of Physical Education 9

## Grade 10

- One credit of English 10
- One credit of Math
- One credit of Social Science (American History)
- One credit of Science (General Biology)
- One-half credit of Health
- One-fourth credit of Career Countdown

## Grade 11

- One credit of English 11 (A & B) or College Composition
- One credit of Social Science (US History or College US History)
- One and a half credits of Math
- One credit of Science: Gen Chemistry (grade 10 or 11) or College Physics

## Grade 12

- One credit of English (Thematic and British Lit or College Literature)
- One credit of Social Science (Social Economics and either Ancient History or Geography or College US History)
- One-half credit of Consumer Economics

Math must encompass *Geometry, Algebra II and a Statistics class* for a total of 3 ½ math credits. *Four years of math will be required for admission to the Univ. of MN Twin Cities, Duluth, Morris Crookston and Rochester campuses.*

Students are required to pass one-half credit (2 terms) of General Phy Ed in grades 10 or 11.

Students are required to pass one-half credit (2 terms) of Public Speaking in grades 10 or 11.

Students are required to pass one credit (4 terms) of elective Arts (media arts, music, theater, or visual arts) in grades 9 -12.

To help meet the above requirements all students must be enrolled in 7 ½ credits per year.

## Honor Roll

All students who receive a grade point average of 3.00 or higher on their trimester report card and have no D's, F's, or incompletes will be considered a member of the honor roll for the trimester. Letter grades carry the following values:

<u>Regular Classes</u>	<u>CITHS (College in the High School Classes)</u>	
A	4.000	5.000
A-	3.660	4.575
B+	3.400	4.175
B	3.000	3.750
B-	2.660	3.325
C+	2.340	2.925
C	2.000	2.500
C-	1.660	
D+	1.340	
D	1.000	
D-	.660	
F	.000	

PSEO (Post-Secondary Enrollment Option) Classes are weighted to equivalent CITHS offerings at RHS

## Post-Secondary Enrollment Options

Ninth, tenth, eleventh, and twelfth grade students may apply to enroll in Post-Secondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be

provided to all eighth, ninth, tenth, and eleventh grade students by March 1. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to their high school counselor by May 30 for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact their school counselor.

### **Schedule Changes**

All schedule change requests need to occur before the trimester or term for a term class. Students who wish to adjust their schedule need to first meet with the school counselor. After the class starts, students will be required to complete a drop/add form with the impacted teachers and return it to the office.

**6th Grade Music Variance** – 6th graders, being new to the school and unfamiliar with the music program, may change their music selection at the end of the first term. The initial request must be made with the office and parent permission is required. All schedules will be finalized for the year at the end of Term 1. Changes during the rest of the year will only occur under extenuating circumstances.

## **Rules and Behavior**

### **Parking Lot**

Student parking is permitted in the parking lot only. Automobiles should not be parked on the grass, out of the normal parking rows, in restricted areas that have been identified for emergency vehicles. Any violations of these procedures can and may be given a ticket or towed away at the expense of the owner. Loitering in the parking lot is not allowed.

No traffic or parking is allowed on the North side of the school building at any time of the day. This area is designated as the bus loading and unloading area for ROCORI High School and is also a fire lane. The speed limit in the school lot and around the school area is 10 miles per hour.

Students will be required to pay a \$50.00 annual fee (or \$25.00 for 3 terms) for parking privileges. A parking permit will be issued for each registered vehicle in the high school parking lot they are to be hung on the rear-view mirror. Motorcycles and snowmobiles must be registered in the office and permits must be on file for the driver. Permits may be transferable from vehicles to snowmobiles or motorcycles. If the student does not have a permit for a vehicle but wishes to drive a snowmobile/motorcycle, a seasonal permit can be purchased for the snowmobile/motorcycle at a reduced rate. ATVs are not permitted on school property.

Violators will be ticketed. After a student is issued a second parking ticket for any reason and both go unpaid for over 48 hours, the student will have a conversation with the Principal, Assistant Principal, and / or the School Resource Officer. The student will need to make arrangements to pay for the citations. If the student receives a third violation that also remains unpaid, the student's vehicle is subject to being towed at the discretion of the Principal, Assistant Principal, and / or the School Resource Officer. The student's parent will be called and notified of the citations being unpaid at the same time the student is called to the office. The cost of the tow is the responsibility of the owner of the vehicle and / or the student that drives the vehicle. The School Resource Officer will take care of the enforcement of the above and will keep the Principal and the Assistant Principal updated on any problems. No vehicle will be towed without the permission of the Principal or the Assistant Principal. Students are not allowed to display inappropriate or offensive messages or images on vehicles parked in the ROCORI high school parking lot.

**ALL DRIVER'S NOTE: PEOPLE IN ANY CROSSWALK HAVE THE RIGHT OF WAY, ESPECIALLY ON SCHOOL PROPERTY.**

# Activities

## Afterschool Activities

All after school or evening trips, meetings, or gatherings that involve students and are a school sponsored activity, must be scheduled and cleared by the Activities Director. All activities that occur during the normal school day are to be cleared by the Principal. Activities should be cleared as far in advance as possible.

Students must be under the direct supervision of a staff member of ROCOR Schools when in the building after 3:05 P.M, unless participating in a school sponsored activity. Students displaying inappropriate behavior will lose their privilege to stay after school.

For RMS Students: If you are not participating in a supervised activity or working with a teacher, please report to the Drop-In Center or leave the building by 3:10 pm. Middle school students are not to be hanging out in the commons or other areas of the building after school unless directly supervised by a staff member.

## Class or Club Meetings

All classes and clubs that use school resources and/or facilities must be assigned a staff advisor. Your class or club advisors are there to assist you. They must be in attendance at all scheduled meetings. Be sure to keep them informed about all of your club's plans.

## Eligibility for Activities and Athletics

All activities sponsored by ROCORI High School, including those during the summer, are governed by, but not limited to, the eligibility rules established by the MSHSL. See Eligibility Guidelines MSHSL

To be academically eligible to participate in activities, students must meet the following requirements:

**GPA-** All students participating in activities need to maintain a Cumulative GPA of 1.66. If at the end of a grading period a student's GPA falls below a 1.66, they will become ineligible for two weeks. After two weeks, the student needs to have a term GPA above a 1.66 and passing all classes to return to participation in contests.

**Academic Probation-** If at the grade checks in the second, fourth, eighth, and tenth weeks of the term, a student is failing a class, or their term GPA falls below a 1.66, they will be placed on academic probation. The student will meet with the Activities Director/Academic Team weekly for the remainder of the term/trimester. At that time they will review their academic progress and receive a weekly grade sheet to fill out each day with all classroom teachers.

**Failures--** If a student fails a class (end of each term) they become ineligible for two weeks. If after two weeks the student is passing the class they may return to participation in contests. If they are not passing, they will remain ineligible until they are passing the class. If the class does not carry into the next term, after the first two weeks of the new term the student will need to be passing all of their current classes in order to return to participation in contests.

## ROCORI High School Student Activity Eligibility Guidelines

### Good standing

In order to be eligible for regular season and MSHSL tournament competition a student must be a fully enrolled as defined by Minnesota Department of Children Families and Learning undergraduate member of his or her school in good standing as defined in board policy, Bylaw 111.00.

### Student Code of Responsibilities

The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege, which is accompanied by responsibility.

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the rights and property of others.
- I will respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and laws of my community, state and country.
- Assault on any person will not be condoned by the League and will be dealt with by the school administration and the local authorities.

**Note:** Any allegation of sexual, racial, religious harassment violence and/or hazing may also constitute a violation of the Student Code of Responsibilities.

Penalty: A student who is dismissed or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal, acting on the authority of the local ROCORI School Board. The League specifically recognizes by this policy that certain conduct requires penalties that may exceed those penalties typically imposed for first violations.

There are two categories of student activities. They are as follows:

Category I Activities	Category II Activities	Category II Activities	Category II Activities	Category II Activities
All sports activities	3 Act Play	Yearbook	R.A.D.D.	Art Club
One Act Play	Spring Musical	Pep Band	Drum Line	Honor Band
Robotics (FIRST/VEX)	Honor Choir	Winter Guard	Math Team	Marching Band
Speech	Student Senate	NHS	Knowledge Bowl	Music Contest
MSHSL Activities	R-Club	FFA	Common Ground	Jazz Band
	ROCORI Student Clubs	Environmental Club	Diversity Club	

Band and choir concerts, Jazz Singers, and the CLC Music Festival are class performance assessments (the students' grade is determined by their participation in these activities).

Individual group by-laws of school organizations that have identified a violation plan, which is stricter than these guidelines, will be followed in addition to identified penalties. Violations and penalties will coordinate with the standards suggested by the MSHSL program.

### Penalties

1st Violation - Student will lose eligibility for the next two consecutive contests or 2 weeks of a season in which the student is a participant, whichever is greater. Student will also attend a 2-hour Drug Education Class with a ROCORI High School counselor.

2nd Violation - Student will lose eligibility for the next 6 consecutive contests or 3 weeks of a season in which the student is a participant, whichever is greater. Student will also attend a 2-hour Drug Education Class with a ROCORI High School counselor.

3rd Violation - Student will lose eligibility for the next 12 consecutive contests or 4 weeks of a season in which the student is a participant, whichever is greater. Student will also attend a 2-hour Drug Education Class with a ROCORI High School counselor.

Accumulative Penalties: Penalties shall be accumulative beginning with the student's first participation in an activity and continuing through the student's high school career.



## **Dances**

### **RHS**

The Student Senate and its advisor plan the social life of RHS school. The various classes and organizations with the approval of the Student Senate and approval of the high school principal sponsor all dances and parties. Students wishing to participate in school-sponsored activities are expected to abide by the following guidelines:

- Only ROCORI High School students and their registered guests will be admitted. (No students under high school age, or out of high school, will be allowed at dances).
- All rules and regulations of a regular school day at ROCORI High School will be enforced.
- Students or guests who leave the building will not be allowed to re-enter.
- All 9th - 12th grade dances will end by 11:00 pm

### **RMS**

Occasionally school groups may sponsor school dances held at ROCORI Middle school, and only students enrolled at ROCORI Middle School will be admitted. No student will be admitted 30 minutes after a dance that has begun unless accompanied by a parent/guardian or if they have attended another ROCORI sponsored event. Any student who leaves the building will not be allowed to re-enter. A parent/guardian must pick students up if they leave before the end of the activity. Those students who have had an in-school or out-of-school suspension will not be allowed to attend the next dance. If a student is failing a class, is consistently tardy to classes, or develops discipline issues may be prohibited from attending a dance. Pop and candy are not allowed in the gym. All other school rules apply when at the dance and while on school property.

## **Minnesota State High School League and Central Lakes Conference**

ROCORI High School is a member of the Minnesota State High School League that governs interscholastic contests in athletics, debate, drama, and music. All players and contestants are subject to the rules and regulations adopted by the MSHSL as a minimum standard and any additional rules and regulations as adopted by the ROCORI School Board.

ROCORI High School is governed by Section 8AA and abides by the rules and regulations that have been adopted by the Region for participation of all team and individual events.

ROCORI High School participates in the Central Lakes Conference in many athletic and music contests. Besides ROCORI High School, other members of the conference are Alexandria, Brainerd, Fergus Falls, Sartell-St. Stephen, Sauk Rapids- Rice, St. Cloud Apollo, St. Cloud Tech, and Willmar. Rules are established by the conference to maintain a high example of sportsmanship and integrity.

# Policies and Notices

## Policy Information and Notification

The following key policies and notices are required to be included by statute and policy. To access the entire ROCORI school board policy manual, please visit <https://www.rocori.k12.mn.us/information/school-board/school-board-policy>

[Asbestos Management](#)

Attendance

[Bullying Prohibition\\*](#)

[Discipline\\*](#)

Employment Background Checks

Fees

Flexible Learning Year

Graduation Requirements

[Harassment and Violence Prohibition\\*](#)

[Hazing Prohibition\\*](#)

[Meal Charge\\*](#)

Nondiscrimination

Notice of Violent Behavior by Students

Parent Right to Know

Pesticide Application

Pledge of Allegiance

[Student Records](#)

[Student Surveys](#)

[Tobacco-Free Schools](#)

\*Denotes full length policy is included in this handbook

## BULLYING PREVENTION POLICY

Adopted: August, 2014

Revised: October 11, 2021

Reviewed: October 26, 2021

### I. PURPOSE

The ROCORI School District strives to provide safe, secure and respectful learning environments for all students in school buildings, on school grounds, school buses and at school-sponsored activities. Bullying, like other disruptive or violent behavior, is conduct that interferes with a student's ability to learn and a teacher's ability to educate students in a safe environment. A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships.

The purpose of this policy is to assist the school district in its goal of identifying, preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

This policy protects students against bullying and harassment on the basis of actual or perceived race, ethnicity, color, creed, 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, status with regard to public assistance, age, military status, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic defined in Chapter 363A. This policy also protects any student who voluntarily participates in any district function or activity, whether the student is enrolled in the district or not.

### II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by any individual, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to individuals who directly engage in an act of bullying but also to individuals who, by their indirect behavior, condone or support another individual's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. Prohibitions. Bullying of a student or group of students is prohibited:
1. During any school-sponsored or school sanctioned programs, activities, events or trips.
  2. In school buildings, school property, on school buses or other school district-provided transportation, and at designated locations for students to wait for buses and other school district-provided transportation.
  3. Through the transmission of information from a school district computer or computer network, or other electronic school equipment.
  4. When communicated through any electronic technology or personal electronic device while on school property, on school buses or other school-provided transportation, at bus stops, and at school-sponsored or school-sanctioned events or activities.
  5. Off campus communication and use of electronic technology which seriously disrupts any student's education.
- C. No employee of the school district shall permit, condone, or tolerate bullying.
- D. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

- E. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- F. False accusations or reports of bullying against another student are prohibited.
- G. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See Policy 9-4).
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

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

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

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

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

### **III. DEFINITIONS**

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

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

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

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

- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
  1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
  2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F.. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.
- I. "District Employee", "School Personnel," and "School Staff" are terms that include School Board members, administrators, educators, aids, school counselors, social workers, psychologists, other school mental health professionals, nurses and other school-based/linked medical providers/health professionals, cafeteria workers, custodians, bus drivers, athletic coaches, extracurricular activities advisors, paraprofessionals, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district and its students.

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

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

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well. The ROCORI District also maintains a “ROCORI Schools Tip Line” (320-685-4965) which allows reporting of inappropriate behaviors.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

- D. A teacher, school administrator, volunteer, contractor, or other school employees shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. When investigating a complaint, the principal/designee and/or building report taker 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.
  - 5. The context in which the alleged incidents occurred.
- G. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant’s or reporter’s future employment, grades, work assignments, or educational or work environment.
- H. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligation

## V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See Discipline Policy 9-4) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.
- G. Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

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

## **VI. RETALIATION OR REPRISAL**

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

- A. Victims, who have reported incidents of bullying behavior but choose to retaliate against a person who has committed bullying acts, may also be subject to investigation and disciplinary action as perpetrators of bullying behavior.

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with District employees and provide appropriate training regarding this policy. The training cycle for District employees shall occur during a period not to exceed every three school years. Newly employed District employees must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all District employees who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. The incidence and nature of cyberbullying; and
  - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop



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

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

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

1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See Policy 9-15) in the student handbook.

## **VIII. NOTICE**

- A. The school district will provide annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See Discipline Policy 9-4) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's websites.

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

## **IX. POLICY REVIEW**

To the extent practicable, the School Board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations to the extent practicable.

### **Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)**

Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)

Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)

Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)

Minn. Stat. § Ch 124E(Charter School)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)

34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

### **Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)**

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Model Policy 423 (Employee-Student Relationships)

MSBA/MASA Model Policy 501 (School Weapons Policy)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 507 (Corporal Punishment)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

ROCORI Policy 7-12 (Violence Prevention)

ROCORI Policy 7-4 (Harassment)

ROCORI Policy 9-22 (Mandated Reporting of Maltreatment of Vulnerable Adults)

ROCORI Policy 9-9 (Weapons)

ROCORI Policy 9-4 (Student Discipline)

ROCORI Policy 9-15 (Protection and Privacy of Student Records)

ROCORI Policy 9-12 (Section 504 Nondiscrimination Policy)

[ROCORI Policy 7-8 \(Technology Acceptable Use and Safety Policy\)](#)

ROCORI Policy 9-17 (Hazing)

ROCORI Policy 4-16 (Student Transportation Safety)

## STUDENT DISCIPLINE POLICY

Adopted: September 18, 1984

Revised: October 25, 2021

Reviewed: September 27, 2021

### STUDENT DISCIPLINE

***[Note: School districts are required by statute to have a policy addressing these issues.]***

#### I. PURPOSE

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

#### II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

#### III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement

this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

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

#### **IV. STUDENT RIGHTS**

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

#### **V. STUDENT RESPONSIBILITIES**

All students have the responsibility:

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

- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

**VI. CODE OF STUDENT CONDUCT**

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all 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 unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
  - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
  - 2. The use of profanity or obscene language, or the possession of obscene materials;
  - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
  - 4. Violation of the school district’s Hazing Prohibition Policy;
  - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
  - 6. Violation of the school district’s Student Attendance Policy;
  - 7. Opposition to authority using physical force or violence;
  - 8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district’s Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
  - 9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
  - 10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
  - 11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
  - 12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
  - 13. Violation of the school district’s Weapons Policy;
  - 14. Violation of the school district’s Violence Prevention Policy;
  - 15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;

16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## **VII. DISCIPLINARY ACTION OPTIONS**

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

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

- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

**VIII. REMOVAL OF STUDENTS FROM CLASS**

A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student’s parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student’s conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. “Removal from class” and “removal” mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

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

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

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

A student must be removed from class immediately if the student engages in assault or violent behavior. “Assault” is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

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

***[Note: The following Sections C. - K. are addressed at each building as part of processes and procedures found in building handbooks or intervention teams.]***

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

1. *Specify procedures to be followed by a teacher, administrator or other school district employee to remove a student from a class;*
2. *Specify required approvals necessary;*
3. *Specify paperwork and reporting procedures.*



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

1. Designation of where student is to go when removed;
2. Designation of how student is to get to designated destination;
3. Whether student must be accompanied;
4. Statement of what student is to do when and while removed;
5. Designation of who has control over and responsibility for student after removal from class.

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

1. Specification of procedures;
2. Actions or approvals required such as notes, conferences, readmission plans.

**F. Procedures for Notification.**

1. Specify procedures for notifying students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;
2. Actions or approvals required, such as notes, conferences, readmission plans.

**G. Disabled Students; Special Provisions.**

1. Procedures for consideration of whether there is a need for further assessment;
2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled student who is removed from class or disciplined; and
3. Any procedures determined appropriate for referring students in need of special education services to those services.

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

1. Establishment of a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;
2. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.

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

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

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

**IX. DISMISSAL**

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

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

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

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than

ten (10) days after the sixth (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) cumulative day of suspension has elapsed.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
  - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
  - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with

the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

#### **X. ADMISSION OR READMISSION PLAN**

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

#### **XI. NOTIFICATION OF POLICY VIOLATIONS**

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

#### **XII. STUDENT DISCIPLINE RECORDS**

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

### **XIII. DISABLED STUDENTS**

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

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

### **XIV. OPEN ENROLLED STUDENTS**

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

### **XV. DISTRIBUTION OF POLICY**

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

### **XVI. REVIEW OF POLICY**

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.26 (School Preassessment Teams)  
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)  
Minn. Stat. § 121A.582 (Reasonable Force)  
Minn. Stat. §§ 121A.60-121A.61 (Removal from Class)

Minn. Stat. § 122A.42 (General Control of Schools)  
Minn. Stat. § 123A.05 (Area Learning Center Organization)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)  
Minn. Stat. Ch.125A (Students with Disabilities)  
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)  
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. Ch. 260C (Juvenile Court Act)  
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

**Cross References:** MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)  
MSBA/MASA Model Policy 501 (School Weapons)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 503 (Student Attendance)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)  
MSBA/MASA Model Policy 610 (Field Trips)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)  
ROCORI Policy 7-4 (Harassment and Violence)  
ROCORI Policy 7-5 (Tobacco Free)  
ROCORI Policy 9-9 (Weapons)  
ROCORI Policy 9-2 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
ROCORI Policy 7-3 (Bullying Prevention)  
ROCORI Policy 7-8 (Internet Acceptable Use and Safety Policy)  
ROCORI Policy 7-12 (Violence Prevention)  
ROCORI Policy 9-17 (Hazing)  
ROCORI Policy 4-16 (Transportation Safety)

## HARASSMENT AND VIOLENCE

Adopted: May, 2014

Revised: February 28, 2022

Reviewed: December 13, 2021

### I. PURPOSE

The School District is committed to an environment in which all individuals are treated with respect and dignity. The purpose of this policy is to maintain a respectful environment free from harassment and violence. The school district will not tolerate such behavior.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment free from harassment 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 personnel of the school district harasses a student, teacher, administrator, or other school personnel or group of students, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school district personnel include 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 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 personnel who 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
1. A person with a "disability", who:
    - a. has a physical, sensory, or mental impairment that materially limits one or more major life activities of such individual;
    - 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, 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
1. Sexual harassment includes 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 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 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 sexual orientation, including gender identity or expression.

G. Sexual Violence

- 1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, include 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; 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, including gender identity or expression, 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 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 that 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. If the complaint involves the building report taker, the complaint shall be made or filed directly with a school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, assistant principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves a building report taker, the complaint shall be made or filed directly with 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. School district personnel who fail to inform the building report taker of a report of harassment in a timely manner may be subject to disciplinary action.
- 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 a 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 form within 24 hours and forward it to a human rights officer. Failure to forward any harassment 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 the Senior High Activities Director and the Superintendent as the school district human rights officer(s) to receive reports or complaints of harassment prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the School Board Chair.

- 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 prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment 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.
  - i. 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.
  - ii. 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.
  - iii. 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(s), upon receipt of a report or complaint alleging harassment prohibited by this policy, shall immediately 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 complainant, students, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment 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. A 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 the investigation, 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 requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies.
- 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 targets or victims and alleged perpetrators of harassment or violence, 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 personnel who retaliates against any person who makes a good faith report of alleged harassment prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment. 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 or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

**IX. HARASSMENT AS ABUSE**

- A. Under certain circumstances, alleged harassment may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statute Chapter 260E 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.

**X. 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, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)  
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)  
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)  
ROCORI Policy 6-8 (Equal Employment Opportunity)  
ROCORI Policy 6-6 (Public and Private Personnel Data)  
ROCORI Policy 9-21 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
ROCORI Policy 9-22 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
ROCORI Policy 9-4 (Discipline)  
ROCORI Policy 7-3 (Bullying Prevention)  
ROCORI Policy 9-15 (Protection and Privacy of Student Records)  
ROCORI Policy 9-12 (Nondiscrimination Policy)  
ROCORI Policy 7-8 (Internet Acceptable Use)  
ROCORI Policy 7-12 (Violence Prevention)  
ROCORI Policy 9-17 (Hazing)

## HAZING POLICY

Adopted: December 14, 1997

Revised: April 22, 2019  
Reviewed: April 22, 2019

### I. **PURPOSE**

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

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

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district, shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or report of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

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

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person or organization who willingly engages in or encourages 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 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 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 the violation of state or federal law or of school district policies or regulations.
6. Activities generally or historically associated with 9th grade initiation into ROCORI High School.

- 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 bechicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance r 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 prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at thes 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 charter school.
- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, team, 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, o 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 appropriated 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.

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

#### VII. **DISSEMINATION OF POLICY**

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

## SCHOOL MEAL POLICY

Adopted: August 28, 2017

Revised: April 11, 2022  
Reviewed: April 11, 2022

### I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

### II. PAYMENT OF MEALS

- A. Students may purchase meals when funds have been deposited into their family account (s) or by cash payment. Payments to the family account may be made online through the website or sent to school with the student in an envelope clearly labeled with the parent's and student names on it. If the family account has insufficient funds to pay for meals, students will be allowed to charge meals until the family account reaches a balance of negative \$15.00 (-\$15.00). Students with an overdrawn family account are not allowed to charge ala carte items until additional money is deposited in the family account.
- B. If the school district receives school lunch aid under Minnesota Statutes section 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals whether or not that student has an outstanding balance in their family account attributable to a la carte purchases or for any reason. A student who has been determined to be eligible for free and reduced-price lunch must always be served a reimbursable meal even if the student has an outstanding debt.
- C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.
- D. Once a School District employee has placed a meal on a student's tray or otherwise served a meal to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding balance in their family account.
- E. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in their family account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal may be charged to the student's account or otherwise charged to the student.
- F. When a student has a negative account balance, the student will not be allowed to charge an a la carte item.

### III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified once the balance reaches \$10.00. Families will be notified by email and through an automated daily phone call.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, or affixing stickers, stamps, or pins.

#### IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$50.00 not paid prior to the end of the trimester, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

#### V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
  - 1. all households at or before the start of each school year;
  - 2. students and families who transfer into the school district, at the time of enrollment; and
  - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district will post this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

**Legal References:** Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 124D.111 (Lunch Aid; Food Service Accounting)  
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)  
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)  
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)  
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)  
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

**Cross References:** None

# Forms

## Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

### Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

### Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

### ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

### Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

### Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

### Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

### **Consequences of Not Participating in Statewide Assessments**

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

### **Additional Information**

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

For more information please visit <https://education.mn.gov/MDE/fam/tests/>

## Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Name: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

MCA/MTAS Reading

MCA/MTAS Science

MCA/MTAS Mathematics

ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

**INDEPENDENT SCHOOL DISTRICT NO. 750  
HARASSMENT AND VIOLENCE REPORT FORM**

General Statement of Policy Prohibiting Religious, Racial or Sexual Harassment

It is the policy of Independent School District No. 750 to maintain a learning and working environment that is free from harassment and violence. The school district prohibits inflicting, as well as attempting or threatening to inflict, religious, racial, or sexual harassment or violence through conduct or communication by any student, teacher, administrator, employee, volunteer, agent, contractor, or person subject to the supervision and control of the school district. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial, or sexual harassment or violence. Any student, teacher, administrator, or other school personnel who is found to have violated this policy will be subject to appropriate disciplinary action.

Complainant's Name: \_\_\_\_\_

Grade or Assignment: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Incident Reported To: \_\_\_\_\_

Describe the incident as clearly as possible, including such things as: date and time of incident; name of persons involved in the incident; what force, if any, was used; any verbal statements used (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; where the incident occurred; and witnesses present.

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I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature