



# SAUK RAPIDS-RICE HIGH SCHOOL

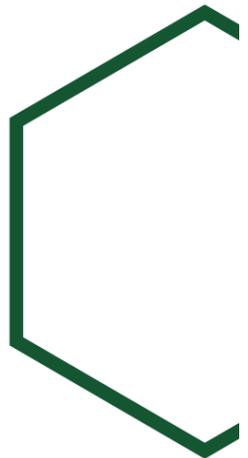
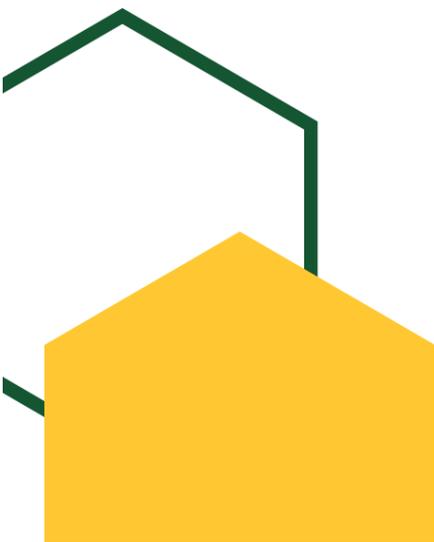
# STUDENT HANDBOOK

## 2024-2025

SAUK RAPIDS-RICE  
PUBLIC SCHOOLS



*A path for every student.*



Sauk Rapids-Rice High School  
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## Welcome to Sauk Rapids-Rice High School!

Greetings from the High School Office,

Sauk Rapids-Rice High School is a special place and we are so glad to have you spending the 2024-2025 school year here with us! Each school year provides countless opportunities to learn, get involved, have great experiences, and succeed. As a leadership team, we sincerely hope you take advantage of all the opportunities at Sauk Rapids-Rice. Your decision to be intentional about your education and involvement will make all the difference in your high school experience and your long-term success. Our staff is committed to helping every student become college and career-ready, and we are excited for you to be engaged in finding your pathway.

We often refer to the STORM pride that our students, staff, and community have in our school and programs. This pride has been built over many years, and each year we add to our legacy, deepen this pride, and build on the traditions of our high school. We are most pleased that you are here at Sauk Rapids-Rice High School. Our goal is to have rich opportunities and high expectations for all of our students, and we pledge to work with you as you strive to reach your academic goals and prepare for your post-secondary plans.

This student handbook is a living document and is reviewed annually to reflect our district policies, procedures, and practices, but even more so, to guide our behaviors and actions and allow all students to learn and grow. It is intended to inform and help you understand the procedures of SRRHS. Please take the time to read and share this handbook with your parents/guardians, as it is your responsibility to become familiar with and follow our Core Values of School Engagement, Respect, and Responsibility.

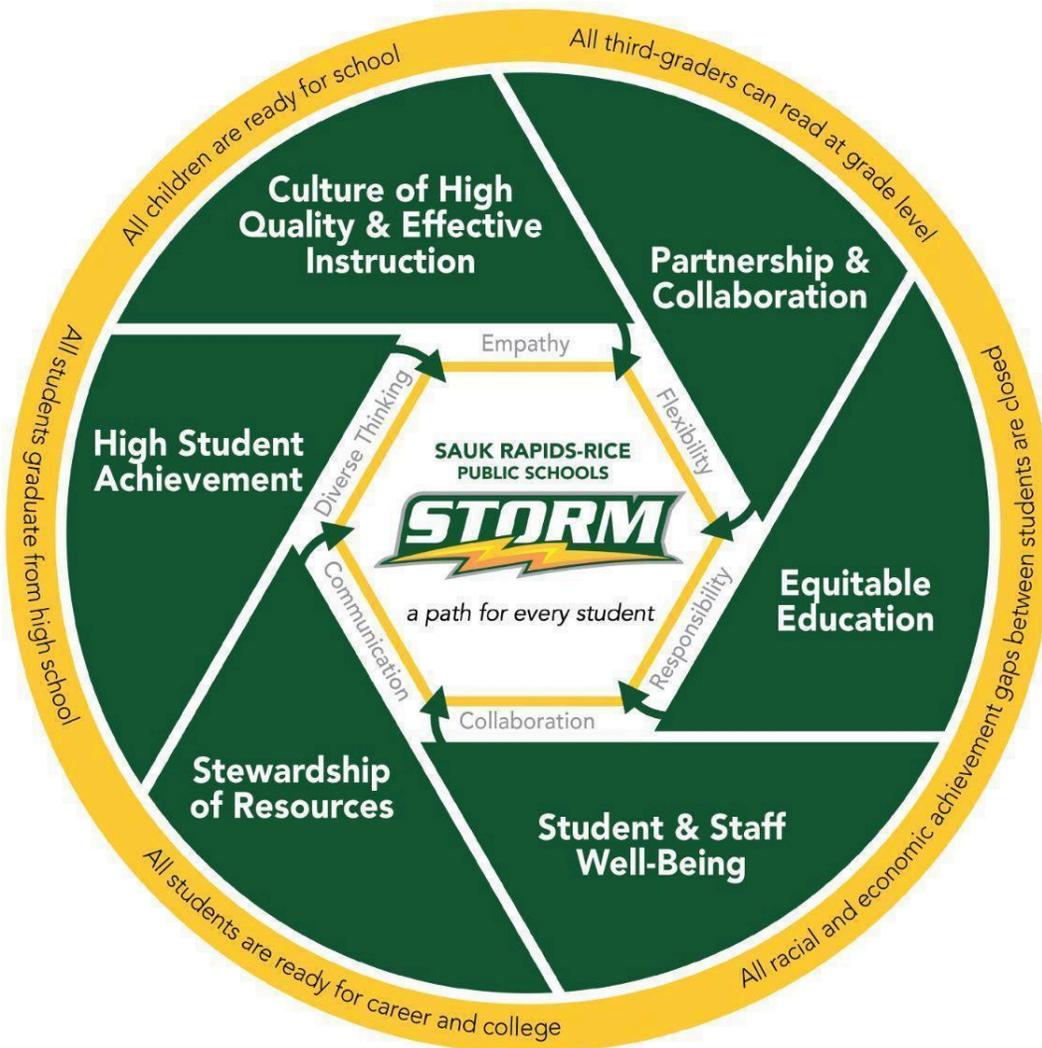
High school is a time for creating unforgettable memories. It's a period where you can make lifelong friendships, discover new passions, excel in academics and extracurricular activities, and achieve personal goals. Our staff is excited to support you in fostering a positive school environment where every student is respected and valued. Please let us know how we might help you with your high school career. Our staff wishes you success in the 2024-2025 school year and a pleasant, challenging, and rewarding experience during your time at Sauk Rapids-Rice High School.

Sincerely,  
Sandy Logrono, Principal  
Adam Johnson, Assistant Principal  
Steve Wagner, Assistant Principal



# Strategic Plan

## The System



- Portrait of a Graduate
- Professional Development
- Multi-Tiered Systems of Support
- Positive Behavioral Interventions & Supports
- Professional Learning Communities

By achieving the goals established with our Strategic Plan and Portrait of a Graduate, we will prepare our students to be successful in the 21<sup>st</sup> Century as defined by the World's Best Workforce

## ACADEMICS

### Academic Honesty

All students are expected to exhibit honesty in their work and expect the same from others. Students are expected to do their own work in all cases except when teachers give explicit instruction or permission to work with others. Academic dishonesty is any attempt to secure an assignment or assessment score that does not reflect the original, authentic work of the student. As a guiding principle, academic dishonesty includes, but is not limited to, cheating on school assessments (formative or summative), plagiarism or collusion.

Students are responsible for knowing and avoiding the various forms and levels of academic dishonesty which may include, but are not limited to the classifications below:

- Copying homework or allowing someone to copy your homework.
- Letting a project partner do all the work and just putting your name on the final project.
- Sharing test questions and/or answers on a test with other students either verbally or electronically.
- Looking at another student's test/quiz or allowing another student(s) to copy a test/quiz.
- Submitting other's work as your own with or without the other person's knowledge (i.e., plagiarism).
- Submitting the same paper or substantially similar papers to meet the requirements of more than one or the same course without the prior approval of instructors concerned.
- Using an AI tool to give a false representation of understanding on an academic evaluation when it has not been authorized by the instructor.

In addition, a student who allows others to use their work in fulfillment of class requirements will also be held accountable. Work in question will be confiscated. Academic dishonesty may result in the following:

1st offense: The incident is documented in Skyward as a Major Behavior Intervention Referral. The teacher will discuss the incident with the student, explaining why the behavior is unacceptable. The student will meet with an administrator and detention will be assigned. A phone call will be made to the parents/guardians to inform them of the incident and consequences.

2nd offense: The incident is documented in Skyward as a Major Behavior Intervention Referral. The teacher will discuss the unacceptable behavior with the student. The student will be assigned in-school suspension for one day. During the in-school removal from class, the student will create a behavior plan that will be shared with his teachers. A re-entry meeting will be scheduled with the student, parents/guardians, the teacher, and a school administrator to discuss the repeated behavior and the consequences.

3rd offense: The incident is documented in Skyward as a Major Behavior Intervention Referral. The teacher will discuss the unacceptable behavior with the student. The student will be suspended out of school for one day as well as suspended in school for one day. A parent/guardian and administrator conference will be held to discuss the outcome for the class and future educational placement.

Per Minnesota State High School League (MSHSL), Academic dishonesty will be assessed as a Minnesota State High School League (MSHSL) violation for those students involved in activities. Penalties assessed will be determined by the principal and/or activities director.

### Advanced Placement (AP)

Students have the opportunity to take a variety of AP classes. These courses may include Biology, Calculus, Literature and Composition, Psychology, Spanish, Statistics, US Government, US History, and World History. The rigor and workload in each of these classes is intended to be at a very high level and has a nationally approved curriculum. As a result, grades for each of these courses are weighted. A weighted grade has an additional (0.5) added to the grade point (e.g., A = 4.5, B = 3.5, et cetera). AP exams are given for each course every spring and students may be granted college credit based on qualifying scores. Every student taking an AP class is strongly encouraged to take these AP exams. AP Review courses are intended to help students prepare for the AP exam and are not weighted.

### Alternative Programs

#### STEPS

The SRRHS STEPS program is designed to assist students in grades 11 and 12 with educational needs that cannot be met within the current program and/or services. The program will offer a highly structured, self-contained learning environment with equal emphasis on the teaching of academics and learning behavioral/social skills. Exemplary attendance and respect for others are required for students to remain enrolled. Students must be chemically free, maintain good attendance and behavior, and maintain progress towards graduation according to each program's standards. Students who are interested in this program should contact their counselor. If a student qualifies for the program, they must be approved by the Student Intervention Resource Group (SIRG), based on availability of space and state-approved criteria.

### Articulated College Credit

Articulated College Credit (ACC) is offered through a number of courses at Sauk Rapids-Rice High School. Our high school courses are articulated with similar college courses, and these credits can be used at a number of colleges throughout the state of Minnesota. Articulated College Credit student data is collected for the purpose of issuing Articulated College Credit Certificates and used by secondary and postsecondary schools for reporting program effectiveness. All public reports are in aggregate form and protect student identity.

### College in the Classroom

Students have the opportunity to earn college credit while attending classes at the high school. St. Cloud State University offers Huskies in the High School college credit in Chemistry, College Algebra, Physics, Economics, Literature (in our Honors English 11 course), German, and Spanish. Students interested in this program should talk with their counselor in regards to requirements for participation and if the class is being offered.

### Credits

Each student must be enrolled in five credits/classes each trimester unless they are participating in an alternative program such as STEPS, Postsecondary Enrollment Options (PSEO), et cetera. Students will typically earn up to 15 credits during the school year. For students who have a deficit of credits, there are opportunities through the High School Graduation Incentives Program to earn more than 15 credits. These options include mainstream, ALC, summer school and the STEPS program. A student may earn a maximum of 21 credits during the school year (including summer school), if they qualify for the graduation incentives program. Each school year officially begins with summer school and continues through the traditional school year.

## Grade Point Average (GPA)

Each student will have a Grade Point Average (GPA) calculated for the recent trimester and their cumulative high school career. The cumulative GPA is the basis for each student's overall class rank, while the trimester GPA is the basis for the trimester honor roll. A student's final rank will be based on their cumulative GPA at the end of the graduation year of the class in which they are a student.

## Grading

Each one period, 70-minute, trimester course, will count as one (1) credit.

The recommended grading percentages for courses in the high school are as follows:

A+	= 98%	C+	= 78%
A	= 93%	C	= 73%
A-	= 90%	C-	= 70%
B+	= 88%	D+	= 68%
B	= 83%	D	= 65%
B-	= 80%		

Students who do not achieve 65% will be assigned one of the following:

IP- In Progress (must be completed within 10 school days of the end of the trimester)

F – Failure

Grades are to reflect a student's knowledge or skill in a content area.

## Graduation

### Ceremony / Guidelines for Participation

Our graduation ceremony is intended for Sauk Rapids-Rice High School students.

Attendance at the graduation ceremony is a privilege and is entirely voluntary. Students, who have met the established graduation requirements and choose not to participate in the ceremony will be mailed their diplomas as is customary for all students. All students should be aware that participation in graduation is dependent on the qualifications listed below. If participation is not allowed for any reason, any graduation fees will be refunded.

All students planning to graduate from Sauk Rapids-Rice High School must meet the requirements in the Graduation Standards and Requirements section below. In order to qualify for the graduation ceremony, the following rules will apply:

- Students must be in good standing, which includes maintaining regular attendance, positive behavior, and making academic progress in all classes.
- Students must have earned 49 credits by the end of the second trimester. If a student begins the third trimester on track to graduate, remains in good standing, and then fails to complete any of the requirements listed below, the student will be allowed to participate in the graduation ceremony. However, the student will not receive their diploma until all graduation requirements are met.
- Students enrolled in the STEPS Program must have at least 52 credits completed by May 1 in order to participate in the graduation ceremony and ensure inclusion in the graduation program.
- Students attending another district's area learning center and wish to take part in graduation ceremonies must contact SRRHS, have at least 52 credits completed by May 1, and have all work completed prior to the graduation ceremony. It is the student's responsibility to notify the main office of their intent to participate. Advance notification is required so that preparations can be made for the ceremony and completion of work and credits can be verified.

- Students enrolled in STEPS or an area learning center who do not meet the May 1 credit requirement but do complete all graduation credit requirements by the graduation ceremony may make an appeal to participate in graduation. These appeals will be addressed on a case-by-case basis and there will be no guarantee that their name will be included in the graduation program.
- Students attending Adult Education or graduation equivalency programs have their own graduation programs and will not be included in traditional graduation ceremonies.
- Any student receiving special education services who is on track to complete the requirements of their Individual Education Plan (IEP) for graduation will participate in the ceremonies the year their class graduates.

### Senior Fee

A senior fee of \$50 will be administered to cover graduation expenses and senior end of year activities (i.e., senior picnic, senior pizza party, and slideshow, any rental fees or expenses incurred in using the ceremony facility, costs of supervisors, floral arrangements, security, and transportation, et cetera). If there is a financial concern, contact the high school office.

### Graduation Standards and Requirements

Students in grades 9-12 must complete 54 trimester credits to qualify for graduation. (A credit equals the successful completion of one trimester of study or student mastery of applicable standards.) Those credits must meet the following distribution:

Language Arts:	8 credits in four years; 2 credits per year
Mathematics:	6 credits to reflect coursework in Algebra, Geometry, Algebra 2, and Statistics and Probability
Science:	6 credits including 2 credits in Physical Science, 2 credits in Biology, 1 credit in Physics or Chemistry, and 1 credit in an additional science course Starting with the Class of 2027 6 credits including 2 credits in Earth Science, 2 credits in Biology, and 2 credits in Chemistry or Physics
Social Studies:	8 credits including 2 credits in grade 9 Social Studies, 2 credits in American (U.S.) History, 2 credits in World History, 1 credit each in Economics, and Government/Citizenship
Added Requirements and Electives:	2 credits in the arts (Art, Music, Dance, Theater, or Media Arts) 2 credits in Physical Education 2 credits in Health Education 21 credits of elective courses

### Valedictorian/Salutatorian

Sauk Rapids-Rice High School will identify the Valedictorian and Salutatorian for the senior class based on cumulative GPA including all grades earned during high school. The student is required to be enrolled at SRRHS for their entire high school career to qualify for this honor. The student with the highest GPA will be named Valedictorian and the second highest GPA will be named Salutatorian.

A Top Ten will also be selected from the senior class based on cumulative high school GPA. The Top Ten will be selected at the end of trimester 2 so that grades can be finalized and lists can be published in local media at desired times. To qualify for the Top Ten, the student must be enrolled at SRRHS for their entire senior year at a minimum.

## Homework

Sauk Rapids-Rice High School staff assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives. Homework allows students the opportunity to practice skills, promote competence, and explore or apply knowledge to new settings. Homework informs teachers and guides for future learning.

## Homework Central and Storm Central

On Tuesdays and Thursdays from 3:30 p.m. to 5:00 p.m., help is available for all students at Sauk Rapids-Rice High School.

- Homework Central is staffed by licensed teachers who assist students in completing homework, making up tests, and staying organized. Students do not need to sign up or apply for this opportunity and are welcome to attend as much or as little time as needed.
- Storm Central is an extended day credit recovery program staffed by a licensed teacher. Students interested in this program need to work with their counselor to apply. The program is intended for motivated students working to get back on track for graduation. Attendance and work completion standards are a critical part of this program.

## Honor Roll

Soon after report cards have been issued, the names of the students having achieved A and B honor roll status will be published in the local newspaper.

The grade point average necessary to qualify for the honor roll is:

A Honor Roll - 3.667 and higher

B Honor Roll - 3.000 - 3.666

To be eligible for the honor roll, a student must have earned at least four (4) credits (3 or more of which are graded) per trimester. PSEO students taking less than three (3) high school credits will not be considered for the honor roll until trimester 2.

## Independent Study

Independent Study (IS) courses are designed to help students meet their educational goals. These courses are taught voluntarily by licensed staff and must be accepted by the instructor and approved through the counseling office and administration.

Students who are interested in participating in an Independent Study must:

- a. Be either a junior or senior in good academic standing; and
- b. Have a GPA of 2.5 with B's or better in the department of the IS; and
- c. Have a contract form completed and approved before the start of the trimester; and
- d. Not have more than one IS in any one trimester.

Independent Studies may be approved for the following course options:

- a. Advanced course of study that is not available in our current curriculum; or
- b. Current course offering that is impossible to fit into a student's schedule.

These courses are designed to be rigorous, and students will earn graded credit upon completion of all course requirements.

## Letter - Academic

The purpose of the academic letter is to encourage academic performance by recognizing desirable academic achievement.

Criteria for Selection:

1. A student must earn a grade point average of 3.33 or better in all subjects enrolled for the entire school year.
2. To be eligible, a student must have earned at least four (4) credits (3 or more of which are graded) per trimester, and have no grade lower than a C.

## Minnesota Honor Society (MHS)

Membership in Minnesota Honor Society (MHS) is based on scholarship, character, leadership, and service.

- A. Scholarship: To qualify for MHS, juniors must earn a cumulative 3.8 GPA and seniors must earn a cumulative 3.7 GPA. Students must also meet the following course requirements:

Course Requirements for MHS:

1. Three (3) years of Math (minimum must include Algebra, Geometry and Advanced Algebra)
2. Three (3) years of Science
3. Two (2) years of Foreign Language
4. Four (4) years of Social Studies
5. Four (4) years of English/Language Arts (this includes either Composition 12 or Advanced Placement for the writing requirement senior year)

These requirements parallel the courses that the University of Minnesota and the state university system require for initial entry.

- B. Character: Students must exhibit a positive and encouraging attitude that displays respect to both adults and students. This attitude must display the following:
1. Exemplifies desirable qualities of personality (enthusiasm, friendliness, fair play, respect for others);
  2. Demonstrates the highest standards of attitude toward honesty and reliability;
  3. Attends school regularly except when ill and is seldom tardy for class or meetings;
  4. Completes assignments on time; and
  5. Complies with the SRR Code of Conduct.
- C. Leadership: Students must display leadership in school, the community, and the classroom. Students should also:
1. Support classmates in their endeavors;
  2. Influence others for good both in the classroom and in social situations;
  3. Take initiative in planning and organizing functions;
  4. See a project through - does not become discouraged; and
  5. Be able to get others to work with them and can usually express themselves clearly.
- D. Service: Students must be involved in community and/or school activities to better the community around them. Students should:
1. Cheerfully perform duties assigned by advisor;
  2. Be willing to work outside the school day when possible;
  3. Seldom miss a function or meeting;
  4. Show specific instances of good school/community citizenship; and
  5. Work well with others.

## Postsecondary Enrollment Options

Postsecondary Enrollment Options (PSEO) is a program that allows students in grades 10 through 12 to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution while some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Students in grades 11 and 12

may take PSEO courses on a full or part-time basis. Students in grade 10 may take one career/technical PSEO course. If they earn at least a grade C in that class, they may take additional PSEO courses.

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide information to all students and their families by March 1, every year. Students must notify their school by May 30 if they want to participate in PSEO for the following school year. For current information about the PSEO program, visit the Minnesota Department of Education's Postsecondary Enrollment Options (PSEO) webpage. At SRRHS, most students engaged in PSEO attend St. Cloud State University or St. Cloud Technical and Community College, but other options are available.

### Schedule Changes

There are many classes that students can register for at SRRHS. Once a student selects a class and that class is scheduled, it is the responsibility of the student to complete the course.

Schedule changes are limited and follow the "acceptable" reasons listed below. In addition, due to many classes being scheduled at student capacity, requests for specific teachers, lunch schedules, or other student requests may not be honored.

Acceptable reasons for a schedule change are:

- A written doctor's excuse which notes that a student must be excused from a particular class
- The class has been determined by the student and the teacher to be beyond the student's ability
- Student acceptance into a special program
- Need to take a required course
- Computer error
- Requested by administration and/or counselors

All schedule changes are to be made within the first five (5) student days of the trimester in which the class is scheduled. Students withdrawing from a course, or dropping, after this date will receive a failing grade for the trimester course. It is the student's responsibility to check in advance to see if their schedule is accurate and to inform their parents/guardians of any changes.

### Statewide Assessments

Statewide assessments ensure that our curriculum and instruction are aligned with Minnesota's academic standards, providing an equitable education for all students. Statewide assessments, in conjunction with other formative and summative assessments, help staff monitor instruction as we prepare students to enter the workforce and to be engaged citizens.

Students in grades three (3) through eleven (11) will take the Minnesota Comprehensive Assessments (MCA). As a district, we encourage all students to do their best on these tests as they help our teachers plan instruction to better meet student needs. Teachers and principals review areas where students show/demonstrate growth so they can reinforce the way they teach specific skills. They also look for areas that need improvement and evaluate the need to modify instruction and/or instructional time-to better support student learning.

State tests are given to students once a year, based on a student's grade level and subject area. Minnesota Statutes, section 120B.31, Subd. 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized tests. A family that decides to decline their student's participation in these assessments needs to sign and return the Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing to their student's school office by January 15. The guide and refusal form can be found on the district's website [here](#).

## ACTIVITIES

### Activities Academic Protocol

The primary focus of Sauk Rapids-Rice High School is academic achievement. Students must maintain satisfactory academic performance in order to participate in extracurricular activities.

### Academic Eligibility and Graduation Credits

The primary focus of Sauk Rapids-Rice High School is academic achievement. Students must maintain satisfactory academic performance in order to participate in extracurricular activities. Per MSHSL Bylaws 103 and 108, in order for an individual to participate in extracurricular activities, they must be making satisfactory progress toward graduation. The school where the student is fully enrolled and regularly attends shall determine satisfactory progress. At Sauk Rapids-Rice Public Schools, satisfactory progress is determined by the following criteria.

<u>Grade Level</u>	<u>Trimester 1</u> (Minimum Credits Needed By START of Grading Period)	<u>Trimester 2</u> (Minimum Credits Needed By START of Grading Period)	<u>Trimester 3</u> (Minimum Credits Needed By START of Grading Period)
<u>9th Grade</u>	0	0	4
<u>10th Grade</u>	9	14	19
<u>11th Grade</u>	24	29	34
<u>12th Grade</u>	39	44	49

### Academic Referrals:

While a student is participating in a school-sponsored activity, they will be subject to academic referrals made by their classroom teachers. Referrals will be submitted if a student is not displaying positive academic behaviors in a class and/or making progress toward earning a passing grade.

Each referral will be shared with the Activities Office, the participant's Head Coach, Director, or Lead Advisor, and the participant's parent/guardian that registers the individual for that given activity.

Participants should anticipate a conversation with a member of the Activities Staff following each referral.

Following a 3rd referral, and each subsequent referral, in a given class, a participant will become ineligible for competition/performance for the next full week (Monday-Saturday).

Ineligible participants may not be permitted to travel to away contests with the team.

### Failures from a Previous Grading Period - Category 1 Activities

*Definition - Category 1 Activities: Those school-sponsored activities in which there is a schedule of interscholastic contests, exclusive of tournaments or qualifiers. Examples of Category 1 Activities: Baseball, Swimming & Diving, Volleyball, Speech*

Any student registered for a co-curricular activity program who has failed a class in either of the two previous trimesters will serve a period of ineligibility. That period of ineligibility will be determined by the number of total classes failed. The participant will be ineligible for 5% of their regular season games/contests, per each failed course, rounded to the nearest whole number. The minimum ineligibility period is 1 contest. The penalty will be served once and will be applied at the start of the participant's next activity following the failed class. Similar to other activity penalties, the penalty for a failed grade will be considered served upon the participant's successful completion of the entire season.

## Failures from a Previous Grading Period - Category 2 Activities

*Definition - Category 2 Activities: Those school-sponsored activities that do not have a schedule of interscholastic events, and are exclusively comprised of qualifiers, tournaments, local performances, etc.*

*Examples of Category 2 Activities: Fall Musical, DECA, One-Act-Play, Visual Arts.*

## Graduation Credits

Students who plan to participate in extracurricular activities must have adequate credits or potential credits to be on track to graduate by the first day of practice of an activity season. Credits are earned beginning with the grade nine (9) year. In order to be on-track to graduate, students must have accumulated sufficient credits according to the following criteria at the start of the respective grading periods:

## Activity Fees

### \$200.00

B/G Cross Country  
Football  
B/G Soccer  
Volleyball  
B/G Swimming  
B/G Tennis  
B/G Basketball  
Dance  
Gymnastics  
B/G Hockey  
Wrestling  
Baseball  
B/G Golf  
Softball  
B/G Track

### \$100.00

Drama (Pit/Crew)  
Drumline  
Honor Guard  
Knowledge Bowl  
Marching Band  
Robotics  
Speech  
Winterguard

### \$30.00

Math League

### Other

Clay Target (\$240.00)  
(Fees will be set based on program expenditures. The fee amount will be set prior to the start of the season.)

\*Family cap on fees: \$800.00

## Recommended Procedures for Fee Adjustment:

1. Students who are cut from an activity will be refunded the full fee.
2. Activity fees will be waived for students/families who reach the family cap of \$800.00.
3. In athletics, students injured during the first half of the sport season will be refunded half (1/2) of their fee if they are unable to continue in the activity for the rest of the season. Students injured during the last half of the season will not receive any refund of fees.
4. If a student begins an activity and then decides to quit of their own accord, they will not be eligible for any refund of fees.
5. Students who are suspended for rules violations will not be eligible for a fee refund.
6. Any student/family interested in a waiver of any fees must submit the [Educational Benefits Application](#) to the district office. If you have a question about having your fee waived, please see the activities director.
7. Students who qualify for Educational Benefits may pay a reduced activity fee.

## Activity Passes

SRRHS students are allowed into all activities free of charge with their student ID. This does not include section competitions or the fall musical. Activity passes are available one line and in the activities office for adults and families. Passes are available for the 2024-2025 school year (fall and winter). Adult Season Pass = \$90.00, Family Season Pass = \$210.00.

## Attendance Policy for Activities

Students in activities are expected to be in attendance in order to participate or practice in an activity the same day. Any unexcused absence during the school day may impact participation in activities that evening. Students in evening activities are expected to be in all of their classes the following day, or will not be allowed to participate in the next contest. No early release will be given for students leaving for an activity to get clothes, food, et cetera. Any student who participates in any SRRHS sponsored activities who are assigned all day in school suspension, dismissal or suspension from school will be ineligible to participate on that day.

### Community Education Opportunities

Research shows that families who are involved in school related activities are more connected and engaged in the school community. Community Education offers a variety of seasonal activities throughout the year. These activities range from youth sports, cooking, robotics, and many more youth, adult and family opportunities. Families are encouraged to go online <https://www.isd47.org/community/community-education> to view the ISD 47 Community Newsletter to get involved in youth and adult activities.

### Due Process for Athletics and Extracurricular Activities

Before a student is suspended from an extracurricular activity, the appropriate minimum due process components will be followed. They include:

1. Regulations governing the eligibility for participation in extracurricular activities and consequences of violations of these rules will be provided to all participants.
2. Students may be suspended from participation in extracurricular activities during an investigation of alleged violation.
3. Any student alleged to have violated the regulations will be provided an opportunity for a conference with the school administration to discuss the infraction, the evidence, and the decision.
4. In unique situations, the school administration may alter the details of the suspension.

### Leadership Eligibility

Students holding leadership positions (captain of a team, officer of an organization or club, class candidates for Homecoming, Snow Days, et cetera) for any activity under the umbrella of the activities department who are found in violation of Minnesota State High School League (MSHSL) and/or ISD 47 rules which result in a loss of participation opportunities will be removed from their position of leadership and will be ineligible to hold another such position for the period of one (1) calendar year. If extenuating circumstances warrant, the student may appeal this restriction by initiating a discussion with the coach/advisor involved, the principal, or activities director.

### Spectator Behavior

All are encouraged to attend, have fun, and positively support the Storm at events. Spectators represent our schools and community and are to follow the SRR Code of Conduct, the Central Lakes Conference (CLC) sportsmanship code, and the rules of the Minnesota State High School League (MSHSL). All students and spectators are expected to show respect towards fellow students, opponents, players, coaches, and officials. Harassment of any kind, profanity, inappropriate gestures, and vulgar cheers are not allowed. Consequences for inappropriate behavior may include warnings, removal from the contest, suspension of attendance at future activities, and other school consequences as deemed necessary.

### Transportation for Activities

All team or group members are expected to travel on-board the school-contracted transportation (bus, van, et cetera) with the team or group, to and from contests on trips where transportation is provided by the district. Under no circumstances should a student drive themselves or others to/from contests. The student may travel home from the event with their parents/guardians, only if the parent/guardian requests this of the head coach or activities director in advance and signs the student out with the coaches upon leaving. Any alternate transportation to and from contests must be arranged ahead of time with the activities office.

For practices off site, all students must provide a permission slip to drive or ride. Permission forms are available in the activities office.

## ATTENDANCE

### Attendance Information

The school reserves the right to refuse excusing an absence. A student is allowed up to fifteen (15) excused absences during the school year. Once a student has fifteen (15) absences during the school year, all future absences will be considered unexcused unless medical documentation, signed by a medical authority\* (\*Medical doctor, clinical psychologist, physician assistant or nurse practitioner who has seen or treated the student) for the full absence, is presented to the school. An excused absence indicates an absence from school with parent/guardian and school permission. The following absences are considered excused within the fifteen (15) days per school year:

Parents/Guardians are to call the attendance office 320-253-4700 prior to 8:30 a.m. to report student absences. Upon returning to school, the student must bring a written note signed by the parent/guardian stating the time, date, and reason for the absence. This note is required for the absence to be considered to be excused. A note from a parent/guardian does not guarantee that an absence is excused.

Students who have an approved pass to leave school during the school day must sign out in the main office to remain excused. Leaving school without prior permission from the parent/guardian and school constitutes truancy. If a student returns the same day, they are required to sign-in at the main office. For attendance purposes, a day includes absences from one or more class periods during the school day. The school reserves the right to refuse excusing an absence when requests become excessive.

Students who become ill during the school day must report to the health services office. If a student is sent home due to illness during the school day, health services office personnel will make the necessary arrangements (according to the Skyward emergency contacts). Students who are ill must never leave the building without reporting to the health services office and must have prior parent/guardian and school permission to leave. Students not attending their regular schedule or leaving the school building without arranging the necessary permission of the health services personnel will be marked truant even if parents/guardians excuse the absence.

### Absences - Excused

To be considered an excused absence, the student's parent/guardian may be asked to verify, in writing, the reason for the student's absence from school. A document signed by a medical authority\* stating that the student cannot attend school is a valid excuse. Students who will be or have been absent and are returning to school will report to the main office to present a written verification, signed by their parent/guardian, stating the date(s) and reason for their absence.

(\*Medical doctor, clinical psychologist, physician assistant or nurse practitioner who has seen or treated the student.)

The following reasons shall be sufficient to constitute excused absences:

1. Illness of the student
2. Serious illness in the student's immediate family
3. A death or funeral in the student's immediate family or of a close friend or relative
4. Medical, dental, or orthodontic treatment, or a counseling appointment, with verification from the provider. Or other appointments with verification or prior approval.
5. Court appearances occasioned by family or personal action
6. Religious instruction not to exceed three hours in any week (per district policy)
7. Physical emergency conditions such as fire, flood, storm, et cetera
8. Official school field trip or other school-sponsored outing
9. Removal of a student pursuant to a suspension (suspensions are to be handled as excused absences and students will be permitted to complete make-up work)

10. Family emergencies
11. Active duty in any military branch of the United States
12. A student's condition that requires ongoing treatment for a mental health diagnosis

### Absences - Unexcused

Unexcused absence indicates that the student is absent from school for reasons other than those listed under Excused Absences. Responses to unexcused absences will be handled per the guidelines of the Code of Conduct.

The following are examples of absences that will not be excused:

1. Truancy (student absence that has not been approved by the parent/guardian and/or the school district)
2. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures
3. Work at home
4. Work at a business, except under a school-sponsored work release program
5. Vacations with family without pre-approval
6. Any other absence not included under the attendance procedures set out in school district policies and guidelines

### Make-up Work

If a student is absent they are expected to complete all work, assessments, and/or projects upon their return.

### Prearranged Absences

Students who are absent because of activities, vacations, and other scheduled or pre-arranged activities should notify the high school office at least two (2) days before their absence or the absence may be considered unexcused/truant. Homework should be completed in advance of the absence or other arrangements must be made with your teachers.

### School Sponsored Absences

School sponsored absences are excused absences. Students involved in courses or school sponsored activities that will cause them to miss class time are responsible for notifying teachers before their absence. Students should work with teachers to ensure they are receiving and completing missing work. Students are responsible for making up work ahead of time when possible and/or when requested by teachers.

### Students Eighteen Years Old

District policies and regulations apply to all students regardless of age. Those students who are legally adults are subject to the same disciplinary actions as other students and should expect their parents/guardians to be informed of problems with attendance and behavior. Eighteen-year old students still living at home will continue to be required to have parental excuses for any absences or tardies.

### Tardy Protocol

Students arriving late to school must report directly to the high school office. Tardies to first hour are addressed in the high school office. Interventions begin after the third tardy. The classroom teacher will record tardies for hours two (2) through five (5) and refer students after their third tardy in Skyward. Exceeding five (5) tardies in a trimester will result in a meeting with the student, their parents/guardians, and administration to create a plan of action to best support the student. In an effort to reduce class disruptions and to honor the learning of others, chronic tardiness to school may result in removal from class until the next passing time/class period.

### Truancy

Truancy is an absence by a student that was not approved by the parent/guardian and/or the school district. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven (7) school days if the child is in elementary school or for one (1) or more class periods on seven (7) school days

if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one (1) or more class periods on seven (7) school days and who has not lawfully withdrawn from school. A school district attendance officer shall refer a habitual truant child and the child's parent/legal guardian to appropriate services and procedures, under Minnesota Statute Ch. 260A. Benton, Stearns, and Sherburne counties each have truancy programs with differing criteria. The Sauk Rapids-Rice High School will follow county guidelines regarding unexcused absences/truancy. The school will notify parents/guardians after three (3) such absences, notify the County Attorney's Office after five (5) such absences, and notify the County Human Social Service supervisor after seven (7) such absences.

## CAMPUS PROCEDURES/GUIDELINES

### Before School and After School Expectations

School doors open to students at 7:30 a.m. Breakfast is served beginning at 7:50 a.m. and is free for all students. Students are expected to show respect and responsibility by cleaning up after themselves, keep voices at an indoor level, be welcoming to all students, and stay in the commons or classroom areas. The first bell rings at 8:18 a.m. with classes starting at 8:25 a.m.

Classes end at 3:20 p.m. Buses depart Sauk Rapids-Rice High School at approximately 3:30 p.m. Students not involved in an activity or attending Homework Central are to exit the building immediately after school.

Parent/Guardian pick-up and drop off is at Door 1 on the south side of the building.

### Bicycles and other Personalized Transportation

Students who bike to school are to use the bike racks provided on the south and west sides of the building. Items such as skateboards, rollerblades, scooters, wheelies, and bicycles are not allowed in the building.

### Cell Phones and Personal Electronic Devices

Cell phones have become an integral part of our daily lives, including those of our high school students. However, there continues to be increasing concern regarding the potential risks associated with cell phone use in schools including but not limited to; learning distractions for self and others, student privacy breaches, and student safety concerns. To maintain a safe and secure learning environment for all, Sauk Rapids-Rice High School reserves the right to implement the following policy regarding personal device usage during the school day:

With the exception of lunch and passing times, the use of cell phones and other personal devices (wearables, earbuds, tablets, etc) will not be permitted during the school day, from 8:25 a.m. to 3:20 p.m. In the event parents need to be in contact with their student, they are asked to call the main office and the message will be relayed to students.

Consequences for violating cell phone use during class time:

1st offense: Device is confiscated by the classroom instructor and will be held until the end of the class period. Teacher will communicate the behavior with the parent/guardian. Teacher will communicate personal device expectations and create a plan for moving forward with the student. The offense will be recorded in Skyward.

2nd offense: Device is taken to the office and must be picked up by the student's parent/guardian. The offense will be recorded in Skyward.

3rd offense: Device is taken to the office, parent/guardian must pick it up. A meeting with an administrator will be held to determine a plan for cell phone storage during the school day. This may include the device not being brought to school or the use of a locking pouch to secure the device during school hours. The offense will be recorded in Skyward.

Progressive disciplinary action will be taken for each violation following the 3rd offense.

Any student refusing to turn over a device or becoming disrespectful/defiant with a staff member requesting a device to be turned over will result in further disciplinary action including but not limited to removal from class.

District Personal Electronic Device Alignment:

School Site	Elementary	Middle School	High School
Personal Device Privileges	No Personal Device Privileges	No Personal Device Privileges	Lunch and Passing Time Personal Device Privileges

The faculty, staff, and students of SRRHS maintain a reasonable expectation of privacy while at school, on campus, and at school-related activities and events. Explicit permission must be obtained prior to recording others. A student identified as improperly posting to social media or using a device to take or transmit unrequested or unwanted images or recordings may face an immediate suspension, loss of privileges, or may be recommended for expulsion. Laser pointers are prohibited from school.

Closed Campus

The Sauk Rapids-Rice Board of Education has declared the campus of Sauk Rapids-Rice High School to be a closed campus. All individuals, including students, entering the building during school hours must use Door 1. All doors to the high school will be locked during the school day. Students are required to be in attendance for the entire day.

Lunch is provided at the high school, and students are required to eat on campus. Unexcused absences during the lunch period will be handled according to the SRR Code of Conduct. Students are not allowed to order food from off-site vendors during school hours to be delivered to school without prior approval of the administration. This includes students and parents/guardians bringing in food from outside vendors during the school day.

Dances

All school policies and the SRR Code of Conduct are enforced at dances. Students who violate school policy (i.e., fighting, tobacco, alcohol, chemicals, insubordination, inappropriate behavior, et cetera) may not be admitted to any future dances. This consequence includes prom. For safety purposes, once a student leaves a dance, they may not be readmitted.

Winter formal is open to all SRRHS students and their approved guests. Guests must be in at least ninth grade, in good standing at their school, or not older than 20 years of age.

Prom is open to all junior and senior SRRHS students and their approved guests. For prom, all guests must be in at least tenth grade and in good standing at their school or not older than 20 years of age. Any other school-sponsored dances are intended for current students of SRRHS exclusively.

Dance expectations promoted by the Student Council and enforced by the school include:

1. Tickets must be purchased in advance for guests; and
2. Guest passes must be approved through the main office,
  - a. Passes will be issued according to the guest pass schedule advertised for each dance
  - b. Guests who are not students at SRRHS must provide a picture ID and have parent/guardian signature to be considered, and
  - c. Law enforcement may be scheduled/hired for each dance.

### Dress Guidelines

SRRHS dress expectations are intended to promote a positive learning environment. The purpose of a dress code is for students to be dressed appropriately so as not to disrupt the educational process. Students who violate the dress guidelines will be asked to change. Students refusing to remedy the situation will be sent to the office and parents/guardians may be notified. Repeated infractions or failure to comply with administrators or staff members may result in further disciplinary action.

The following list is not comprehensive and any apparel deemed disruptive or inappropriate by administrative staff will not be allowed.

- Includes violent or disruptive language or images
- Includes images or language depicting/promoting gangs, tobacco, drugs, or alcohol (or any illegal item or activity),
- Includes the use of hate speech, profanity, sexual content, explicit images, or language that creates a hostile or intimidating environment based on any protected class
- Exposes visible undergarments, bathing suits
- Obstructs the view of the face, masks (not medically related)
- Blankets, flags/capes, sunglasses, and costumes (or parts of costumes) can not be worn (animal ears/horns/tails/wings).
- Painted faces or disguises are not allowed
- Shoes must be worn at all times

An organized, school sponsored, student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to administration for approval. Wearing hats and hoods is a privilege. Students who choose to wear hats or hoods should wear them in such a fashion that their face is easily visible. Hats are subject to the same guidelines as all other clothing. If a staff member requests the removal of a hat or hood, students must comply. Staff members may restrict the wearing of hats and/or hoods in their courses or classrooms. A hat may also be confiscated if it is a distraction to the class or school environment. It is customary and respectful to remove all hats and hoods during the Pledge of Allegiance and the National Anthem.

Headwear will be allowed as long as the student's face is visible. Staff reserves the right to ask students to remove headwear if it causes a disruption to learning and the educational process.

The content of this section shall not infringe on an individual's right to dress in accordance with sincerely held religious observance and practice.

### e-Learning Days (Weather Related)

e-Learning days will be utilized during the 2024-2025 school year after the first (1<sup>st</sup>) full day cancellation. The second (2<sup>nd</sup>) through sixth (6<sup>th</sup>) full day cancellations will be replaced with e-Learning days. If full day cancellations continue beyond the sixth (6<sup>th</sup>) full day, the subsequent days will be made up in person. When an e-Learning day occurs, students and parents/guardians will be informed that the day is an e-Learning day via the district's notification system, Schoology, email and/or social media. Attendance will be tracked by completion of assigned activities. Students will be provided adequate time to complete the work including time after returning to school if needed.

### Flowers / Balloons

Due to serious allergic risks to students and staff the main office will not accept delivery of or keep flowers/balloons in the office for students. Under no circumstances are latex balloons to be brought into the building.

### Food and Beverage

Food and beverages are permitted in certain areas within the high school including the Commons, Forum and most activity areas. All food and beverages are prohibited in the PAC. Students will need teacher permission to bring food and/or drink into the academic areas.

### Harmful and Disruptive Items

Because of the danger and/or annoyance caused by certain items, they are not allowed in school or on school property. Disruptive items include, but are not limited to: laser pointers, water/nerf/toy guns, rubber bands, whistles, noise makers, aerosol spray, fireworks, snowballs, wallet chains, hacky sacks, Bluetooth speakers, toys, and other similar devices/items which disrupt the orderly process of education. Disruptive activities are those that may be harmful, cause injury, or disrupt the orderly process of education.

### Incident Reporting

We are proud of our positive school climate at Sauk Rapids-Rice High School and expect all students to follow our core values of School Engagement, Respect, and Responsibility (see SRR Matrix at the end of this document). If you see anything that could affect the safety or welfare of others, report it immediately. Unsafe behaviors or items are to be reported to the main office or a teacher through verbal or written (i.e., student email, student report form, note, etc.) communication. The reporting student's right to privacy will be respected as much as possible. The Bullying Prohibition Policy (514) can be found [here](#).

### Lost and Found

Turn in articles to either the high school office or the activities office and an attempt will be made to find the owner. If you lose something at school, alert the high school office.

### Lunch Room

During assigned lunch periods, students are to report to the commons and remain there until released by staff or the bell. Students needing to leave the commons during lunch should have a pre-signed pass to a supervised area and check out with staff lunch supervisors.

Students are responsible for cleaning their table area prior to leaving the commons. This includes taking care of trays, cleaning tables, and stacking chairs when needed.

Students who wish to eat their lunch in a smaller, quieter environment have the option to eat in the career center. Students are not allowed to order food from off-site vendors during school hours to be delivered to school without prior approval of the administration. This includes students and parents/guardians bringing in food from outside vendors during lunch periods. Students who misbehave in the lunchroom will be assigned an alternative lunch space.

### Media Center

The media center is open from 7:30 a.m. – 3:30 p.m. In the media center, students have access to research resources, books, and magazines, as well as areas for studying.

Media staff are available to help students with technology questions, book selection, or finding research information. Access, support, and questions regarding technology are addressed in the high school media center.

To maintain a positive atmosphere in the media center, the following rules apply:

1. Food is not allowed in the media center.
2. Any student use of audio on the computers requires the use of personal headphones in order to respect the rights of others in the media center.

3. Teachers may send students to the media center during class times with an ehallpass.

### Parking

Students who drive to school must register their vehicle in the main office and have a valid parking permit displayed at all times. Forms and permits are available before school and during lunchtime, and also during open house.

Student parking will be in the south and southwest lots (the lot directly in front of the main entrance – Door 1 and immediately west and south of Door 6).

The cost of a student parking permit is \$120.00 (non-refundable/non-transferable) and is valid for the student's entire high school career. Any student who loses a valid parking permit may buy a replacement permit at a price of \$10.00.

The student parking lot (South Lot) will be randomly checked. Students parked inappropriately may have wheel locks attached to their vehicles and a \$30.00 first offense fee, a \$60.00 second offense fee, and a \$90.00 third offense fee will be charged to get them removed. Further offenses will result in parking privileges being revoked. Wheel locks will be removed between 3:20 p.m. and 3:30 p.m.

Students are expected to park their vehicle and immediately come into the building. Loitering in the parking lot is not allowed.

### Passes/Halls

During class time, students are not to be in the hallways without an ehallpass. Passes may be issued by teachers, paraprofessionals, and the office staff. If you wish to see a teacher during their prep or duty period, you must arrange this in advance.

### Public Displays of Affection

Students are expected to maintain and project a positive image including appropriate physical contact. School is not the place for a public display of affection. Behaviors in question could include, but are not limited to: kissing, inappropriate touching, laying across partner and arms around partner. If the behavior is in question or makes others uncomfortable, the student(s) will be asked to stop and/or refrain from the behavior. If it continues, the student(s) will be referred to administration and the SRR Code of Conduct will be followed.

### School Property

#### Lockers

Student lockers are the property of the school. They are provided for student use by the school and are subject to periodic inspections for cleanliness, suspicion of stolen property, or the potential for containing items deemed potentially harmful to students, the school building, or unlawfully obtained. Students are responsible for the care and upkeep of school lockers and will be personally responsible for any repairs or damage to assigned lockers. Lockers should be used to keep textbooks, lunch, school materials, coats, et cetera. Students should not keep money or valuables in their lockers (turn valuables/money into the office for safe keeping). Do not give your locker combination to any other student.

#### Locker Rooms

All students in a physical education class or in a current athletic activity will be issued a gym locker and school owned lock. It will be the responsibility of students to use and care for their lockers and locks. A \$10.00 fee will be assessed if student locks need to be replaced. The use of electronic devices is prohibited in all locker room spaces. The locker room area is not supervised unless students are in attendance for a scheduled class or activity. Please do not leave valuables in gym lockers. Students are responsible for the contents of their locker and are subject to the same guidelines as school lockers listed above. Students are not to be in the locker rooms unless they are participating in a physical education class or an athletic activity. Athletic locker rooms will not be accessible during the school day.

## MacBook

Laptop devices are the property of the school district and students are expected to follow the guidelines outlined in the Device and Network Agreement. The agreement explains student responsibilities, parent/guardian expectations, terms of device loan, general care instructions, fees, security and theft prevention, and issues related to damage, theft, and repair. Please consult the Device and Network Agreement for more information.

## Textbooks

Textbooks are issued to students free of charge. Students are expected to take care of textbooks and cover them whenever possible. Students issued school property will be financially responsible for the property and are expected to return it in the same approximate condition as it was given.

## Telephone Calls / Messages

Parents/Guardians calling the school to leave messages for their child should give their message to the school administrative assistant to be relayed to the student at a convenient time. Students will not be called to the telephone except in an emergency. Students are allowed to use their cell phones during passing time, lunch time, and before and after school.

## Visitors

Visitors during school hours with legitimate business are expected to enter Door 1 and register in the main office with a valid ID or driver's license. When done, visitors must sign out and exit from the main office. SRRHS does allow students who are part-time or full-time PSEO to access the building by signing into the main office and working with administration to plan on a working location in the Media Center. SRRHS does not allow student visitors from other schools or student shadowing. ISD 47 reserves the right to deny any person access to district buildings or property for just cause.

# CODE OF CONDUCT/STANDARDS OF BEHAVIOR

## Code of Conduct Statement

In order to support our school climate initiatives, Sauk Rapids-Rice Public Schools use evidence-based strategies to support positive student development. Some of these strategies include Positive Behavior Interventions and Supports (PBIS), Social Emotional Learning Competencies (SEL), Conscious Discipline, and Restorative Practices.

The Code of Conduct is a guideline for standards to student behavior. It outlines student rights, responsibilities, and opportunities at school and allows schools to build specific guidelines, expectations, and supports for all students. The Code of Conduct provides definitions and levels of behavior, intervention and response. There are five (5) levels of behaviors, from minor infractions handled in the classroom, to major infractions handled by administration. In alignment with the SRR Code of Conduct, the following link is a [Guideline to Behavior Interventions](#) implemented here at Sauk Rapids-Rice High School.

The authority, procedure, notification and time frame to remove pupils from the classroom at Sauk Rapids-Rice High School:

### Removal - One Class Period:

- When a student is in violation of the SRR Code of Conduct a teacher may remove a student to the office. The teacher shall write up a Skyward behavior referral and communicate with the student that they received said referral. The parent/guardian shall be contacted, via the phone, by the teacher.
- An administrator or designee will hold a conference with the student to review the behavior referral, and to process next steps to include but not be limited to reteaching SRR Core Values and creating a plan for success.
- Students will be provided an alternative learning space for the remainder of the class period.

### Removal - Multiple Violations:

- A student who violates the SRR Code of Conduct multiple times after a plan for success has been created is considered a chronic offender. The teacher shall write up a Skyward behavior referral and communicate with the student that they received a referral for ongoing or disruptive behavior.
- An administrator will hold a conference with the student and make a decision as to the type of interventions/consequences to be implemented which could include removal from class, detention, and/or suspension, or school program modifications.
- The parent/guardian shall be contacted, via the phone, by the teacher or administrator to determine next steps.

Nothing in this section precludes removal of students from class and/or school for serious offenses in accordance with the Pupil Fair Dismissal Law of 1974.

To view the Sauk Rapids-Rice Public Schools Code of Conduct in its entirety, please click [here](#).

### Bus Expectations

The district provides bus transportation for all resident students. It is the responsibility of each student riding the bus to behave properly. Driving demands the bus driver's full attention. For the safety of everyone, do not distract the driver. Transportation supplied by the school is a privilege and may be refused to anyone causing a disturbance on the bus. (See: [District Policy 707 - Transportation of Public School Students](#) on the district website.) All district policies and the SRR Code of Conduct apply while on district transportation.

Do not attempt to stop a moving school bus or attempt to stop a bus that is about to depart. Running behind the bus, off the sidewalk, alongside the bus, reaching to strike the side of a bus, or moving into the path of the bus is a willful entry into the school bus danger zone.

If you wish to be a guest rider on a bus other than your own, and/or get off at a stop other than your own, a parent /guardian must contact the transportation department 320-258-1995 to obtain permission.

Any object brought on a school bus must be of a size that allows it to be held and controlled by its carrier. Objects with sharp and/or protruding edges must be contained within a protective covering. The bus driver has the responsibility to refuse to transport any object thought unsafe. If you have concerns regarding violations and/or safety at a bus stop or on board a bus, please call the transportation department at 320-258-1995. Riding the school bus is part of the school day and school rules, with appropriate consequences for inappropriate behavior will apply. After a bus violation, the transportation department may request a conference to reinstate the student's riding privileges.

### (PBIS/Core Values)

Sauk Rapids-Rice High School is a PBIS (Positive Behavioral Interventions & Supports) school. PBIS refers to a school-wide data driven system. We make it a point to teach behavioral expectations in the same manner as we would math or reading. We do not expect that students automatically know how to behave in certain situations or environments. There are systems in place to encourage positive behavior and reteach expected behaviors to struggling students.

### Student Engagement – Respect – Responsibility

At Sauk Rapids-Rice High School, it is our goal to engage all students and families in a positive educational experience. We encourage staff and students to exemplify SRR Pride through our core values of School Engagement, Respect, and Responsibility. (See Appendix for complete SRR Matrix)

### Storm Room

The Storm Room supports students in recognizing their behaviors, making appropriate choices, and accepting consequences.

## Tennesen

Minnesota Statute 13.04 requires that school districts provide the following warning or notice to parents/guardians and students. They should be advised that:

1. Students attending school in the school district, or their parents/guardians, will be asked to supply information to school personnel in the ordinary course of school business. This may include information requests such as homework assignments or tests, questions asked of students during classroom discussions or other classroom activities, information requested of students or parents/guardians relating to a student's participation in school-related athletic or extra-curricular activities, or questions asked of students or parents/guardians during a scheduled or an informal conference with a teacher or administrator, either by telephone or in person, relating to the student's behavior or academic performance.
2. The information will be collected by the district in order to evaluate the student's current level of performance with respect to educational programs. To maintain discipline within the school, and to determine the student's needs and preferences relating to the education program. The education program includes athletic or extra-curricular activities, for purposes of this notice.
3. Students or parents/guardians are not required by any law or regulation to supply the information requested. However, the school district expects that students will participate fully in their educational program by completing homework assignments and tests, participating in classroom discussions and activities, and that students and parents/guardians will participate fully by providing information relating to academic performance, athletic or extra-curricular activities, or behavior. The consequences for refusing to supply the information requested will relate to the need for the request, and may result in reduced grades, ineligibility to participate in athletic or extra-curricular activities, or, in the case of a school district employee's investigation into the student's behavior, may result in action being taken without complete information.
4. Information collected as described in this notice will be provided to school district personnel or others having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory rights of access to the data.

## COMMUNICATION

### Conferences

Parent/Guardian student/teacher conferences will be held each trimester. If parents/guardians have a need to meet with a teacher outside of regular conference time, please contact the teacher to arrange the meeting. Families are encouraged to check their student's academic progress, lunch account, attendance and discipline records using Schoology and Skyward found on the district website ([www.isd47.org](http://www.isd47.org)).

### Line of Communication

Parents/Guardians with questions or concerns are encouraged to communicate directly with their student's teachers. If the questions or concerns have not been resolved after contact with the teacher, notify the building principal.

### Printed / Posted Materials

Any written material produced, posted, circulated or otherwise distributed on school property must have administrative approval prior to posting/circulation. All posted materials should have a stamp that states that express authorization has been given by the main office. Postings are to be hung only in the designated areas and must be removed immediately after the event is over.

### Report Cards

The high school operates on a trimester schedule and students shall receive their report cards following the close of each grading period. This will typically be at least two weeks after the grading period ends. Parents/Guardians and students who have questions regarding student grades are urged to contact the appropriate teacher.

### School Announcements

Sauk Rapids-Rice High School has a great variety of opportunities for student involvement. Daily announcements are posted on the <http://www.isd47.org> website under the high school drop-down, posted on TV's located throughout the building, and made over the public-address system before, during, and after the school day. In addition, parents/guardians and students will receive announcements through email and Schoology.

### School Closings / Emergencies

In the event of an emergency school closing, due to inclement weather, mechanical malfunction, disaster, potential disaster alert, or similar, students and parents/guardians should first check the school website at [www.isd47.org](http://www.isd47.org). This website will have the most current information available posted.

Additional information may be obtained through the following radio stations and websites:

WCCO WVAL WWJO KNSI WJON WCCO.COM KARE11.COM KSTP.COM FOX9NEWS.COM

Decisions on school-related events will also be broadcast at a similar time and during closing/late start broadcasts (i.e., extracurriculars, community education and early childhood, recreation, KidStop, Kids Club et cetera).

## DISTRICT POLICIES

### District Policies

Sauk Rapids-Rice Public Schools district policies can be found at: <https://www.isd47.org/about/district-policies>

### Alcohol/Drugs/Tobacco Free

In compliance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Community Act of 1986 as amended 1989 (P.L.101226), the district has made a commitment to maintain an alcohol/drug-free workplace. A student shall not: use a beverage containing alcohol (including attending school under the influence); use tobacco, tobacco-related devices, or electronic cigarettes; or use or consume, have in possession, buy, sell or give away marijuana or any substance defined by law as a drug (see medication policy for legally prescribed medications). Electronic cigarette means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.

Students in violation of this rule, in accordance with the Code of Conduct, will be immediately suspended, will be expected to meet and develop a remediation program with the chemical coordinator and SIRG team and may be recommended for expulsion.

ISD 47 is tobacco and smoke free. Students found smoking or using tobacco will be suspended and may be referred for treatment. All tobacco products visible to, or located by staff will be confiscated and destroyed. Possession of tobacco by a person under the age of 21 is a petty misdemeanor.

### Background Checks (404)

Safety is a priority for Sauk Rapids-Rice Schools. In accordance with Minnesota State Statute 123B.03 Subd.1e, and District Policy 404, this will serve as notice that Sauk Rapids-Rice Schools require criminal background checks of applicants who receive an offer of employment with the district. The district also requires background checks of all volunteers, and may require background checks for independent contractors, and student employees at its discretion. The standard lead time required to complete the volunteer background check process is two (2) weeks.

### Bullying Prohibition (514)

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond to, and to remediate and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation and other similar disruptive and detrimental behavior. Refer to the Sauk Rapids-Rice School District Code of Conduct for more information on student rights and responsibilities. [District Policy 514 can be found here](#)

### Culture of Respect and Acceptance

Sauk Rapids-Rice Public Schools remains committed to preparing all learners for post-secondary success, creating a culture of academic achievement, and fostering an informed public through increased communication and outreach. Through successful partnerships and continued collaboration, we work to ensure that every child is successful. In addition to the goals mentioned above, ISD 47 remains committed to maintaining a learning environment that is free from harassment and violence as evidenced by District Policy 413. In particular, district officials acknowledge its obligation under the Minnesota Human Rights Act to prevent 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, including gender identity or expression, or disability.

To accomplish our goals and to meet the commitment of District Policy 413 will require the attention of our students, parents/guardians and district staff, working together to create welcoming and respectful environments for all members of the school district community. The district affirms that it does not tolerate acts of harassment and will promptly respond to concerns or complaints.

Any student or staff member who believes they have been subjected to harassment is encouraged to report the harassment to the district through a building administrator or through the school district's Human Rights Officer. Complaints of harassment will be investigated and appropriate corrective action will be taken in response to any findings of harassment in violation of District Policy. Action by the school district will be targeted to stop the harassment and to prevent it from recurring. Refer to the Sauk Rapids-Rice School District Code of Conduct for more information on student rights and responsibilities.

### Harassment and Violence (413)

The policy of the school district is to maintain a learning and working environment that is free from all harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class, which includes but is not limited to all academic, extra-curricular and school-sponsored activities.

The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this policy. Refer to the Sauk Rapids-Rice School District Code of Conduct for more information on student rights and responsibilities.

[District Policy 413 - Harassment / Violence can be found in its entirety here.](#)

### Mandated Reporting (414)

As professionals in the school setting, it is our legal responsibility to ensure the safety of all children. The state dictates that school professionals are mandated reporters of physical or sexual abuse and neglect. According to Minnesota Statute 626.556 "... it is the policy of this state to require the reporting of neglect, physical or sexual abuse of children in the home, school, and community settings; to provide for the voluntary reporting of abuse or neglect of children; to require a family assessment, when appropriate, as the preferred response to reports not alleging substantial child endangerment; to require an investigation when the report alleges substantial child endangerment; and to provide protective, family support, and family preservation services when needed in appropriate cases."

Additionally, persons who are mandated to report are "a professional or professional's delegate who is engaged in the practice of the healing arts, social services, hospital administration, psychological or psychiatric treatment, child care, education, correctional supervision, probation and correctional services, or law enforcement."

[District Policy 414 – Mandated Reporting can be found in its entirety here.](#)

### Weapons (501)

A weapon means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm 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; nun chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns/tasers; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

The school district will follow the Code of Conduct in regard to the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using, or distributing weapons shall include:

1. Immediate out-of-school suspension, and
2. Confiscation of the weapon, and
3. Immediate notification of police, and
4. Parent/Guardian notification, and
5. Review of incident by the site weapons assessment team, and
6. Recommendation to the superintendent of possible dismissal for a period of time not to exceed one year.

[District Policy 501 – School Weapons can be found in its entirety here.](#)

## GENERAL INFORMATION

### Directory Information (Public Data)

Notice is hereby given that Independent ISD 47, pursuant to the U.S. General Education Provisions Act and Minnesota Government Data Practices Act, declares the following as directory information and that information relating to students may be made public if the information is in any of the following categories:

- Student's name, address, and telephone listing
- Date and place of birth
- Gender
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Grade levels completed
- Degrees and awards received
- The most recent previous educational agency or institution attended by a student
- Photos in the normal course of school activities

Directory information does not include identifying data that references religion, race, color, social position, or nationality. Any parent/guardian of any student in the district may notify the district of their desire that some or none of the above information is to be released without their consent by contacting the building principal.

Every parent/guardian of a SRRHS student has the opportunity to opt out of the publishing of their student's name and/or photographs on the district website, social media, district newsletters, or any other type of publicized information. This should be done in writing using the [Opt Out form](#) or by calling the high school office 320-253-4700.

### Educational Benefits

Families may apply for Educational Benefits anytime during the school year. Educational Benefits applications are available to all families in the district prior to the student's first day of classes. In addition, applications are available at the district office and food service office between 7:30 a.m.– 4:00 p.m. Monday through Friday, as well as [online](#).

If you haven't filled out the Educational Benefits Form yet, you can make a tremendous difference for all SRR students by doing so right away.

Educational Benefits Form provides free or reduced cost activity fees for students of families that qualify. Additionally, by filling out this form each year, families may help provide additional funding and resources to benefit all Sauk Rapids-Rice students in other ways.

The National School Lunch Program (NSLP) Educational Benefit Form is used to determine the amount of state and federal funding the district receives to

- The Educational Benefits Form must be completed each school year.
- The Educational Benefits Form does provide free or reduced cost for activities for families that qualify.
- It is important for all families to fill out the form as it can also provide services for all students including, but not limited to
  - student access to counselors and social workers.
  - support for students who need academic assistance.
  - support for school wide or targeted initiatives.
  - determine what class in which the district's extracurricular activities teams compete.

The form must be done no later than December 15 each year.

### Fundraisers

Prior to ordering any item or agreeing to sell or distribute any item in school or representing the school, approval must be granted by either the principal or the activities director prior to the fundraising. Only Sauk Rapids-Rice-affiliated fundraisers are allowed to be sold/advertised in the building. All fundraisers must be in compliance with the [District Policy 511 – Student Fundraising](#).

### Insurance for Students

Accident plans are available to students attending Sauk Rapids-Rice Public Schools. One is related to dental protection and the other is medical protection in case of accidental injuries. These programs are in no way mandatory; it is up to each parent/guardian to decide the merit of such a plan. The school district does not provide insurance coverage for students. Insurance coverage is the responsibility of the parent/guardian. More information can be found [here](#).

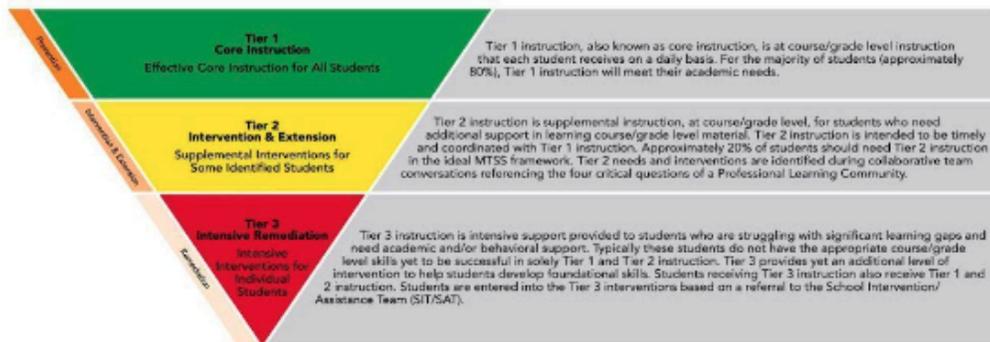
### Multi-Tiered Systems of Support (MTSS)

Multi-Tiered System of Support (MTSS) is a framework that focuses on high-quality instruction and intervention matched to individual student needs through monitoring student progress and using the student's progress data for educational planning. The primary focus of the MTSS Framework is to ensure all students succeed and to prevent academic failure.

# Multi-Tiered Systems of Support

A Systemic, Integrated, Comprehensive Framework That Focuses on the Alignment of Systems Necessary for All Students' Academic, Behavioral, & Social Success

## Supporting Every Student's Success At Their Level



There are four critical components that guide the Multi-Tiered Systems of Support (MTSS) framework in Sauk Rapids-Rice Schools. These components are:

MTSS Component	Integrated System
<b>Critical Responsibility</b> All stakeholders believe they are responsible for ensuring that each student learns at a high level	<b>MTSS Teams</b> <ul style="list-style-type: none"> <li>Teacher Collaborative</li> <li>School Intervention (SIT)</li> <li>District</li> </ul>
<b>Concentrated Instruction</b> Curriculum is developed based on identified essential learning. Personalized learning paths are developed in order for each student to attain a high level of mastery	<b>Standards, Benchmarking, &amp; Assessments</b> <ul style="list-style-type: none"> <li>School-Wide Universal Screening</li> <li>Grade-Level Essential Standards</li> <li>Common Assessments</li> </ul>
<b>Convergent Assessment</b> The systemic use of data to determine each student's learning needs and monitor the effectiveness of instruction in meeting those needs	<b>Data-Based Decision Making</b> <ul style="list-style-type: none"> <li>Problem Solving Process</li> <li>Data Inquiry Cycle</li> <li>Continuous Improvement Process</li> </ul>
<b>Certain Access</b> There is an articulated process that guarantees each student the support and time they need to learn at high levels	<b>Tiered Entry</b> <ul style="list-style-type: none"> <li>Tier One: Core Instruction</li> <li>Tier Two: Interventions</li> <li>Tier Three: Interventions</li> </ul>

### Pledge of Allegiance

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- By each individual classroom teacher or the teacher's surrogate; or
- Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

## Student Records

Sauk Rapids-Rice Public Schools regulations on student information kept by the school complies with the federal and state laws guaranteeing parents/guardians the right to examine and challenge the contents of their children's records.

Others having access to student records include:

1. School staff having a legitimate educational interest in the student; another school district, college or educational institution in which the student may enroll, and
2. The court system when the records are requested by judicial subpoena.

Other third parties may have access to records only with written permission of the student, parent, or legal guardian. Before records other than directory information (i.e., name and address) are sent to any other person, agency or institution, written consent is required from parents/guardians or eligible students.

A law enforcement agency shall notify the principal or the superintendent or their designee of a juvenile's school of an incident occurring within the agency's jurisdiction if the agency has probable cause to believe that the juvenile has committed an offense that would be a crime if committed as an adult.

## SAFETY AND SECURITY

### Situational Awareness/Standard Response Procedure

The state of Minnesota requires schools to perform at least eleven (11) situational awareness drills. In partnership with local emergency responders, each district building will perform five (5) fire drills, five (5) lockdown drills, and one (1) severe weather drill per school year.

The district's emergency response protocols are HOLD, SECURE, LOCKDOWN, EVACUATE, and SHELTER. These protocols are used to protect the safety of building occupants from potential dangers in the building as well as if outside the building (i.e., threats, intruders, medical emergencies, severe weather).

A critical ingredient in the safe school recipe is the uniform classroom response to an incident at school. Weather events, fires, accidents, intruders, and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff.

#### HOLD:

There are situations that require students and staff to remain in their classrooms or stay out of traffic/access areas. This could be a medical situation, a water leak, or something else requiring the halls to be clear. Students and staff will conduct business as usual inside the classroom.

#### SECURE:

There is a threat or hazard outside of the school building requiring students and staff to remain in their classrooms or indoors. This could be criminal activity in proximity of the school or even an unwanted animal on the playground. Students and staff will conduct business as usual inside the classroom or building.

#### LOCKDOWN:

There is a threat or hazard inside the building requiring students and staff to gather/shelter/remain in a classroom, lock the door, maintain silence, turn the lights out, and move and remain out of sight. This could be a custody dispute, an intruder, up to and including an active assailant. Students and staff invoke situational awareness and prepare to evade or defend if appropriate.

## EVACUATE:

There is a need to move people from one location to another for safety reasons. Evacuation can be on-site for a minor issue or off-site due a mechanical issue, power outage, gas leak, bomb threat or other situations meriting this response. Students and staff follow evacuation instructions and invoke situational awareness as appropriate.

## SHELTER

There is a threat or hazard outside of the building requiring students and staff to remain in their classroom or designated safe area within the building. This could be due to a tornado, earthquake, hazard materials situation or other local threat. Students and staff invoke situational awareness as appropriate.

## Searches

In order to promote safety for all, the principal or their designee have the authority to conduct a search, including the use of a metal detecting wand. The scope of a search may include a student's person and areas over which they have control, including but not being limited to: cell phones; computer files; purses; backpacks; any locker assigned to the student by the school; and the student's vehicle. The administrator must have reasonable cause to believe that, under the circumstances, the student may have concealed evidence of misconduct in areas under their control. This includes measures taken to keep the school free of chemicals/drugs. Therefore, at times, designated by administration, searches will be conducted to determine the presence of any chemicals/drugs or related paraphernalia. These searches may be conducted on all school property and may utilize law enforcement resources including K-9's (dogs).

[District Policy 502 – Search for Students can be found in its entirety here.](#)

## Suicide Prevention

If you need suicide or mental health crisis support, or are worried about someone else, please call or text 988 or visit the 988 Suicide & Crisis Lifeline chat to connect with a trained crisis specialist

- There are three ways you can connect to the Lifeline: calls, text, and online chats.
- You can connect anytime 24/7, 365 days a year.
- Support is provided by a trained crisis specialist and is free and confidential

Four County Crisis Response Team is available 24 hours a day

- Serves adults, youth and children in
  - Benton County 320-253-5555 or 1-800-635-8008
  - Stearns County 320-253-5555 or 1-800-635-8008
  - Sherburne County 320-253-5555 or 1-800-635-8008
  - Wright County 320-253-5555 or 1-800-635-8008

The Morrison County Crisis Response Team serves adults, youth and children and is available 24 hours a day at 1-800-462-5525

## Trespass Notice

Sauk Rapids-Rice Public Schools reserves the right to deny any person access to the district's buildings or property for just cause. Just cause may include but is not limited to threatening or disruptive behavior, improper or illegal behavior, or any activity by a person which materially and/or substantially interferes with district programs, classes, activities, or other events. Upon determination by school district authorities that a person's behavior represents a danger or a serious disruption, such a trespass notice can be served on that person limiting access to district buildings and grounds for a specific period of time. Notification of such trespass notice will be given to local law enforcement authorities. If the person served the trespass notice fails to leave and stay away, police will be called and trespass charges will be filed. Sauk Rapids-Rice High School does not allow student visitors or student shadowing. Any person who is not a student or staff member of SRRHS will be asked to leave.

## SERVICES

### Counseling and Guidance Services

The guidance counselors help students with academic concerns, personal concerns, selection of courses of study, selection of college or technical schools, assistance with other post-secondary plans, testing/interpreting test results, scholarships and financial aid. The counselors work closely with both staff and students. Students are asked to make appointments during non-scheduled time (before/after school, lunch, passing times) to visit with their counselor. Students should see their counselor regarding schedule concerns. However, students are reminded to review the Schedule Changes in Academics section of this handbook prior to making an appointment. Schedule changes must take into account capacities in classes and are not made to request specific teachers, arrange specific lunch schedules, or in the case that students changed their mind on selections.

### Food Services

Parents/Guardians can access their child's menu choices or their family's account balance via the "Parents and Families" portal on the district website. To receive a username and password, call the main office, then visit [mystudent.isd47.org](http://mystudent.isd47.org).

One breakfast, a complete hot lunch and a supplemental milk are free for all students, effective for the 2024 – 2025 school year.

While all kindergarten through grade 12 students will be provided one free breakfast and complete lunch per day, second meals, adult meals, additional entrees, ala carte, and/or additional milk servings are not covered under the state funded meal program and will be charged to the family's food service account.

2024 – 2025 Meal Prices			
Breakfast		Lunch	
1 <sup>st</sup> Student Breakfast	Free	1 <sup>st</sup> Student Lunch	Free
Additional Student Breakfast	\$2.40	Additional Student Lunch	\$5.00
Milk	\$ .50	Milk	\$ .50
Adult Breakfast	\$2.40	Adult Lunch	\$5.00
Second Entree (i.e. slice of pizza only) - Priced as Marked			
Ala Carte - Priced as Marked			

\*Note: These prices are subject to change and are not set by ISD 47.

Payments by cash or check can be made at the middle school. Payments can also be made in the food service office, the district office, or online through a student's Skyward Family Access Account. The link can be found at <https://www.isd47.org/portal/student-parent-tools>.

Households are made aware of their family account balance by the following methods:

- Families can check their student's meal account balance via [Skyward Family Access](#).
- Families can contact the office for account balances.
- The food service department will send an email, text or initiate a phone call to all parents/guardians advising them of the student meal account balance(s) when it falls below \$20.01
- A letter/invoice will be sent via US Post to the household requesting payment.

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.

[District Policy 534 –School Meals Policy can be found in its entirety here.](#)

## Health Services

### Accidents

All accidents, no matter how minor, must be reported to the health services office (nurse's office). An adult witness to the accident should complete an accident/injury report form at that time. The school does not provide accident insurance but does offer a for purchase policy if the student/parents so choose.

First aid is administered at school in case of minor injuries. When necessary, the nurse's office will contact a student's parent(s)/guardian(s) to discuss further arrangements. If a parent/guardian or emergency contact cannot be reached and medical care is necessary, appropriate measures will be taken. Families should be sure to list current physician information on the student's emergency card. In the event a student sees an accident on school grounds or in the building, or experiences an accident, they should report it at once to a teacher or principal. It is very important that accidents are reported as soon as possible.

### Allergies

Because the following items may cause serious allergic reactions for some students, they are not allowed in the building.

- Latex balloons (Mylar balloons are allowed)
- Aerosol products such as deodorants and/or hairsprays, which use an aerosol propellant (hair coloring is permitted, but it must be applied prior to coming to school or boarding the school bus). Students are discouraged from using temporary hair color with the exception of school special events/days (i.e., Spirit Day).
- Animals may be allowed only for educational purposes and with previous permission from the high school office.

### Health Records

Health records are kept for each student according to Minnesota law.

Examples of information include:

- History of past illnesses and operations
- Dates of immunizations
- Results of vision and hearing screening
- Results of professional examinations

### Illness at School

If a student becomes ill at school, they should notify a teacher first and then report to the nurse's office. When necessary, parents/guardians will be called to pick up their student from school. If parents/guardians are

unavailable, an alternate emergency contact will be notified. Be sure forms are accurate and updated at least yearly to ensure the needs of your child are met. Students not checking in with the health office prior to leaving school because of an illness may be subject to disciplinary consequences.

### Immunization Records

Per Minnesota State Statute 121A.15, record of immunizations is required upon enrollment. Parents/Guardians may indicate that immunizations are contrary to their conscientiously held beliefs. If you are a conscientious objector, a signed and notarized form is required.

### Medication

The Sauk Rapids-Rice Board of Education recognizes that certain students require drugs or medication to treat physical or emotional conditions. It is expected that, whenever possible, treatment for these conditions will occur outside of the school setting. The purpose of this policy is to set forth requirements that must be met when there is a request for a student to receive drugs or medication during school hours.

### Definitions:

**Drug:** The term drug as defined in 151.01 subd. 5 is a substance intended for external and/or internal use in the diagnosis, cure, mitigation, treatment or prevention of disease, and all substances and preparations other than food, intended to affect the structure or any function of the body.

**Medicine:** The terms medicine or medication means any remedial agent that has the property of curing, preventing, treating, or mitigating disease, or that is used for that purpose.

**School Nurse:** The term school nurse means a person who is currently registered and licensed as a registered nurse in Minnesota, certified as a Minnesota Public Health nurse and/or meets other requirements as established by Minnesota Rule 8700.9100 and the Sauk Rapids-Rice Board of Education and is licensed through the Minnesota Department of Education.

For the purpose of this policy, any further reference to medicine or medication includes drugs and refers to both prescriptions and over-the-counter preparations that must be legally prescribed in order for a nurse to administer. Legal prescribers are listed in Minnesota statute 151.01 Subd. 23.

In most cases, legally prescribed medication, which includes over-the-counter medication, may be administered at school when a parent/legal guardian of the student complies with the following:

- A. Provides the school with a completed physician's order and parent/guardian request for medications to be administered during school hours.
- B. Provides the medication in a prescription labeled container with student's name, medication name, dosage, amount, time interval, and prescriber.

The district reserves the right to reject medication requests. Some medications because of the type, route, complexity of administration, potential for dangerous side effects, the health condition, or developmental status of the student may impact the ability to safely accommodate the medication request or administration may be limited to the school nurse based on the nurse's availability. The school nurse is responsible for approving or denying medication requests. 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.

[The District Policy 516 – Student Medication can be found in its entirety here.](#)

### School Resource Officer

Sauk Rapids-Rice Public Schools has partnered with the City of Sauk Rapids in providing a school resource officer for the entire district. During school hours, the officer is primarily located at the high school. Students are reminded that their behavior at school is subject to the laws of the State of Minnesota and the City of Sauk Rapids.

## Suicide Prevention

If you need suicide or mental health crisis support, or are worried about someone else, please call or text 988 or visit the 988 Suicide & Crisis Lifeline chat to connect with a trained crisis specialist there are three ways you can connect to the Lifeline: calls, text, and online chats.

You can connect anytime 24/7, 365 days a year.

Support is provided by a trained crisis specialist and is free and confidential  
Four County Crisis Response Team is available 24 hours a day  
Serves adults, youth and children in

Benton County	320-253-5555 or 1-800-635-8008
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Sherburne County	320-253-5555 or 1-800-635-8008
Wright County	320-253-5555 or 1-800-635-8008

The Morrison County Crisis Response Team serves adults, youth and children and is available 24 hours a day at 1-800-462-5525

## TECHNOLOGY

### Technology in our Schools

The Sauk Rapids-Rice Public Schools creates a culture of excellence while providing innovative programming to address the changing learning strategies of today's learners and new outcomes for future competitiveness. Students, families and staff work collaboratively to ensure that students are well prepared for postsecondary and career experiences in what is a demanding and ever-changing environment.

Modern technology is inseparable from today's classroom environment, instruction, and learning. As a result, it is important that all students understand and respect SRRHS policies and expectations related to such technologies. By putting the needs of our students first, we have nurtured innovation throughout the district.

### Student Technology

The district and Board of Education considers the financial realities of the future as well as the changing needs of each student. They also recognize the importance of providing the means to implement skills that demonstrate measurable academic and behavioral results. To that end, the Sauk Rapids-Rice Public Schools provides increased access and opportunity through technology for all students in grades 9-12.

After signing the Device and Network Agreement, all SRRHS students have individual access to laptop devices that are property of the school district and are expected to follow the guidelines outlined in that agreement. The agreement explains student responsibilities, parent/guardian expectations, terms of device loan, general care instructions, fees, security and theft prevention, and issues related to damage, theft, and repair. Please consult the Acceptable Use Agreement Handbook for more information.

The District's Device and Network Agreement can be found in its entirety at: <http://www.isd47.org/technology>

### Responsible Use/Digital Citizenship

The district is providing students and employees with access to the school district computer system, which includes internet access. The purpose of the system is more specific than providing students and employees with general access to the internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use internet access through the district system to further educational and personal goals consistent with

the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network. Unacceptable use includes utilizing proxy servers or other avenues to bypass the district's internet filter.

The faculty, staff, and students of SRRHS maintain a reasonable expectation of privacy while at school, on campus, and at school-related activities and events. Explicit permission must be obtained prior to recording other individuals in our building. A student identified as improperly using any device to take or transmit unrequested or unwanted images or recordings may face an immediate suspension, loss of privileges, and may be recommended for expulsion.

Any use of electronic devices (including texting, voicemail, internet communication or posting) to threaten, harass, bully, or encourage similar behavior will be subject to the provisions of the (Code of Conduct) discipline policy and district policies on Bullying (514), Harassment (413), and Internet Acceptable Use Policy (524). Most of these uses of digital data are recorded and may be traced, thereby requiring confiscation of the device for evidence. District Policies may be viewed online at <https://www.isd47.org/about/district-policies>.

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

[The District Policy 524 – Internet, Technology, and Cell Phone Acceptable Use can be found in its entirety here.](#)

#### Personal Electronic Devices

With the exception of lunch and passing times, the use of cell phones and other personal devices (earbuds, tablets, etc) will not be permitted during the school day, from 8:25 a.m. to 3:20 p.m. Consequences for the improper use of electronic devices may include confiscation of the electronic device. Parents/Guardians may be notified and/or required to retrieve the electronic device. Continued misuse will also include more significant disciplinary consequences and longer confiscation.

Any use of electronic devices to plagiarize, copy, or otherwise cheat academically is strictly prohibited and consequences are addressed in the Academic Honesty section in this handbook.

Laser pointers are prohibited from school.

The faculty, staff, and students of SRRHS maintain a reasonable expectation of privacy while at school, on campus, and at school-related activities and events. Explicit permission must be obtained prior to recording other individuals in our building. A student identified as improperly using any device to take or transmit unrequested or unwanted images or recordings may face an immediate suspension, loss of privileges, and may be recommended for expulsion.

#### Social Media Guidelines

All students need to use common sense when posting online, texting, or using social media. Any posts that are related to school, harmful to students and/or staff, and/or cause disruption in school may be subject to school consequences.

Before posting, students should think about the following:

- Who will be able to see what I post?
- Will anyone be embarrassed or hurt by it?
- Am I proud of what I am posting?
- How would I feel if someone posted it about me?

Students who attend Sauk Rapids-Rice Public Schools have various rights and opportunities. Students also have responsibilities to teachers, other staff and fellow students. A safe and positive learning environment is essential. Knowing and complying with these expectations and procedures supports making Sauk Rapids-Rice High School a positive place for all students.

### Use of Online Resources

Sauk Rapids-Rice Public Schools is committed to providing a safe and positive digital learning experience for students and staff.

Sauk Rapids-Rice Public Schools uses online electronic resources (i.e. apps, services, and websites) to support a variety of instructional goals. These resources provide tools to transform and personalize the learning environment for all students.

These online electronic resources have limited access to student information which allows for the generation of and access to student accounts.

In compliance with federal educational guidelines and to assure that student data is not sold or compromised, all online electronic resources accessing student data must be approved for content quality and student data privacy guidelines.

A list of approved online electronic resources for Sauk Rapids-Rice Public Schools can be accessed here:

<https://www.isd47.org/technology>

## TRANSPORTATION

### Bus Transportation

Transportation by school bus is a privilege for eligible students, not a right. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus. Students are expected to follow the same behavior guidelines and standards while riding school buses as are expected on school property or at school activities, functions, or events. All school rules are in effect while a student is riding the bus or at the bus stop. When using school transportation, students are required to complete the ride to the building of their attendance (a.m.) or to the assigned home destination bus stop (p.m.). Bus pick-up is on the north side of the building outside of Door 11.

### Parking/Parking Permits/Wheel Locks

Students who drive to school must register their vehicle in the main office and have a valid parking permit displayed at all times. Forms and permits are available before school and during lunchtime, and also during open house. Student parking will be in the southwest lot (the lot directly in front of the main entrance - Door 1 and immediately west and south of Door 6).

Parking in the SRRHS student lot is a privilege. Students are responsible for following expectations found in our Code of Conduct and state driving laws. The parking lot is a place to park vehicles. The parking lot is not a place to connect with friends and socialize in vehicles before, during and/or after school. Students are expected to arrive at school, park their vehicle and enter the building.

The cost of a student parking permit is \$120.00 (non-refundable/non-transferable) and is valid for the student's entire high school career. Any student who loses a valid parking permit may buy a replacement permit at a price of \$10.00. Student parking areas will be randomly checked. Students who are not parked in the appropriate areas may have wheel locks attached to their vehicles and a \$30.00 first offense fee, a \$60.00 second offense fee, and a \$90.00 third offense fee will be charged to get them removed. Further offenses will result in parking privileges being revoked. Wheel locks will be removed between 3:15 p.m. – 3:30 p.m. Tampering with wheel locks will result in a three-day suspension and the cost of any necessary repair to the wheel lock will be assessed to the offender.

### Parent/Guardian Drop Off and Pick-Up

Students are able to be dropped off at Door 1.

Students are to be picked up after school only at Door 1.

## 2024-2025 Daily Bell Schedule

Period One	8:25 a.m. - 9:33 a.m.
Period Two	9:38 a.m. - 10:45 a.m.
Connections	10:50 a.m. - 11:12 a.m.
Period Three	<u>Lunch A</u> Lunch: 11:12 a.m. - 11:42 a.m. Class: 11:47 a.m. - 12:55 p.m.
	<u>Lunch B</u> Class: 11:17 a.m. - 11:47 a.m. Lunch: 11:47 a.m. - 12:17 p.m. Class: 12:22 p.m. - 12:55 p.m.
	<u>Lunch C</u> Class: 11:17 a.m. - 12:25 p.m. Lunch: 12:25 p.m. - 12:55 p.m.
Period Four	1:00 p.m. - 2:07 p.m.
Period Five	2:12 p.m. - 3:20 p.m.

## Policy Cross Reference Table

Find district policies here

Topic	District Policy Number(s)
Accident	806
Attendance	503
Bullying Prohibited	514
Cell Phone	506
Class Assignments	515
Complaints	103
Crisis Management	806
Discipline	506
Drug-Free School and Workplace	417, 418
Emergency Contact Information	515
Employee Directory	406
Employment Background Checks	404
Equal Access to School Facilities	801
Extended School Year	508
Field Trips	610
Fundraising	511
Graduation Requirements	613
Harassment and Violence Prohibited	413
Hazing Prohibited	526
Health Information	420, 516, 530, 806
Homework	506, 612.1
Internet, Technology, and Cell Phone Acceptable Use	524

Topic	District Policy Number(s)
Nondiscrimination	102, 401, 521, 522, 528
Notification of Violent Students	529
Pledge of Allegiance	531
Post-Secondary Enrollment Options	620
Schedule	602
School Closing Procedures	806
School Calendar	602
Searches	502
School Meals Policy	534
School Promotion and Retention	513
Student Publication and Materials	505
Student Records	515
Student Surveys	520
Tobacco-Free Schools	419
Transportation of Public School Students	707, 709
Vandalism	506
Visitors in School District Buildings	903
Weapons Prohibited	501



## 2024-2025 School Calendar

Approved on 4/24/2023

**AUG/SEPT** [20]

S	M	T	W	TH	F	S
25	26	27	28	29	30	31
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**OCTOBER** [20]

S	M	T	W	TH	F	S
6	7	8	9	10	11	12
13	14	15	16	MEA	MEA	19
20	21	22	23	24	25	26
27	28	29	30	31		

**NOVEMBER** [17]

S	M	T	W	TH	F	S
3	I	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	a	I	H	H	30

**DECEMBER** [15]

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	H	H	26	27	28
29	30	H				

**JANUARY** [21]

S	M	T	W	TH	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**FEBRUARY** [17]

S	M	T	W	TH	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	H	I	19	20	21	22
23	24	25	26	27	28	

**MARCH** [4] [16]

S	M	T	W	TH	F	S
1						
2	3	4	5	a	I	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**APRIL** [20]

S	M	T	W	TH	F	S
6	7	8	9	10	11	12
13	14	15	16	17	H	19
20	21	22	23	24	25	26
27	28	29	30			

**MAY** [20]

S	M	T	W	TH	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	H	27	28	29	I	31

**Calculation of Teacher Work Days**

1st Trimester	57
2nd Trimester	57
3rd Trimester	56
<b>Total Instructional Days</b>	<b>170</b>
Inservice Days	9.5
Conference Days	2.5
<b>Total Days</b>	<b>182</b>

**Please Note**  
This is a district-wide calendar. For information regarding a specific school, please visit [www.lsd47.org](http://www.lsd47.org).

**Calendar Key**

- Days of student attendance
- August Bldg Inservice Flex
- High School Conferences
- Middle School Conferences
- Elementary Conferences
- End of Trimester
- I - Inservice
- 2 Hr Early Out; Staff PD
- MEA - Teachers Convention (unpaid)
- H - Holiday; School Closed

**EMERGENCY CLOSINGS**  
The first emergency closing of the year will not be made up.  
The second through sixth emergency closings will be eLearning days.  
The seventh and additional emergency closings may be made up on 2/14/25, 4/21/25 or 5/30/25.

**Important Dates**

<b>August 1-August 23</b> 5 Day Flexible Inservice for Teachers
<b>August 26-29</b> Back to School Inservice
<b>September 2</b> No School; Labor Day
<b>September 3-6</b> 2024-2025 School Year Begins Please check your students' building website for specific scheduling information.
<b>September 3-6</b> Early Childhood Classes Begin
<b>September 25</b> 2-Hour Early Out; Staff PD See building calendar for times
<b>October 3</b> Elementary Conferences See building calendar for times
<b>October 9</b> High School Conferences 4:00 p.m. to 8:00 p.m.
<b>October 10</b> Elementary Conferences See building calendar for times
<b>October 14</b> High School Conferences 4:00 p.m. to 8:00 p.m.
<b>October 16-18</b> No School; MEA Break
<b>October 24</b> Middle School Conferences 4:00 p.m. to 8:00 p.m.
<b>October 30</b> Middle School Conferences 4:00 p.m. to 8:00 p.m.
<b>November 4</b> No School; Teacher Inservice
<b>November 26</b> End of Trimester 1
<b>November 27</b> No School; STAFF Inservice
<b>November 28-29</b> No School; Thanksgiving Break
<b>December 23-January 1</b> No School; Winter Break
<b>January 15</b> Middle School Conferences 4:00 p.m. to 8:00 p.m.
<b>January 16</b> High School Conferences 4:00 p.m. to 8:00 p.m.

**Important Dates cont.**

<b>January 20</b> No School; Martin Luther King, Jr. Day
<b>January 22</b> High School Conferences 4:00 p.m. to 8:00 p.m.
<b>January 23</b> Middle School Conferences 4:00 p.m. to 8:00 p.m.
<b>January 29</b> 2-Hour Early Out; Staff PD See building calendar for times
<b>January 30</b> Elementary Conferences See building calendar for times
<b>February 6</b> Elementary Conferences See building calendar for times
<b>February 14</b> No School
<b>February 17</b> No School; President's Day
<b>February 18</b> No School; Teacher Inservice
<b>March 6</b> End of Trimester 2
<b>March 7</b> No School; STAFF Inservice
<b>April 18</b> No School; Good Friday
<b>April 21</b> No School
<b>April 23</b> High School Conferences 4:00 p.m. to 8:00 p.m.
<b>April 24</b> Middle School Conferences 4:00 p.m. to 8:00 p.m.
<b>April 30</b> 2-Hour Early Out; Staff PD See building calendar for times
<b>May 26</b> No School; Memorial Day
<b>May 27</b> Tentative Graduation Date
<b>May 29</b> Last Day of School
<b>May 30</b> No School; Teacher Inservice

**Building/Department Info**

<b>Adult Basic Education</b> Office Hours 8:00 a.m. to 4:00 p.m. Phone: 320-258-1111
<b>Community Education</b> Office Hours 8:00 a.m. to 4:00 p.m. Phone: 320-258-1577
<b>District Office</b> Office Hours 8:00 a.m. to 4:30 p.m. Phone: 320-253-4703
<b>Early Childhood and Family Education</b> Office Hours 7:30 a.m. to 4:00 p.m. Phone: 320-255-8910
<b>Food Service Department</b> Office Hours 7:00 a.m. to 3:30 p.m. Phone: 320-253-3628
<b>Mississippi Heights Elementary</b> School Hours 7:40 a.m. to 2:15 p.m. Office Hours 7:00 a.m. to 3:30 p.m. Phone: 320-252-0122
<b>Pleasantview Elementary</b> School Hours 7:40 a.m. to 2:15 p.m. Office Hours 7:00 a.m. to 3:30 p.m. Phone: 320-253-0506
<b>Rice Elementary</b> School Hours 8:50 a.m. to 3:30 p.m. Office Hours 7:30 a.m. to 4:00 p.m. Phone: 320-393-2177
<b>Sauk Rapids-Rice High School</b> School Hours 8:25 a.m. to 3:20 p.m. Office Hours 7:30 a.m. to 4:00 p.m. Phone: 320-253-4700
<b>Sauk Rapids-Rice Middle School</b> School Hours 8:10 a.m. to 3:05 p.m. Office Hours 7:30 a.m. to 4:00 p.m. Phone: 320-654-9073



**Some questions to ask your child:**

1. Can you read me your updates from today and/or show me your upcoming calendar on Schoolology?
2. Did you submit your assignments that are showing up in the calendar as due?
3. Can you show me your submitted assignment on Schoolology?
4. What is due tomorrow or later this week? Please show me this in Schoolology.

**Schoolology vs. Skyward - Where should I Look?**

In general, Schoolology is more proactive, while Skyward is reactive. In other words, having your child show you what is happening on Schoolology will allow you to see what is coming next, rather than seeing a grade that has been entered in Skyward for something that has already happened.

**This a brief outline of each system**

 <b>Schoolology</b> <i>(Learning Management System)</i>	 <b>Skyward</b> <i>(Student Information System)</i>
<ul style="list-style-type: none"> <li>• Provides most current, accurate academic information.</li> <li>• Provides update of what happens daily in class.</li> <li>• Shows assignments that can be submitted online (and sometimes offline)</li> <li>• Lists upcoming calendar events like tests, activities, due dates, etc.</li> <li>• Gives feedback to student on how they can improve/ revise their submitted assignments</li> <li>• Provides support materials that may include: video clips to explain concepts, notes, vocabulary flashcards, directions for how to navigate Schoolology, daily planner of current and past events, etc.</li> <li>• Allows parents to send a message to teachers</li> </ul>	<p style="text-align: center;"><b>Academics:</b></p> <ul style="list-style-type: none"> <li>• view overall grade for a course</li> <li>• view missing assignments (ZAP reports)</li> </ul> <hr/> <p style="text-align: center;"><b>Other:</b></p> <ul style="list-style-type: none"> <li>• schedule conferences</li> <li>• view student attendance</li> <li>• view student schedule</li> <li>• pay food service fees</li> <li>• view student discipline reports</li> <li>• view student locker information</li> <li>• view SkyAlert messages</li> <li>• view messages from teachers</li> </ul>

**Other points of emphasis:**

- Assignments submitted to Schoolology need to be assessed by the teacher before being assigned a grade. This doesn't necessarily happen automatically or instantly.
- Assignments submitted to Schoolology are "time stamped," meaning they show what time and date they were submitted.

Schoology/Skyward  
SRR Communication Guide

If you have a question about:	Call	Phone Number	Email Address
Activities registration, events, fees, et cetera.	Activities Office Manager: Tammy Weis	258-1779	<a href="mailto:tammy.weis@isd47.org">tammy.weis@isd47.org</a>
Receptionist, parking permits, general info	Main Office: TBD	253-4700	TBD
Media Center fines, overdue books, acceptable use plan, etc...	Media Assistant: Pat Bauman	258-1624	<a href="mailto:pat.bauman@isd47.org">pat.bauman@isd47.org</a>
Requesting a transcript, transcript concerns, setting up a counseling appointment, ACT and SAT test dates, high school planning, post-high school planning, PSEO, vocational school programming for high school students, academic scholarship programs, etc...	Counseling Office Admin Assistant: Kayla Scapanski or Candyce Sunder  Or ask for your child's Guidance Counselor	258-1724  258-1725	<a href="mailto:kayla.scapanski@isd47.org">kayla.scapanski@isd47.org</a>  <a href="mailto:candyce.sunder@isd47.org">candyce.sunder@isd47.org</a>
Your child's medical records or specific student health issues/concerns	Health Assistant: Tammy Ness	258-1729	<a href="mailto:tammy.ness@isd47.org">tammy.ness@isd47.org</a>
Your child's attendance or attendance records.	Attendance Assistant Marie Eggert	258-1711	<a href="mailto:marie.eggert@isd47.org">marie.eggert@isd47.org</a>
College catalogs, scholarships, and applications.	Guidance Counselors: Michelle Kremers *Last names A-F  Jen Schlecht *Last names G-Li  Philip Corbett *Last names Lo-Ri  Cody Randt *Last names Ro-Z	258-1720  258-1721  258-1728  258-1722	<a href="mailto:michelle.kremers@isd47.org">michelle.kremers@isd47.org</a>  <a href="mailto:jen.schlecht@isd47.org">jen.schlecht@isd47.org</a>  <a href="mailto:philip.corbett@isd47.org">philip.corbett@isd47.org</a>  <a href="mailto:cody.randt@isd47.org">cody.randt@isd47.org</a>

# Sauk Rapids-Rice High School



	School-Wide
School Engagement	Actively and appropriately participate in all aspects of our school community
Respect	Show consideration and acceptance for all members of our school community
Responsibility	Demonstrate integrity in relationships, actions, and academics

Staff List

**ADMINISTRATION - DISTRICT**

Bradley D. Bergstrom, Superintendent  
 Tracey Fiereck, Director of Finance  
 Holly Schoenherr, Director of HR & Admin Services  
 Karrie Boser, Director of Teaching and Learning  
 Cory Zimpel, Director of Technology  
 Ellie Hamilton, Special Education Supervisor  
 Dan Athman, Data and Assessment Specialist  
 Brad Berghuis, Director of Buildings and Grounds

**ADMINISTRATION - HIGH SCHOOL**

Sandy Logrono, Principal  
 Adam Johnson, Assistant Principal (A-Li)  
 Steve Wagner, Assistant Principal (Lo-Z)  
 Phillip Klaphake, Activities Director  
 Jennifer Kenning, Student Assistance  
 Jake Galvin, Liaison Officer

**AGRICULTURE**

Heidi Anderson

**ART**

Melanie Schatz-Pattay

**BUSINESS/MARKETING**

Josh Bauer  
 Kayla Kahl  
 Shauna Seaman

**COUNSELING**

Michelle Kremers (A-F)	Philip Corbett (Lo-Ri)
Jennifer Schlect (G-Li)	Cody Randt (Ro-Z)

**SOCIAL WORKER**

Whitney Jarnot

**FAMILY & CONSUMER SCIENCE**

Mary Levinski  
 Trude Sowada

**INDUSTRIAL TECH**

Logan Payne	Kyle Williams
Jake Masters	Laura Doberstein

**LANGUAGE ARTS**

April Buchanan	Cindy McMillan
Brenda Foy	Ray Nelson
Carey Johnson	Lindsay Schwantes
Christine Knaack	Maggie Stellmach

**MATH**

Brittany Benson	Susi Manea
Kayla DeBoer	Bailey Supan
Aaron Karasch	Jon Roesch
Heather Kociemba	Samantha Warga

**INSTRUCTIONAL COACH/MEDIA**

Stephanie Schlagen  
 Kevin Armbrust

**MUSIC**

Heidi Martinson, Music-Instrumental  
 Steven Mick Music-Vocal

**PHY ED/HEALTH**

Chris Bemboom	Jeff Hille
Gail Bialke	Emily McEwan
Loren Finlayson	Jennifer Puncuchar

**SCIENCE**

Zach Brown	Erik Sivertson
Sam Engel	Jason Stock
Jerry Foy	Troy Thompson
Mike Rogers	David Zaske

**ML**

Susan Janey

**PSYCHOLOGIST**

KateLynn Rentz  
 Tiffany Flesner

**SOCIAL STUDIES**

Colin Botten  
 Aaron Soderholm  
 Aaron Johnson  
 Eric Johnson

Dean Marlin  
 Andrew Weber  
 Brianna Wegter  
 Brady Hunter

**SPECIAL EDUCATION**

Eric Falk  
 Whitney Jendro  
 Amy Lynn Johnson  
 Amy Johnson  
 Lauren Kaduk  
 Ken Karna  
 Kristina Klatt  
 Joleen Koopman  
 Jennifer Kranz

Jennifer Lucht  
 Lisa Paulsen Trombley  
 Christie Prosser  
 Jean Suska  
 Ryan Szymanski  
 Brock Ronnebaum  
 Alexa Martin  
 Tammy Victorian

**SPEECH CLINICIAN**

Amy Gilbertson

**STEPS ALTERNATIVE PROGRAM**

Nicole Borg  
 Terry Gorecki

**WORLD LANGUAGE**

Kathy O'Brien  
 Lindsay Schwantes  
 Kris Schmitz

**DISTRICT NURSING TEAM**

Susan Cook  
 Amanda Pflipsen

**TECHNOLOGY TEAM**

Bryce Jensen  
 Glen Fugleberg

**ADMINISTRATIVE ASSISTANTS**

Tammy Ness (Health)  
 Pat Bauman (Media)  
 Marie Eggert (Main)  
 Katie Gruber (Main)

Joyce Townsend (STEPS)  
 Candyce Sunder  
 (Main/Counseling)  
 Tammy Weis (Activities)  
 Kayla Scapanski  
 (Counseling)

**PARAPROFESSIONALS**

Charlotte Braucks  
 Jayden Thom  
 Lisa Dickey  
 Rod Fuchs  
 Bridget Grell  
 Kay Haakonson

Josh McGraw  
 Kirsty Moir

Natalie Oaks  
 Kim Koch  
 Suzy Kruger  
 Michelle Lambus  
 Julie Litzinger

Seth Neidhardt  
 Meghan O'Hotto  
 Jodi Page  
 Tracy Pflueger  
 Abbie Reinert  
 Robbie Sauter  
 Krista Santillana  
 Becky Schacherer  
 Cindy Spiczka

**CUSTODIAL**

Doug Hince (eve)  
 John Janku (eve)  
 Ryan Kornovich (eve)  
 James Kurzhals (eve)  
 Tom May\* (day)  
 Ryan Mastey (eve)

Jean Mrozek (day)  
 Lynn Sauer (eve)  
 Patrick Shughart (eve)  
 Kevin Sweeny (eve)  
 Dave Thompson (day)  
 Tim Wasserman (eve)

**FOOD SERVICE**

Summer Bailey  
 Nicole Cheney  
 Connie Efraimson  
 Ann Griebel  
 Ashley Lardy  
 Mary Partch

Renee Petron  
 Jill Schiller  
 Sharon Sweep  
 Bernice Thell  
 Melissa Winkelman  
 Diane Haugen

## NOTICE TO STUDENTS

1. The purpose of this interview is to gather information in response to allegations that have been made against you or that you may have information about. The school district is asking you to provide information, which may include private information under State and Federal law.
2. The information collected during this interview may be used by the school district in determining whether the allegations against you are substantiated and what action, if any, should be taken. The information may be used in disciplinary proceedings involving you and/or others.
3. You are not legally required to provide the information the school district is requesting, and you may refuse to provide some or all of the information requested. However, this interview may be the only opportunity you will have to provide information prior to decisions being made by the school district in regards to whether or not the allegations are substantiated. If you choose not to provide information in response to a question, the school district may later assert that you have waived your right to rely on such information.
4. Providing false or misleading information during this interview will be considered insubordination and may result in disciplinary action against you.
5. The information you provide during this interview may be released to the School Board, the Superintendent, other supervisors who have a need to know the information, the school district's legal counsel, and other individuals directly or indirectly involved in the matters discussed. Upon proper request, the school district may release this information to various federal and state agencies including, but not limited to, law enforcement, the Minnesota Department of Education, the Minnesota Department of Human Rights, and the United States Department of Education.
6. Any form of retaliation or reprisals by you, or at your direction, against another person participating or involved in this investigation (including, but not limited to, any form of harassment, intimidation, or coercion) will be considered misconduct and may result in disciplinary action against you.
7. You are directed to not discuss this matter or any other student matter with other students or employees other than members of administration or staff members under administrative direction. Any discussion and/or involvement with others will constitute grounds for disciplinary action.

If you have any questions or concerns regarding this or any other matter, please contact me directly. I will be more than happy to answer your questions or provide you with assistance.

By signing below, you acknowledge that you have been given an opportunity to read this Notice prior to being interviewed. A copy will be provided to you upon request.

Dated: \_\_\_\_\_

Signature \_\_\_\_\_



## Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

### Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academic standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

### Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered "proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

### Academic Standards and Assessments

#### What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

#### What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

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

- Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

#### ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening, and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

## Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

## Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

## What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

## When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

## When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

## How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

## Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

## Where do I get more information?

Students and families can find out more on our [Statewide Testing page](#) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



## STANDARD RESPONSE PROTOCOL

### INFORMATION FOR PARENTS AND GUARDIANS

Our district has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

### COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with an icon and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

## HOLD

### "In Your Classroom or Area"

**Students** are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

**Staff** are trained to:

- Close and lock the classroom door
- Account for students and adults
- Do business as usual



## SECURE

### "Get Inside. Lock outside doors"

**Students** are trained to:

- Return to inside of building
- Do business as usual

**Staff** are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



## LOCKDOWN

### "Locks, Lights, Out of Sight"

**Students** are trained to:

- Move away from line of sight
- Maintain silence
- Do not open the door

**Adults and staff** are trained to:

- Recover students from hallway
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



## EVACUATE

### "To a Location"

**Students** are trained to:

- Leave personal items behind
- If possible, bring their phone
- Follow instructions

**Staff** are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



## SHELTER

### "State Hazard and Safety Strategy"

**Hazards** might include:

- Tornado
- Hazmat
- Earthquake

**Safety Strategies** might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

**Students** are trained in:

- Appropriate Hazards and Safety Strategies

**Staff** are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





# STANDARD RESPONSE PROTOCOL

## PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

## SECURE

**“Get Inside. Lock outside doors”**



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors are locked. The school might display the School is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

### SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a Secure event. Additionally, parents may be asked to stay outside during a Secure event.

### WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

### WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a Secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school will notify parents that the school has increased their security.

## LOCKDOWN

**“Locks, Lights, Out of Sight”**



A Lockdown is called when there is something dangerous inside the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

### SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

### SHOULD PARENTS TEXT THEIR STUDENTS?

The district recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

### WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unannounced drills, however it is highly discouraged to conduct one without announcing that it as a drill. That’s called an unannounced drill and can cause undue concern and stress.

**Parents should recognize that the school will always inform students that it is a drill during the initial announcement.**

It’s important to differentiate between a **drill** and an exercise. A drill is used to create the “Muscle Memory” associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.



### Sauk Rapids-Rice Public Schools

District Policy 524 - *Internet, Technology, and Cell Phone Acceptable Use*, building and program handbooks, as well as the district's Code of Conduct expectations are applicable and effective for all students and staff regardless of the learning environment. Learning environments include, and may not be limited to, any/all of the following learning scenarios.

- In-Person Learning;
- Hybrid Learning;
- Distance Learning;
- Online Learning; as well as
- e-Learning days, which may be used for inclement weather/emergencies.