

# **Renville County West**



**2023-2024**

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# Welcome to Renville County West School

Dear Parents,

This handbook has been developed to help answer any questions regarding procedures at RCW School. Please take some time to read it carefully and refer to it as a reference.

As we navigate through this school year, it is essential for RCW parents and educators to establish a positive rapport, open communication, and partnership. Our staff wants to work as a team with you to meet the academic, social, and emotional needs of your child. We ask that you frequently check our school website [www.rcw.k12.mn.us](http://www.rcw.k12.mn.us) and refer to the Weekly Roar for the latest updates.

Please contact us as questions or concerns arise. We are looking forward to a productive year filled with rewarding experiences with you and your child.

Sincerely,

Kristen Egge  
PK-6 Elementary Principal  
320-329-8368  
[kegge@rcw.k12.mn.us](mailto:kegge@rcw.k12.mn.us)

Peyton Mills  
High School Principal 7-12  
320.329.8368  
[pmills@rcw.k12.mn.us](mailto:pmills@rcw.k12.mn.us)

## **Mission Statement for the Renville Country West School District**

The Renville County West School District prepares students to be contributing members of a changing society through supportive and relevant educational strategies.

## **Vision Statement**

Future Ready, Jaguar Proud.

Renville County West uses the Positive Behavioral Interventions and Supports (PBIS) model below to support our students' social emotional growth as well as school policy and office flow sheet for disciplinary actions.

At Renville County West we have adopted the Acronym ROAR. Each of the letters represent strong contributing factors for success.

**RCW Jaguars own their success by giving their best, building connections, and showing kindness.**

**R: Relationships: Building connections and accepting others.**

**O: Ownership: Being responsible for you and all you do.**

**A: Achievement: Giving YOUR best to achieve success.**

**R: Respect: Showing kindness to everyone and everything.**

Our goals for our students include not only academic achievement, but also achievement of personal social and emotional skills. As school personnel we know it is our job to find a way to give your child the best support and practices in their learning process. We know that now is the time to model for “our kids” and encourage them to Hear the ROAR, Feel the ROAR, and Be the ROAR.

Kristen Egge and Peyton Mills  
Principals at Renville County West

| Jaguar Proud in the Elementary Classroom  |  |
|---|--|
| RCW Jaguars own their success by giving their best, building connections, and showing kindness. |  |
| R<br>Relationships  | <ul style="list-style-type: none"> <li>● Be kind</li> <li>● Be trustworthy</li> <li>● Include everyone</li> </ul>              |
| O<br>Ownership  | <ul style="list-style-type: none"> <li>● Be responsible with your behavior</li> <li>● Be responsible with materials</li> </ul> |
| A<br>Achievement  | <ul style="list-style-type: none"> <li>● Do your best</li> <li>● Learn from your mistakes</li> <li>● Keep trying</li> </ul>    |

|              |   |
|--------------|---|
| R<br>Respect | <ul style="list-style-type: none"> <li>• Be a good listener</li> <li>• Follow classroom expectations</li> <li>• Be patient</li> </ul> |
|--------------|---|

|   |  |
|---|--|
| <b>Jaguar Proud in the High School Classroom</b><br>RCW Jaguars own their success by giving their best, building connections, and showing kindness. |  |
| R<br>Relationships  | <ul style="list-style-type: none"> <li>• Work positively with others</li> <li>• Communicate effectively</li> </ul>                               |
| O<br>Ownership  | <ul style="list-style-type: none"> <li>• Take pride in your work and school</li> <li>• Take responsibility for your words and actions</li> </ul> |
| A<br>Achievement  | <ul style="list-style-type: none"> <li>• Try your best</li> </ul>  |
| R<br>Respect  | <ul style="list-style-type: none"> <li>• Be nice and listen to understand</li> <li>• Be accepting of differences</li> </ul>                      |

|  |  |
|--|--|
| <b>Jaguar Proud in the Hallways</b><br>RCW Jaguars own their success by giving their best, building connections, and showing kindness. |  |
| R<br>Relationships   | <ul style="list-style-type: none"> <li>• Keep hands, feet, and unkind words to yourself</li> <li>• Smile and wave</li> </ul>               |
| O<br>Ownership   | <ul style="list-style-type: none"> <li>• Keep hallways and lockers clean</li> </ul>  |
| A<br>Achievement   | <ul style="list-style-type: none"> <li>• Be on time and prepared</li> </ul>  |
| R<br>Respect   | <ul style="list-style-type: none"> <li>• Keep moving and stay in line</li> <li>• Use quiet voices</li> <li>• Be aware of others</li> </ul> |

|   |  |
|---|--|
| <b>Jaguar Proud in the Bathrooms</b><br>RCW Jaguars own their success by giving their best, building connections, and showing kindness. |  |
| R<br>Relationships  | <ul style="list-style-type: none"> <li>• Respect others privacy</li> </ul>                                 |
| O<br>Ownership  | <ul style="list-style-type: none"> <li>• Appropriate use of toilet paper, paper towels and soap</li> </ul> |
| A<br>Achievement  | <ul style="list-style-type: none"> <li>• Be quick and return to learning</li> </ul>                        |

|              |  |
|--------------|--|
| R<br>Respect | <ul style="list-style-type: none"> <li>• Keep hands, feet, and unkind words to yourself</li> <li>• Use a quiet voice</li> <li>• Wash your hands with soap and water</li> </ul> |
|--------------|--|

|   |  |
|---|--|
| <b>Jaguar Proud in the Lunchroom</b><br>RCW Jaguars own their success by giving their best, building connections, and showing kindness. |  |
| R<br>Relationships  | <ul style="list-style-type: none"> <li>• Say please and thank you.</li> <li>• Include others</li> </ul>  |
| O<br>Ownership  | <ul style="list-style-type: none"> <li>• Cleanup after yourself</li> <li>• Encourage peers to clean up after themselves</li> </ul>                                   |
| A<br>Achievement  | <ul style="list-style-type: none"> <li>• Use our time wisely</li> <li>• Enjoy your own food</li> </ul>   |
| R<br>Respect  | <ul style="list-style-type: none"> <li>• Use a quiet voice.</li> <li>• Chew with your mouth closed.</li> <li>• Stay seated</li> <li>• Food stays on trays</li> </ul> |

|  |  |
|--|--|
| <b>Jaguar Proud on the Playground</b><br>RCW Jaguars own their success by giving their best, building connections, and showing kindness. |  |
| R<br>Relationships   | <ul style="list-style-type: none"> <li>• Include others</li> <li>• Invite others</li> <li>• Share equipment and take turns</li> </ul>                            |
| O<br>Ownership   | <ul style="list-style-type: none"> <li>• Be a good sport</li> <li>• Use equipment safely</li> </ul>  |
| A<br>Achievement   | <ul style="list-style-type: none"> <li>• When you hear the whistle, line up quickly and quietly</li> <li>• Use teamwork</li> <li>• Have fun</li> </ul>           |
| R<br>Respect   | <ul style="list-style-type: none"> <li>• Return equipment</li> <li>• Listen to playground supervisor</li> <li>• Use kind words when talking to others</li> </ul> |

## **EMERGENCY DRILLS**

1. One Tornado Drill will occur one time per year in conjunction with Severe Weather Week.
2. Five Fire Drills will occur throughout the year.
  - a. Any tampering with a fire alarm or use of smoke bombs will result in:
    - i. The student being charged by the police.
    - ii. The Fire Department becoming involved, and bills sent to the district for fire calls (\$150.00 - \$250.00) will be imposed depending on costs.
    - iii. The student being suspended from school for a period not to exceed ten days.
3. Five Lockdown/Internal Treats throughout the year
  - a. RCW follows A.L.I.C.E. protocols for lockdown and internal threats.
    - i. A.L.I.C.E. is a school safety program created in 2000 to offer additional options to students and staff in dealing with an armed intruder situation.
  - b. The ALICE acronym stands for:
    - i. ALERT
    - ii. LOCKDOWN
    - iii. INFORM
    - iv. COUNTER
    - v. EVACUATE

## **FIELD TRIPS**

Field trips are an important part of our educational program. Through these excursions, students see what they are learning in the classroom applied in real life. It's a time to develop skills in courtesy, safety, and good citizenship, and stimulates interest and pride in the community. Field Trips are part of the school day. Students are required to ride the school bus to and from the field trip. Parents not attending the field trip as a chaperone are not allowed to attend the field trip on their own as this may become unsafe and distracting to students. All chaperones are required to complete a background check. Background Check applications can be obtained at the district office.

## **ADMINISTRATION**

The Board of Education approves the policies governing your school. Your school administrators interpret these approved policies.

Renville County West Administrative Personnel:

Superintendent of Schools: Doug Froke

PreK-6 Principal: Kristen Egge

7-12 Principal: Peyton Mills

All problems dealing with student personnel should first be brought to the attention of their Teacher, Principal, or Supervisor concerned.

Other school business will be handled through the office of the Superintendent, or at a meeting of the Board of Education. The regular meeting of the school board is held on the second Monday of each month and a work session is typically held on the fourth Monday of each month.

Vision Statement: Future Ready, Jaguar Proud

Mission Statement: The Renville County West School District prepares students to be contributing members of a changing society through supportive and relevant educational strategies.



## PLEDGE OF ALLEGIANCE

Students at Renville County West #2890, in accordance with MS 121A.11, recites the Pledge of Allegiance weekly at school. Anyone who does not wish to participate in reciting the pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

### RCW District 2890 is committed to:

- Providing a positive and safe environment where everyone is treated with respect.
- Building a school community that will use developmentally appropriate and challenging curriculum to meet the needs and learning styles of all children.
- Providing an atmosphere that stimulates students to become responsible and productive members of society; ▪ Promoting lifelong learning for students, staff, and community.

**Renville County West** is a member of the **Minnesota Valley Cooperative Center (MVCC)** as its Special Education Service Cooperative. The MVCC has its own policies relating to privacy rights and protection as follows:

### ANNUAL NOTIFICATION OF RIGHTS PROTECTION AND PRIVACY OF EDUCATIONAL RIGHTS- MVCC

Pursuant to the requirements of PL 93-380, the Minnesota Valley Cooperative Center #978 (including the districts of Yellow Medicine East, Renville County West and E.C.H.O. Charter) the following notification to parents and students regarding data privacy practices of the school district is provided.

- A. Privacy Rights – Education records which identify or could be used to identify a student other than directory information, may not be released to members of the public without the written permission of the student's parent or guardian if he or she is 18, attends a post-secondary institution, is married or has graduated. This general rule is subject to specific and limited exceptions which cannot be set out here due to limitations of space, but which are set out in district policy.
- B. Directory Information – "Directory Information" is public information relating to a student. Directory information includes names, positions, heights, and weights of students participating in officially recognized activities and sports; and the names of students receiving awards, honors and degrees.  
Directory information may be released to the public without prior parent or student consent unless the parent or student, if the student is 18 or older, has objected in writing to the release of one or more categories of such information.
- C. Inspection of Records – Parents of a student or a student who is 18 or older may request to inspect and review any of the student's educational records except those which are by state or federal law, made confidential. The school district will comply with the request immediately if possible and if not, within five days inclusive of weekends and holidays. Copies of records may be obtained at the actual cost of reproduction.
- D. Inspection of Curriculum - a parent, guardian, or an adult student, 18 years of age or older, has the right to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction.
- E. Challenge to Accuracy of Records – A parent or eligible student who believes that specific information in the student's education records is inaccurate, misleading, incomplete or violates the privacy or other rights of the student, may request that the school district amend or correct the record in question.  
If the director, within a period of 30 days, declines to amend the record as requested, the parent or student who is 18 or older will be advised in writing of their right to request and obtain a hearing.  
If either the director or, after hearing, the hearing officer appointed by the school district determines that the record in question is inaccurate, misleading, incomplete or violates the privacy or other rights of the students, the record will be amended, the parents or students age 18 or older notified of the change and an attempt will be made to notify past recipients of the data. If, as a result of the hearing, it is determined that the challenged record is not inaccurate, misleading, incomplete or in violation of the privacy or other rights of the student, the parent or student of age 18 or older will be notified of their rights to place a statement with the record commenting upon it and setting out any reason or disagreeing with the decision of the school district data dispute will be disclosed only if the statement of disagreement is included with the disputed data. The decision of the director or hearing officer is the final decision of the school district and may be appealed under the provision of the State Administrative Procedure Act.
- F. Transfer of Records to Other Schools – Independent School District No. 978 forwards educational records of students to other schools in which a student seeks or intends to enroll upon request of that school. A parent or student who is 18 years of age or older may request and receive a copy of the records which are transferred and may, pursuant to this policy, challenge the accuracy of the records. The district does not, however, notify parents of students of age 18 or older prior to such transfer.
- G. Complaints for Non-Compliance – Parents and students of age 18 or older who feel there has been a violation of the rights accorded

them may submit written complaints to the Family Education Rights and Privacy Act Office, U.S. Department of Education, Washington, D.C. 20201. This review of the data privacy rights of students and parents in the educational records maintained by Independent School District #978 is intended only to be a summary of the provisions of the school district administrative regulations and applicable state and federal law.

Requests for copies of the regulations and questions should be addressed to Nicole Johnston, Director, Minnesota Valley Cooperative Center, 450 9<sup>th</sup> Avenue, Granite Falls, MN 56241.

### **NONDISCRIMINATION NOTICE**

Renville County West #2890 prohibits discrimination based on sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age. Inquiries may be directed to:

Superintendent  
Renville County West Central Office  
301 NE 3<sup>rd</sup> St.  
PO Box 338  
Renville, MN 56284  
(320)329-8368

### **GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION**

The following grievance procedure applies to claims of sex and disability discrimination:

- A. Any person who believes he or she has been a victim of unlawful discrimination or any person with knowledge of belief of conduct that may constitute unlawful discrimination will report the alleged acts immediately to an appropriate school official designated by this policy. The complaint must be filed within 30 calendar days of the alleged violation.
- B. The human rights officer is responsible for receiving oral or written complaints of unlawful discrimination towards an employee or student. However, nothing in this policy will prevent any person from reporting unlawful discrimination towards an employee or student directly with the human rights officer, the school board, or other school district officials.
- C. While the school board has designated the human rights officer to receive complaints of unlawful discrimination, if the complaint involves the human rights officer, the complaint will be made to the superintendent.
- D. Upon receipt of a complaint, the human rights officer will immediately notify the superintendent. If the superintendent is the subject of the complaint, the human rights officer will immediately notify the school board.
- E. The human rights officer may request but not insist upon a written complaint. Alternative means of filing the complaint, such as through a personal interview or by tape-recording, will be made available upon request for qualified persons with A disability.
- F. If the complaint is oral, it will be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action.
- G. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office. The school district will respect the privacy of the complaint, the individuals against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

### **INVESTIGATION**

- I. The human rights officer, upon receipt of a complaint alleging unlawful discrimination, will promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX Coordinator for compliance of sex discrimination, the Section 504 Coordinator for complaints of disability discrimination, a school district official or neutral third-party designated by the Title IX Coordinator, or human rights officer. The investigation will be completed within 30 days of the complaint, unless impractical.
- II. The investigation may consist of personal interviews with the complainant, the individuals against whom the complaint is filed, and others who may have knowledge of the alleged incidents or circumstances giving rise to the complaint.
- III. The investigation may also consist of other methods deemed pertinent by the investigator.
- IV. In determining whether the alleged conduct constitutes a violation of this policy, the school district will consider the facts of the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.
- V. The school district may take immediate steps to protect the parties involved in the complaint process, pending

completion of an investigation of alleged unlawful discrimination.

- VI. Upon completion of the investigation, the school district investigator will make a written report to the human rights officer. If the complaint involves a human rights officer, the report may be filed directly with the superintendent or the school board. The report will include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.
- VII. The district will comply with federal and state law pertaining to retention of records.

## **APPEAL**

If the grievances have not been resolved to the satisfaction of the complainant, s/he may appeal to the human rights officer within 10 school days of receipt of the findings of the school district investigation. The school district investigator will conduct a review of the appeal and within 10 school days of receipt of the appeal, will affirm, reverse, or modify the findings of the reports. The decision of the school district investigators is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures."

## **SCHOOL DISTRICT ACTION**

- A. Upon conclusion of the investigation in receipt of the findings, the school district will take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation, or termination.
- B. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and school district policies.
- C. The results of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant and by the school district in accordance with state and federal law regarding data or records privacy.

## **RETALIATION**

The school district will take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward employee or student or any person who testifies, assists, participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

## **DISSEMINATION OF POLICY**

The school district will adopt and publish these procedures.

## **RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the rights of any individual to pursue other avenues of recourse, which may include filing charges with the agencies listed below or initiating action in state or federal court.

### **Claims of discrimination may also be pursued through the following agencies where appropriate:**

U.S. Department of Education Office for Civil Rights, Region V  
500 W. Madison Street – Suite 1475 Chicago, IL 60661  
Tel: 312-730-1560  
TDD: 312-730-1609

Minnesota Department of Human Rights 190 E. Fifth Street  
St. Paul, MN 55101 800.657.3704  
651.296.5663  
TDD 651.296.1283

### **For complaints of employment discrimination:**

Equal Employment Opportunity Commission 330 S. 2<sup>nd</sup> Avenue, Suite 430  
Minneapolis, MN 55401  
800.669.4000

This document provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.

**Legal References:**

34 C.F.R. Sections 104.7(b) (Section 504 of the Rehabilitation Act)  
34 C.F.R. Section 106.8(b) (Title IX of the Education Amendments of 1972)

**Resources:**

U.S. Department of Education Office for Civil Rights, Region V  
500 W. Madison Street – Suite 1475

**VOCATIONAL OPPORTUNITIES ANNUAL NOTIFICATION**

The Renville County West school district offers a variety of vocational opportunities through the industrial technology departments. The purpose of this notice is to inform students, parents, employees, and the general public that these opportunities are offered regardless of race, color, national origin, sex or disability. Admission in the specific courses is determined by grade level, and in some cases, completion of prerequisite courses.

The district has designated the following individuals to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments Act of 1972.

Section 504 Coordinator:  
Elementary Principal, High School Principal, and Guidance Counselor

Title IX Coordinator:  
Superintendent of Renville County West PO Box 338 Renville, MN 56284  
320-329-8362

A description of the vocational opportunity courses in Agricultural Education can be found on the district website.

**ASBESTOS NOTIFICATION**

Renville County West School District has been inspected for Asbestos under the Asbestos Hazard Emergency Response Act of 1986 (AHERA). In a required 3-year report completed January 2019 all Asbestos-containing materials have been located and documented.

A management plan has been created to monitor all current Asbestos Containing Materials (ACM) within the Renville County West School District for any condition changes or damage of current ACM. A copy of the January 2019 3-year report and all subsequent Management reviews and summaries is located in the manual in the District Office.

Custodial and Maintenance Staff have been notified of the locations of all ACM within the Renville County West School District. Short term workers (outside contractors) are provided information regarding all locations of ACM in which they may come into contact. All short-term contractors are required to contact the district before commencing any work to be given this information.

**INDOOR AIR QUALITY**

Renville County West School district is committed to the health, comfort, and productive learning environment of all students and staff. Indoor Air Quality (IAQ) is a critical component of providing a healthy and comfortable learning environment.

The district will develop and maintain a management plan to ensure that all concerns related to Indoor air quality will be examined and resolved with the best possible and feasible result.

A copy of Renville County West's IAQ management plan is in the District Office for review or questions.

**LEAD-IN-WATER ANNUAL NOTIFICATION**

Minnesota Statute 121A.335 requires public school buildings serving prekindergarten through grade 12 to test for lead in water every 5 years. Renville County West Public Schools has historically conducted and continues to conduct Lead in

Drinking Water testing per the Minnesota Department of Health guidelines. Testing was last completed October 2019.

For more information on the Renville County West lead reduction program and testing results, please contact the District Office.

### **TEACHER QUALIFICATIONS**

Renville County West Schools works to hire the most qualified applicants and ensure their qualifications meet state criteria. If you have any questions regarding the qualifications of a teacher, please feel free to contact the Superintendent at (320)-329-8362. For additional information about the federal highly qualified teacher requirements, please visit the Minnesota Department of Education website.

### **PARENT - STUDENT - TEACHER CONFERENCES**

Parent - Student - Teacher conferences are held throughout the school year. The date and times will be published in the school website calendar.

### **SCHOOL HOURS**

The Renville County West School building is open from 7:30 am until 3:30 pm.

### **STUDENT HOURS**

Student hours at RCW are from 7:50 a.m. to 3:30 p.m. Students should not be in the building prior to 7:50 a.m. unless it is for a specific, supervised activity. Classes will run 8:15am - 3:01 pm in the High School and 8:15am -3:05 pm in the Elementary. During school hours, please use the RCW Main Entrance (Door #4) located on the west side of the building. This door will be unlocked and used as the main access door for the building.

### **SCHOOL CLOSINGS or Change in Instructional Delivery Model**

When weather conditions or some other factor such as a furnace breakdown, result in a change in instructional delivery model, an announcement will be made over KLGR and KWLM radio stations. A notification will also be sent via the school notification system as well as posted on the website. In cases of a 2-hour late start, or the occurrence of an e-learning day, students will follow a modified "late start" schedule.

2 hour late start:

School will start at 10:15 and release the same as a normal school day. NO breakfast will be available for students on late start days.

### **E-Learning Schedule Elementary:**

E-Learning Expectations will be discussed during October conferences. Devices for 4-6th grade students will be sent home the day before impending weather for students who have paid the technology fee. Those who have not paid the fee will work from the packets. Packets will be distributed during conferences and an additional link will be posted on the district website the day before inclement weather incase packet has become lost.

PreK-Kindergarten:

- Packets (5 days of work) to be sent home during conferences in October with parents.
- Parent Signs and returns the following day for students to be counted as present during an e-learning day.

1st Grade-2nd Grade:

- Packet (5 days of work) to be sent home during conferences in October with parents. Parent Signs and returns the following day for students to be counted as present during an e-learning day.
- 20 minutes of on level reading and response.

3rd- 6th Grade:

- Packet (5 days of work) to be sent home during conferences in October with parents. Parent Signs and returns the following day for students to be counted as present during an e-learning day.
- 20 minutes of on level reading and response.

EL/Title/Sped:

- K-6 will have work included in the packet they take home.

PE/Music:

- Activities students can do independently will be included in the packet.

All staff will be required to send a grade- level note to parents clarifying the E-learning expectations during conferences. Teachers will include their email and school phone number during the school day for students and parents to reach out with questions.

Teacher office hours availability via- google classroom, zoom, email, or phone will follow a teacher 2 hour late schedule- 9:30- 3:00 with a lunch hour from 12:00-1:00pm.

### High School E-Learning Plan

Staff - re: Elearning Days

When forecasts indicate that there is a possibility of weather related adjustments to instruction or schedule for the following day, 1:1 devices are to be sent home with all students. In the event of a day being declared as an e-learning day,

- ❖ Teachers in grades 7-12 are to teach virtually according to the modified schedule posted on a tab in the master schedule.
  - Instruction can be direct through a google meet or it can be flipped classroom style where information is posted and students are able to review a concept and actively practice that concept.
  - No new information should be taught on these days
- ❖ Expected time allotments for teacher instruction-
  - Gr. 7-12 15-20 minutes per class
  - Structured study hall participation is expected if designated by SPED teachers. ( i.e. - study skills)
- ❖ During non-instructional times, K-12 teachers will respond to students' emails and participate in professional development and / or teaching responsibilities.
- ❖ 7-12 teachers are required to keep attendance for each class period during a normal day.

Additional Notes:

Student Expectations

- ❖ 7-12 students are required to attend their classes during their elearning/late-start schedule for the day via the technology component.
- ❖ If students do not have internet access, they will be given 2 days to complete the work, same as if they were ill.

## Attendance

❖ Teacher will take attendance each period using online JMC. Attendance is noted when the student is online and engaging in staff and or students as directed by the teacher.

Attendance can be showing up to a google meet, completing an assignment or participating in a school discussion. This is not an exhaustive list but it does provide examples.

❖ If a student is not online they will be considered absent (excused) and school policy will be followed

❖ Absences will be checked the following day. Students with an excused absence will be allowed two school days for make-up homework.

## Late Start/E-learning Day schedule

The schedule for students in grades 7-12 on any weather related late start in-person, or any virtual day will be as follows:

1st period for 9-12 = 10:15-10:50

2nd period = 10:53-11:28

3rd period = 11:31-12:05

4th period = 12:08-12:43

Lunch 6-8 12:43-1:05

5th period 9-12 =12:46-1:21

5th Period 7-8 1:07-1:42

Lunch 9-12 1:21-1:42

6th period =1:45-2:20

7th period = 2:23-3:01

Teaching staff will remain "connected" for student support until 3:01.

Students may use email and/or zoom links provided by the teacher in order to connect with teachers during the advisory time.

## Food Service Fees

Breakfast and Lunch student meals will be provided at no cost (one breakfast & one lunch).

Ala Carte purchases are available to students in grades 5-12. All purchases must be paid in cash as charging will not be allowed.

Adult Breakfast Price - \$2.80

Adult Lunch Price - \$4.95

Extra Entree Price - \$2.25

Boxed Salad Only - \$3.00

Please see Policy 534 Schools Meals Policy for further information.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

### **Athletic Season Passes for Home Events**

Renville County West will make available season passes to all home athletic contests.

The following guidelines will govern these passes:

1. They are good for all home regular season athletic contests played at Renville County West during the 2023-24 school year.
2. They are not good for sub-section or section games or holiday tournaments.
3. They will not be transferable.
4. Season passes for RCW events:
  - a. Elementary K-6 student - Free with paying adult
  - b. High School 7-12 student - Free
  - c. Jaguar Quick Pass – 10 Home Events \$35.00
  - d. Adult - \$60.00
  - e. Senior Citizen/RCW Supporter (65+) - Free
  - f. Single game admission: Student (K-6) - \$4.00 without a paying adult and Adults - \$6.00
- g. The athletic pass must be shown before admittance will be allowed at each event. Failure to do so will result in purchasing a single game ticket at that specific event. In the event an athletic pass has been lost or misplaced, a new pass will be reissued at the K12 office

### **Books and School Property**

Textbooks are issued free of charge by the school district, and students are expected to care for them properly. The school will charge an appropriate replacement fee for textbooks, workbooks, or library books lost or destroyed by students. All equipment including desks, lockers, iPads, Chromebooks, etc., should be treated with care. For more information about the iPads and Chromebooks, please refer to the iPad and Chromebook policy. Students that damage, tamper or destroy school property are held responsible for complete restoration of the property and in serious cases will be suspended from school.

### **STUDENT RIGHTS AND RESPONSIBILITIES – See Policy 506 on Website: [www.rcw.k12.mn.us](http://www.rcw.k12.mn.us)**

Students have the rights to:

1. A free and full education and the right to learn
2. Equal educational opportunity and to freedom from discrimination
3. Due process of law
4. Freedom of inquiry and expression
5. Privacy
6. Personal property
7. Be informed of school rules

Students have the responsibility to:

1. Attend school daily, except when excused, and to be on time to all classes and other school functions
2. Pursue and attempt to complete the course of study prescribed by the state and local school authorities
3. Make necessary arrangements for making up work when absent from school
4. Be aware of and comply with state and local laws
5. Avoid indecent or obscene language
6. Express ideas in a manner that will not offend or slander others
7. Be willing to volunteer information in disciplinary cases and cooperate with school staff should the student have important knowledge relating to such cases
8. Protect and take care of the school property
9. Dress and groom to meet standards of safety and health and common standards of decency
10. Assist the school staff in running a safe school for all students therein



## STUDENT DRESS AND APPEARANCE

Boots and warm clothing are especially important in cold weather. Students not dressed appropriately for cold weather will go outside but will stand next to the building if they do not have boots. Students should have extra shoes at school if they wear flip-flops or sandals. Appropriate shoes with closed heel and toe are necessary for safe play at Physical Education.

Students have the right to choose their manner of dress and personal grooming unless it represents a clear danger to the student's health and safety, causes a substantial disruption with work or creates classroom or school disorder.

1. Appropriate clothing includes, but is not limited to the following:
  - a. Clothing appropriate to the weather
  - b. Clothing that does not create a health or safety hazard
  - c. Clothing appropriate for the activity (i.e. physical education or the classroom)
  - d. Students are allowed to wear shorts, dresses, or skirts. Students found in violation will call home to have parent/guardian bring in a change of clothes.
2. Inappropriate clothing includes, but is not limited to the following:
  - a. Hats, bandanas, chains, and sunglasses are to be removed and kept in the student's lockers. They are not to be worn during the school day in the building.
  - b. Pants should not show or reveal undergarments
  - c. Any apparel or footwear that would damage school property. Shoes must be always worn.
  - d. Clothing, jewelry, etc. with obscene, profane, or suggestive language that promotes alcohol products or their use, drugs or their use, tobacco products or their use, contains racial or ethnic slurs—Consider what might be offensive to others as possible sexual harassment.
  - e. Bared shoulders and bared midriffs will not be permitted. Spaghetti style straps are not to be worn unless covered by another appropriate shirt. Two-inch straps should be considered a minimum. Low cut tops which expose cleavage are not allowed.
  - f. Distressed clothing that has tears, holes, or sheered areas in questionable locations will be addressed.
3. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable if they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.
4. The School District, in its desire to keep students in Independent School District No. 2890 free from threats or harmful influence of “gangs” or other violent groups believes that apparel identified by law enforcement/national crime prevention organizations as “gang-related” can be reasonably construed as hazardous to the health and safety of the school environment.
  - a. “Gang,” as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
  - b. Definition of “gang-related” – Criminal gang means any ongoing organization, association, or group of three or more persons whether formal or informal that:
    - i. Has as one of its primary activities the commission of one or more of the offenses listed in Minnesota Statute section 609.11, subdivision 9
    - ii. Has a common name or common identifying sign or symbol; and

- iii. Includes members who individually or collectively engage in or have engaged in a pattern of criminal activity.”
- iv. The list of crimes in Minnesota Statute Section 609.11, subdivision 9, involves murder, burglary, kidnapping, false imprisonment, robbery, criminal sexual conduct and a host of others.
- c. All gang-related material or clothing that has been confiscated from students should only be released to parents.
- d. No gang-related hand signs, monikers, tattoos, signs, names, or symbols will be permitted on school property.
- e. Anything that glorifies or depicts items that are illegal or obscene, should not be worn in school.

### **Procedures**

1. When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, poses a threat to the health or safety of the student or others, or violates the school dress code the student will be directed to make modifications. Should the student refuse to make the modifications requested, the student may be suspended. Parents/guardians will be notified.
2. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
3. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval

## 541 ACTS OF VANDALISM .

### PURPOSE

The purpose of this policy is to provide, encourage and maintain a safe learning environment for students, staff and the community that is free from vandalism. Vandalism is inconsistent with the educational goals of the Renville County West Public Schools and is always prohibited.

### II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, board member, volunteer, contractor, or other employee of the Renville County West Public Schools shall plan, direct, encourage, aid or engage in acts of vandalism.
- B. No teacher, board member, volunteer, contractor, or other employee of the Renville County West Public Schools shall permit, condone or tolerate vandalism.
- C. Apparent permission or consent by a person whose property is being vandalized does not lessen the significance of the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after normal school hours.
- E. A person who engages in an act that violates the Renville County West Public Schools' policy or state or federal law shall be subject to discipline for that act.
- F. The Renville County West Public Schools will investigate all complaints of vandalism and will discipline or take appropriate action against any student, teacher, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### III. DEFINITIONS

"Vandalism" means committing an act against the school or school property, a staff member or staff member's property, a student or a student's property, and/or coercing a student into committing an act that is clearly illegal or one that violates the rules and expectations of the Renville County West Public Schools. The term vandalism includes, but is not limited to:

- A. Any intentional act that damages or disfigures another student's property.
- B. Any intentional act against a student or the student's property that intimidates or threatens the student, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, and/or that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- C. Any intentional act that damages school property.
- D. Any intentional act that causes an expenditure of time or money in order to remedy the effects of the action. Examples could include graffiti, littering, destruction, etc.
- E. Any intentional act that damages or disfigures a staff member's property.
- F. Any intentional act against a staff member of the staff member's property that intimidates or threatens the staff member, that subjects the staff member to extreme mental stress, embarrassment, shame or humiliation, and/or that adversely affects the mental health or dignity of the staff member or discourages the staff member from coming to school.

### IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of vandalism or any person with knowledge or belief of conduct which may constitute vandalism shall report the alleged acts immediately to the appropriate school district official designated in this policy.
- B. The building Dean of Students or Principal is the individual responsible for receiving reports of vandalism. Any person may report vandalism directly to the building principal.
- C. Teachers, board members, volunteers, contractors and other employees of the Renville County West Public Schools shall be particularly alert to possible situations, circumstances or events that might constitute vandalism. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute vandalism, shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of vandalism will not affect the complainant or reporter's future employment, grades or work assignments.

### V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of vandalism, the Renville County West Public Schools shall undertake or authorize an investigation by the building principal or a third party designated by the school district.
- B. The Renville County West Public Schools may take immediate steps, at its discretion, to protect

the complainant, reporter, students, or others pending completion of an investigation of vandalism.

- C. Upon completion of the investigation, the Renville County West Public Schools will take appropriate action. Such action may include, but is not limited to, written or verbal warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Consequences for those behaviors described above will be designed to deter violations and to appropriately discipline prohibited behavior. Action(s) taken for violation of this policy will be consistent with the requirements of applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, and the Renville County West Public Schools' policies and regulations. In addition, accrued costs, ie. attorney fees, etc., associated with any incident, the guilty or charged party will be liable for these expenses.

#### VI. REPRISAL

The Renville County West Public School will discipline and/or take appropriate action against any student, teacher, board member, volunteer, contractor or other employee of the Renville County West Public School who retaliates against any person who makes a good faith report of alleged vandalism or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such vandalism. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

#### VIII. DISSEMINATION OF POLICY

This policy shall appear in the Renville County West Public Schools' student handbook and in information disseminated to staff members of the Renville County West Public School.

Legal References:

Minn. Stat. § 127.26 to 127.39 (Pupil Fair Dismissal Act)

Cross References:

403 Discipline, Suspension and Dismissal of School District Employees 413 Harassment and Violence

506 Student Discipline

525 Violence Prevention [Applicable to Students and Staff]

### **DISCIPLINE**

The Renville County West school board has adopted a district wide discipline policy which applies to all students in Renville County West schools, grades K - 12. A copy of the district policy is included in this handbook and you are urged to become familiar with the aspects of this policy. In addition to the district policy this section of your handbook outlines discipline policies that apply specifically to the high school (7-12).

#### **A. Levels of Disciplinary Action at Renville County West High School**

Depending upon the type, frequency, and intensity of negative behavior, disciplinary action may need to progress beyond the interaction between student and staff member, usually the teacher, to involve other persons and/or actions. The following describes those levels at Renville County West High School. As staff members work with students, they will strive to focus on the student's behavior and not the worth of the individual.

1. Level one: Level one is the basic unit of discipline within the school. Interaction shall be between the student and the teacher unless it is an unusual happening. At the teacher's discretion, parent(s), principal, or others may be consulted and/or informed. Persistent or serious problems will be referred to level two.
2. Level two: The Principal will meet with the student. Documentation will be received from the teacher. The teacher may make an action recommendation. The parent(s) and principal may be consulted. The parent(s) will be informed of actions taken at level two. Crisis or persistent problems will be referred to level three. Examples of level two actions are: Appeals to good and decency, reminders, warnings, detention, removal from class, and referral to other resources.
3. Level three: Principal will be the lead person. Parents will become more involved at level three. The following will be involved in trying to solve serious problems at level three: Student, parent(s), involved staff, and principal. Removal from class, dismissal from class, suspension, and referral to internal or external resources are examples of level three actions.
4. Level four: If alternatives are exhausted at level three, the principal may, after consultation with the superintendent,

present a documented case to the school board requesting expulsion. The authority to expel rests with the school board.

## **B. Detention**

**DETENTION may be assigned to students who are unwilling to comply with the established school rules. Students who are assigned detention will be expected to serve detention in the allotted time set by administration (generally one calendar week). Assigned detention time takes precedence over any co-curricular or extra-curricular school activity including clubs, meetings or practices. Inability or unwillingness to serve detention will prevent students from participating in extracurricular activities and will therefore be ineligible to participate in any and all activities, which can include but is not limited to: athletics, dances, field trips, graduation ceremony, musicals, etc., until the full detention time has been served.**

## **C. Removal from Class**

Unacceptable behavior on the part of a student may lead to that student being removed from a class. Removal from class is the short-term exclusion of a student during which time the school retains custody of the student.

## **D. Grounds for Removal from a Class (MS2000, Sec. 121A.61, Subdivision 2)**

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn.
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school.
3. Repeated violations of school rules and regulations.
4. Willful violation of any rule of conduct specified in the discipline policy adopted by the board.

## **E. Procedures for Removal from Class**

1. The rules governing student conduct and procedures for removal from class and school are printed in the student handbook and read to the student on the first day of class. The handbook is available online or will be printed for students or families without access upon request.
2. A student removed from a class by a teacher is to report immediately to the principal's or designee's office.
3. The custody of a student removed from class is the responsibility of the principal or his designee until a decision is made on the disposition of the student.
4. After a teacher has removed a student from class, the teacher will document the incident and give the report to the principal or designee. The teacher will also contact parents about the incident and inform them that any further consequences will be dealt with by the principal.
5. The principal or designee will consult with the teacher as to the nature of the incident and the principal will determine the length of time of possible removal of the student from class.
6. The principal or designee will verbally inform the student of the nature of his/her violation and of the action to be taken.
7. The principal or designee will then send a report to the parent(s) or guardian(s) explaining the violation and action to be taken.
8. The principal or designee will give a copy of the report to the teacher.

## **F. Suspension from School**

Authority to suspend a student from school rests with the school administration. If a student violates a rule of conduct, the student may be suspended from school at the discretion of the school administration or will be suspended from school if specified in the discipline policy. The grounds and procedures followed for suspension will be those listed in The Pupil Fair Dismissal Act of 1974 as amended. A copy of this law is available in the high school principal's office.

## **G. Consequences for Suspension from School**

While suspended from school, the student will have no eligibility rights. The time missed during the suspension will be counted as exempt absence time. Make up work from class time missed will need to be completed. Each suspension action shall include a readmission plan. During the suspension times the student may not attend any onsite school related activities or be on any district premises

## **H. Expulsion from School**

Authority to expel a student from school for the remainder of a school year rests with the school board. The grounds and procedures followed for expulsion will be those listed in The Pupil Fair Dismissal Act of 1974 as amended.

**I. Principal's Absence**

In the principal's absence, a designee will assume his/her authority.

**J. Use of Reasonable Force**

The Renville County West school board endorses the concept of parent/teacher collaboration on the nurturing of the children presented for purposes of education and that the board further endorses and encourages the teachers to discipline as needed through the exercise of reasonable force as permitted by Minnesota Statutes.

## RENVILLE COUNTY WEST K-12 DISCIPLINE POLICY

### **POLICY 506: K-12 DISCIPLINE AND VIOLENCE PREVENTION POLICY**

#### **I.PURPOSE**

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

**STUDENT RIGHTS** All students have the right to an education and the right to learn.

**STUDENT RESPONSIBILITIES** All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;23
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N.. To recognize and respect the rights of others.

#### **CODE OF STUDENT CONDUCT**

•The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. •Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or acts of vandalism;

- The use of profanity or obscene language, or the possession of obscene materials;
- Gambling, including, but not limited to, playing a game of chance for stakes;
- Violation of the school district's Hazing Prohibition Policy;

- Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
- Opposition to authority using physical force or violence;
- Using, possessing, or distributing tobacco or tobacco paraphernalia
- Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances or look-alike substances;
- Using, possessing, distributing, or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student
- Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
- Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
- Violation of the school district Weapons Policy;
- Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
- Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive; •Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
- Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
- Violation of any local, state or federal law as appropriate;<sup>24</sup>
- Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
- Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
- Violation of school bus or transportation rules or the school bus safety policy;
- Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
- Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
- Possession or distribution of slanderous, libelous or pornographic materials;
- Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
- Criminal activity;



- Falsification of any records, documents, notes or signatures;
- Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
- Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
- Impertinent or disrespectful language toward teachers or other school district personnel;
- Sexual and/or racial abuse and/or harassment;
- Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons; •Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
- Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
- Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
- Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
- Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
- Violation of school rules, regulations, policies, or procedures;
- Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

#### DISCIPLINARY ACTION OPTIONS

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district

**•Examples of privileges afforded to students that may be lost due to misbehavior include: attending school activities as a spectator, attending school dances and Prom, being part of the Homecoming or Snow Days coronation, participation in the Graduation ceremony, participating in athletic competitions, among others.**

## **REMOVAL OF STUDENTS FROM CLASS OR ACTIVITY PERIODS**

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

### **GROUND FOR REMOVAL FROM CLASS SHALL INCLUDE ANY OF THE FOLLOWING:**

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

### **REASONABLE FORCE STANDARD**

A teacher, school principal, school bus driver, or other agent of the district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. (Minn. Stat. § 121A.582 Student discipline; reasonable force)

### **Distribution of non-school-sponsored Materials:**

Requests for distribution must be made in advance by the person(s) who plan to disseminate the material to the school administration. Requests for non-school-sponsored material will be reviewed by the administration on a case-by-case basis. When the proposed item(s) to be distributed are considered to reasonably cause a material or substantial disruption to the school climate or programs, the administrator shall not permit its distribution on school grounds. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student or employee activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

#### **A. Distribution of the materials listed below is always prohibited. Material is prohibited that:**

1. Is obscene to minors;
2. Is libelous or slanderous;
3. Is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended.
4. Advertises or promotes any product or service not permitted to minors by law;
5. Advocates violence or other illegal conduct;
6. Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin);
7. Presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations. The school district administration may develop any additional school guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

#### **B. Time, Place, and Manner of Distribution**

No non-school sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity. Distribution of non-school sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, on school grounds and/or school parking lots, or at school-sponsored activities. Distribution shall not impede entrance to or exit from school premises in any way. No one shall coerce a student or staff member to accept any publication.

**C. Procedures**

Any student or employee wishing to distribute non-school sponsored material must first submit for approval a copy of the material to the school administrator at least 24 hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
2. Date(s) and time(s) of day intended display or distribution.

# **ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AND INTERNET SAFETY POLICY**

## **I. PURPOSE**

The purpose of this policy is to set forth guidelines for access to acceptable and safe use of the District's electronic technologies. Electronic technologies include but are not limited to computers and peripherals, printers, telephones, and the applications they support and/or access. The policy complements the District's Website and Intranet Policy.

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

The Renville County West School District provides technology resources to its students, staff, parents and community for educational, administrative, and informational purposes. The goal in providing these resources is to promote educational excellence in Renville County West schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff.

The adopted School Board Vision and Strategic Plan provide guidance for the development of this policy in making decisions regarding student, staff, parent, and community access to the District's electronic technologies.

## **III. EDUCATIONAL PURPOSE**

Access to the technology in the Renville County West School District has been established for educational purposes. The use of the Renville County West School District's electronic technologies is a valued resource to our community. All electronic technologies must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

School computers, telecom, memory devices, networks, and related hardware and software are the property of the Renville County West School District. At no time does the District relinquish its exclusive control of electronic technologies. Inappropriate use of District electronic technologies, including interfering with network functions and the standardization of technologies, may result in the limitation or revocation of access.

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of electronic technologies 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 District policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws. Use of Electronic Technologies during the student day/ employee duty day should be restricted exclusively to educational purposes.

## **IV. DEFINITIONS**

The term "users" refers to any person using the District's electronic technologies. The term "Internet" refers to an electronic communications network that connects computer networks and organizational computer facilities around the world.

The term "intranet" refers to the District's network, which restricts access to authorized users, which may include students, staff, parents, contractors, vendors and volunteers. The term "electronic technologies" refers to, but is not limited to, computers and peripherals, printers, telephones, and the applications they support and/or access.

## **V. UNACCEPTABLE USES**

Users are responsible for anything set on the network with their name or other individual identified, e.g., IP address, on it. Users shall not engage in any activity that disrupts or hinders the performance of the District's electronic technologies. Specifically, the following uses of the District's electronic technologies are considered unacceptable:

A. Users will not use the District's electronic technologies to access, review, upload, download, store, print, post, receive, transmit or distribute:

1. Pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors.
2. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, libelous, threatening, disrespectful, or sexually explicit language.
3. Materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process.
4. Information or materials that could cause damage or danger of disruption to the educational process.

5. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination, or any other material that would violate any law.
  6. Orders made by shopping online during time designated as off-limits by the District.
  7. Personal photos, files or music not related to educational purposes for any extended length of time.
- B. Users will not use the District's electronic technologies to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- C. Users will not use the District's electronic technologies to engage in any illegal act or violate any local, state or federal statute or law.
- D. Users will not use the District's electronic technologies for political campaigning.
- E. Users will not physically or electronically vandalize District technologies nor use the district's electronic technologies to vandalize, damage, or disable the property of another person or organization.
1. Users will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means.
  2. Users will not tamper with, modify or change the District's electronic technologies software, hardware or wiring or take any action to violate the District's security system.
  3. Users will not use the District's electronic technologies in such a way as to disrupt the use of the system by other users.
  4. Users may not add or remove any software nor modify the equipment, software configuration, or environment. All electronic technology requests must go through the District's Technology Department processes.
- F. Users will not use the District's electronic technologies to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
- G. Users will not use the District's electronic technologies to post information in public access areas regarding private information about another person. Private information includes personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to, addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
- H. Users will not attempt to gain unauthorized access to the District's electronic technologies or any other system through the District's electronic technologies. Users will not attempt to logon through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Access through any means other than an individual's user logon and password is not permitted.
- I. Messages, files and records on the District's electronic technologies may not be encrypted without the permission of appropriate administrative school authorities. Users must keep all account information and passwords private.
- J. Users will not use the District's electronic technologies in any way that may violate trademark copyright laws or usage licensing agreements:
1. Users will not use another person's property without the person's prior approval or proper citation
  2. Users will not load, download or exchange pirated software or copy software to or from any school computer including freeware and shareware;
  3. Users will not plagiarize works they find on the Internet or other information resources.
- K. Users will not use the District's electronic technologies for unauthorized commercial purposes or for financial gain unrelated to the Mission of the District. Users will not use the District's electronic technologies to offer or provide goods or services or

for product advertisement, except as authorized by the District administration.

L. The District does not support personal equipment. Users will not install any personal equipment or software on any district-owned systems.

#### VI. FILTER

A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will use best efforts and industry standard approaches to block or filter Internet access to any visual depictions that are obscene, violent, child pornography, or harmful to minors:

B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, violence, sex, or excretion; or
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. Access to chat rooms, discussion boards and other forms of direct electronic communications are limited to applications approved by the District and/or hosted within the District domain for the safety and security of minors.

D. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

E. The District is obligated to monitor and/or review filtering activities.

#### VII. Internet Safety Policy

During the first week of school and prior to the start of second semester, classroom and/or first hour teachers will provide a minimum of two lessons covering:

1. The education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms
2. Cyberbullying awareness and response.
3. Unauthorized disclosure, use and dissemination of personal information regarding minors.
4. Unauthorized access, including "hacking" and other unlawful activities by minors online.
5. Safety/security of minors when using e-mail, chat rooms, other direct electronic communications.

#### VIII. LIMITED EXPECTATION OF PRIVACY

By authorizing use of the School District electronic technologies, the Renville County West School District does not relinquish control over content or data transmitted or stored on the network or contained in files. Users should expect only limited privacy in the contents of personal files on the District's electronic technologies.

A. Routine maintenance and monitoring of the District's electronic technologies may lead to a discovery that a user has violated this policy, another School District policy, or the law.

B. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or School District policy.

C. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.

D. District staff are advised that the School District retains the right at any time to investigate or review the contents of their files

and email files based upon legal complaints or specific allegations regarded as misuse of technologies. In addition, District staff are advised that data and other materials in files maintained on or transmitted through the District's electronic technologies may be subject to review, disclosure or discovery under the Minnesota Government Data Practices Act.

- E. The District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School District policies conducted through the District's electronic technologies

#### VIII. ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use is the joint responsibility of students, parents and staff of the District. B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Electronic Technologies Acceptable Use Agreement for students must be read and signed by the user and parents or guardians. Internet Use Agreement for employees must be signed by the employee. The form must then be filed with the District.
- D. All users shall be responsible for the protection and security of their passwords. Users shall have the ability to change passwords to maintain the confidentiality of logon codes.

#### IX. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the District's educational technologies is at the user's own risk and is provided on an "as is, as available" basis. The District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on the District's systems or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the District's electronic technologies. The District will not be responsible for financial obligations arising through unauthorized use of the District's educational technologies or the Internet.

#### X. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the District's electronic technologies must not violate other policies and regulations of the District, including but not limited to the District policies on Gifts and Donations, Non Discrimination, Harassment and Violence, Web site and Intranet, Instructional Materials Selection and Review, and Curriculum Goals.

#### XI. USER NOTIFICATION

- A. All users shall be notified of the District policies relating to Electronic Technology Acceptable Use and Internet Safety Policies. This notification will be posted on the second board meeting agenda each August in an open public forum. All policies will be posted on the Renville County West School District.

- B. This notification shall include the following:

1. Notification of Unacceptable Use of District Electronic Technologies.
2. Internet Safety Protection
3. Notification that Internet use is subject to compliance with District policies.
4. Disclaimers limiting the District's liability relative to:
  - a. Information stored on District systems including diskettes, hard drives, or servers, CD, DVD memory stick or similar devices, or any other storage device
  - b. Information retrieved through the District's computers, networks or online resources
  - c. Personal property used to access the District's computers, networks or online resources
  - d. Unauthorized financial obligations resulting from use of District resources/ accounts to access the Internet.
5. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
6. Notification of password ownership and password protection procedures.
7. Notification that, even though the District may use technical means to limit student Internet access, these limits are not impenetrable and are not the sole means of enforcing the provisions of this policy.
8. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.

9. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by School Board Policy 406, Public and Private Personnel Data, and School Board Policy 515, Protection and Privacy of Pupil Records.
10. Notification that, should the user violate the District's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
11. Notification that all provisions of the Electronic Technologies Acceptable Use Policy are subordinate to local, state and federal laws.

## XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside-of-school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the District's educational technologies and of the Internet if the student is accessing the District's electronic technologies from home or through other remote location(s).
- B. Parents will be notified that their students will be using District resources/accounts to access the Internet and that the District will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  1. A copy of the Electronic Technologies Acceptable Use Agreement provided to the student user;
  2. A description of parent/guardian responsibilities;
  3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option;
  4. A statement that the Electronic Technologies Acceptable Use Agreement must be signed by the user and parent or guardian.
  5. A statement that the District's Electronic Technologies Acceptable Use Policy is available for parental review.

## XIII. IMPLEMENTATION AND POLICY REVIEW

- A. The Superintendent, or designee, is directed to develop the necessary guidelines for the implementation of this policy. The Superintendent, or designee, may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the School Board for approval.
- B. The Superintendent, or designee, shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The District's Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.

Cross References: #525 WEBSITE AND INTRANET POLICY #307 COMPLIANCE WITH MINNESOTA DATA PRACTICES ACT #515 PROTECTION AND PRIVACY OF PUPIL RECORDS

#427 HARASSMENT AND VIOLENCE #428 RESPECTFUL WORKPLACE

#601 CURRICULUM GOALS

#606 INSTRUCTIONAL MATERIAL REVIEW

Legal References: 17 U.S.C. § 101 et. seq. (Copyrights) 15 U.S.C. § 6501 et. seq.

Children's Internet Protection Act of 2000 (CIPA) 47 U.S.C. § 254 47 C.F.R. § 54.520 (FCC rules implementing CIPA)

Title III of the Elementary and Secondary Education Act of 1965, 20

U.S.C. §1601, et seq., as amended. Minn. Stat. §§ 125B.15 and 125B.25



## **PUPIL FAIR DISMISSAL ACT**

The definitions in this section come from The Pupil Fair Dismissal Act of 1974 as amended in 1983. A complete copy of this act is available in the school office.

1. "Dismissal" means the denial of the appropriate educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.
3. "Expulsion" means an action taken by the school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond the school year.
4. "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than five school days. This definition does not apply to dismissal from school for one school day or less
5. Each suspension action shall include a readmission plan. The readmission plan shall include when appropriate, a provision for alternative programs to be implemented upon readmission. Suspension may not be consecutively imposed against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to persons or property around him. In no event shall suspension exceed 15 school days, provided that an alternative program shall be implemented to the extent that suspension exceeds five days.
6. "Removal from class" and "removal" mean any actions taken by a teacher, or other school district employee to prohibit a pupil from attending class for a period of time not to exceed three class or activity periods, pursuant to procedures established in the school district discipline policy adopted by the school board pursuant to Sec. 3.
7. "Class period" or "activity period" means, in secondary grades, instruction for a given course of study. A class period or activity period means, in elementary grades, a period of time not to exceed one hour, regardless of the subject of instruction.

## **POLICY PROHIBITING HARASSMENT AND VIOLENCE**

### **I. GENERAL STATEMENT OF POLICY**

It is the policy of the Renville County West Public School District 2890 to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

### **II. RELIGIOUS, RACIAL & SEXUAL HARASSMENT & VIOLENCE DEFINED**

A. Sexual Harassment; Definition: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, or obtaining or retaining employment, or of obtaining and education; or
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

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

B. Racial Harassment; Definition: Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct: has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;

Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition: Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

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

D. Sexual Violence; Definition: Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to

1. Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
2. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
3. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
4. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on

another.

E. Racial Violence; Definition: Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence; Definition: Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault Definition: Assault is:

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

### III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District Central Office, but oral reports shall be considered complaints as well. Nothing in the policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

A. In the School Building: The building principal, is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult School District

personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal, immediately.

Upon receipt of a report, the principal, must notify the School District Human Rights Officer immediately, without screening or investigating the report. The principal may request but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form with 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.

B. In the District: The School Board hereby designates Superintendent ~~Michelle Mortenson~~ Doug Froke as the School District Human Rights Officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves the Human Rights Officer, the complaint shall be filed with the respective building school board chair. The School District shall conspicuously post the name of the Human Rights Officer, including mailing address and telephone number.

C. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

D. Use of formal reporting forms is not mandatory.

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

#### **IV. INVESTIGATION**

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

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

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

The Investigation will be completed as soon as practicable. The School District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of the policy.

#### **V. SCHOOL DISTRICT ACTION**

A. Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.

B. The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

#### **VI. REPRISAL**

The School District will discipline or take appropriate action against any pupil, teacher, administrator, or other

school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

#### **VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

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

#### **VIII. HARASSMENT OR VIOLENCE AS ABUSE**

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. 626.556 may be applicable. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

#### **IX. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall appear in the student handbook.
- C. The School District will develop a method of discussing this policy with students and employees.
- D. This policy shall be reviewed at least annually for compliance with state and federal law.

### **STUDENT TRANSPORTATION SAFETY POLICY**

#### **I. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

The School Board has designated an individual to serve as the School District's School Transportation Safety Director. The name, address and telephone number of the School Transportation Safety Director are on file with the Superintendent. Any questions regarding student transportation or this policy should be addressed to the Superintendent or the School Transportation Safety Director.

#### **II. POLICY STATEMENT OF THE SCHOOL BOARD OF RCW SCHOOLS, DIST 2890**

It shall be the policy of RCW schools to offer bus service to the students who choose to attend in the district. Bus pick-up/drop-off will be at pre-scheduled stops. It shall not be the practice of RCW schools to pick-up/drop-off students at stops other than those specified.

EXCEPTION: RCW Schools will pick up students at an alternate location if the following conditions are met.

- a. The students being picked up/dropped off are Kindergarten through second grade.
- b. The residence or place of pick-up/drop off is on Highway 212.
- c. The distance from the highway to the pick-up/drop off point is greater than 0.2 miles.
- d. That there is an adequate turn around for the bus on the property.

#### **III. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING**

##### **A. School Bus Safety Week**

The first week of school must be designated as School Bus Safety Week.

##### **B. Student Training**

The School District shall provide student training for students in grades kindergarten through six and 7-10 consisting of both classroom instruction and on a school bus. The training shall include:

- ✓ Transportation by school bus is a privilege - not a right
- ✓ District policies for student conduct and school bus safety
- ✓ Appropriate conduct while on the bus
- ✓ The danger zones surrounding a school bus
- ✓ Procedures for safely boarding and leaving a school bus

- ✓ Procedures for safe vehicle lane crossing
- ✓ School bus evacuation and other emergency procedures

Grades 7-10 will receive bus evacuation drills by the end of the first month of school. K-6 will have bus evacuation drills in the fall and spring. Grades 9-10 will be trained on the stopping for a school bus stop arm.

Students in grades kindergarten through three enrolled during the first or second week of school must demonstrate competency of training by the end of the third week of school. Students who enroll in a school after the second week must receive safety training within four weeks. The School District may deny transportation to a student who fails to demonstrate the competencies, unless the student is unable to achieve the competencies due to a disability.

The District will provide kindergarten students with school bus safety training during kindergarten round-up and through a safety bulletin to the parents or guardians before the first day of school. All parents of new enrollees to the district will also receive the safety bulletin. The School District will also provide student safety education for pedestrian safety.

The School District will report to the Superintendent that all students have received the required training and have demonstrated the knowledge of the concepts listed above. If a student fails to demonstrate these concepts, the district will provide the Superintendent with an explanation of why the student failed. The School District's curriculum for transportation is maintained and available for review in the Office of the Superintendent.

#### IV. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral 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 and/or under the school's jurisdiction.

Consequences for school bus misconduct may/will be imposed by the driver and/or Building Principal/Lead Teacher or their designee. School Transportation Safety Director may/shall be consulted as will law enforcement officials as appropriate. Consequences of severe behavior are progressive from a different starting point than non-severe misbehavior.

A. Bus Stop Rules (While the school cannot be responsible for conduct at the bus stop, we recommend these rules and provide them as a guideline.)

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

#### B. School Bus Rules

The School District bus safety rules are to be posted on every bus and will be given to each student during school safety training. They will also appear in student handbooks. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. The following are the rules:

1. Follow the directions of the driver and supervisor the first time they are given unless the direction is to an assigned seat.
2. Stay in your seat while the bus is moving.
3. Keep your body parts, hands, arms, legs and feet as well as belongings to yourself and inside the bus.

4. Talk with a soft voice and be polite.
5. The drinking of pop or juice, chewing gum, and eating peanuts or sunflower seeds is not allowed.  
NOTE: Special event activities on bus may be modified by driver/supervisor.
6. No abusive language towards another passenger.

7. Use of rude gestures is unacceptable.

## V. CONSEQUENCES

### A. Progressive Non-severe

1. The student will be warned by the bus driver and/or Transportation Safety Director from video and parents will receive a letter based on verbal report from driver to School Transportation Director.

OR

There will be a warning conference with the bus driver after the other students exit or at an agreed upon time to discuss the infraction and remedy.

The student will be assigned a designated seat. Discipline report will be given to the school administrator at the student's school. The parents/guardians will be sent a copy of the Discipline Report electronically, or by mail.

OR

A conference with the student, parent, school bus driver and school administrator. Discipline report will be sent prior to conference. School Transportation Safety Director will be invited to attend this conference.

2. Suspension of bus privileges for a designated period of time:

First Suspension - from 2 to 5 days

Second Suspension - 10 days

Third Suspension - 15 days

3. Any further violations could result in forfeiture (expulsion) from the bus service for the rest of the school year.

### B. Severe

The following severe acts committed while riding a school bus, or during loading and unloading time, will result in immediate suspension of school bus privileges as indicated in A., Step 3 above. They will also be reported to the Superintendent, local law enforcement officials and the Department of Public Safety as appropriate.

NOTE: Parents/guardians are responsible for the pupil's transportation if suspended.

1. Abusive or insubordinate language towards the driver or supervisor.
2. Failure to immediately occupy an assigned seat, an alternative to A., Step 2 above, conference with the School Administrator.
3. Sexual misconduct (assault, touching, unwelcome obscene comments, possession of sexually explicit material, indecent exposure, harassment, etc.)
4. Physical fighting, terroristic threats, etc.
5. Physically disrupting driver or impairing driver's ability to operate the bus.
6. Possession or use of tobacco, alcohol, or unprescribed over the counter drugs.
7. Lighting of matches, lighters, etc.
8. Possession of knives, weapons and look-alike weapons, explosives to include fireworks, caps, snappers and smoke bombs or other harmful objects.
9. Vandalism or damage to bus. (Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks will result in suspension of bus privileges until damages are paid in addition to consequences A, # 3 above.
- 10.

## VI. PARENT AND GUARDIAN INVOLVEMENT

### A. Parent/Guardian Responsibilities for Transportation Safety

- ✓ Become familiar with and assist and encourage students understanding of the District rules and policies.
- ✓ When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
- ✓ Communicate safety concerns to school administrators of School Transportation

Safety Director.

- ✓ Monitor bus stops, if possible.
- ✓ Support all efforts to improve school bus safety.

## HEALTH POLICIES

### PESTICIDE NOTICE

A Minnesota State Law went into effect in the year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office.

State law also requires that you be told that the long term health effects on children from the application of such pesticide or the class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications (we do not have scheduled applications) please notify the respective campus office in writing of your desire.

This notice is to be distributed to all parents, guardians, and all school employees.

### HEALTH CARE

#### **A. Annual Health Screenings**

1. Hearing
2. Vision

\*Parents can request a screening during the school year if you suspect a problem. Parents will be notified by mail if there is a problem and you will be requested to take your child for a further medical evaluation.

#### **B. Communicable Illness Policy Communicable Illness Policy**

Communicable illnesses should be reported to the school office as soon as possible. If your child is hospitalized or has a lengthy illness please let the office know so the education of your child can be continued. Guidelines for returning to school for the following communicable diseases:

1. COVID 19 or related virus – student is not to report to school if he/she has been diagnosed with COVID 19.
2. CHICKEN POX - no sooner than 7 days from onset, no fever and POX MUST BE DRY.
3. SCARLETINA AND STREP THROAT - after having been on antibiotics for AT LEAST 24 hours and no fever is present.
4. IMPETIGO - Exclude from school for 24 hours after first treatment or lesions are scabbed over (whichever is first).
5. PINK EYE (CONJUNCTIVITIS)
  - a. After eyes have cleared and no drainage is present
  - b. Seek medical treatment when there is purulent (pus) discharge and/or crusts in inner corners of eyes, especially upon waking from sleep. May return after 24 hours of treatment
  - c. ✓ Do not exclude if condition is mild and/or associated with common cold and/or allergies
  - d. ✓ Do not exclude if condition is mild with no visible pus and few symptoms
6. RINGWORM - You may return to school after seeing the doctor, receiving medical treatment and when all lesions are DRY and HEALED.
7. MONONUCLEOSIS– incubation period is 30-50 days. Restrict from school based on health care provider's recommendations (must provide school health office with a signed physician's note with specific dates, activities to exclude, etc. in order for accommodations to be made).
8. INFLUENZA – incubation period is 24-72 hours. Exclude from school until well, usually 2-7 days.
9. Emergency Care - School district staff will provide reasonable emergency care and assistance (includes calling 911, if determined appropriate) when there is a medical emergency during the school day or school-sponsored activity. District 2890 will not accept or honor requests to withhold emergency care or DNR-DNI (do not resuscitate/do not incubate) orders, nor will they convey such orders to emergency medical personnel.
10. Fever, Diarrhea, Vomiting - Students must be fever-free (less than 100 degrees without medication) for ~~42~~ 24 hours before returning to school. The same policy stands for diarrhea and vomiting episodes. At least ~~42~~ 24 hours

must have passed since the last diarrhea and/or vomiting episode.

11. Illness during the school day - If a student becomes ill during the school hours and it is determined by the health staff that they cannot continue with their school day, a parent/guardian or emergency contact will be contacted BEFORE a student is allowed to leave the school building. Arrangements will need to be made by parent/guardian regarding transportation of their child to home and/or clinic. Arrangements must be made in a timely manner to minimize exposure to other students and staff (a reasonable amount of time is 30 minutes or less).

C. Educational Implications of Health Needs, including AIDS Policy (Acquired Immune Deficiency Syndrome)  
Adopted by School Board, July 21, 1988

**Curriculum and instruction**

- a. Students in junior high school will receive specific instruction in sexual health and responsibility including information on anatomy and physiology; rights and responsibilities of individuals to make personal choices in behavior and relationships; respect for the choices of individuals; and specific information about sexually transmitted diseases, including AIDS, and including prevention and access to community resources.
- b. Students in early childhood, primary and intermediate grades will receive instruction in sexual health and responsibility including age-appropriate information about anatomy and physiology; rights and responsibilities of individuals to make personal choices in behavior and relationships; and specific information about sexually transmitted diseases, including AIDS, to answer questions and concerns arising from media focuses and community response to issues.
- c. A cycle of review of the district curriculum in sexual health to ensure appropriate content, support effective instruction strategies and offer community expertise to teachers and school nurses and provide learning experiences for students as appropriate.
- d. Chemical Health and Responsibility - Learners of all ages will have specific instruction about the risks of communicable diseases such as AIDS and hepatitis, incorporated into the chemical health and responsibility curriculum.
- e. Equity Education - Learners of all ages will review concepts of the rights of individuals, including data privacy rights, tolerance of differences in lifestyle, and how fear and lack of information can lead to prejudice of other forms of minimizing rights of individuals. AIDS and other communicable diseases will be one of the issues included.

**Student Health and Welfare**

1. Communicable Diseases - A procedure for minimizing interruptions of learning from communicable diseases will be established by the school nurse in consultation with school administrators, and community public and private health care providers. Procedures, for inclusion or exclusion of students from school with communicable diseases, will consider the education implications for the student and others with whom he/she comes in contact and recommendations for the County Public Health Agency, the Minnesota Department of Health and the U.S. Public Health Service - Centers for Disease Control (CDC).
2. Elementary and Secondary Students Infected with the AIDS Virus. The district adopts the most current guidelines established by the Minnesota Department of Health and concurred with by the Minnesota Department of Education.
3. Early Childhood Program Participants Infected with the AIDS Virus. Note: The Minnesota Department of Health has adopted guidelines for children in early childhood programs and day care setting in January, 1989.
4. Students with Special Health Problems
  - a. Procedures to minimize the interference with learning of acute and chronic health problems will be established. These procedures will address identification of health problems and the impact on learning and growing, development and implementation of an individualized health plan, and communication with the primary health care provider. Those integrally involved in planning for the needs of students will include the student, family, licensed school nurse, primary classroom teacher and primary health care provider.
  - b. A School Health/Human Services Advisory Committee will be established to review the school's response to students with special health problems, support effective school service and programs, and offer community expertise to pupil personnel service staff.



#### **D. Food/Drink Restrictions Policy**

Purpose – To ensure that all students receive appropriate, federally mandated and/or medically directed food/drink when at school.

Policy – All food/drink restriction requests need to be accompanied by a parent and/or doctors order to office before implementation.

1. The original will be forwarded by the office, to the dietary department, and copies will be sent to the School Nurse and Teacher.
2. Parents may request restrictions for acute illness symptoms and specify the length of time in their written request.
3. A Doctor's order is requested for restrictions of a long-term, chronic nature and/or allergy. The length of time should be noted on the order.

The availability of lactose reduced milk will be available upon written request by the parents. Parents have been notified of this program change and will be notified annually through the student/parent handbook distribution.

#### **E. Head Lice Policy**

Students found to have live lice in their hair can be sent home and parents will be requested to shampoo their hair with an appropriate lice killing shampoo product and remove all nit eggs before readmission to school. Students found initially to have 1-2 nit eggs in their hair will be allowed to stay in school after removal by the Health Aide.

#### **Procedure:**

1. The school Nurse and/or trained Health Aide will check for evidence of live lice and/or nit eggs when students have observable problems with their hair, i.e.: itching, scaling, dry scalp, dandruff, etc.
2. Lice checks will occur in the health office of each campus to maintain privacy and confidentiality.
3. Each lice check will be recorded, noting date, time, student and results on a flow sheet provided.
4. If live lice are found by the Nurse/Health Aide, the student is sent home and the Health Office personnel will call the parents and verbally review the prevention and control actions that must be implemented. A written guide for parents "HOW TO CONTROL HEAD LICE" will be sent home with the student.
5. All students returning from treatment at home will be checked by the Nurse or Health Aide before going back to class. Results of this check will follow the above policy.
6. All students returning from treatment are not to ride the school transportation, but must be accompanied by a parent/ or appointed adult. Student will be checked by both the parent and the nurse or health aide before going back to class. A classroom check will be initiated on the school campus whenever there are 2 non-related students found with live lice at the same time. When a student is found with Head Lice and/or nit eggs, all brothers, sisters and/or anyone living in the same home will be checked at that time also and control measures will be implemented.
7. If chronicity of infestation seems to be a problem, adult family member(s) will be required to review of the school's policies related to pediculosis with the school nurse or administrative representative and participate in specific training for identification and removal of lice. Children will be re-entered into the classroom when they are
  - a. Nit free and
  - b. No live lice are found.

#### **E. Homebound or Hospital Instruction**

This is available for children who are absent from school due to prolonged illness or disability. A request to the school must be made by the child's Physician. After we have that, instruction may be provided by the pupil's regular classroom teacher, or part time instruction in the school with part time instruction in the home for those who cannot participate in a full time program.

#### **F. Immunization Policy**

Purpose – To ensure that RCW Public School #2890 remains in compliance with Minnesota State Immunization Law and requirements on a consistent basis.

Policy – All students are required to have, on file, certification of their immunization status or the appropriate

waiver documentation in their health record.

1. New and transferring Students

- a. Will need proof or a copy of their current immunization record before admission into school.
- b. Parents should obtain the record ahead of time and ensure that the student receives any “missed shots” before enrollment.
- c. Diseases required to be covered by Minnesota State Immunization Law:
  - i. Diphtheria, Tetanus, Pertussis (DPT)
  - ii. Polio
  - iii. Measles, Mumps, Rubella (MMR)
  - iv. Hepatitis B Virus (HBV)
  - v. Tetanus Booster (Td) pre-seventh grade
  - vi. Varicella (or proof of chickenpox disease)
- d. District office personnel will check immunization record for compliance before admission.
- e. e. School telephone and/or fax machine will be available to any parent needing to request current immunization information.
- f. All new immunization records will be reviewed by the School Nurse for accuracy and completion, before entry into the School Health Record.

**G. Medication Policy**

1. Prescription Medication

- a. No prescription medication administration will be supervised without written permission from the Parents AND Physician.
- b. Prescription medication administration to be supervised will have written, dated, and signed orders from the Physician and parent including name of medication, side effects, dosage, time of day to be administered, purpose of medication and prescribing Physician.
- c. Prescription medication to be administered must be brought to school in the original container labeled by the pharmacist.
- d. The School Nurse/ Health Aide will supervise the administration of the prescribed medication and will document the date, time, medication and her initials on the medication administration flow sheet for each student.
- e. The original medication order may be given to the Nurse/ Health Aide when such request is followed by the school's completed physician order form the next school day or as soon as possible.
- f. Parents are responsible for timely refilling of prescription medication to prevent a lapse in coverage at school.
- g. Antibiotic Medication should be given at home, whenever possible to prevent loss of bottle and/or missed doses.

2. Non-Prescription Medication

- a. Non-prescription medication administration to be supervised will have written, dated, Physician and/or Parent authorization including name of the medication, dosage, time of day to administer and purpose of medication.
- b. Non-prescription medication should be in the original container and should be stored in a supervised area (Principal or Health office).
- c. A verbal order for administration of medication may be given to the Nurse/Health Aide when such request is followed by a written order the next school day. Use the school's Physician Order Form, which may be completed by the parent only when non-prescription medication is given.
- d. A student may self-administer medication to include asthmatic inhalers when written PARENTAL PERMISSION is given. The student should carry only enough medication for one day and it should be kept in the original labeled container. THE SCHOOL IS NOT RESPONSIBLE FOR SELF-MEDICATING STUDENTS.
- e. Medication will be discarded at the end of the school year if it has not been claimed by the student or parent.
- f. Parents will be notified of unauthorized use of medication by students.

## **STUDENTS' DATA PRIVACY**

The district protects the privacy rights of learners of all ages. Therefore, knowledge that a student has a communicable disease, but does not pose a risk to other students or the educational staff in the school setting, will be confined to those persons with a direct need to know (e.g. school nurse, primary teacher)

## **RENVILLE COUNTY WEST GENERAL INFORMATION**

### **ADULT VOLUNTEERS**

Adult volunteers are wanted and needed at RCW. If you or someone you know is interested in volunteering, please contact the school office. A background check will need to be conducted to be a volunteer at school and to be a chaperone for class trips. Everyone has a talent that would be valuable in the education of children. Please consider this opportunity!

### **ARRIVING AT or LEAVING SCHOOL PREMISES**

We will always send your child on their normal bus or walking route from school to home. Students **MUST HAVE** a note if there is a change in their after-school routine. These circumstances would include such things as: after school activities at church or community centers, daycare arrangements, visits to other children or families' homes. Calls made to the office to notify of unplanned changes that must be made should occur before 2:15 PM, to ensure that notification to the teacher can be made prior to bus departure. The school or teacher cannot accept your child's verbal message that they are to go somewhere other than their normal destination.

When you bring your child to school late, or come to school to pick them up early, please come into the School Office and sign your student "in" or "out". This is a safety net for you and your child.

### **BEHAVIOR EXPECTATIONS**

The staff encourages and supports the development of student behavior plans, as needed, which emphasize and encourage students to pursue continual growth in self-discipline. It is anticipated that through a plan, disruptive behaviors that infringe on the students' right to learn, the teachers' right to teach, and accidents, will be reduced.

### **HOMEROOM PLACEMENT**

The placing of students in the appropriate learning environment begins in the spring of the year and is completed in the summer after new student registration. Placement information is received from teachers, parents, social workers, special education staff, and administration. Class size, cultural diversity, and gender ratios are considered. With the student's special abilities and needs in mind, an assignment is made with a teacher. Parents are welcome to provide information about the best learning environment for their child or special needs that should be considered, but requesting the names of specific teachers is not allowed.

### **CELL PHONES**

Student cell phone use will be prohibited during school hours except during their lunch period (7-12 grades). Students found in violation will have their phones confiscated by school staff and turned to the office. Students found videotaping other students or staff will be violation of the school policy and will have their phones confiscated and turned into the office. Students in PK-6 grade are not allowed to have their phones on them during the school day. They may keep them in their lockers- lockers are not secure.

### **SOCIAL MEDIA PROCEDURES**

Schools are authorized to discipline students for off campus behavior as long as there is some connection (a "nexus") between the behavior and the school and the behavior materially disrupts the school in some manner. Social media can be one of these "nexus" to school and often is the place where harassment, bullying, hazing, and even cheating on academics take place in today's world. Understand that the primary responsibility for monitoring student use of social media lies with the parent RCW will respond in accordance with the discipline policies established by our School Board and by the State of MN when students are harassed, bullied, otherwise mistreated, or participate in academic dishonesty using social media or other online means. One of the best tools we have to combat these online forms of bullying is to promote healthy use of social media with our children. Below is a social media emergency plan that we employ when issues arise on social media. Please help us by monitoring your student's use of social media accounts, and by reporting

issues that you see to administration.

### **Social Media**

- Parents can lock down their kids' accounts on different programs.
- Investigation Plan: determine High, Medium, and Low Risk issues:
  - Step 1: Determine nature of the threat
  - Step 2: Investigate and Take Down
  - Step 3: Communicate with families
  - Step 4: Safety Plan
  - Step 5: After Action

### **PASSES**

During regular school hours, except when classes are passing, or when accompanied by a teacher, a student is not to be in the hallways without a pass properly filled out by a teacher or the office. If a student wishes to leave the study hall to do work for the teacher, he/she must obtain a pre-signed pass from the teacher for whom he/she is going to work. No student is permitted to leave the building while school is in session without first obtaining permission. These passes will be issued from the office only and the student is expected to sign out in the office before leaving and sign in upon return. Failure to comply may result in suspension. If you need an early dismissal slip, bring a parent signed written excuse from home to the office before 8:30 a.m. If, because of your early dismissal, you leave school before 5th hour roll call and do not return to school for the afternoon, you will be counted absent 1/2 day

### **LUNCH, PLAYGROUND/GYM, RECESS Supervision**

Supervisors are in complete charge and may add rules as situations warrant, or as they see necessary to keep the playground area safe. Students are to remain in designated eating areas for meals and on school grounds during recess at all times. Students should not block any entrances or exits. Activities on the playground equipment and the playground itself should be such that all children can play freely and happen without injury or torn clothing. Students are expected to adhere to playground rules and appropriate behaviors. Students who do not adhere to appropriate behaviors they will be directed to a "refocus zone" for approximately five minutes, after which they may rejoin the playground activity. More extensive behavioral concerns will result in student being referred to the office and supervising personnel will document and notify home.

**The playground/gym is supervised for morning recess beginning at 8:00 – 8:25 a.m., For safety reasons we ask that you not send your child(ren) before 8:00 a.m.**

### **BOOK/SCHOOL PROPERTY**

Students are expected to treat all books, desks, lockers, 1 to 1 devices, etc., with care. Any damage to these items by a student will result in the student replacing the item for cost.

**LOCKERS - PROPERTY** School lockers are the property of the school district. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, school authorities must provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. The School District may use contraband-sniffing dogs through law enforcement or private certified contractors to conduct a general search of the hallways adjacent to student lockers. If the contraband-sniffing dog indicates that contraband is located in a locker, the interior of the locker and the items inside the locker will be searched.

should be used to house your textbooks and other school materials when they are not in use, and other personal belongings. You will be assigned a locker at the beginning of the year and will be expected to use that locker for the entire school year unless assigned another locker by a school principal. Students will be expected to keep their lockers clean and any item displayed within the locker should be in accordance with school policy.

It is important that you not share your locker or locker combination with any other student. Students are responsible at all times for their personal property and all items in their locker. You will be expected to keep your locker clean during the school year.

## **TELEPHONE**

Telephone call usage by students will be limited. School phones are for school business purposes and should be used by students only to make necessary calls. Calls to arrange for after school plans with friends will not be allowed. Parents and children should discuss these plans ahead of time. Students must obtain permission from classroom teacher to make a call home. Any calls made using the school's phone system will be collect calls with charges reversed. If a student wishes to call using a personal cell phone, the student must obtain permission from staff and the call made from the school office. It is desirable that your parents and friends do not telephone students during school hours unless it is an emergency.

## **VISITORS**

For the safety of our staff and students all visitors to school must stop by the office to sign in. The visitor will be expected to abide by our school rules and participate in a manner which avoids disruption of the class. Please make the request for this type of visit at least three days prior to the day the desired visit is to be made by contacting the school office.

## **LUNCH VISITORS**

If a visitor wants to have lunch with a student, we ask that you call the school the morning of the visit in order to include you for the lunch count for the day. Visitors will need to be adults only. Meal prices for a school lunch are listed in the handbook. We encourage you to eat a school meal with your child or grandchild rather than bring in food purchased outside of school. The guest will be expected to abide by our school rules and participate in a manner which avoids disruption of the school day.

## **ACCIDENTS**

If a student witnesses an accident on the school grounds or in the building, or has an accident personally, it should be reported to the teacher or the office immediately.

## **FIRE and SAFETY DRILLS**

Fire drills will be conducted periodically. We are required by law to do this. The evacuation procedures should be posted in every room.

## **GRADUATION POLICIES**

- A. The seating at graduation and the listing of names in the program will be done alphabetically, except for the valedictorian and salutatorian. Stars will indicate the honor students.
- B. There will be two Honor Student designations for graduation. Students with an average of between ~~90 and 95.99~~ 90-94 will be designated Honor Students. Students with an average of ~~96~~ 94 or above will be designated as High Honor Students.
- C. Students will be allowed to participate in graduation ceremonies only if they are in good standing with the district. Required course work must be complete and at a passing level prior to the graduation ceremony and they must have no unaddressed disciplinary concerns.

## **HALLWAYS**

It is the aim of the school to keep the corridors neat in appearance. The cooperation of all students is necessary to accomplish this. Wastepaper must be placed in the receptacles provided; the locker doors should be kept closed. For good order to prevail there should be no loud talking, whistling, running, sliding or scuffling in the halls. Students should pass promptly from class to class not loitering in the corridors. The rule "Keep to the right and don't crowd" should be observed. After class dismissal, students should leave the building unless keeping a teacher-supervised appointment such as basketball, FFA, etc.

## **INSURANCE**

The school does not carry insurance coverage for any injuries resulting from participation in school activities. This

responsibility rests with the parents and their individual insurance coverage.

## **BACKPACKS**

Backpacks, purses, book/gym/sport bags, duffel bags, and briefcases are to be placed in student lockers. All said items are not to be carried in the halls or to class during the school day from 8:28 am – 3:24 pm. Students who have gym class may carry their gym bag from their locker to the gym for the period, however, must then return their gym bag to their hall locker at the end of the gym period and before reporting to their next class.

Students who are in possession of a backpack, gym bag or duffel bag during the school day without permission from administration or the school nurse (for medical reasons), will be subject to disciplinary action.

## **NO PASS LIST**

A student failing one or more classes at the end of a quarter or at mid-quarter time will be on the "no pass" list. The student may not leave study hall on a pass except to leave the building, for an emergency, personally released to another teacher, or with a pass from his/her "failing teacher".

## **NOON HOUR – CLOSED**

Students may not leave the school grounds during the noon hour without permission from the principal or his designee. Leaving campus at noon without proper permission is an infraction and may result in suspension from school.

## **STUDENT COUNCIL**

The Student Council is organized as an advisory group representing the student body (7-12). They make recommendations to the administration on matters concerning them, with final decisions being made by the administrators and school board.

## **STUDENT DRIVING**

- A. The district assumes the responsibility of providing transportation to and from school for high school students residing more than two miles from the campus they attend. This does not preclude students and/or their parents from making other arrangements, i.e., transporting or providing a vehicle to be driven by the student.
- B. The school district assumes responsibility for students described in A above from the time of pick-up in the morning until return in the evening. If the student does not report to be transported in the morning or the evening the school district waives that responsibility. We do not require a time by time accountability on transportation because of the complexity of the accounting problem, i.e., we make transportation available and will be responsible for those who avail themselves of that convenience.
- C. This section will address student passengers in student driver cars:
  1. Outside the school day it will be assumed that a student transported to school by another student, in a privately owned vehicle, has his/her parent's permission and thus a release of the school district's responsibility.
  2. After school we will also assume that a student transported from school by another student has his/her parent's permission.

If the school district is conducting an after-school rehearsal/practice/contest, the district will provide transportation, but will not require its use in some instances, i.e., if the activity is in Renville or Sacred Heart. The districts will not provide transportation on the two miles basis to their homes for students who are involved in activities but will shuttle to the campus of choice for release.

- D. During the school day, 8:28 a.m. to 3:24 p.m., students will not be allowed to drive a car or a motorcycle other than to school without permission in advance from a parent and the principal or his designee. If a parent cannot be reached in an urgent situation, the principal or his designee may act in lieu of parents.

## **STUDENT OF THE QUARTER**

Faculty and Staff at the high school nominate and then vote to see who is going to be a student the quarter. Two people are chosen from each grade. A student can be nominated for various reasons. They may have improved academically or behaviorally, been helpful to others at school, friendly, full of school spirit or special in some other way.

## **STUDY HALL**

Every student is assigned to a study hall when he/she does not have a regular class. Additional study hall rules are as

follows:

- A. No trips to lockers during study hall.
- B. Every student must have something to do. They should have a magazine or library book if all other work is completed. No card playing or gaming is allowed.
- C. No passes, other than library passes, will be issued by study hall supervisors. Students must get their passes from their respective teachers, BEFORE coming to study hall.
- D. Teachers will put one name on a pass.
- E. When students are excused from study hall they must return to the study hall five minutes before the end of the hour with their pass signed.
- F. Students entering the library must have a pass and they must have it signed when leaving the library. G. A student who is failing one or more classes will be considered to be on the "no pass list" and will not be allowed to leave the study hall without special teacher approval.

### **VISITING COLLEGES AND OTHER SCHOOLS**

Students should plan their time and do this when school is not in session. If you must go during school time you should arrange in advance and clear it with the Principal. No same day approval will be given. College visitations will be counted toward absences.

### **WINTER STORM HOME**

Parents are expected to make arrangements for a "winter storm home" in case inclement weather makes travel inadvisable.

### **Standards Based Classrooms/ Standards Based Grading –**

Renville County West uses a Standards Based classroom approach to instruction and a Standards based grading system. Simply put, this means that only state or locally developed content standards for a course will be assessed and graded for our students. The grading system at Renville County West High School will remain a numerical system. The following list compares your number grade to a comparable letter system. The lowest grade given on the report card will be 65 with 73 as the lowest passing grade. The average of grades on the report card is firm and will not be rounded up.

At the June 12, 2017 School Board meeting the board approved the move to a Standards Based Grading system for Grades K – 12. The elementary has adopted Standards Based Grading in most of its content areas. Simply put, this means that only state or locally developed content standards for a course will be assessed and graded for our students.

### **Standards Based Classrooms and Standards Based Grading will follow the adopted Grading Guidelines**

1. Entries in the grade book that count towards the final grade will be limited to course or grade level standards. Practice assignments, including homework, will not be included as part of the final grade; students are expected to complete all assigned work.
2. Students will be provided multiple opportunities to practice standards independently through homework or other class work. Practice assignments and activities will be consistent with classroom standards for the purpose of providing feedback.
3. Students will be allowed multiple, differentiated opportunities to demonstrate their understanding of classroom standards through various assessments. Retakes and revisions will be allowed. Students receiving a 1 or a 2 on the Grading Rubric for any assessment must redo the practice, and after some reteaching, they must retake the assessment.
4. Teachers will determine grade book entries by considering multiple points of data emphasizing the most recent data and provide evidence to support their determination.
5. Behavior is not included in the proficiency indicator and will be reported separately; extra credit will not be given at any time.

6. All College now courses will follow and adhere to the Grading Guidelines set forth by SMSU.
7. Entries in the teacher grade books counting towards the final grade will be limited to course or grade level standards. Extra credit will not be given at any time.
  - a. Students are expected to complete all assigned work. Students who haven't completed necessary course practice work may be required to do so before taking summative assessments.
  - b. The use of some practice assignments, including some homework, as a type of formative assessment may occur and as such, can be included as part of the students' grades.
8. Students will be allowed multiple and differentiated opportunities to practice and demonstrate their understanding of classroom standards through various assessments. Retakes and revisions will be allowed. However, departments have the right to set reasonable limits on timelines for retakes and the number of retakes a student may take. Each department will be responsible for clearly communicating the guidelines to students. Students are expected to initiate the revision/retake process with teachers within a timely manner. (A two-week window is the recommended time frame.) A teacher may use their own discretion to determine if extra time is provided beyond the suggested window.
9. Teachers will determine grade book entries by considering multiple points of data emphasizing the most recent data and provide evidence to support their determination.
10. All College now courses will follow and adhere to the Grading Guidelines set forth by SMSU.

In the Standards Based Grading Process, Rubrics will be used to accurately describe the level of understanding and learning that each student is demonstrating. A sample of a generic grading rubric for elementary grades K-4 is shown below. Teachers have been developing, and will continue to develop, specific grading rubrics for every assessment and in each content area. All students who receive a score of 1 or 2 on the Grading Rubric will be provided multiple reteach and retake assessment opportunities.

**Grading Rubric for Grades K-4**

| Proficiency Rating  | 3                                   | 2   | 1   |
|---|-------------------------------------|---|---|
| Student grading at the elementary is based on each child's ability to demonstrate mastery of skills and/or understanding. Score are not to be used for comparison of students | Work meets grade level expectations | Work partially meets grade level expectations | Work does not meet grade level expectations |

**Additional Report Card Achievement Items:** U - Unsatisfactory - Area of extreme concern AC - Alternative Curriculum NA /or X - Not assessed at this time

A sample of a generic grading rubric for grades 5-12 is shown below. Teachers have been and will continue to develop specific grading rubrics for every assessment and in each content area. All students who receive a score of 1 or 2 on the Grading Rubric will be required to retake all assessments after completing any missing practice and going through a reteach with their teacher.



**Grading Rubric for 5<sup>th</sup> and 6<sup>th</sup> Grades**

|   |  |   |   |   |
|---|--|---|---|---|
| 4   | 3.5  | 3   | 2   | 1   |
| Demonstrates thorough understanding of course or grade level standard | Demonstrates understanding of most of course or grade level standard | Demonstrates a developing understanding of course or grade level standard | Demonstrates partial understanding of course or grade level standard. | Demonstrates Minimal understanding of course or grade level standard. |

The individual scores a student receives based on the Grading Rubric Criteria will be averaged, as has been done historically at RCW, to figure out a total percentage

The following table is the guide used to determine the relationships between a percentage, a school grade and a letter grade. The report card grading system for Grades 5 & 6 at Renville County West Elementary School will calculate/translate rubric scores to numerical system for GPA purposes, as will be done in the high school. The following list compares your number grade to a comparable letter system. The lowest grade given on the report card will be 65 with 73 as the lowest passing grade. The average of grades on the report card is firm and will not be rounded up.

| Percentage | Letter Grade | School Grade | Percentage | Letter Grade | School Grade |
|------------|--------------|--------------|------------|--------------|--------------|
| 100        | A+           | 100          | 79         | C+           | 86           |
| 99         | A+           | 99           | 78         | C+           | 86           |
| 98         | A+           | 98           | 77         | C+           | 85           |
| 97         | A            | 97           | 76         | C            | 84           |
| 96         | A            | 97           | 75         | C            | 83           |
| 95         | A            | 96           | 74         | C            | 83           |
| 94         | A            | 96           | 73         | C            | 82           |
| 93         | A            | 96           | 72         | C-           | 81           |
| 92         | A-           | 95           | 71         | C-           | 81           |
| 91         | A-           | 95           | 70         | C-           | 80           |
| 90         | A-           | 94           | 69         | D+           | 79           |
| 89         | B+           | 93           | 68         | D+           | 79           |
| 88         | B+           | 93           | 67         | D+           | 78           |
| 87         | B+           | 92           | 66         | D            | 77           |
| 86         | B            | 91           | 65         | D            | 76           |
| 85         | B            | 90           | 64         | D            | 76           |
| 84         | B            | 90           | 63         | D            | 75           |
| 83         | B            | 89           | 62         | D-           | 74           |
| 82         | B-           | 88           | 61         | D-           | 74           |
| 81         | B-           | 88           | 60         | D-           | 73           |
| 80         | B-           | 87           |            |              |              |

**Traditional high school grading scale.**

- A 99-94
- A- 93-90
- B+ 89-87
- B 86-84
- B- 83-80
- C+ 79-77
- C 76-74
- C- 73-70
- D+ 69-67
- D 66-64
- D- 63-60
- F 59-0

**PROMOTIONS & RETENTIONS - RCW ELEMENTARY**

**Retention of Students**

RCW recognizes that each child develops and grows in a unique pattern and that pupils should be placed in the educational setting most appropriate to their social, emotional, physical and academic needs. The promotion or retention of a student comes through a recommendation to the building principal by the homeroom teacher. Every effort shall be made to remediate a pupil's deficiencies before retention is recommended. If retention of a child is going to be considered, the following steps will take place:

- 1. Parents or legal guardians will be notified of the possibility of the pupil's retention no later than parent teacher conferences that are held in February. Interventions that have been tried will be discussed and instructional strategies going forward will be reviewed.
- 2. Retention decisions will be made before the end of the year. A consensus must be reached on what is best for the student by educators and parents.

**RENVILLE COUNTY WEST PUBLIC HIGH SCHOOL 2023-24 DAILY SCHEDULE**

- 1<sup>st</sup> Hour 8:15-9:07
- 2<sup>nd</sup> Hour 9:10-10:02
- 3<sup>rd</sup> Hour 10:05-10:57
- 4<sup>th</sup> Hour 11:00-11:52
- Lunch 6-8 11:54-12:16
- 5<sup>th</sup> Hour 9-12 11:55-12:47
- 5<sup>th</sup> hour 7-8 12:19-1:11
- Lunch 9-12 12:49-1:11
- 6<sup>th</sup> Hour 1:14-2:06
- 7<sup>th</sup> Hour 2:09-3:01

**ACADEMICS**

We are proud of the variety, the breadth, and the depth of the academic program at Renville County West High School. Our business is teaching and learning with the academic program being the centerpiece of the high school experience. This section gives details about the Renville County West academic program.

**RENVILLE COUNTY WEST GRADUATION REQUIREMENTS**

Alternating day elective classes are one-half credit per semester, all other classes are one credit per semester per class hour.

To graduate a student needs to earn 52 credits

1. English – 8 credits

- a. English 9 – full year required; taken in grade 9
- b. English 10 – full year required; taken in grade 10
- c. English 11 – full year required; taken in grade 11
- d. 1 year of English electives – full year required; taken in grade 12

(Students who qualify for Advanced Composition Research and College Literature can substitute for English 12.)

2. Social Studies – 8 credits

- a. Human Geography 9 – Year required
- b. Government – semester required; taken in grade 12
- c. American History – full year required; taken in grade 10
- d. World History – Full Year required, taken in grade 11
- e. Economics – semester required; taken by grade 12

3. Mathematics – 6 credits

- a. Algebra/ Geometry – full year required; taken in grade 9
- b. Geometry/ Advanced Algebra – full year required; taken in grade 10
- c. Advanced Algebra/ FST, Algebra Trigonometry, or Precalculus – full year required; in grades 11 or 12

4. Science – 6 credits

- a. Earth Science- Taken in grade 9
- b. Biology – full year required; taken in grade 10
- c. Chemistry or Physics – full year required

5. Physical Education/Health – 2 credits

- a. Physical Education 9 – full year required – every other day; taken in grade 9
- b. Health 9 – full year required – every other day; taken in grade 9

6. Arts – 2 credits

- a. Two semesters required; taken in grades 9 – 12

7. Electives – 21 credits

- a. Must include Personal Finance
- b. Career Exploration course

8. Community Service Hours

All students at Renville County West will be required to have community service time as part of their graduation requirement. High School students will acquire a minimum of 5 hours per each year they are enrolled at RCW High School. Volunteer hours must be vouched for and approved by administration.

9. Minimum Load

- a. Students in grades 9-12 are required to take a minimum of 14 semester credits each year and no less than 7 credits in each semester.

10. Drop/Add Procedure

- a. Student may drop/add classes by seeing the principal during the first week of semester
- b. After the first week of a semester, drop/add requires involvement of the student, principal, teacher, and parent/guardian

11. IEP Diploma Policy

It has been past practice, and is now policy, in the Renville County West school district to grant regular high school diplomas to special education students upon successful completion of their IEPs.

### **SCHEDULING PROCEDURES DROP/ADD Drop Option**

- There is a Schedule Change form available in the counseling office. Parents must sign the form before changes will be made to a student's schedule.
- Any drop after the 5th day of any course will result in an "F" for the class on the student's permanent transcript.
  - Unless exercising the one time "Withdraw Option." See below for more information.
- If students drop a course after the first 5 days, we will not move classes around in their schedule to accommodate adding another class. Classes that can be added are the ones offered that hour, or they can replace the dropped class with a study hall and make up the credit at a later time.
- We will not overload other classes to accommodate course drops

### **SCHEDULING CHANGES**

- The following will be the only justifiable reasons accepted for schedule changes:
  - You are missing a class (full time students must have at least 7 credits).
  - You have too many classes (students may have a maximum of 8 classes each semester).
  - You are scheduled for a class you've already taken.
  - You have completed a course on your schedule during summer school.
  - Schedule a class required for graduation.
  - There is a scheduling conflict.
  - Emergency situation approved by counselor and administrator.
  - You are exercising your Withdrawal Option.
- Schedule changes will not be allowed for the following reasons:
  - If you want to change your lunch period.
  - If you want a different teacher for a class.
  - If you want to change the period you have a certain class.
  - If you want to be in a class with a friend.
  - If you failed to turn in your registration sheet when it was due.

### **PASS/FAIL OPTION**

- There is a Schedule Change form available in the counseling office. Parents must sign the form before changes will be made.
- Students may take one course for a Pass/Fail grade during their high school career. This needs to be determined by mid-semester.

**Post Secondary Education Option, Career Technical Education, and Career Entrepreneurial Options are available at RCW**  
Students who meet criteria for participation in collaborative or concurrent courses off site should work with the guidance counselor or principal to ensure courses taken will fulfill credit requirements for graduation from RCW. Students will need to complete and obtain parental permission for participation in each of the listed options. Parent Permission Form  
A parent or guardian's signature is required for each of the collaborative/concurrent options, unless the student is 18 years old or older. For Post-Secondary Enrollment Options a separate Program Notice of Student Registration form must be signed by the principal and provided to the college institution by the student. If a student withdraws from a course, he/she must inform the post-secondary institution and the high school immediately. PSEO/CTE/WCCEO students are subject to the same procedures and/or penalties as any other high school student when withdrawing from or failing a course. Graduation - If, at the date of the graduation ceremony, the student has successfully completed all coursework and credit requirements for graduation, the student must be allowed to participate in the ceremony and receive a signed diploma. If the student is still in progress at the post-secondary, intermediate or collaborative institution toward completion of the graduation requirements, the student must be allowed to participate in the ceremony and receive an unsigned diploma. The signed diploma will be awarded after the college grades are received by the high school.  
Involvement in High School Activities - High schools may not prohibit students from participating in school sponsored activities based on PSEO status.

Transportation - Students or their parents are responsible for transportation to the post-secondary and collaborative institutions.

Choosing to Participate - Students should start by planning early. The decision to participate is an important one. The student will be expected to be a responsible, self-starting, independent learner. Students should seek out additional information and counseling at the high school and at the post secondary institution to ensure that they are making the best choice for themselves and their educational future.

Students who participate in PSEO may be considered for the honored positions of Valedictorian and Salutatorian, based upon their 1 semester GPA.

## **GRADING APPEALS**

We ask students and parents with concerns about grades to contact the classroom teacher first, then the principal if the concern still exists.

## **REPORT CARDS AND MID – TERM Reports**

Report cards will be issued after each nine-week quarter. We ask students and parents to review the report card carefully and contact the principal or the classroom teacher with any questions or concerns-

Parental access of records information (student attendance, report cards, current grade) is available online. In order to access your 7-12 child(ren)'s information you must have a username and password, as this site is secured. To obtain your username and password, contact the high school office at 320-329-8368.

## **GOOD NEWS FROM RENVILLE COUNTY WEST**

Teachers may send positive reports to parents about how their learner is doing in school at any time.

## **HONOR ROLLS**

There are two levels of honor roll to which students may aspire: the Principal's Honor Roll and the RCW Honor Roll. The highest level, Principal's Honor Roll, is granted to students who earn a grade point average of 3.75 or above and do not have any "C's" on their report card for the grading period. The next level, RCW Honor Roll, is granted to students who earn a grade point average between 3.25 and 3.749 and have one "C" and no "D's" or "F's" on the report card for the grading period. Students who have achieved Principal's Honor Roll or RCW Honor Roll status will receive a congratulatory message on their report card for the marking period. A list of honor roll students will be released to the local newspapers approximately two weeks after report cards have been issued to students. If parents do not want their child's name published in the local newspaper, the school should be notified in writing at the beginning of the school year.

## **INCOMPLETES**

An Incomplete will be issued for a class in which assessments have not been completed and the student is failing. They will have 2 weeks to complete those assessments to get to a passing grade. Extensions may be granted for unusual circumstances if arranged in advance with the teacher and the principal.

## **COURSES FAILED -**

### **Grades 9-12**

Students must repeat or replace state and local required credits which have not been earned. Elective failures must be replaced by another credit. The principal and guidance counselor are available to help schedule make up or replacement classes.

1. All courses will be given a permanent mark at the end of each semester.
2. Notwithstanding No. 1 above, a student failing a course at semester time will still have the opportunity to pass for the year by blending his/her second semester achievements with his/her first semester deficiencies.
3. By the same token the reverse, i.e., first semester achievements will not be blended with second semester deficiencies to allow credit for the full year.
4. In the Math Department, a student who fails the 2nd semester of a yearlong course:
  - a. If the student's Semester I grade was 80 or above, then only the 2nd Semester needs to be repeated the following year; the student will not be allowed to enroll in the next sequential course before passing the 2nd Semester.
    - a. Geometry - prerequisite is Algebra 8
    - b. Advanced Algebra - prerequisite is Geometry
    - c. FST - prerequisite is Advanced Algebra
    - d. Pre-Calc - prerequisite is FST
5. The courses within the Science Department are not sequential. Each course is sequential within itself though. For example, Second Semester depends upon what is learned in the First Semester. Biology is required of all students either during 9th or 10th grade.
6. 4C. Spanish II: A student must have passed Spanish I to be enrolled in a Spanish II class. It is possible for a native Spanish speaker to take an examination to test out of Spanish I. The score on the examination must be

80% or above to test out of Spanish I. Spanish III: A student must have passed Spanish II to be enrolled in a Spanish III class. It is possible for a native Spanish speaker to take an examination to test out of Spanish II. The score on the examination must be 80% or above to test out of Spanish II. Spanish IV: A student must have passed Spanish III to be enrolled in a Spanish IV class. There is no opportunity to test out of Spanish III by taking an examination.

#### **Grades 7- 8**

1. The basis of promotion shall be based on Academic Performance.
2. The grade level teachers with input from the Teachers Assisting Teachers (TAT) team and Special Education staff will make the initial decision on recommending retention or promotion.
  - a. Based on these criteria: Each student will be required to attain 5 credits in the Core Academic Areas of English, Math, Social and Science -.Each semester will count one credit. An average grade of 73 or above from the quarters within that semester are needed in order to earn the credit.
  - b. Each student will be required to attain 2 additional credits from other courses offered. (Band, choir, EL, art, ag, computer and other non core classes.)
    - i. Each semester will count one-half credit with an average grade of 73 or above from the quarters within that semester are needed in order to earn the half credit.
  - c. Committee on Academic Performance - The committee will be made up of grade level teachers, Guidance Counselor, Special Education staff, and the Principal. The committee will review the academic performance of students who are not meeting the requirements at the end of each quarter. Parental notification will be made by the committee when a student is failing to meet the requirements of promotion and is in jeopardy of being retained. If a student continues to fail following the review period, the committee including the parent(s) will meet to discuss next year's educational program. Final decision will be made by the Superintendent. Note: If at any time you have questions, please do not hesitate to call your child's teacher, teacher/advisor or the principal.

#### **Academic Eligibility**

To further support our students, academic eligibility will change to an earlier identification process to reduce or eliminate the possibility of allowing students to negatively impact their grades over an extended period of time. The goal is to spot check grades on a weekly basis keeping our students academically eligible. Grades will be submitted the last school day of the week, generally on Friday, by 3:00 pm by all teachers for any student who is not meeting mastery in their classroom. The deadline of 3:00 pm Friday is a firm deadline. Any student that is deemed not to be passing one Class will be placed on academic probation for one week. However, if that student clears their academic concerns at any time during the week of probation the office will be notified, and the student will be removed from academic probation. Should a student on academic probation clear the course work of concern yet drop below mastery in any other course at the end of the probationary week, they will then be deemed ineligible until all coursework is at mastery level. If the original courses that put them on academic probation are not cleared by the end of the first week, or an additional course keeps them on academic probation as described, that student will not be eligible for participation until all coursework is at mastery level. In other words, any student on probation who continues to be failing any one given course at the end of the probationary week will be deemed ineligible for the next week. At any if all coursework has been successfully improved to a passing grade the student will regain eligibility. A student can regain eligibility only on Fridays (or end of the school week) at 3:00 pm if all coursework is at mastery level.

### **ATTENDANCE POLICY**

Learning is enhanced by regular school attendance. Regular school attendance is a good habit students can use in the workplace in the future. The process of education requires continuity of instruction, classroom participation by the learner, meaningful learning experiences, and study by the learner to maximize education benefits. School attendance is critical to school success. Minnesota state law requires compulsory instruction for every child between the ages of seven and sixteen. The state of Minnesota holds parents primarily responsible for assuring that their child attend school according to the law.

#### **A. Notification**

1. A student is considered absent when they miss three periods or more of a full day of school. Parents

are responsible to notify the school at 320-329-8368 by 9:00 am on the day of the absence. If you know in advance of a planned absence, a written note or phone call prior to this absence will be appreciated. The school's phone answering system is active 24 hours a day. The school will contact the parent/guardian through the student notification system after 9:00 am if the student is absent or tardy from school. If the parent/guardian does not make any contact with the school, the absence or tardy will be recorded as unexcused. Parents/guardians who are unable to follow the above procedure need to contact the school office. Foreseeable absences, including family vacations, should be brought to the school's attention prior to the absence.

#### **B. Maximum Absence Rule**

To earn a credit in a semester course at Renville County West, a student must satisfactorily complete all course work and tests as assigned and not be absent from the class more than ten (10) times in the semester.

Both excused and unexcused absences will count toward the total of ten (10) days per semester.

Research has shown that student absence of greater than 10 days is directly related to learning loss. Thus, RCW has worked in collaboration with the county to promote regular attendance. If a student is absent from a class more than ten (10) times in a semester, credit for that class may be denied. The student will have the right to appeal the loss of credit and request that the credit be reinstated. This appeal shall be made in writing to an appeals board consisting of one (1) school administrator and two (2) teachers or three (3) teachers. Requests for an appeal must be made in writing within three (3) school days following notification of loss of credit.

#### **C. Exceptions**

These absences DO NOT count toward the maximum ten (10) absences per semester.

1. Chronic/Prolonged Illness verified through child's physician.
2. Court-ordered appearances
3. Death in the student's immediate family or of a close friend or relative
4. Participation in a school authorized activity, i.e. field trips, or group related function.
5. Interscholastic meets or events
6. Musical sectionals
7. Religious holidays and/or instruction
8. Illness in student's immediate family (documentation required by medical personnel)
9. Suspension
10. Student government and related activities
11. Verified meeting conducted with school personnel
12. Other reasons, if approved by the principal in advance

#### **D. Excused Absences**

These absences count toward the maximum ten (10) absences per semester.

Simply because a parent calls into the school office does not mean the absence is excused. Example of excused absences: The school reserves the right to determine if an absence is excusable

1. Family emergency
2. Illness of student - While illness is considered an excused absence, multiple instances of illness will contribute to excessive absences which are also of great concern. Therefore, if a student has been sent any letter regarding truancy, knowing that county involvement could occur in such instances, medical documentation is highly suggested.
3. Medical/Dental appointments with doctor signed notice of office visit
4. Pre-arranged excused absences for student participation in non-school competition and performance activities
5. Pre-arranged family vacations not to exceed 5 student contact days
6. Professional appointments that cannot be scheduled outside the school day. Excused for the time spent at the appointment and reasonable time to get there and back as determined by the principal
7. Spectators at state/regional competitions: student spectators must have parent/guardian approval and follow all



attendance policies

8. Court appearances, driver, or permit tests, etc. excused for only the time attending with reasonable time to get there and back as determined by the principal.
9. College visits (Maximum of 2 visits per school year)
10. Other reasons, if approved by the principal in advance

#### **E. Unexcused Absences**

All absences not authorized by the parent/guardian or school are considered unexcused. These absences count toward the maximum ten (10) absences per semester.

Note: Unexcused absences may not be excused by a parent or guardian after the fact. Unexcused absences include, but not limited to:

1. Truancy (skipping school or class)
2. Appointments (haircut, tanning, car repair, senior pictures, picking up tuxes, prom dress shopping, getting nails done, etc.)
3. Car trouble
4. Miscellaneous (oversleeping, sleeping in, etc.)
5. Leaving the building without signing out in the office
6. Unspecified/No Reason provided

**F. TRUANCY** - The district has worked with Renville County officials to create a well-defined truancy plan. We will adhere to the guidelines of this plan as a means to assure regular uninterrupted attendance for our students.

#### Continuing Truant

Minn. Stat. § 1202.101 defines a continuing truant as a child under the age of 16 who is subject to the compulsory instruction required and absent from instruction in school without valid excuse within a single school year for: Three days if the child is in elementary school; or three or more class periods on three days if the child is in junior high school or high school. RCW also reports issues of excessive tardiness to the county. Renville County Truancy Intervention Program defines Excessive Accumulated Tardiness to be when a student has been tardy to school, without a valid excuse 5 times in a semester.

#### Habitual Truant

Minn. Stat. § 260C.007 defines an habitual truant as a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school; or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.

Students are required by law to attend school. Students who have several unexcused absences (truancy) from class or school will be reported to the County Attorney for corrective action. A parent/guardian of a child is obligated to compel the child to attend school or face possible criminal prosecution under the Compulsory Attendance Statute.

Excessive Accumulated Absences, including excused absences, is also addressed in Minnesota's Compulsory Attendance Statute. Minnesota Law allows school personnel to request medical verification of a child's condition when excessive absences occur. If your child's absences are due to illness or medical conditions, you may be requested to provide medical verification.

#### **PREVENTION STRATEGIES**

Contact with the parents or guardian of a student may be made by phone, by letter, or in person by the child's teacher, school official or Renville County Attendance Advocate to inform the parent of the school's concern regarding attendance..

- A letter expressing continued concern will be sent after a total of 7 absences and parents/ school may request a conference to include county support services.
- Parent(s)/Guardians will be notified by letter from the county when a student has missed a class twice (2).

- After the third time a student will receive a letter from the county and an offer to attend a presentation to understand how attendance is correlated to school success.
- After the sixth absence the county will send a letter to the family and will request an in-person meeting at the courthouse to discuss a plan of action to help the student get to school.
- After the seventh absence the family will receive a letter stating that the student is truant and will be requested to be seen by the county.

**Membership**

Students who are unexcused five (5) continuous days will be removed from membership at Renville County West High School. Reenrollment will occur only after a meeting with the principal and parents.

**Tardiness**

Unexcused tardiness to school, to class, and to study periods will result in a consequence. Any student tardy must have an admit slip signed by the principal or secretary before they can be admitted to class. Exceptions may be made if buses are late and a large group of students need to admit slips. If tardy at any other time of the school day, the admit should come from the teacher of the class they are coming from. If the admit slip is signed by a sending teacher, the receiving teacher will decide if the tardiness is excused or unexcused. If the slip has to be signed in the office, it will generally be unexcused.

**Consequences**

The following consequences will be implemented for unexcused tardiness per student’s total each quarter.

- a. 3 tardies = 1 hour of detention
- b. 6 tardies= 1 hour
- c. 9 tardies 1 hour
- d. 12 tardies= 1 hour
- e. 15 tardies= 1 day of ISS

**Make-Up Work**

All students who have been absent from school are responsible for making up missed work. The student will be given two days for every day missed to make up the work unless the student can arrange for an extension with the teacher. Known assignments, including tests for the day missed, will be due upon return. This includes make-up work for absences excused in advance. Pupils who fail to complete their make-up work will receive an "incomplete" for the work not completed as determined by the teacher of the class. A make-up slip is your admit slip to class. After an absence you are not to be admitted to any class without a make-up slip. Make-up slips for prearranged absences should be picked up no more than two days in advance of the absence. All makeup slips must be picked up before school or at noon. After teachers have signed your slip, you do not have to return it to the office.

**ACTIVITY RULES AND REGULATIONS**

Renville County West provides a well-rounded activities program for both boys and girls. The following rules and regulations, approved by the Board of Education, shall govern all participants in the Renville County West activities program.

**A. Athletic Physicals**

Participation in athletics requires a doctor's physical. A physical is preferred every year. A physical is required at least once every three years. This must be on file within the athletic department before the athlete can practice with the team.

**B. Attendance on Day of an Event, a Practice, or a Rehearsal**

The regular Renville County West attendance policy will apply. Students with an unexcused absence on the day of an event, will not be able to participate in the activity or its practice/rehearsal. Likewise, a student who is ill during the course of the day who does not report to school for a minimum of the last five periods prior to the end of first period (before 9:15 am) will not be able to participate in afterschool events or practices without the written notice of a doctor clearing him/her for participation. This includes participation as a spectator. Excused absences will be allowed to participate on a case-by-case review. Unexcused absences/suspensions will not be allowed to participate that day in the event, practice, or

rehearsal.

### **C. Athletic and Co-Curricular Curfew Rules and Regulations**

Curfew rules and regulations for Renville County West athletes are as follows:

Weekdays S-M-T-W-Th 10:30

Fridays-Saturdays 12:30

Any change will be set by the coach and/or the Athletic Director.

Violations will result in:

1st Offense: Suspension for one week of activity.

2nd Offense: Suspension for remainder of season.

### **D. Non-Athletic Curfew Rules and Regulations**

Curfew rules and consequences for non-athletic activities will be established by the director of the activity and subject to the principal's approval.

### **E. Dress and Grooming Regulations**

Each coach/director/advisor will encourage proper dress and grooming and will establish standards for his/her activity.

### **F. Activity Fee Policy**

#### 1. Application:

This policy shall apply to all Renville County West students in grades 7-12 who participate in certain extracurricular activities.

#### 2. Policy:

Students participating in extracurricular activities at Renville County West shall pay a participation fee of the following amounts:

- There will be no fees for any student (7-9) for any MSHSL sport or any non-athletic activities.
- \$70.00 per senior high student (10-12) per MSHSL sport.
- Any senior high student (10-12) participating in 3 or more activities per school year will have the fee for the 3<sup>rd</sup> activity and any following activities waived.
- Those student-athletes participating in the boys and girls tennis cooperative will pay \$175.00. This will not count towards the maximum family cap that the RCW School District has nor does it count towards the waived activity or sport if three activities/sports are participated in.
- \$22.50 per Senior High student (10-12) per non-athletic activity from the following: One Act Play, Three Act Play, Jr High Play, Knowledge Bowl, Robotics, FFA Member, Math Team
- A maximum of \$250.00 per family (grades 10-12) per school year will be charged

#### 3. Due Date:

Fee is due prior to participation as an individual or a team member in the first event of a particular activity. Students may not participate if the fee is not paid. Students who choose to quit an activity after paying the activity fee will be able to get 90% of that fee returned during the first three days. After three days of being involved in the activity there is no refund to the student.

### **G. Explanation of Eligibility Rules**

Each coach/director/advisor will explain eligibility rules to members of his/her group before the season activity begins.

### **H. Activities Appeals Council**

A student may request a hearing before the Activities Appeals Council to determine if the student's eligibility, in any activity, has been suspended or terminated without reasonable cause or grounds in accordance with the Rules and Regulations set up by the MSHSL and/or Renville County West Public Schools.

The council shall consist of the School Leadership Team (TLA) and involved coach(es)/ director(s).

## Checklist for Student Eligibility

If you cannot check all 10 items, see Activities Director

- Making academic progress toward graduation by having obtained the required number of credits toward graduation for my grade.
- Will not have turned 20 before the start of the season in which I plan to participate.
- Physical exam within the last three years on file at the Activities Office.
- Have not transferred schools.
- Will not play more than 4 seasons in any sport in grades 9-12 or participate after eight semesters in grades 9-12. (All eight semesters of attendance shall be consecutive.)
- Have never dropped out of school or repeated a grade while in high school.
- Have not accepted cash or merchandise for participating in a sport.
- A student who is a member of a high school team may not participate as an individual competitor or as a member of a non-school team in the same sport during the high school season.
- Have not and will not use or possess tobacco or alcoholic beverages, use, consume, have in possession, buy, sell or give away any other controlled substance, including steroids.
- Have not and will not violate the racial/religious/sexual harassment/violence/and hazing bylaws of the MSHSL.

## Lettering Rules and Regulations

- a. The participant must meet the requirements for the individual sport/activity that is set by each individual head coach/director.
- b. Any participant who is eligible and becomes ineligible due to a RCW or MSHSL rules violation may forfeit their opportunity to letter in that sport, or receive any post-season awards.
- c. The participant must attend all practices/rehearsals and meets/games unless excused by the coach. Absence from school due to illness or legitimate appointment is considered excused.
- d. Participants who are injured may letter at the coaches' discretion with approval by the activities director.
- e. Criteria for lettering in music ensembles:
  1. Students can earn a letter with three years of participation in a high school ensemble.
  2. Students can earn a letter with two years of participation in a high school ensemble and participation in solo/ensemble contest

## Lockers

For security reasons, students are urged to add a school lock or personal lock to the athletic locker provided by the school. The following guidelines apply:

1. It is the student's responsibility to remember personal combinations. If a student locks uniform, sweats or school clothes behind a personal lock and then can't get those items when he or she wants, that is the student's immediate problem.
2. Lockers belong to ISD 2890, equipment belongs to ISD 2890, and personal items belong to the student. We respect the rights of students regarding search and seizure, but we are also responsible for the well-being of our entire student body and staff. If a staff member deems that immediate access to a locker is necessary, a student-owned lock will be cut and a school lock will be opened.
3. Renville County West School does not assume responsibility for lost or stolen personal items.

## **Equipment**

The exact uniform and equipment issued to a participant at the beginning of a season must be returned to the coaching staff at the end of the season. Items that are not returned within two weeks of the end of the season or the date that a participant drops or quits, whichever is earlier, will be charged to the participant. No student may compete in the following season unless previous obligations have been satisfied.

## **Medical Policy**

Physical examinations are required at least once every three years and medical forms must be on file in the high school activities office before participation can be allowed. Participants shall be responsible for their own physical examinations at their own expense. The MSHSL Parent's Permit and Health Questionnaire must also be completed and received by the school before participation can be allowed. After major surgery or serious illness or injury, the attending physician must certify in writing the student's readiness for participation.

## **Insurance**

School District 2890 has no provision for medical insurance coverage for participants and it shall thus be the responsibility of each participant to provide his/her own insurance coverage.

## **Transportation**

Renville County West School District will be responsible for transporting student-athletes to and from athletic and activity contests. School officials will use proper judgment in either using a van or bus as the means of transporting students. An activity bus will be available for students involved in extracurricular activities. The activity bus will have pick up and drop off points in Sacred Heart, Renville and Danube. If they choose to not use the after-school activity bus they are releasing the Renville County West School District from all liability. Those student-athletes participating in the Cross Country, Tennis, Track, or Wrestling cooperative need to complete the Driving to Practice Parent Permission and Release of Liability form if not using district transportation.

## **Conflicts Between Athletics and Other School Activities**

It is the philosophy of the school that Athletics, Arts and Academic extracurricular activities play an important role in the lives of students and their families. It is with this in mind, and with mutual respect, that advisors, coaches and athletic directors coordinate their schedules to the best of their ability. However, there will be times when a conflict arises. An individual student who attempts to participate in several extra-curricular activities may occasionally be in a position of a conflict of obligation. When this does occur the wishes of the student will be heard and taken into consideration. Students have the responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about participating in too many activities where conflicts are bound to happen. Students should notify all coaches involved.

## **Questions and Answers Regarding the RCW Activities Program**

***Q: Can my son or daughter ride home from an athletic contest with me?***

Answer: It is the philosophy of the RCW Activities Department that all student athletes should ride home from the games with the team. The bus ride home is a time when team relationships develop. As a district we promote students riding the team bus. We understand there might be times when riding home with a parent is a necessity. However, due to liability concerns, no one other than your child can ride with you unless prior approval has been received by the parent or driver contacting the athletic director and has notified the coach. Also, under no circumstances can a student athlete ride home from an away game with anyone other than a parent.

***Q: What if my son or daughter is ejected from a contest by the official?***

Answer: Under MSHSL rules, any player (or coach) who is ejected from a contest will be ineligible for the next regularly scheduled game/meet. A second violation carries a four game ineligibility period.

***Q: What if my son or daughter loses equipment that is property of the school?***

Answer: Unfortunately, the student/parent will have to pay a reasonable amount for the replacement equipment. The biggest problem occurs when student-athletes forget to lock their lockers or leave equipment outside their lockers. Sorry, but we are not able to reimburse students for stolen money or personal items. Please do not bring valuable items to the locker room and be sure to lock your locker! Furthermore, help us identify anyone who is taking other people's possessions.

**Q: My son or daughter is unhappy because he/she isn't playing much or at all in games. When should I call the coach?**

Answer: This is obviously a very difficult topic. Coaches aren't perfect but the vast majority of them are in this profession to help young people "grow" through their involvement in activities. However, high school activities are competitive in nature and some athletes will be stars, some will be starters, some will be reserves and some may not make the team. Playing time is not a reflection of the value of your son/daughter to the team, but only of their ability at their position at the current time. Decisions regarding team membership and playing time must remain the responsibility of the coaching staff.

Many times athletes mistakenly conclude the coach doesn't like him/her and that is why they are not playing. As parents we need to be supportive of our children while at the same time being realistic about their abilities. It is easy to be a parent when things are going well for our children. We receive our challenge as parents when things are going poorly for the team or our own child.

If your son or daughter feels he/she is not being given a fair chance to play, encourage him/her to set up a time to talk to their coach. (This is difficult for many teenagers but encourage them to try. Every coach will take time for a private talk to explain a player's position on the team and what he/she needs to do to improve.)

Be sure you do not judge your child's worth by their athletic prowess and help them keep a positive self-image whether or not they are being successful in their activity. It really is their effort that counts whether in athletics or "real" life. They and we as parents should always be proud of their best effort.

**Q: If I have an issue I would like to bring up with a coach, how do I go about doing it?**

Answer: The first step is to arrange a meeting with the head coach to discuss the issue you might have. Don't approach the coach before or after a contest. Call the next day to set up a time to meet. When meeting with the coach, remember to "respect each other's roles." The coach has to respect the role of you as parent and keep in mind that you are looking after the well-being of your child. The parents have to respect the role of the coach and that they have numerous student-athletes to be concerned about and the decisions they are making are in the best interest of the team and program. The parent or coach may request that the activities director be present during this meeting.

If the first step does not satisfy the needs of the parent or coach, then a meeting will be arranged with the parent, coach and administrative team. It is our goal to resolve all issues at this point. We will try very hard to work towards an agreeable solution at this stage. However, it is important to note that in some cases a solution that satisfies both of the parties may not be found. At that point the activities director and administration team will continue to carefully monitor the situation and will continue to keep lines of communication open between parent and school administration.

The most important point of dealing with an issue is handling it respectfully. All parties involved must respect each other's roles in the whole situation.

**Q: What is the fastest and best way to find out about schedule changes or cancellations?**

Answer: The fastest way to find out about schedule changes and cancellations is to check the RCW Activities Department Web Page at [www.rcw.k12.mn.us](http://www.rcw.k12.mn.us).

Step 1 : Go to [www.rcw.k12.mn.us](http://www.rcw.k12.mn.us)

Step 2 : Click on RCW Academic and Activity

Step 3 : Click on the date you are looking for and all activities for that date will be listed. If you would like email notification when there is a change to any scheduled event. Sign up for "Notify Me" in the website listed above.

## Use of Alcohol, Tobacco, Drugs, and Marijuana

### 1. Category I

All consequences will apply to students in grades 7-12. Violations will start accumulating in grade 7. This policy will be enforced throughout the calendar year.

#### 1. First Violation

a. Penalty: After confirmation of the first violation, the student shall lose eligibility for 25% of the regular season events of the activity in which the student is a participant. Any percent of an unfilled suspension will be applied in the next season the student participates in.

b. Violating students will complete the educational component of the policy.

(see section I). Non-compliance will result in not being readmitted as a participant to school sponsored activities or events.

Note: When the percentage of events is figured all numbers will be rounded up.

Note: If the 25% penalty does not meet the minimum 1<sup>st</sup> violation MSHSL policy the student will serve the (2) weeks (2) events whichever is greater suspension mandated by the MSHSL.

#### 2. Second Violation

a. Penalty: After confirmation of the second violation, the student shall lose eligibility for 50% of the regular season events in which the student is a participant. Any percent of an unfilled suspension will be applied in the next season the student participates in.

b. Violating students must have a chemical assessment performed by a licensed chemical counseling professional. A letter from the counselor stating that an assessment was performed must be delivered to the principal or activities director before reinstatement. All costs associated with the assessment are the responsibility of the parent/guardian. Additionally, violating students will complete the educational component of the policy (see section I). Non-compliance will result in not being readmitted as a participant to school sponsored activities or events.

Note: If the 50% penalty does not meet the minimum 2<sup>nd</sup> violation MSHSL policy the student will serve the (3) weeks or (6) events whichever is greater suspension mandated by the MSHSL.

#### 3. Third and subsequent Violations

a. Penalty: After confirmation of the third and subsequent violations, the student shall lose eligibility for one calendar year.

b. The student must have a chemical assessment performed by a licensed chemical counseling professional. A letter from the counselor stating that an assessment was performed must be delivered to the principal or activities director before reinstatement. All costs associated with the assessment are the responsibility of the parent/guardian. Additionally, violating students will complete the educational component of the policy (see section I). Non-compliance will result in not being readmitted as a participant to school sponsored activities or events.

4. Banned and controlled substance use / possession will fall under the second violation for the first confirmed violation. Each violation following will fall under third and subsequent violations.

5. A student shall be disqualified for nine (9) additional weeks of participation beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

6. A student serving a penalty for a rules violation will be required to participate during the entire season and meet all requirements and expectations of the coach in order to fulfill the penalty. All suspended students will practice.

#### 7. Violation Procedure:

##### A. Suspicion of violation

i. Sources – Coach, Parent, Administrator, District Employee, Law Enforcement, Community Member

##### B. Investigation of Suspected Violation

- i. Anytime a student/athlete is being interviewed about an alleged incident, it will be done with 2 adults participating. Combinations preferred – High School Principal, Activities Director, Head Coach, and Superintendent.

C. Conclusion/Action Plan

- i. Once the investigation process is complete, the interviewers will determine guilt or innocence and the decision of the interview team will be communicated orally to the student and parent and in writing to the parent and coach.

8. Violation Report

The individual calling in the report will be asked to make a written statement of the violation they are reporting. If the individual making the report does not sign a written report no investigation will take place. The exception would be a police report.

Renville County West students are expected to refrain from the use of, possession of, buying or selling of alcohol, tobacco, or other controlled substances. In addition, should a student be in the presence of alcohol or a controlled substance, it is expected the Renville County West students will leave said premises as soon as possible.

**2. Category II**

Penalties for Category II activities (Band, Choir, Speech, Plays, One Act Play, Knowledge Bowl, Math Team and any other activity that falls under category II of the MSHSL) must be served separately from category I 69 activities. A student shall not be suspended from activities where their grade may be affected. The list of events that have grade implications will be determined and given to the students by activities instructor. All local events, including homecoming dance and coronation (as a participant), banquet, prom, and all other school sponsored activities are in this category with the exceptions of graduation (for graduating seniors), operate according to these guidelines.

a. First Violation – 1 Event

Violating students will complete the educational component of the policy (see section I). Non compliance will result in not being readmitted as a participant to school sponsored activities or events.

b. Second Violation – 3 Events

The student must have a chemical assessment performed by a licensed chemical counseling professional. A letter from the counselor stating that an assessment was performed must be delivered to the principal or activities director before reinstatement. All costs associated with the assessment are the responsibility of the parent/guardian. Additionally, violating students will complete the educational component of the policy (see section I). Non-compliance will result in not being readmitted as a participant to school sponsored activities or events.

c. Third and Subsequent Violations – 6 Events

The student must have a chemical assessment performed by a licensed chemical counseling professional. A letter from the counselor stating that an assessment was performed must be delivered to the principal or activities director before reinstatement. All costs associated with the assessment are the responsibility of the parent/guardian. Additionally, violating students will complete the educational component of the policy (see section I). Non-compliance will result in not being readmitted as a participant to school sponsored activities or events.

**Education Requirements for Alcohol, Drugs, and Marijuana**

In addition to the ineligibility requirements, students will also be required to complete an educational component if the violation involves possession or use of alcohol, drugs, or marijuana. The educational requirement is as follows:

**FIRST CHEMICAL VIOLATION**

Students will be required to attend at least four counseling sessions to include, but not to be limited to, the following topic areas:

1. Ventilation of personal concerns about the incident.
2. Drug education



3. Peer pressure
4. Self-concept

A written statement will be filed by the Chemical Coordinator at the end of Level I as proof of compliance with this education component. A copy will be sent to parents.

### SECOND CHEMICAL VIOLATION

Student will be required to attend at least seven counseling sessions to include, but not to be limited to, topics from Section A (first violation) plus the following topics:

1. Decision making
2. Alternatives to chemical use
3. Goal setting

A written statement will be filed by the Chemical Coordinator at the end of Level II as proof of compliance with this educational component. A copy will be sent to parents.

Level II will end with a conference including the student, parent(s), and the Student Assistance Team. This conference will review the student's case up to date and discuss future alternatives/consequences. The principal may also suspend from school for non-compliance.

### THIRD CHEMICAL VIOLATION

A conference will be held including the student, parent(s), and the Student Assistance Team, to determine appropriate action. Action may or may not include:

1. Referral to Renville County Chemical Coordinator
2. Referral for professional evaluation and/or treatment outside the school
3. Modified curriculum at school
4. Other appropriate action for this individual student

The student, while at Renville County West, will be required to attend weekly personal counseling during the term of the third violation. A written statement will again be filed by the Chemical Coordinator at the end of Level III. A copy will be sent to the parent(s). The principal may also suspend for non-compliance.

## Education Requirements for Tobacco

Students who possess or use tobacco:

- 1st Violation: 2 counseling sessions
- 2nd Violation: 3 counseling sessions
- 3rd Violation: 4 counseling sessions

A written statement will be filed by the counselor with the principal as proof of the sessions being completed.

## Definitions & Interpretations Regarding Use of Alcohol, Drugs, or Marijuana

1. Possession: Possession is interpreted as having in your personal possession, using, or being under the influence of alcohol, drugs, or marijuana, or being in the company of those who have possession or are using alcohol, drugs, or marijuana.
2. Reinstatement Policy: When ineligible, a student must attend practice in order to fulfill his requirements to be reinstated. The clock does not run (the number of weeks is not reduced) unless the student is a "participant". Suspensions date from the day of the last violation. All days during the school year will count as part of the suspension period. If ineligible you must go out at the beginning of the season, not in the middle.
3. Tobacco Rule: Students shall not use or have in their possession tobacco in any form. This does include chewing tobacco. This section pertains to all students, participants, and non-participants alike.
4. Summer Coverage: The alcohol, tobacco, drug, and marijuana rules apply to students the entire year.

Activity Ineligibility:

Students ineligible due to violations of the school's chemical, discipline, or attendance policies will be ineligible to participate in all school sponsored activities beyond the local level. The only local events which the student may participate in are graduation (for graduating seniors), and dance tryouts.

#### Activities Appeals Council

A student may request a hearing before the Activities Appeals Council to determine if the student's eligibility, in any activity, has been suspended or terminated without reasonable cause or grounds in accordance with the Rules and Regulations set up by the M.S.H.S.L. and/or the Renville County West Public Schools. The Council shall consist of the Building Management Team and involved coach/coaches/director.

#### **RULES REGULATIONS AND POLICIES NOT SPECIFICALLY COVERED**

It is impossible to address every situation that may occur in the area of school policy. Therefore, the administration has been directed, and given the authority by the School Board, to interpret, develop, and/or implement policies that they deem necessary to safely and effectively operate the school. Furthermore, the principal retains the right to issue penalties for acts of discipline not specifically stated herein and to alter any penalties as he/she considers necessary.

## 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 academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children 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 will be counted as "not proficient" for the purpose of school and district accountability, including opportunities for support and recognition.
- 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.

### 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 Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)  | ACCESS and Alternate ACCESS for English Learners   |
|--|--|
| <ul style="list-style-type: none"> <li>• 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.</li> <li>• Majority of students take the MCA.</li> <li>• MTAS is an option for students with the most significant cognitive disabilities.</li> </ul> | <ul style="list-style-type: none"> <li>• Based on the WIDA English Language Development Standards.</li> <li>• Given annually to English learners in grades K-12 in reading, writing, listening and speaking.</li> <li>• Majority of English learners take ACCESS for ELLs.</li> <li>• Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</li> </ul> |

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## 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 MCAs 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](https://education.state.mn.us) (education.state.mn.us > Students and Families > Programs and Initiatives > Statewide Testing).

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Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required each year parents/guardians wish to opt the student out of statewide assessments.

Date \_\_\_\_\_ (This form is only applicable for the 20\_\_\_\_ to 20\_\_\_\_ school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

Please initial to indicate you have received and reviewed information about statewide testing.

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

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

\_\_\_\_\_ MCA/MTAS Reading      \_\_\_\_\_ MCA/MTAS Science  
\_\_\_\_\_ MCA/MTAS Mathematics      \_\_\_\_\_ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will lose one opportunity to receive a qualifying score that could potentially save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My student will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability. My school and I may lose valuable information about how well my student is progressing academically. In addition, refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

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

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only. Student ID or MARSS Number \_\_\_\_\_

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