

Renville County West High School Student and Parent Handbook 2024-2025 School Year



Renville County 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.

This handbook provides information about processes and rules relating to elementary students. Please read it carefully and contact the K-12 Office if you need any explanations or further information.

Policy Information RCW policies and others can be found in their entirety on our [district webpage](#)

Renville County West Public Schools- ISD 2890
301 NE 3rd Street Renville, MN 56284
(320) 329-8368

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 all children's needs and learning styles.
- Providing an atmosphere that stimulates students to become responsible and productive members of society;
- Promoting lifelong learning for students, staff, and community.

At Renville County West, we have adopted the Acronym ROAR. Each letter represents a strong contributing factor to 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 the 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.

Table of Contents

[ACADEMICS/GRADUATION REQUIREMENTS](#)

[ACADEMIC ELIGIBILITY](#)

[ACCIDENTS](#)

[ADMINISTRATION](#)

[ADULT VOLUNTEERS](#)

[ANNUAL NOTIFICATION OF RIGHTS PROTECTION AND](#)

[PRIVACY OF EDU. RIGHTS](#)

[APPEAL](#)

[ARRIVING AT OR LEAVING SCHOOL PREMISES](#)

[ASBESTOS NOTIFICATION](#)

[ASSESSMENTS](#)

[ATHLETIC SEASON PASSES FOR HOME EVENTS](#)

[ATTENDANCE POLICY](#)

[BACKPACKS](#)

[BEHAVIOR EXPECTATIONS](#)

[BOOKS AND SCHOOL PROPERTY](#)

[BUILDING SECURITY PROCEDURES](#)

[BULLYING PROHIBITION POLICY](#)

[CELL PHONES](#)

[CODE OF STUDENT CONDUCT](#)

[CONCERNS/COMPLAINTS](#)

[COURSES FAILED](#)

[DATA PRIVACY](#)

[DISSEMINATION OF POLICY](#)

[DISTRIBUTION OF NON-SCHOOL-SPONSORED](#)

[MATERIALS](#)

[EDUCATION REQUIREMENTS FOR ALCOHOL, DRUGS,](#)

[AND MARIJUANA](#)

[EDUCATION REQUIREMENTS FOR TOBACCO](#)

[ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AND](#)

[INTERNET SAFETY POLICY](#)

[FIELD TRIPS](#)

[FIRE & SAFETY DRILLS](#)

[541 ACTS OF VANDALISM](#)

[FOOD SERVICE FEES](#)

[GRADUATION POLICIES](#)

[GRIEVANCE PROCEDURE FOR COMPLAINTS OF](#)

[DISCRIMINATION](#)

[HALLWAYS](#)

[HIGH SCHOOL DAILY SCHEDULE](#)

[HONOR ROLLS](#)

[INCOMPLETES](#)

[INDOOR AIR QUALITY](#)

[INSURANCE](#)

[INTRODUCTION](#)

[INVESTIGATION](#)

[LEAD IN WATER](#)

[LOCKERS](#)

[LUNCH VISITORS](#)

[MAKE-UP WORK](#)

[NONDISCRIMINATION NOTICE](#)

[PASSES](#)

[PASS/FAIL OPTION](#)

[PLEDGE OF ALLEGIANCE](#)

[POLICY PROHIBITING HARASSMENT AND VIOLENCE](#)

[POST SECONDARY, CAREER TECHNICAL &](#)

[ENTREPRENEURIAL](#)

[PUPIL FAIR DISMISSAL ACT](#)

[RENVILLE COUNTY WEST 7-12 DISCIPLINE POLICY](#)

[REPORT CARDS](#)

[RETALIATION](#)

[RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES](#)

[RULES REGULATIONS AND POLICIES NOT](#)

[SPECIFICALLY COVERED](#)

[SCHEDULING PROCEDURES DROP/ADD DROP OPTION](#)

[SCHOOL HOURS](#)

[SCHOOL CLOSINGS](#)

[SCHOOL DISTRICT ACTION](#)

[SOCIAL MEDIA PROCEDURES](#)

[STUDENT ACTIVITY RULES AND REGULATIONS](#)

[STUDENT COUNCIL](#)

[STUDENTS' DATA PRIVACY](#)

[STUDENT DRESS AND APPEARANCE](#)

[STUDENT DRIVING](#)

[STUDENT HOURS](#)

[STUDENT OF THE QUARTER](#)

[STUDENT RIGHTS AND RESPONSIBILITIES](#)

[STUDENT TRANSPORTATION SAFETY POLICY](#)

[TELEPHONE CALLS](#)

[TRADITIONAL HIGH SCHOOL GRADING SCALE](#)

[2-HOUR LATE START](#)

[USE OF ALCOHOL, TOBACCO, DRUGS, AND MARIJUANA](#)

[VISITORS](#)

[VISITING COLLEGES AND OTHER SCHOOLS](#)

[VOCATIONAL OPPORTUNITIES ANNUAL NOTIFICATION](#)

[WINTER STORM HOME](#)

Annual Notifications

Asbestos Notification	Electronic Technologies Acceptable Use and Internet Safety Policy
Indoor Air Quality	Pupil Fair Dismissal Act
Lead In Water Annual Notification	Policy Prohibiting Harassment and Violence
Pesticide Notice	Student Transportation Safety Policy
Rights Protection and Privacy Educational Rights	Health Care
MVCC	Student's Data Privacy
Nondiscrimination Notice	
Grievance Procedure for Complaints of Discrimination	

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 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

Peyton Mills
High School Principal 7-12
320.329.8368
pmills@rcw.k12.mn.us

Mission Statement for the Renville County 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.

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

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: ???

PreK-6 Principal: Kristen Egge

7-12 Principal: Peyton Mills

All problems dealing with student personnel should first be brought to the attention of the correct individual in this order.

1. Teacher
2. Principal,
3. Superintendent

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.

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RENVILLE COUNTY WEST GENERAL INFORMATION

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

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; Must be taken in either 11 or 12th grade by state statute, 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

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. This minimum load is waived during the second semester of a student's senior year. They will be allowed to take 6 credits this semester.

10. Drop/Add Procedure

- a. Student may drop/add classes by seeing the principal during the first week of semester
- b. They must use the drop/add sheet provided by the student success coordinator.

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.

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. Any student that is deemed not to be passing one class will be placed on academic probation for one week. 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. 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 passing.

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.

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.

ASSESSMENTS

Renville Public Schools uses a variety of tools to measure and determine a student's academic growth, progress toward meeting state academic standards, and English Language development, including:

- Minnesota Comprehensive Assessments (MCA) (Grades 3-12)
- ACCESS for English Language Learners (Grades K-12)
- Fastbridge Reading, Math, and SEL Assessments (Grades P-8)
- Classroom assessments and more

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 2024-25 school year.

2. They are not good for subsection or section games or holiday tournaments.
3. They will not be transferable.

Season passes for RCW events:

1. Elementary K-6 student - Free with paying adult
2. High School 7-12 student - Free
3. Jaguar Quick Pass – 10 Home Events \$35.00
4. Adult - \$60.00
5. Senior Citizen/RCW Supporter (65+) - Free
6. Single game admission: Student (K-6) - \$4.00 without a paying adult and Adults - \$6.00
7. 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

ATTENDANCE POLICY

Reporting Absences:

If your child will be absent for any reason, please call 320-329-8368 by 8:15 AM on the day of the absence. You can also send a note with your child. The school's phone system is active 24/7. Include the following information:

- Child's Name
- Date of Absence
- Reason for Absence
- Name and phone number of the person reporting the absence

Excused Absences:

Valid reasons for absence include:

- Illness (physician's note required after the 10th absence)
- Health or dental appointments
- Extreme family emergencies
- Religious observances
- Court appearances (with documentation)

Request to be excused from physical education: A doctor's note requesting that, for health reason's your child is to be excused from participating in physical education class. The student will still go to PE with their class and become an observer during this class time.

Unexcused Absences:

Reasons such as missing the bus, oversleeping, working at home, haircuts, or shopping are not valid excuses and will be treated as truancy.

Legal Requirements:Minnesota state law requires children under 16 to attend school. Parents are responsible for ensuring their child attends school. For more details, please refer to Minn. Stat. § 1202.101 (Continuing Truant) and Minn. Stat. § 260C.007 (Habitual Truant).

- A. **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.

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 make-up 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.

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.

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.

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.

BUILDING SECURITY PROCEDURES

To ensure the safety of students and staff, the following security measures are in place:

1. Main Entrances: Only the main entrances to school buildings are open from the outside during the school day.

2. Reporting to Main Office: Upon entering, visitors must immediately report to the main office.
3. Sign-In and Badging: Visitors are required to sign in at the main office and will be issued a visitor identification badge to be worn while on the premises.
4. Early Dismissal Protocol:
 - Parent Sign-Out: Parents must come into the school office to sign out their children if they leave before the end of the school day.
 - Authorized Pick-Up: Children are released only to their legal parents or guardians.
 - Third-Party Pick-Up: Grandparents, friends, or other relatives must have written permission from the parent to pick up children from school.
5. Custody Issues: In cases of custody disputes, a court order is required to establish and verify parental rights and access to the child.

BULLYING PROHIBITION POLICY

A safe and civil environment is essential for students to learn, achieve high academic standards, and promote healthy human relationships. Bullying, like other violent or disruptive behavior, interferes with a student's ability to learn and a teacher's ability to educate in a safe environment.

The school district cannot monitor students at all times and eliminate all incidents of bullying, especially when students are not under direct supervision. However, when bullying affects the educational environment and the rights and welfare of students, the school district will take the following actions:

1. Prevention: Implement measures to prevent bullying.
2. Investigation: Investigate reported incidents of bullying.
3. Response: Respond appropriately to confirmed incidents.
4. Remediation: Take steps to address and remediate the effects of bullying.
5. Discipline: Discipline those who engage in bullying behaviors.

The purpose of this policy is to help the school district prevent and respond to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and harmful behaviors.

[\(See Policy #514\)](#)

Bus Rules/ District Transportation

Key Concepts

- Transportation is a Privilege: Riding the bus/van is a privilege, not a right.
- Consequences for Violations: Violations of bus safety or conduct policies may result in the revocation of bus riding privileges, as outlined in the school district's discipline policy.
- Revocation Procedures for Students with Disabilities: Procedures for revoking bus riding privileges for students with disabilities are governed by applicable laws, ensuring fairness and compliance with disability rights regulations.



1. Follow the Driver's Directions Immediately: Obey instructions promptly.
2. Sit Properly and Face Forward: Remain seated in your assigned seat, facing the front.
3. Use Quiet and Appropriate Language: Speak softly and use respectful language.

4. Keep All Body Parts Inside the Bus: Avoid leaning out of windows or extending limbs.
5. Respect Personal Space and Belongings: Keep your arms, legs, and belongings to yourself.
6. No Fighting, Harassment, or Horseplay: Maintain a safe and respectful environment.
7. Do Not Throw Objects: Refrain from tossing anything inside or out of the bus.
8. No Eating, Drinking, or Tobacco/Drug Use: Consumption of food, drinks, or substances is prohibited.
9. No Weapons or Dangerous Objects: Leave all weapons and hazardous items at home.
10. Do Not Damage the Bus: Treat the bus with care and respect.
11. Line Up Behind Marked Areas While Waiting: Maintain order and safety while boarding.

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 in 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.

CONCERNS/COMPLAINTS

Will be addressed as quickly as possible. We ask that the chain of command be followed when a concern/complaint arises. This is the procedure we use for handling complaints in the RCW Public School District. The chain of command outlines the steps to be taken at all District levels, from Level One (complaints brought to teachers, coaches, etc.) to Level Four (complaints brought to the Board of Education). The steps within the chain of command are the same regardless of whether the issue is being brought forward by a patron or a staff member. The purpose of this procedure is to facilitate the solving of problems between the parties involved. Further, it maintains a sense of order in the district. (Insert link to flowchart)

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.

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.

DATA PRIVACY INFORMATION

Directory Information:

"Directory information" includes details from a student's education record that are generally not considered harmful or an invasion of privacy if shared. This can include:

- Student's name
- Dates of attendance
- Grade Level
- Enrollment status (full-time or part-time)
- Participation in activities and sports
- Weight and height of athletic team members
- Degrees, honors, and awards received

Media Release:

A media release form may be required for using certain information:

- Pictures in the current yearbook
- Photos for promotional use by the district (newspaper, newsletter, web page, yearbook, etc.)

Opting Out:

If parents/guardians do not want their child's photo used for these purposes, they must contact the school.

DAILY SCHEDULE

- 1st Hour 8:15-9:08
- 2nd Hour 9:12-10:05
- 3rd Hour 10:09-11:02
- 4th Hour 11:05-11:58
- Lunch 6-8 12:00-12:22
- 5th Hour 9-12 12:01-12:54
- 5th hour 7-8 12:24-1:17
- Lunch 9-12 12:56-1:17
- 6th Hour 1:20-2:13
- 7th Hour 2:16-3:09

DISCIPLINE POLICY

POLICY 506: K-12 DISCIPLINE AND VIOLENCE PREVENTION POLICY

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:

- For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- To attend school daily, except when excused, and to be on time to all classes and other school functions;
- To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- To make necessary arrangements for making up work when absent from school;
- To assist the school staff in maintaining a safe school for all students;
- To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- To be aware of and comply with federal, state and local laws;
- To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- 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.
- O. Student Dress Code ([Policy #504](#))

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;24

- 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 25 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 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)

It's important to note that students may also be disciplined for conduct and behavior outside of the school building and grounds if it violates the rights of others.

[\(Policy #506\)](#)

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.

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.

FOOD SERVICE FEES

Food Service Fees

Student Meals:

- Breakfast and lunch are provided at no cost (one each).
- Ala Carte purchases are available for students in grades 7-12.
- All purchases must be paid in cash; charging is not allowed.

Adult Prices:

- Breakfast: \$3.00
- Lunch: \$5.00
- Extra Entree: \$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."

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 90-94 will be designated Honor Students. Students with an average of 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.

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.

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.

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.

Lockers 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.

[\(Policy #502\)](#)

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.

Medication Policy

Prescription Medication:

- Written permission from parents and physicians is required to supervise the administration of prescription medication.
- The Physician's written order should include medication details, dosage, time, purpose, and side effects.

- Medication must be in the pharmacist's original labeled container.
- The School Nurse/Health Aide will supervise and document medication administration.
- Parents must refill prescriptions promptly to avoid interruptions in coverage at school.
- Antibiotic medication should ideally be given at home to avoid issues like loss of the bottle or missed doses.

Non-Prescription Medication:

- Written authorization from a Physician and/or Parent is required for supervised administration.
- Non-prescription medication should be in its original container and stored in a supervised area.
- Verbal orders can be accepted if followed by a written order the next school day.
- Students may self-administer medication like asthma inhalers with written parental permission, but the school is not responsible for self-medicating students.
- Unclaimed medication will be discarded at the end of the school year.
- Parents will be notified of unauthorized medication use by students. ([Policy #516](#))

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

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.

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.

Post Secondary Education Option, Career Technical Education, and Career Entrepreneurial Options

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.

REPORT CARDS

Report cards will be issued after each nine-week quarter.

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.

SCHOOL HOURS

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

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.

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 = 10:15-10:51
2nd period = 10:55-11:31
3rd period = 11:34-12:10
4th period = 9-12 12:13-12:49
4th period 7-8 =12:35-1:12
Lunch 6-8 12:12-12:34
Lunch 9-12 12:51-1:12

5th Period = 1:15-1:51

6th period =1:54-2:30

7th period = 2:33-3:09

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.

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.

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

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.

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)

STUDENT DRESS AND APPEARANCE

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.

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.

STUDENT DRIVING

- 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.
- 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.
- 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.
- 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.

STUDENT RIGHTS AND RESPONSIBILITIES – See Policy 506 on Website: 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

TELEPHONE CALLS

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.

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.

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

STUDENT 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.

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.

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.

Dress and Grooming Regulations

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

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 3rd 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.

Explanation of Eligibility Rules

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

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).

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.

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 1st 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 2nd 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.

Annual Notifications

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 in 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 the 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.

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.

The ALICE acronym stands for:

- i. ALERT
- ii. LOCKDOWN
- lii. INFORM
- iv. COUNTER
- v. EVACUATE

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.

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 pesticides 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.

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:

Rights Protection and Privacy 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 postsecondary 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 students' educational records 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:

Angie Young, Director
Minnesota Valley Cooperative Center
450 9th Avenue, Granite Falls, MN 56241. ([Policy # 515](#))

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:

([Policy # 521](#), [# 522](#))

Inquiries may be directed to:
Superintendent Renville County West
Central Office
301 NE 3rd 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 complaint 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. 2nd Avenue, Suite 430
Minneapolis, MN 55401
800.669.4000
612.335.4040
TDD 612.730.4045

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

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, threat 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 Mortensen 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

K-6 will have bus evacuation drills in the fall and spring.

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.

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 24 hours before returning to school.

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 daycare 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.

F. 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.

G. 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. 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.

H. 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)