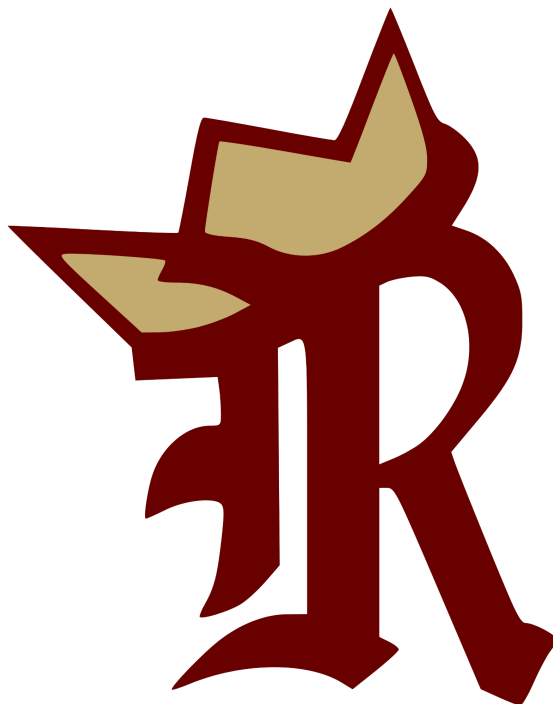


# ROYALTON MS/HS

## STUDENT HANDBOOK 2025-26



Principal: Joel Swenson  
[jswenson@isd485.org](mailto:jswenson@isd485.org)  
320-584-4200

Front Office:  
Dawn Towle, Admin. Asst. to Principal  
[dtowle@isd485.org](mailto:dtowle@isd485.org)  
320-584-4240

Amy Kasella, Attendance Secretary  
[akasella@isd485.org](mailto:akasella@isd485.org)  
320-584-4241

Kaitlyn Arnzen, Asst. Principal/AD  
[kaitlyn.frenchick@isd485.org](mailto:kaitlyn.frenchick@isd485.org)  
320-584-4200

CRC Office:  
Monica Flakus, Counselor  
[mflakus@isd485.org](mailto:mflakus@isd485.org)  
320-584-4200

Robyn Popp-Bartkowicz, CRC Sec.  
[robyn.bartkowicz@isd485.org](mailto:robyn.bartkowicz@isd485.org)  
320-584-4200

Joann Weir, Social Worker  
[joann.weir@isd485.org](mailto:joann.weir@isd485.org)  
320-584-4200

## **Part I, Information and Arrival**

### **Welcome to Royalton MS/HS**

The information contained in this handbook is designed to help the school run smoothly so that you will have a successful year at Royalton MS/HS. Not all rules/procedures/protocols will be found in this handbook. The principal of the building has the authority to make or amend rules/procedures as needed to ensure efficient and safe management of the school.

Your teachers are eager to help you prepare for a successful adult life. Along with your studies, get involved in extracurricular activities. These activities are designed to help you enjoy school life. Remember that your success is directly related to your efforts! Thank you for your support and trust.

### **Royalton Schools Student Mission/Vision Statement:**

Mission: Create a welcoming and safe environment where all students and staff are empowered and challenged to achieve their personal best.

Vision: Our vision is to develop lifelong learners who adapt creatively to an ever-changing world.

### **Equal Educational Opportunities (Policy 102)**

Every pupil in this district will have equal educational opportunities regardless of race, color, creed, sex, national origin, religion, age, marital status, or status with regard to public assistance or disability. No student shall be excluded on such basis from participation in, or having access to, any course offerings, athletics, counseling, employment assistance, and/or extra-curricular activities.

Royalton School District 485 appreciates the diversity of human beings and does not discriminate on the basis of race, color, national origin, marital status, age, sex, religion or disability. The district also makes reasonable accommodation to the known disabilities of qualified disabled individuals. This policy applies to all areas of education including admission, treatment or access to the district programs or activities and to employment in its services and activities.

Pregnant and/or married students shall not be excluded from any educational program or activity except when that student requests voluntarily to participate in a separate portion of the program or activity.

### **VOCATIONAL OPPORTUNITIES ANNUAL NOTIFICATION**

The Royalton School District offers a variety of vocational opportunities through the Business Education, Industrial Technology and Vocational Agriculture Departments. The purpose of this notice is to inform students, parents, employees and the general public that these opportunities are offered regardless of race, color, national origin, sex or disability. Admission in the specific courses is determined by grade level, and in some cases, completion of prerequisite courses.

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

#### **Section 504 Coordinator:**

Leah Roske  
Royalton High School  
120 S Hawthorn St  
Royalton, MN 56373  
320.584.4246

#### **Title IX Coordinator:**

Kaitlyn Arnzen  
Royalton Public Schools  
120 S Hawthorn St  
Royalton, MN 56373  
320.584.4257

### **Data Privacy (Policy 515)**

All school information regarding a student is considered private and confidential except "Directory Information." The Royalton School Board of Education has classified the following as Directory Information:

- Student name
- Name, address & telephone number of student's parent/legal guardian
- Address
- Telephone number
- Electronic mail address
- Date and place of birth
- Dates of attendance
- Grade level
- Enrollment status (e. g. full-time, part-time)
- Major field of study
- Participation in officially recognized activities & sports
- Weight & height of athletic team members
- Photograph(s)
- Degrees
- Honors & awards received
- Most recent previous educational institution attendee

Parents or students 18 years or older may opt out of the directory information classification by providing written notice to the middle school/ high school principal.

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

### **Tennessen Warning for Students & Families**

An individual asked to supply private or confidential data concerning the individual shall be informed of: (a) the purpose and intended use of the requested data within the collecting government entity; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. This requirement shall not apply when an individual is asked to supply investigative data, pursuant to section 13.82, subdivision 7, to a law enforcement officer."

Minnesota law requires that the school district provide the following warning or notice to parents and students. Parents and students should be advised that:

1. Students or parents are not required by any law or regulation to supply the information requested. However, the school district expects that students will participate fully in their educational program by completing homework assignments and tests, and participating in classroom discussions and activities, and that students and parents will participate fully by providing information relating to either athletic or extracurricular activities or academic performance or behavior. The consequences for refusing to supply the information requested will relate to the need for the request, and may result in reduced grades, ineligibility to participate in athletic or extra-curricular activities, or, in the case of a school district employee's investigation into the student's behavior, may result in action being taken without complete information.
2. School administration is responsible for maintaining a safe and secure school environment and it is often necessary to question students in regards to assaults, thefts, etc. Although students may choose not to answer questions, students are expected to cooperate in all school investigations. Students may choose not to share information with staff.
3. Information collected as described in this notice will be provided to school district personnel or others having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory rights of access to the data.

### **Policy Information**

A copy of this student handbook and all school district policies can be viewed at: <http://royaltonpublicschools.org>. Hard copies of this student handbook and school district policies can be obtained at Royalton Middle/High School, 120 South Hawthorn Street, Royalton, MN 56373.

### **Suicide Prevention**

Royalton Public Schools is committed to providing a safe learning environment for all stakeholders which includes providing mental health support for those that are in need. Use these resources and numbers if you or your student is in need of mental health support:

- Text: 988
- Call: 988
- Morrison County: 320-632-2951 or 800-269-1464
- Benton County: 320-253-5555 or 800-635-8008

### **Arrival and Dismissal Hours**

Royalton Middle/High School building hours are 7:15 am to 3:30 pm when school is in session. Exceptions to these times may occur due to late starts, early dismissals or cancellations due to weather or other extreme circumstances.

### **Daily Class Schedule:**

Royalton Middle/High School class schedule hours are from 8:15 am to 3:10 pm on regularly scheduled school days. Students in grades 6 through 12 are scheduled in classes in an A/B Block Schedule with certain Wednesdays being a 7-period day. Credit for classes is awarded for the successful completion of a class.

Students may be in the building on days that classes are scheduled beginning at 7:15 am. Students must be in the commons area (MS) or Lion's Den (SH) between 7:15 am and 8:15 am. During this time if a student is in the building in any other area other than the commons they must be under the supervision of a Royalton Middle/High School staff member.

At the conclusion of the school day students must be out of the building 15 minutes after the last school bus has departed from the high school/middle school unless the student is part of a supervised, school sponsored activity.

### **Calendar**

The school calendar is adopted annually by the school board. A copy of the school calendar can be obtained at the main office at Royalton Middle/High School and on the school district's website at <http://royaltonpublicschools.org>

### **Class Assignments**

Students are registered for classes in the spring of the preceding school year. Student class schedules are not directory information and therefore cannot be shared with anyone other than the specific student and/or their parent/guardian.

### **Class Dues Policy**

Dues for the 2025-26 school year are:

6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup>	\$20.00	11 <sup>th</sup> grade	\$25.00
10 <sup>th</sup> grade	\$25.00	12 <sup>th</sup> grade	\$30.00

Class dues are established and published in the student handbook. A class may not lower or eliminate class dues. If, at the end of their senior year, there are funds remaining in their account the class will determine by majority vote what will be done with those funds. Foreign exchange students are exempt from paying class dues if they are enrolled at Royalton Middle/High School for one school year or less.

Dues are to be paid to the HS office by October 1<sup>st</sup>. If dues are not paid, students will not be able to attend or participate in the following:

- Homecoming activities, Snowball/Survivor week activities, Prom, or any special events paid for by class dues.
- Students may not be selected as class attendants or royalty candidates for any event such as Homecoming, Snowball/Survivor week activities or other similar activities.
- Students may not participate in any class trips paid for by class dues.

**If payment of the class dues poses an economic hardship on the family, please call the high school/middle school office.**

### **Complaints (Policy 103)**

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond to the complaining party regarding the school district's response to the complaint.

### **Equal Access to School Facilities (Policy 902)**

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

### **Family/Student Account Numbers**

Each family has been assigned a family lunch account number, along with a personal lunch I. D. number for each student. Family and student ID numbers will follow the family/student through their years of school. Student ID numbers need to be kept confidential. Remind your child(ren) not to share their ID numbers with friends.

### **Fees**

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school-district-sponsored driver or motorcycle education training course.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the building principal at the middle school/high school.

### **Fundraising**

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved by the administration and school board in advance of the fundraising effort. Fundraising proposals are presented for Board approval twice during the year. (Once in the summer, and once mid-school year.) Participation in non-approved fundraising activities is a violation of school policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day.

Due to lunch program mandates and the school district's Wellness Policy #533 schools cannot promote, distribute or sell items, which interfere with the lunch program during the school lunch period. All fundraising items sold must comply with the school district's wellness policy. The proceeds from any fundraiser will be considered the property of the entire organization unless prior approval is received from the administration. Students not turning in money earned from the fundraiser will be subject to disciplinary and/or legal actions.

### **Gifts to Employees**

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value (less than \$5.00). Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

### **Graduation Ceremony**

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal. Parents will be contacted if there is a chance their student will not be graduating with his/her class.

### **Interviews of Students by Outside Agencies (Policy 519)**

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy. This does not include college or military recruiters, college athletic coaches. Students may be interviewed by the news media under circumstances deemed appropriate by administration.

### **Library and Media Center**

The library/media center is open at 8:00am on regularly scheduled school days. Students may use the library/media center during the school day and before and after school only when a supervisor is present. All materials removed from the media center must be checked out by a staff member. Fines for lost, stolen, or damaged materials will be assessed accordingly.

### **Lockers and Personal Possessions within a Locker (Policy 502)**

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

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

School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

### **Lunch/Breakfast (Policy 534)**

Lunch/Breakfast is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Students will be notified of any changes prior to the beginning of a new semester. Students may purchase lunch/breakfast at school or bring a prepared lunch/breakfast from home. Milk will be available for purchase to supplement lunches/breakfasts brought from home.

**Royalton High School operates as a closed campus and students are not allowed to leave school for lunch.** Leaving during lunch will require parent and principal permission and will be granted only on a very limited basis. PSEO Students and college students with an online college class are allowed to leave campus for lunch as long as it does not interfere with other high school classes they are scheduled in. Students should not have visitors bringing in food from the outside without expressed consent of the high school principal. This should be limited to special occasions.

### **Lunch Program Guidelines**

The following applies to the cafeteria (Commons/Cafetorium), school lunch program and the school lunch periods:

- Students receive a free breakfast and free lunch due to changes in legislation. Second entrees, extras, or ala carte items are not free and will be charged to the students lunch account. Students must have a positive balance in their lunch account to purchase second entrees, extras, or ala carte items. Students must request seconds/extras ticket at the beginning of the lunch line verifying they are eligible to purchase those items before being served.
- Money for meals can be deposited at the office before the first morning bell. Families are encouraged to use Skyward to put money into their students' lunch accounts.
- Students are not allowed to order food for delivery to school during the school day.
- Students who desire to carry lunch may do so, but are required to eat at a table in the cafeteria.
- Students are to walk to the cafeteria. No shoving, "horseplay", or line breaking will be allowed in the serving line.
- Please help keep the lunchroom clean. Students are to clean and remove all waste food or materials from their table before leaving.
- According to federal government rules students may not share or give food to students who are not participating in the school lunch program.
- Students may go into the gym if there is adult supervision and the space is available for use. All other areas of the building are restricted to prevent distractions to classes in session. Game activities must be of a non-contact nature.

<u>Prices for 2025-26</u>	<u>Breakfast</u>		<u>Lunch</u>	
	K-6	\$ .00	K-5	\$ .00
	7-8 <sup>th</sup> grade	\$ .00	6-12	\$ .00
	9-12 <sup>th</sup> grade	\$ .00	Adult	\$5.00
	Adult	\$2.65		

An extra lunch entrée for students will be \$2.00, an additional half pint carton of milk is \$.50.

**\*MDE requirements may cause adult lunch prices to change.\***

### **Payments**

The School District's computer system operates as a prepaid program. Regular weekly or monthly payments to the family food service account will assure your child(ren) the ability to use this system. Checks should be made payable to ISD #485 Food Service. Payment may be sent to school with your child or mailed to our office at:

ISD #485 Food Service  
120 S. Hawthorn St.  
Royalton, MN 56373

Lunch payments may be made online by visiting our website at <http://royaltonpublicschools.org>

### **Lunch Account Guidelines**

The procedures are followed for all students in grades 6 through 12 who use the breakfast and hot lunch programs at Royalton Middle School/ High School:

1. Payments should be brought to the office for processing or can be completed through our online payment system through Skyward. Receipts for lunch payments are available.
2. Payments are collected throughout the day and entered in the computer every day.
3. Payments are entered into the school's computer student management program under the child's name.
4. Nightly, computer generated phone calls will be made to all students in grades 6-12 reminding families of low or negative lunch balances.
5. Student lunch account balances are subject to collections actions if families fail to pay off their lunch balances.
6. **STUDENTS WILL NOT BE DENIED LUNCH FOR HAVING A NEGATIVE LUNCH ACCOUNT BALANCE.**
7. Families are responsible for keeping necessary funds in their family lunch account.
8. Students are able to see a current balance every day when they input their lunch code. If a parent has any concerns regarding their balance, a statement can be printed for review.

The computerized ticket system offers complete confidentiality to students that participate in the free and reduced meals program. The student's lunch ID number is entered into the computer system the same as students purchasing full-priced meals.

If you have any questions, comments, or concerns regarding the food service program at the Royalton Public Schools, please contact Superintendent Wayne LePard. Account balances can be monitored in real time by utilizing Skyward Family Access.

Taking seconds or extras is not covered by the new legislation in 2023 and extras/ala carte items will be charged to the student's lunch account for the amount of each extra/second item purchased. Students must have a positive balance in their lunch account to purchase second entrees, extras, or ala carte items. Students must request a seconds/extras ticket at the beginning of the lunch line verifying they are eligible to purchase those items before being served. It is the responsibility of the parents to make sure their children abide by family rules regarding taking seconds/extras. Free and reduced price eligibility forms are available at the school district office located at 120 South Hawthorn Street. These forms are also available online. For more information regarding food service, please contact the district office at 584-4000 or the high school office at 584-4200.

### **Messages to Students**

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency.

A telephone is available in the main office for limited, necessary student use. Students will not be called out of class to answer the telephone, except under extreme circumstances. The secretaries will take a message and the student will be given the message in between classes. Students will not be allowed to use classroom phones at any time.



**Nondiscrimination (Policy 521, 522)**

Royalton School District 485 appreciates the diversity of human beings and does not discriminate on the basis of race, color, national origin, marital status, age, sex, religion or disability. The district also makes reasonable accommodation to the known disabilities of qualified disabled individuals. This policy applies to all areas of education including admission, treatment or access to the district programs or activities and to employment in its services and activities.

**Notice of Violent Behavior by Students (Policy 529)**

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

**Parent and Teacher Conferences**

Parent and teacher conferences will be scheduled periodically throughout the year. For more information, contact the school office or visit the district website/calendar for exact dates and times.

**Parent Volunteers**

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms and in our extra and co-curricular programs. To volunteer in the school district, parents/guardians should fill out the online volunteer form on the website under the "District" tab. The form will be reviewed and routed to the appropriate supervisor or building principal. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

**Parking Lot and Driving (Policy 527)**

Student parking will be limited to the student parking lot on the northeast side of the building within the designated parking areas. Students can park anywhere in the northeast parking lot on the north side of the school. Students should not park in the west parking lot. Students are to park in an orderly fashion. Drivers should never park their car in a manner that blocks: another car, the entrance to the bus garages, or the entrance to the parking lots. The district has the authority to restrict the privilege of driving on school property to anyone who abuses the privilege.

**Responsibilities of Classes/Organizations****Junior-Senior Prom**

Juniors are responsible for the Junior and Senior Prom. Advisors are to submit a schedule for decorating one week in advance.

**Homecoming**

The Student Council sponsors and is in charge of the planning for all homecoming week activities. Homecoming week activities typically include homecoming coronation, games/contests, homecoming parade, homecoming olympics, homecoming football game, and homecoming dance or activity night.

**Minnesota Honor Society**

The Royalton Chapter of the Minnesota Honor Society is an honorary organization of students in grades 10, 11 and 12 who have been selected because of their scholarship, character, leadership and service. At Royalton Middle/High School, a committee made up of teaching staff selects those students for membership who meet the guidelines. Once this criterion has been made, each student is further evaluated on the basis of service, leadership, and character before the final selection process is made.

### **Search of the Interior of a Student's Motor Vehicle (Policy 527)**

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

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

### **Personal Possessions and Student's Person (Policy 502, 527)**

School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

### **Pledge of Allegiance (Policy 531)**

Students will recite the Pledge of Allegiance to the flag of the United States of America. The Pledge of Allegiance will be recited on the first day of the school week at the beginning of first period. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

### **Posting of Signs (Policy 505)**

The posting of signs, advertising, decorative posters, or signage must be pre-approved by the building principal and affixed with principal signature and date of posting on the back of the sign. Any signage must be school related. Signs must be secured to wall surfaces in such a manner as to not damage the surface to which it is secured. Signage may not be posted for more than two weeks unless special permission is received from the building principal. Removal of signage is the responsibility of the student organization, class, or agency to which permission was granted. Any damage done to school property as a consequence of the posting or removal of the signage will be the responsibility of the student organization, class or agency posting the signage.

### **School Activities**

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health; however, instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline and parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Royalton School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact Ms. Kaitlyn Arnzen, Activities Director.

### **Academic Eligibility for Activities**

Students must maintain passing grades in all classes at mid-term grade checks and at the quarterly grade checks to be eligible for extra-curricular activities and certain competitive co-curricular activities during the school year. Extra-curricular and co-curricular activity eligibility does carry over from one academic year to the next. For more information about the MSHSL rules and student eligibility requirements, contact Ms. Kaitlyn Arnzen, Activities Director.

### **School Closing Procedures**

School may be canceled when the superintendent or his/her designee believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent or his/her designee will make a decision about closing school or school buildings as early in the day as possible. School closing announcements will be shared with various local media outlets, on the school website, school facebook, and will be sent out via the School Messenger program.

### **Searches (Policy 502, 527)**

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy #506, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

### **School-Sponsored Student Publications**

The law protects from censorship anything that is "prepared, wholly or substantially written, published, broadcast, or otherwise disseminated by a student journalist enrolled in a school district or charter school," which is "distributed or generally made available to students in the school" and "prepared by a student journalist under the supervision of a student media adviser." This includes newspapers, broadcast channels, audio or video programs, literary magazines, and other forms of media that may evolve in the future, but excludes yearbooks.

School officials may only prohibit student media that:

- Is defamatory;
- Is profane, harassing, threatening, or intimidating;
- Constitutes an unwarranted invasion of privacy;
- Violates federal or state law;
- Causes a material and substantial disruption of school activities; or
- Is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with section 121A.03 or 121A.031

### **Student Records (Policy 515)**

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more complete information on the rights of parents/guardians and eligible students regarding student

records, please see the appendix. A complete copy of the school district's Protection and Privacy of Pupil Records Policy #515 policy may be obtained at 120 South Hawthorn Street in the main office.

### **Student Surveys (Policy 520)**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. When required by law, permission will be obtained from parents/guardians or students who are under the age of 18 for participation in or opting out of a survey administered at school. This does not apply to a survey conducted by a teacher that is a part of the regular curriculum of that instructor's class or a survey conducted by the school district.

### **Transportation of Public School Students (Policy 719)**

The school district will provide transportation, at the expense of the school district, for all resident students who live one mile or more from the school or those students who could encounter traffic, drug or crime hazards, etc. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parents or guardian. The school district's Transportation Pick Up/Drop Off Policy #719 can be obtained upon request at 120 South Hawthorn Street, Royalton in the main office or by visiting the school website.

### **Rules at the Bus Stop**

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

### **Bus Rules of Conduct**

1. The bus driver is in charge of the bus and the pupils. Pupils must obey the driver immediately and without question.
2. Pupils will enter and exit the bus only at designated stops in single file order, through the front door. Under absolutely no condition will the emergency door be used for anything but emergency exits.
3. Pupils are to remain seated facing forward while the bus is in motion.
4. Talk quietly and use appropriate language. Classroom conduct is required.
5. Unnecessary conversation with the bus driver is prohibited.
6. Pupils are to assist in keeping the bus clean.
7. Do not open a window without permission from the driver. At no time will windows be opened more than half way.
8. Keep all parts of your body inside the bus.
9. Pupils are to leave the bus only at their regular stops, unless they have a written permit slip from parents or teachers, which is to be presented to the bus driver as they board the bus. Pupils need a note from parents in order to ride on a different bus.
10. Pupils may be assigned seats by the driver.
11. Pupils may not save a seat for another person.
12. Aisles must be kept free and clear at all times.
13. Keep your arms, legs and belongings to yourself.
14. No fighting, harassment, intimidation or horseplay.
15. Do not throw any object within or out of the bus.

16. No eating, drinking, or use or possession of tobacco or drugs.
17. Do not bring any weapon, flammable liquid, animals, or dangerous or objectionable objects on the school bus.
18. Do not damage the bus.

#### **Bus Discipline (Policy 506)**

The following procedure will be used when students fail to obey the district's transportation rules of conduct: 1) upon the first report, the student will meet with the driver and school administration. Parents will be notified of the content of this discussion; 2) upon second offense the student will meet with the driver and the principal and will be removed from the bus for two (2) days. Parent attendance at this meeting is encouraged; 3) upon third offense the student will be removed from the bus for eight (8) school days. Students may be suspended for longer periods of time, including the remainder of the school year for severe or continued problems.

#### **Records**

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office

#### **Extracurricular Transportation**

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

#### **Video- and Audio-Taping**

##### **School Buses**

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

##### **Places Other Than Buses**

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

### **Part II, Academics and Educational Opportunities**

#### **Alternative Educational Opportunities (Policy 620)**

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, summer school credit recovery, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the guidance counselor at the middle school/ high school, Ms. Monica Flakus.

#### **Alternative Learning Center/Program (ALC/P), Graduation & Participation Policy**

ALC/P students who attend CEC in Little Falls are considered to be Royalton High School students since we are a partner with Little Falls in the ALC/P programming. Students who attend other ALC/P programs are not considered Royalton students. Students who attend an ALC/P program may be eligible to compete in activities depending on residency and eligibility requirements through the MSHSL.

Alternative Learning Center/Program students will not be included in the RHS annual if they have not been a member of the student body at the time of the picture deadline, approximately December 1<sup>st</sup>.

Alternative Learning Center/Program students attending CEC in Little Falls will be able to attend class functions such as the senior class trip. They may attend prom if they are a date of a current RHS junior or senior.

Alternative Learning Center/Program students will not be included in GPA ranking for the class or on any scholarship lists distributed or considered by a committee at school.

Area Learning Centers/Programs (ALC/P) by statute must offer the option to the student of receiving their high school diploma from their district of residence or the district in which the ALC is located. If a student wishes to receive a Royalton High School diploma, they must meet the Royalton High School graduation requirements. If an ALC student meets the RHS graduation requirements and receives a RHS diploma, the student may participate in the RHS graduation ceremony.

Students re-enrolling at Royalton Middle/High School during the school year will follow all RHS student policies. Students will be allowed to re-enroll only at semester breaks and only at full-time status.

### **Credit Recovery/Summer School**

Students who are missing credits or have failed a course may be eligible to recover those credits through our online APEX Learning Program.

Eligibility Requirements:

- **Failed Courses:** To be eligible for APEX credit recovery for a failed course, students must have earned a final grade of 40% or higher in that course.
- **Missing Credits** (No Prior Grade): Students needing to make up missing credits (e.g., due to transfers or incomplete schedules) may use APEX regardless of prior course grades.
- Grades for credit recovery courses taken during the school year will appear on the report card and transcript of the semester the credit recovery course is taken.

When APEX Can Be Used:

- **During the School Year:** Credit recovery through APEX is available throughout the academic year. These classes can be scheduled either as a regularly scheduled class or can be completed outside of the regular academic day.
- **During Summer School:** Students may also use APEX to recover credits during summer school. To be eligible, students must attend and successfully complete the summer school program.

Summer School APEX Deadline:

- Summer school APEX courses must be completed by September 15 of the following school year.
- All summer credit recovery grades will appear on the first semester report card and will be reflected on the student's official transcript.

For questions about eligibility or enrollment, please contact the school counseling office.

### **Cheating and Plagiarism**

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be subject to whatever test or assignment penalty is deemed appropriate by the teacher and will not be included in honor rolls for the semester during which the cheating/plagiarism occurred. If the student violated other school rules in the process of cheating/plagiarism, there may be additional consequences for that behavior.

### **Course Drop/Add**

Course offerings are based on course registration numbers, so approval for schedule changes will be very limited. Students may only drop/add a class for the following reasons:

- 1) Scheduling error
- 2) Student wants to add a PSEO course
- 3) Credit Recovery course is required
- 4) Medical reasons
- 5) Student wants to add a class to an open period
- 6) Teacher/Administrator recommended course change

### **Early Graduation (Policy 613)**

A four-year program (grades 9-12) is the norm for most high school students. It will be a distinct advantage for most students to accumulate as many high school credits as possible prior to graduation.

However, Royalton High School recognizes the individual differences that exist among students and the need of a few to complete their high school program in a period of less than four years.

Therefore, Royalton High School has established the following Early Graduation Policy. In order to be eligible for early graduation students must meet the following criteria:

- Successful completion of seven semesters of high school. A student will not be considered for early graduation prior to the end of the first semester of the individual's senior year.
- Must have successfully completed all necessary Royalton Middle/High School and state graduation requirements.
- Must have a valid reason for wanting to graduate early.
- If the above criteria are met an application for early graduation must be requested in the CRC by November 1st of his/her senior year.
- The completed early graduation application must be presented to the guidance office no later than November 10<sup>th</sup> of the student's senior year.
- If approved the student would be able to graduate at the end of the 1<sup>st</sup> semester of his/her senior year.
- Since the student would then be considered a graduate of Royalton High School, he/she would no longer be allowed to participate in high school curricular or extracurricular activities (athletics, etc.). However, they would be allowed to participate in graduation ceremonies and attend the class trip and Grad Bash.

### **Extended School Year Opportunities**

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information, contact the guidance counselor Ms. Monica Flakus at 584-4245.

### **Family Access**

The school district provides an Internet student information program for families. The program allows parents/guardians to view report cards, grades, discipline, lunch accounts, and lunch activity for their child via the Internet. Parents must have their own computer and Internet service and a login name and password to access the program. Login names and passwords can be obtained by contacting the high school/middle school office. If you do not have access to a computer, you may stop in the high school office at any time to get family access information on your student.

### **Field Trips (Policy 610)**

Field trips may be offered to supplement student learning. Field trips may be optional and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

### **Grades**

Official credit bearing report cards with awarded credit and official GPA (used for honor roll) will be issued after each academic semester in January and June. Grades can be checked via Family Access at any time. Please note that the grades in Family Access are maintained at the discretion of the teacher and should only be used as a periodic check of student grades by those using Family Access.

### **Grading System**

Royalton HS/MS officially posts grades at the end of each semester. The credit bearing grade for a semester class is posted at semester break.

Royalton HS/MS has an 80%/20% grading system that bases grades off of what students know, understand, and can demonstrate. This system awards a maximum of 20% of the grade for completing homework. Grades will be based on homework, assessments of learning including, but not limited to, tests, quizzes, daily checks of understanding, projects, and various other activities that demonstrate student knowledge of the content being taught.

Royalton High/Middle School uses a common grading scale for all classes. Different classes will have different academic requirements for earning a certain grade in a class.

100%-93.0%--	A	77.9%-73.0%--	C
92.9%-90.0%--	A-	72.9%-70.0%--	C-
89.9%-88.0%--	B+	69.9%-68.0%--	D+
87.9%-83.0%--	B	67.9%-63.0%--	D
82.9%-80.0%--	B-	62.9%-60.0%--	D-
79.9%-78.0%--	C+	59.9% and below--	F

### **Grade of Incomplete**

Students who, for extenuating reasons, are not able to complete the required work for a class will receive a grade of "I" (Incomplete). Grades of "I" shall be allowed for incomplete work only and not for the purpose of allowing a student to improve class work that has already been completed. The principal or his/her designee may give permission that a student be eligible to receive a grade of "I" if:

- The student has missed a substantial amount of class time or class material.
- Examples of legitimate reasons for being eligible for a grade of "I" include but are not limited to severe illness or death within the family.
- The student provides written documentation (which may include doctor's letters of verification, etc.) of the cause of the extenuating circumstance.
- The principal or his/her designee will make a determination within two (2) school days of the end of a grading period (quarter or semester).



- Students will have ten (10) school days after the determination of eligibility to complete all work. In the case of extreme circumstances the principal or his/her designee may extend the ten (10) days as deemed necessary.
- Students who are found to be eligible to receive a grade of "I" will have the prescribed time to complete ALL necessary work. At the end of the incomplete eligibility time the student will be assigned a grade. If a student does not complete the necessary work within the prescribed incomplete eligibility time the student will receive the grade they would have received at the end of the grading period for the class.
- Students who receive a grade of "I" will not be included in the published "A" or "B" honor rolls because a grade point average cannot be calculated with a grade of "I" on a report card.
- Seniors who receive an "I" in a required course at the end of 2<sup>nd</sup> semester will not be eligible to participate in the graduation ceremony. In the event of a severe illness or other factors beyond the control of the student preventing completion of a required course for graduation, the principal or his/her designee may allow seniors to participate in the graduation ceremony but not receive the diploma until grad requirements are satisfied.

### **Deficiency Notices**

At any time during the semester a deficiency notice may be sent to parents or guardians to report those students who are in danger of failing. Teachers are encouraged to contact parents at any time during the school year if the student is having academic or behavior difficulties in the classroom.

### **Honor Roll and Class Rank**

All grades will be considered when determining the honor roll. The Honor Roll will be published at the end of each semester grading period. To be on the "A" Honor Roll a student must have a GPA between 3.700 and 4.0. To be on the "B" Honor Roll a GPA between 3.0 and 3.699 is required. Students with Incompletes are not eligible for the honor roll. Students who have been caught cheating will be excluded from the Honor Roll.

All students who are registered as full time students for grades 6 through 12 are eligible to be recognized for the semester A and B honor rolls.

### **Valedictorian, Salutatorian, and Honors Status**

Valedictorian and Salutatorian students for a graduating class will be determined based on the cumulative grade point average of students at the conclusion of the first semester of their graduation year. Honors for graduation will also be determined with 1<sup>st</sup> semester final grades during senior year.

### **Cumulative Grade Point Average and Class Rank**

Students qualify for class rank graduation recognition based on their cumulative grade point average (GPA) for grades 9 through 12. Final GPA for recognition is calculated at the completion of the first semester of a student's senior year. Students who are eligible for academic recognition based on class rank is limited to students who are registered full time students and who have not received any final grades for any class that were calculated based on modified curriculum and/or modified testing procedures and/or modified grading procedures.

### **Senior Graduation Academic Recognition**

Graduating seniors are recognized for academic achievement with high honors, honors and honor/honor status. Recognition is based on a student's cumulative grade point average (GPA), for four years of high school as a full time student. To qualify for academic recognition the following criteria must be met:

- No failing grades in any classes taken in grades 9 through 12.
- Honors/Honors: top ten and 3.510-4.0 according to the class rank.
- High Honors: a cumulative GPA of 3.510-4.0 (not in top ten)
- Honors: a cumulative GPA of 3.260 - 3.509

**Graduation Requirements (Policy 613)**

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Royalton High School.

**SENIOR HIGH CURRICULUM\*\* (not all courses listed below are offered each school year)**

**\*\*\*Please review the Course Registration Book for pre-requisite requirements and other info.**

**SENIOR HIGH AGRICULTURE CURRICULUM****Electives:**

<b><u>NAME OF CLASS</u></b>	<b><u>CREDITS</u></b>
AG100 Ag, Pizza, and You	.5
AG101 Small Engines I	.5
AG102 Welding I	.5
AG103 Get Wired	.5
AG104* Food Science I	.5
AG105* Greenhouse Management	.5
AG106 Woods I	.5
AG107 Residential Building Construction	.5
AG108 Ready Set Grow: Growing Green	.5
AG109 Artistic Creations: Floral Design	.5
AG110 Landscaping	.5
AG111* Small Companion Animal Care	.5
AG112 American Restoration	.5
AG113 Power Mechanics/General Auto Care	.5
AG114 Applied Business Management	.5
AG115 Manufacturing	.5
AG116 Introduction to Engineering DesignA/B	1.0
AG117 Large and Small Animal Care	.5
AG118 Natural Resource Exploration	.5
AG119 Floral and Landscape Design	.5
AG120 Fix-It 101	.5
AG121 Food Prep for Your Future	.5
AG122 Life Skills	.5
AG123 Wildlife Management	.5
AG124 Forestry 101	.5
AG125 Greenhouse Management II	.5
AG200 Ag Leadership	.5
AG201 Small Engines II	.5
AG202 Welding II	.5
AG203 Accelerated Metals	.5

AG204 Woods II	.5
AG205* Large Animal Vet Science	.5
AG206 Advanced Woods	.5
AG207 Advanced Agriculture Studies	.5
AG208 Food Science II	.5
AG300* Computer Integrated Manufacturing A/B	1.0
AG301 Work-Based Learning	1.0
AG302 Youth Apprenticeship	Varied
AG500 Independent Agriculture Class	.5

### **SENIOR HIGH ART CURRICULUM**

Students are required to have a minimum of one credit in fine or performing arts. The credit can be earned through Art or Music. The classes listed below may not be offered every year.

#### **Art Electives:**

<b><u>NAME OF CLASS</u></b>	<b><u>CREDITS</u></b>
AR103 Introduction to Ceramics + Sculpture	.5
AR105 Introduction to Digital Art + Photography	.5
AR107 Introduction to Drawing + Painting	.5
AR201 Drawing I	.5
AR203 Ceramics I	.5
AR205 Advanced Digital Art + Photography	.5
AR206 Drawing II	.5
AR209 Ceramics II	.5
AR210 Advanced Painting + Studio Art	.5
AR211 Studio Art	.5
AR212 Royal Yearbook I	1.0
AR302 *Community Art	.5
AR303 Royal Yearbook II	1.0
AR401 Royal Yearbook III	1.0
AR500 Independent Art	.5
AR501 Independent Yearbook	.5

### **SENIOR HIGH BUSINESS CURRICULUM**

#### **Electives:**

<b><u>NAME OF CLASS</u></b>	<b><u>CREDITS</u></b>
BU101 Web Page Design	.5
BU103 Workplace Communication Tools	.5
BU104 Workplace Data Tools	.5
BU105 Introduction to Business	.5
BU106 Business Law	.5

BU200 Personal Finance	.5
BU204 Financial Accounting	1.0
BU205 Entrepreneurship	.5
BU206 Sports/Entertainment Marketing	.5
BU207 Hospitality/Tourism Marketing	.5
BU208 Sales & Marketing	.5
BU300 Work Experience A/B	1.0
BU500 Independent Business	.5
CBU204 CIS Accounting Accounting Principles	1.0

### **SENIOR HIGH ENGLISH CURRICULUM**

In order to meet English graduation requirements four credits are required. English electives may be taken in addition to minimums required, but may not be taken instead of required courses. The exception is a college English class. College classes may count for required classes.

<b><u>NAME OF CLASS</u></b>	<b><u>CREDITS</u></b>
EN100 English 9 A/B	1.0
EN101 Reading Rocks A/B	1.0
EN102 Creative Writing	.5
EN103 Drama Performance	.5
EN104 Drama Production	.5
EN105 Interpersonal Communications	.5
EN106 Gothic Literature I	.5
EN107 Genres in Literature	.5
EN109 Royals TV A/B	1.0
EN110 Royals TV II A/B	1.0
EN200 English 10 A/B	1.0
EN300 English 11 A/B	1.0
EN400 English 12 A/B	1.0
EN500 Independent English	.5
CEN300 CIS Composition I	1.0
CEN400 CIS Composition II	1.0

### **SENIOR HIGH MATHEMATICS CURRICULUM**

3.5 credits of Math are required. Electives may be taken in addition to the required classes, but may not be taken instead of required courses. A fourth-year of college-prep math will be required effective with students seeking admission for fall 2015 and later to the Twin Cities, Duluth, Morris, and Rochester campuses of the University of Minnesota.

<b><u>NAME OF CLASS</u></b>	<b><u>CREDITS</u></b>
MA100 Algebra I A/B	1.0

MA101 Math Rocks A/B	1.0
MA102 Accelerated Geometry A/B	1.0
MA200 Geometry A/B	1.0
MA201 Accelerated Algebra II A/B	1.0
MA202 Intro to College Algebra (HS)	.5
MA203 College Algebra (HS)	.5
MA300 Algebra II A/B	1.0
MA400 Algebra III A	.5
MA401 Statistics & Probability A	.5
MA 500 Independent Math	.5
CMA202 CIS Intro to College Algebra	.75
CMA203 CIS College Algebra	.75
CMA 400 CIS Pre-Calculus	1.25
CMA401 CIS Calculus	1.25

### **SENIOR HIGH MUSIC CURRICULUM**

Students are required to have a minimum of 1 credit of fine or performing arts. The credit can be earned through Art and/or Music courses.

#### **Music Electives:**

<b><u>NAME OF CLASS</u></b>	<b><u>CREDITS</u></b>
MU100 Senior High Concert Choir A/B	1.0
MU101 Senior High Band A/B	1.0
MU102 Pop Culture Through the Ages I	.5
MU103 Musical Theatre	.5
MU104 Pop Culture Through the Ages II	.5
MU106 Music in the Making	.5
MU201 History of Rock and Roll	.5
MU500 Independent Music	.5
CMU101 CIS Central Lakes Wind Symphony (Band)	.5

### **SENIOR HIGH PHYSICAL EDUCATION/HEALTH CURRICULUM**

Students are required to earn one credit in Physical Education and one credit in Health.

<b><u>NAME OF CLASS</u></b>	<b><u>CREDITS</u></b>
PH100 Physical Education	.5
PH101 Lifetime Recreation	.5
PH102 Weight Training	.5
PH103 Fitness For Life	.5
PH104 Team Sports	.5
PH105 Weight Training & Fitness for Girls	.5
PH200 Health	.5

PH203 Adv. Weight Training & Conditioning	.5
PH500 Independent Physical Education	.5
PH 501 Independent Health	.5

### **SENIOR HIGH SCIENCE CURRICULUM**

3.5 Science credits are required. The state requirements change beginning with the Class of 2015. Electives may be taken in addition to the required classes, but may not be taken instead of required courses. Courses marked with (\*) count as elective science courses even though they are offered through other departments.

<b><u>NAME OF CLASS</u></b>	<b><u>CREDITS</u></b>
SC100 Earth Science A/B	1.0
SC101 Meteorology	.5
SC102 Ecology	.5
SC103 Natural Disasters	.5
SC104 Science in Action	.5
SC105 Forensic Science/Microbiology	.5
SC106 Earth Science	.5
SC107 Zoology	.5
SC109 Exercise Science & Nutrition	.5
SC110 Science in Action: Chemistry	.5
SC111 Science in Action: Physics	.5
SC200 Biology A/B	1.0
SC300 Chemistry A/B	1.0
SC400 Physics A/B	1.0
SC500 Independent Science	.5
SCS300 CIS Human Biology	.75

### **SENIOR HIGH SOCIAL STUDIES CURRICULUM**

Four credits of Social Studies are required. (Includes .5 Geography & .5 Economics) Electives may be taken in addition to the required classes, but may not be taken instead of required courses.

<b><u>NAME OF CLASS</u></b>	<b><u>CREDITS</u></b>
SO100 American History II A/B	1.0
SO101 Current Events	.5
SO102 Sociology	.5
SO103 Law and Justice	.5
SO104 History vs. Hollywood	.5
SO200 Human Geography	.5

SO201 Economics	.5
SO300 World History	1.0
SO301 Psychology	.5
SO302 Sport & Activity Psychology	.5
SO400 Civics A/B	1.0
SO500 Independent Social Studies	.5

## **SENIOR HIGH WORLD LANGUAGE CURRICULUM**

Students are encouraged to take at least two years of a single World Language if they are planning to go to a 4-year college or university.

### **Electives:**

<b><u>NAME OF CLASS</u></b>	<b><u>CREDITS</u></b>
WL100 Spanish I	1.0
WL200 Spanish II	1.0
WL300 Spanish III	1.0
WL400 Spanish IV	1.0
WL500 Independent Spanish	.5
CWL300 CIS Intermediate Spanish I	1.0
CWL400 CIS Intermediate Spanish II	1.0

### **Course Credits Required (Policy 613)**

In order to receive a diploma, students must successfully complete the required amount of credits, pass all state-mandated tests, and comply with the following high school level course requirements:

### **Graduation & Commencement**

- To receive a Royalton High School diploma students must successfully complete:
  - All required classes.
  - The total number of credits required by the District for graduation.
  - Any state-mandated testing required to graduate.
  - Senior Portfolio Completion.
- For any class needed to qualify for a Royalton High School diploma, all coursework and grades must be completed and turned into teachers by the end of the last school day senior students are in session in order to participate in the commencement ceremony.

### **Homework/Practice**

Homework/Practice assignments are made by the teachers. The amount of homework/practice varies by teacher and subject area. The school district asks for parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. Homework/practice is expected to be completed for students to gain an understanding of the material being presented in class. Students will receive a maximum of 20% of their final grade as homework.

### **Independent Study Courses**

Independent study programs may be established for students who wish to pursue a program in depth beyond the available curriculum offered. Students electing independent study courses shall have demonstrated both interest and success. Requests for independent courses must detail course expectations and grading, and must be approved in advance by the principal.

Seniors who have not completed independent study courses from another institution by the end of their final semester and who are making satisfactory progress towards graduation will be allowed to participate in commencement exercises but will not receive a diploma until the school receives verification that all course work has been completed.

The attendance policy guidelines apply to independent study courses offered by Royalton High School.

### **Parent Right to Know**

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

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

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

### **Post-Secondary Enrollment Options (Policy 620)**

Any student classified as an 11th or 12th grader and accepted by a post-secondary institution may enroll either full or part time in courses or programs at the post-secondary institution. (See your counselor for specific admission procedures & requirements).

A 10<sup>th</sup> grade student may enroll in career or technical education courses offered by a Minnesota state college or university. A 10<sup>th</sup> grade student applying for enrollment in a career or technical education course must have received a passing score on the 8<sup>th</sup> grade Reading MCA as a condition of enrollment.

9th and 10<sup>th</sup> grade students can also access PSEO courses on a more limited basis. Access to PSEO for 9<sup>th</sup> and 10<sup>th</sup> grade students is limited to college in the schools, and only when more students are needed to offer a course after 11<sup>th</sup> and 12<sup>th</sup> grade students have applied.

Interested students must fill out an application form and submit it to the guidance counselor, Ms. Monica Flakus by March 30 for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact the guidance counselor, Ms. Monica Flakus.

## **Part III, Rules and Discipline (Policy 506)**

### **Rules for Student Behavior**

The discipline procedures contained in this student handbook are based upon School District Policy #506, Student Discipline. The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. The policy can be found on the school website. The Royalton HS/MS [Student Code of Conduct](#) can be found as an addendum to this Student Handbook.



It is the right of every teacher to teach and the right of every student to learn in an orderly environment. Rules are necessary for the day to run smoothly and ensure everyone's safety. Please use common sense in your actions and to treat others with kindness and respect.

The student [Code of Conduct](#), behavior expectations, disciplinary procedures and actions, and student removal from class procedures and actions are located in School District Policy 506, Student Discipline.

### **Discipline (Policy 506)**

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the complete Student Discipline Policy #506 and the RHS/MS [Student Code of Conduct](#) in the appendix.

### **Dance Rules**

- Royalton Middle/High School dances are for Royalton students only, unless special permission is received. If out-of-school guests are allowed, they must be signed up in the principal's office prior to the dance. This list must be approved by the principal.
- Once a student leaves the dance he or she may not return to the dance.
- Students will not be admitted to dances one hour after the dance begins. Most dances will end between 11:00 pm-midnight. For the prom, juniors and seniors may ask dates from other schools in grades 11<sup>th</sup> or 12<sup>th</sup>, or from RHS in grades 10<sup>th</sup> – 12<sup>th</sup>.

The following is a list of rules for class meetings, parties and dances.

1. Class meetings, when necessary, will be held by arrangement with the principal and scheduled with the front office staff.
2. Only advisors are to schedule class meetings with the front office and meetings are to be scheduled at least one week prior to time desired for the meeting unless there is a need for an emergency meeting. All meetings are to be on the weekly calendar.
3. All class meetings must be approved and attended by an advisor.
4. Any party or event planned by a class and approved by advisors must have at least one advisor in attendance on the scheduled date.
5. All supplies are to be requisitioned through the general office. In case of emergency, supplies may be purchased locally by purchase order and signed by the class advisor.
6. Class parties, picnics and other social affairs may be held at the discretion of the advisors with the approval of the administration.
7. All school dances must have approval by the school administration.
8. Advisors are to see that all properties for any activity sponsored by a group are cleaned up and returned on the day following the activity.

### **Acts of Affection**

Students are encouraged to maintain a publicly acceptable standard of behavior with regard to school relationships. Public displays of affection beyond holding hands are inappropriate before, during, and after school or at school functions.

### **Attendance**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability.

### **Attendance Policy (Policy 603)**

Attendance is an important factor in a student's success at school. RHS/MS would like to encourage students to be in attendance each day so that they may receive the maximum benefit from their education. Some absences from school are unavoidable and we place the responsibility on students and their parents to make sure those absences are infrequent, when necessary, and that proper procedure has been followed.

A student must be in attendance all day in order to participate in a scheduled extra-curricular practice, event or competition. Students must have an exempted absence to be eligible to practice or participate in an event. The principal may grant permission due to extenuating circumstances.

### **Definitions**

**Excused absence.** A student is absent from school all or part of a school day. A parent/guardian presents reasonable justification to the principal's office for their child's absence. Excused absences count toward attendance totals.

**Unexcused absence.** A student is absent from school all or part of a school day. A parent/guardian has not given a reasonable excuse for their child's absence or administration has made the determination that the absence is unexcused. Skipping classes and "sleeping in" are typical examples of an unexcused absence. Unexcused absences count towards attendance totals.

**Exempt absences.** An exempt absence is an absence excused due to a note from a doctor, dentist, lawyer, or any reason deemed appropriate by the principal. AN EXEMPT ABSENCE DOES NOT COUNT IN A STUDENT'S ATTENDANCE TOTALS. Other examples of exempt absences may include absences due to:

- Medical appointments, verified in writing by the medical office.
- Dental appointments, verified in writing by the dental office.
- Required court appearance or legal appointments verified in writing by the court or law office.
- Funerals
- College visits as well as visits to armed forces facilities or recruiting offices. Students are generally allowed two visits in 11<sup>th</sup> grade and two in 12<sup>th</sup> grade. Arrangements can be made with the principal to approve additional college visit days. All college and armed forces visits should be arranged through the Career Resource Center. Parent permission should be received prior to the college visit. Students must provide evidence from the college of the visit to the attendance secretary upon their return to school. Absences due to school approved college visits are exempt absences.
- Authorized religious holidays/observances
- A one-time family trip, per school year, requiring more than two school days with prior approval from the principal's office. In order to receive an exemption for a family trip, the principal must be notified at least one week in advance and students must complete a family vacation request form. The request form must be returned to the principal and approved prior to the student leaving for the family trip. **Family trip requests will NOT be granted during the MCA Testing window which usually occurs in mid-April.**
- The school district encourages families to plan trips around school breaks. There are several times throughout the school year when school is not in session before and after weekends. Family trips that are planned around days that school is not in session may be less than two school days in length. Students and parents must still complete the requirements listed in the previous paragraph.

### **Attendance Procedures**

When a student is absent:

1. Parents should call the school attendance line at 584-4241 any time before 9:00 a.m. and leave a message on the attendance voice mail with the reason for their child's absence. If the school has not been contacted regarding an absence, a phone call will be made home or to the place of employment of the parent.

2. Parents should write a note explaining why their child was absent. The student should report to the student attendance secretary upon their return to school and present the note to the attendance secretary prior to going to class.
3. If you forget a note or your parents cannot be contacted, you will receive an unexcused absence.
4. Students who are absent for more than 15 minutes will be counted absent for that period.

When a student must leave the school during the school day:

1. If you become ill during the day, you need to get a pass from the classroom teacher and report to the office. The office will contact the parent to determine if the student will be excused to leave school. **Students who call parents from cell phones without first being seen in the nurse's office will not be exempted.**
2. If you need to leave during the day for any other reason, you must have a parent call or send a note with the reason for the absence and time you must leave and pick up a pass in the office to show your teacher. In addition, when deemed necessary by the administration, (crisis situation) students may be required to be picked up by their parents(s) or guardian(s) or a signed note from a parent must be faxed to the high school principal before a student will be allowed to leave the school.
3. Sign out in the office before leaving and check back in when you return. If a student fails to sign out prior to leaving school the student will be assigned detention.
4. Leaving school without permission will be unexcused and will result in detention or in-school suspension.
5. A parent may pick up his/her child at school in person at any time. A phone call in advance will speed up this checkout procedure.
6. Royalton High School/Middle School operates as a closed campus and students are not allowed to leave school for lunch. Leaving during lunch will require parent and principal permission and will be granted only on a very limited basis.

#### Absence Limit

To ensure that each student gains the maximum benefit from classroom instruction and to help ensure that teachers do not spend an inordinate amount of time assisting absent students to "catch up" on missed work, a limit on the number of times a student can be absent has been set. At five excused absences in any class during a semester a letter will be sent home to parents indicating the importance of school attendance and its relationship to academics. After eight absences in any class during a semester, another letter will be sent indicating that **after eight absences all absences must meet the requirements of exempted absences or absences will be marked unexcused.** Students will be subject to other disciplinary actions, including but not limited to truancy, detention, and suspension.

#### If You Are Going To Be Gone From School for a School Activity

Field trip permission slips should be returned to the coach or advisor before the activity.

Students who will be gone for school activities should complete homework before they are gone. It is the responsibility of the advisor/coach and teacher to make sure students complete the assignments since students will not be given absence slips.

Names of students that will be absent should be given to teachers by advisors/coaches in advance through a list in their mailboxes and by email. Students will not be allowed to drive themselves to or from a school trip.

In order to participate in a school-sponsored field trip a student cannot have accumulated 15 or more discipline points during the previous quarter and/or the quarter in which the field trip occurs. Those points are defined as:

- Out-of-school suspension, 10 points per day of OSS,
- Full Day In-School Suspension, 7.5 points per full day of ISS
- Half Day In-School Suspension, 5.0 points per half day of ISS
- Detention, 2.5 points per detention.
- Morning Detention, 1.25 points per morning detention.

- Lunch Detention, 1 point per lunch detention.

The principal has the right to make the final decision on whether any student may or may not participate in any school-sponsored field trip.

### Tardiness

If a student is late for class for an excused reason such as meeting with a teacher, that teacher should give the student a pass to class. When the student is tardy, the student should report to the office for a pass. The student will receive detention after five tardies in a quarter. When a student first arrives at school and they are more than fifteen (15) minutes late or tardy, it will be counted as an absence. Students will receive detention for every five tardies they receive during one of the four tardy windows listed below. All tardy counts are reset at the beginning of each of these tardy windows.

Tardy Timeframes for each school year. Tardy counts will reset at the start of each of the 4 sessions during the year:

Start of School through November 1<sup>st</sup>

November 2<sup>nd</sup> through end of 1<sup>st</sup> semester

Start of 2<sup>nd</sup> semester through March 31<sup>st</sup>.

April 1<sup>st</sup> through the end of the school year.

### Make up Work:

- Students will be given one day for every day absent to make up work.
- If a student is gone for more than one day, they will be given the equal number of days to complete the make-up work.
- If the student was told about a test or project that was due before they were gone, the teacher may require they take the test or turn in the assignment on the day they return.

### Truancy

Truancy is being absent from class or school without the approval of the school. Skipping class will result in detention or in-school suspension for an unexcused absence.

Fifteen consecutive days of unexcused absence for a student who is 16 years old will result in being dropped from school enrollment. Students under the age of 16 who are truant will be reported to the county attorney. Truancy enforcement is based upon the county of residency. According to state law, students who accrue three unexcused absences are considered a “continuing truant”. Students who reach seven unexcused absences in a year are considered a “habitual truant” and will have truancy papers filed on them with the county attorney in the student’s county of residence.

### Administration and School Board

The administration has the right to make the final decision on whether an absence will be excused, exempted or unexcused.

The School Board reserves the right to act on any and all violations. The only exceptions granted to this policy are those days excused and exempted with verification stating the date of the absence, the reason for not attending school and when the student should return to school.

### Perfect Attendance

To qualify for perfect attendance recognition a student must be in attendance every day, every hour school is in session. The only absences that are allowed are days a student would be absent from the building due to participating in a school sponsored activity. Examples of these activities include but are not limited to school sporting events, extra-curricular activities, state testing, etc. Any tardiness to class will disqualify a student for being recognized for perfect attendance.

### **Bullying Prohibition (Policy 514)**

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property or at school-related functions. For detailed information regarding the school's policies, procedures and actions regarding bullying see the district's Bullying Prohibition Policy, #514 located in the appendix of this handbook. A copy of the policy is available upon request at the school office located at 120 South Hawthorn Street, Royalton.

### **Cameras**

Cameras should only be used in school for academic purposes as a general rule during the school day. The personal use of cameras on cell phones and iPads must not be used in a manner that exploits other students or contributes to bullying or harassment. Students will have their phone/iPad/camera device confiscated if found to be using it in a negative manner and it will be turned into the HS/MS office.

### **Care of School Property - Fees and Fines**

The school district is accountable for property purchased by our taxpayers and that property should be viewed as "loaned" to students. Therefore students are expected to keep school property in good condition. Students are responsible for damage to any texts, materials, uniforms, equipment, or property.

### **Cellular Telephones and iPad/iPods (Policy 524)**

Students can use their phones in the locker bank during passing times. Phones are not allowed at lunch, hallways, or in class. Students can carry their phones if they choose, but should not be looking, checking them, or doing anything with them in areas and times where they are not allowed. Students are encouraged to keep them in their locker if they feel they are going to be tempted to use it.

**1<sup>st</sup> Offense**—Teacher keeps phone until end of period, and writes up student in Skyward.

**2<sup>nd</sup> Offense**-- Teacher turns phone into the office, writes up student in Skyward, and contacts parents about use of the phone. Phone returned to student at the end of the school day.

**3<sup>rd</sup> Offense**-- Teacher turns phone into office, writes up the student in Skyward. Phone returned at the end of day. Student will complete a plan for managing cell phone use while in school.

**4<sup>th</sup> Offense**-- Teacher turns phone into the office. Phone is returned at the end of the day, Teacher writes up student in Skyward. Student will receive lunch detention on the next available day.

**5<sup>th</sup> & Subsequent Offenses**—Teacher turns phone into the office and writes it up in Skyward. **Parent must pick up phone.** Student receives detention.

**Failure/Refusal to turn over the device to staff upon request will result in immediate in-school suspension or removal from school for the day. (The student will not be allowed to keep their device and remain in class). If the student decides to turn the phone over, they will be allowed to return to class and the device will be returned to them or their parent/guardian at the end of the school day (depending on how many cell phone offenses they have).**

The building principal, with reasonable suspicion, may review the contents of a cell phone if s/he has reason to believe there is the possibility that the cell phone may have been used to violate the privacy or civil rights of another student or school district personnel or; the phone was used to cheat, take pictures of students, teachers, school district personnel or; used for the purpose of perpetrating any act of violence, terroristic threat or physical threat or assault or; used to violate any school district policy or regulation.

### **Detention/Lunch Detention**

Students will be assigned detention by a teacher or the principal. Detention will be on Tuesday or Thursday from 3:15 - 4:45 p.m. The office will assign the night and notify the student. If a student misses/skips a detention, the student will have 1/2 day in-school suspension assigned for the next available ISS day. Students who receive two or more detentions before completion of their assigned detention will receive in-school suspension or out-of-school suspension. Students can also be assigned lunch detention for less severe rules violations. Lunch detentions will take place during the student's lunch period.

**\*\* A student who wishes to switch an assigned detention may do so once. A telephone call or a note from a parent, requesting the change is required. The principal may also approve a switch in detention assignments.**

### **Dress and Appearance (Policy 504)**

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that is neat, clean and in good taste at all times.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing deemed not appropriate.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- Hats/caps are allowed to be worn in the building during the school day. The hats/caps must be school appropriate and not interfere with safety and/or the educational process of the classroom and school. Teachers may disallow hats in their classroom at their discretion. Students are expected to know and follow these rules at all times. Hoods are not allowed to be worn in school at any time.
- Shoes shall be worn at all times except for activities with teacher/principal approval.
- All skirts and pants must be at least mid-thigh or longer in length.
- All shirts and/or tops must have at least two straps; one per shoulder and all undergarments must be covered. Exception: teacher approved clothing for physical education classes that are worn for that class only.

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

### **Drug-Free School and Workplace (Policy 418)**

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited (this includes e-cigarettes with or without the nicotine chemicals). The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance.

Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

#### **Harassment and Violence Prohibition (Policy 413, 525)**

The school district strives 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. For detailed information on the school district's Harassment and Violence Prohibition Policy #413 & #525 located in the appendix of this handbook.

#### **Hazing Prohibition (Policy 526)**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. For detailed information on the school district's Hazing Prohibition Policy # 526 in the appendix.

#### **Internet Acceptable Use (Policy 524)**

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

#### **Royalton Schools Communications Technology Acceptable Use Policy (Policy 524)**

Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all materials. Ultimately, the school staff, parents, and guardians of minors are responsible for setting and conveying the standards that students should follow when using media and information sources. The Royalton School District supports and respects each family's right to decide whether or not to allow their child to apply for access to the telephone, video, and computer networks we provide.

#### **Rules and Responsibilities**

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Electronic communications are often public in nature. General school rules for behavior and communications apply.

The Royalton School District is providing for students and staff various technology materials to conduct research and communicate with others in relation to school work. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in the document, the school administrators or their designated representatives may close an account at any time. The administration, faculty, and staff of the Royalton School District may deny, revoke, or suspend specific user accounts.

Individual users of the telephones, video networks, and computer networks are responsible for their own actions. Their behavior must be in support of education and must be consistent with the academic expectations of the school district. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of U.S. or State regulations including copyrighted, threatening, or obscene materials is prohibited. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited.

The user is expected to abide by the following rules of etiquette:

- Be polite. Do not communicate abusive messages.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Transmission of obscene materials is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.
- Do not reveal the personal address or phone number of yourself or other students.
- Do not communicate any personal credit card number, bank account number, or any other financial information.
- Electronic mail is not guaranteed to be private. People who operate the system DO have access to all mail. Inappropriate messages can result in the suspension of privileges.
- Do not use the telephone, video network, or computer network in such a way that would disrupt the use of these resources by other users.
- Vandalism—any malicious attempt to harm or destroy the data of another user—will not be tolerated.
- Any questionable action will result in the cancellation of user privileges.

Violation of any of the above rules and responsibilities will result in a loss of access. Also, violations will be reported to the appropriate administrator for possible further disciplinary and/or legal action.

### **Technology Usage Policy (Policy 524)**

#### **Inappropriate Logins**

Students who use another student's login name and/or give their name or password to other students.

#### **Inappropriate Computer Activities**

Students who play games; do personal web surfing; tamper with equipment; send unauthorized email; visit chat rooms; print unauthorized documents; restricted sites or joke sites; download unauthorized audio, video or image files.

#### **Installing Software, visiting inappropriate sites, chat, email, etc.**

Students who visit porn, hate or violence advocating sites; install unauthorized software; deface or use technology equipment in a destructive manner.

Students will receive the following consequences for inappropriate technology use.

- A. 1<sup>st</sup> Offense – Student will be put on a restricted filter policy for 2 weeks
- A. 2<sup>nd</sup> Offense – Student will be put on a restricted filter policy for 4 weeks
- B. 3<sup>rd</sup> Offense – Student will be put on a restricted filter policy for the remainder of the semester.

**\*\*If equipment is rendered inoperable, a replacement fine will result.**

**\*\*The administration reserves the right to sanction students more severely based on the nature of the offense.**

**\*\*A restricted filter policy will allow the student to only access the websites and apps required to complete their school work. All other content will be blocked. This includes games, social media, and streaming services.**

**Reporting procedure:** All incidences will be reported to the principal and a discipline notice will be sent home to parents. A copy will also be placed in the student's records.

#### **Laser Pointers**

Laser pointers brought on campus, during or after the school day, will be confiscated. Students may also be subject to additional consequences. Medical research suggests that exposure to laser pointers, for as little as two seconds may cause impaired vision and physical damage to the retina. Therefore, laser pointers used in a manner for which they are not intended may be treated as "weapons" within the meaning of the district's weapons policy.



### **Locker Rooms**

Students enrolled in physical education classes or participating in athletics will be assigned a locker and a lock at the beginning of the school year or the sports season. The student is responsible for turning in the lock or will be responsible for paying \$5.00. Students may use a personal lock if they wish but a copy of the combination or a duplicate key must be left in the office. Do not leave valuables unattended. All personal or valuable items should be locked in lockers to prevent theft. Lock your locker and turn the valuables into the P.E. office or coach for safekeeping.

### **Protective Devices**

In accordance with State Law, students participating in certain art classes (ceramics and sculpture), industrial arts laboratories, agriculture, and science classes using chemicals are to wear school-provided safety devices. Any student failing to comply with such requirements will be temporarily suspended from participating in the class and the registration of a student for the course may be canceled by the principal for willful, flagrant or repeated failure to observe the above requirements.

### **Tobacco-Free Schools (Policy 418, 419)**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy prohibits the use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's Tobacco-Free Environment policy #419. Contact the building principal if you have questions or wish to report violations.

Royalton schools are designated as tobacco-free. The possession or use of tobacco, or attempting to purchase tobacco products at any time on or within 500 feet of school property, in a school vehicle or at a school-related activity will result in in-school suspension or out-of-school suspension. In addition, students found violating this policy may also be reported to the County Attorney, and may be required to complete a class.

### **Use of Office and Copy Machines**

For reasons of safety, security and congestion, students are not allowed beyond the counter in the office without permission. A charge will be assessed for personal copies. Students wishing to make copies in the library must first get the approval of the librarian.

### **Vandalism**

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

### **Weapons Prohibition (Policy 501)**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district takes a "zero tolerance" position in regard to the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the School Weapons Policy #501, contact the building principal or the superintendent of schools.

## **Part IV. Health and Safety**

### **Accidents**

Except in an emergency and to the extent that a student needs medical attention, all student injuries that occur at school or school-sponsored activities should be reported to the building principal or his/her designee by the student and instructor as soon as possible. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

### **Asbestos Management Update**

The school district has developed an asbestos management plan. A copy of this plan can be found in the district office located at 120 South Hawthorn Street, Royalton and is available upon request.

### **Crisis Management (Policy 806)**

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

The "Crisis Management" policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

### **Emergency Contact Information**

At the beginning of each school year and when a student first registers for school, the school district collects from students and parents/guardians emergency contact information. The high school/middle school keeps this information in its student data management program. It is important that parents/guardians provide the school with this information in case of an emergency. It is important that parents/guardians report any changes in emergency contact information to the school so that school records are current and up to date. Information can be obtained by contacting the high school/Middle School main office at 320-584-4200.

### **First Aid**

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

The district has installed automated external defibrillators (AEDs) on the west wall of the commons area by the main entrance doors and near the concession stand in Activities Entrance/Cafetorium. Tampering with any AED is prohibited and may result in discipline.

### **Communicable Diseases (Policy 420)**

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

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

### **Health Service**

The student health office is staffed by a trained Registered School Nurse and a trained Licensed Practical Nurse.

A student who is ill must obtain a pass from his/her classroom teacher (except in an emergency) and then report to the school office. Students who fail to sign in and out of the sick room, and whose whereabouts during the time cannot be determined, will be treated as skipping. Students will only be allowed to remain in the sick room for one class period and then must report back to class or request permission to go home. Time spent in the sick room will be counted as absent. No student will receive permission to leave the building to go home without parental/emergency contact.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. A parent/guardian should contact the attendance secretary at 584-4241 any time before 9:00 a.m. and leave a message on the attendance voice mail with the reason for their child's absence. If the school has not been contacted regarding an absence, a phone call will be made home or to the place of employment of the parent.

### **Immunizations**

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse at 584-4243.

### **Insurance**

The school does not provide accident insurance for students. A voluntary school accident benefit insurance plan will be made available to all students during the first week of school.

### **Medications at School during the School Day (Policy 516)**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). The school district is to be notified of any change in a student's prescription medication administration.

### **Pesticide Application Notice**

Minnesota state law requires that schools inform parents and guardians if the school applies certain pesticides on school property. The school district is required 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. ROYALTON PUBLIC SCHOOL

DISTRICT AND ROYALTON HIGH SCHOOL DOES NOT HAVE A SCHEDULE OF APPLICATIONS; THEY ARE DONE ON AN AS NEEDED BASIS.

State law also requires that you be told that the long-term 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 made on days other than those specified in the estimated schedule (excluding emergency applications), please complete and return the form in Appendix II and mail it to: Tony Duevel, PO Box 5, Royalton, MN 56373. If you have any questions regarding this notice, please contact Royalton Public Schools at 320-584-4000.

#### **Visitors in District Buildings (Policy 903)**

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the front desk of the main office and to wear a “visitor badge” while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

If you would like to meet with a particular teacher about an individual or personal concern, contact the teacher and arrange a time to meet when the teacher does not have a scheduled class. Visitors to the middle school/high school, other than parents, are not permitted except in special circumstances, for example; a new student moving into the district. That visit must be pre-arranged in advance with the principal.

PSEO students are not considered visitors and have the same access to the school building as any other student. PSEO students may get a fob to access the northeast doors during the school day (8:15-3:10). These fobs can be obtained through the district office with approval of the building principal and should only be used by the student to whom the fob is issued. There is a \$10.00 deposit for a student fob.

Students and teachers should immediately direct visitors, strangers, and vendors who enter the building to the school office.

## **APPENDIX**

1. Policy #413–Harassment and Violence
2. Policy #505–Distribution of Non-school Sponsored Materials on School Premises by Students and Employees
3. Policy #506– Student Discipline
4. Policy #506– HS Discipline Procedures
5. Policy #514 - Bullying Prevention
6. Policy #525– Violence Prevention
7. Policy #526– Hazing Prohibition
8. Policy #413, 525, & 526–Violence, Hazing, Harassment Form
9. Map of MS/HS Facility
10. [RHS/MS Student Code of Conduct](#)

**\*Policies listed in this handbook are subject to change based on school board action.**

**You will be notified if there are any changes to the below referenced policies\***

- **Harassment and Violence, Policy 413**
- **Drug-Free Workplace/Drug-Free Environment, Policy 418**
- **Tobacco-Free Environment, Policy 419**
- **School Weapons, Policy 501**
- **Student Dress and Appearance, Policy 504**
- **Student Attendance, Policy 503**
- **Distribution of Non-sponsored School Materials by Staff/Students, Policy #505**
- **Student Discipline, Policy 506**
- **Bullying Prevention, Policy 514**
- **Protection and Privacy of Student Records, Policy 515**
- **Student Surveys, Policy 520**
- **Title IX, Policy 522**
- **Internet Acceptable Use Policy, Policy 524**
- **Violence Prevention, Policy 525**
- **Hazing Prohibition, Policy 526**
- **Staff Notification of Violent Behavior by Students, Policy 529**
- **School Meals Policy, 534**
- **Visitors to School Buildings and Sites, Policy 903**

**All Royalton Public Schools policies, in addition to the ones listed below, can be found in their entirety on our school website at: <https://www.royaltonpublicschools.org/policies>**

## **413 HARASSMENT AND VIOLENCE**

### **I. PURPOSE**

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

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

A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.

B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

### **III. DEFINITIONS**

A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;

2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications: Definitions
1. "Disability" means, with respect to an individual who
    - a. a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
    - b. has a record of such an impairment; or
    - c. is regarded as having such an impairment.
  2. "Familial status" means the condition of one or more minors being domiciled with:
    - a. their parent or parents or the minor's legal guardian; or
    - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
  3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
  4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
  5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

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

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

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

F. Sexual Harassment; Definition

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or

c. that conduct or communication has the purpose or effect of substantially interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

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

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;

d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual’s employment or educational status;

e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment or educational status; or



- f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts
  - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

**IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

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

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

G. In the District. The school board hereby designates the HR Director as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.<sup>[1]</sup>

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

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

J. Use of formal reporting forms is not mandatory.

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

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

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

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

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

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

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

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

## **V. INVESTIGATION**

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

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

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

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

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

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

## **VI. SCHOOL DISTRICT ACTION**

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

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

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

## **VII. RETALIATION OR REPRISAL**

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

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

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

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

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes Chapter. 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

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

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect

for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.

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

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)

Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)

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

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

Minn. Stat. § 609.341 (Definitions)

Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)

29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)

29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)

42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)

42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)

42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)

MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

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

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

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)

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

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)

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

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

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<sup>[1]</sup> In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

## **505 DISTRIBUTION OF NON SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

### **I. PURPOSE**

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

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

A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.

B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

## **III. DEFINITIONS**

A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.

B. "Non School-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.

C. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and



3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

D. "Minor" means any person under the age of eighteen (18).

E. "Material and substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.

2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

#### **IV. GUIDELINES**

A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.

B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:

1. is obscene to minors;
2. is libelous or slanderous;
3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
4. advertises or promotes any product or service not permitted to minors by law;
5. advocates violence or other illegal conduct;
6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:

1. whether the material is educationally related;
2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;

3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

#### **V. TIME, PLACE, AND MANNER OF DISTRIBUTION**

- A. No non school-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

#### **VI. PROCEDURES**

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
2. Date(s) and time(s) of day intended for distribution.
3. Location where material will be distributed.
4. If material is intended for students, the grade(s) of students to whom the distribution is intended.

B. Within 5 business days, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

C. If the person submitting the request does not receive a response within 5 business days, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.

D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within 5 business days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.

E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

## **VII. DISCIPLINARY ACTION**

A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy #506.

B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and

appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.

C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

#### **VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES**

A copy of this policy will be published in student handbooks and posted in school buildings.

#### **IX. IMPLEMENTATION**

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

#### **Legal References:** U. S. Const., amend. I

*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)

*Bethel Sch. Dist. No. 403 v. Fraser*, 478 U.S. 675 (1986)

*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503 (1969)

*Bystrom v. Fridley High School*, 822 F.2d 747 (8<sup>th</sup> Cir. 1987)

*Roark v. South Iron R-1 School Dist.*, 573 F.3d 556 (8<sup>th</sup> Cir. 2009)

*Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist.*, 640 F.3d 329 (8<sup>th</sup> Cir. 2011), cert. denied 565 U.S. 1036 (2011)

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

District Employees)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)

MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

## **506 STUDENT DISCIPLINE**

### **I. PURPOSE**

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

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

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

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

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

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

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

### **III. AREAS OF RESPONSIBILITY**

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

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

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

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

All students have the responsibility:

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



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

## **VI. CODE OF STUDENT CONDUCT**

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
  - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
  - 2. The use of profanity or obscene language, or the possession of obscene materials;
  - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
  - 4. Violation of the school district's Hazing Prohibition Policy #526;
  - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
  - 6. Violation of the school district's Student Attendance Policy #503;
  - 7. Opposition to authority using physical force or violence;
  - 8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices;
  - 9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;

10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy #501;
14. Violation of the school district's Violence Prevention Policy #525;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy #524;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating;
23. Violation of school bus or transportation rules;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy #502;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections,

and Searches Policy #527;

28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy #514;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy #525;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those

policies specifically enumerated in this policy;

44. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## **VII. DISCIPLINARY ACTION OPTIONS**

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

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

- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act;
- U. Other disciplinary action as deemed appropriate by the school district.

#### **VIII. REMOVAL OF STUDENTS FROM CLASS**

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

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

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

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

- B. If a student is removed from class more than five (5) times in a school year, the school district shall notify the parent or guardian of the student's fifth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. **Procedures for Removal of a Student From a Class.**

If any student is removed from class, that student shall be sent to the principal or designee for determination of appropriate consequences as per policy.

When a teacher decides to remove a student from a class for a class activity or class period, the teacher shall:

1. Direct the student to go directly to the main office.
2. Contact the main office by telephone or intercom system in order to alert office staff and the Principal. The name of the student and a brief description of why the student is being sent to the office will be given to the main office staff.
3. If necessary, the teacher can call the main office and ask for assistance in the removal of a student, or ask that an adult escort the student to the main office.
4. Upon arrival at the main office the student will be seated in the main office.
5. The student will meet with the Principal or designee for determination of appropriate consequences as per school/district policy.
6. At the high school the teacher who removes a student from class will complete a student discipline referral and forward it to the principal for review. The report must be completed within 1 school day of the removal from class. At the elementary school the teacher may be asked by the elementary principal for a written or an oral report. The parent/guardian will be contacted at this time by the principal or referring teacher.
7. The referring teacher may be asked by the principal to contact the parent of the student removed from class.

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

1. Any student removed from class shall report to the office immediately.
2. The teacher removing the student from class will, before sending the student to the office, notify the office by telephone that the student is coming to the office.
3. An adult escort may be required to bring the student to the office.
4. Temporary custody will be determined by the principal or designee.
5. After evaluation of the reasons for being removed from class, the principal may:
  - a. Place the student in an in-school suspension room.
  - b. Designate another adult in the building to supervise the student.
  - c. Contact the student's parents.
6. If possible the student removed from class will bring class work to the office with him/her on which s/he can work

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

1. When a student returns to class after removal for part of one class session:
  - a. The student will have a pass from the principal or his/her designee.
  - b. The teacher will be notified that the student is returning to class.
2. When a student returns to class after being removed from a class for more than one class session:
  - a. The student will meet with the principal or his/her designee prior to returning to class for readmission to that class.
  - b. A parent may be required to attend the readmission meeting.
  - c. The teacher(s) to whom the student will return may be required to participate in the readmission meeting.
  - d. A readmission plan may be developed and required for readmission to the class.

**F. Procedures for Notification.**

1. If determined necessary by the principal or designee the teacher and the parent will receive oral or written notification of the consequence.
2. The student and parent/guardian will be notified of rule violation(s) and consequences orally, by telephone or in writing.
3. The principal or designee may require that a teacher notify the parent either orally or in written communication of the consequence.

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

1. If deemed necessary by the principal or his/her designee a manifest determination hearing may be held. At that hearing it may be determined that:
  - a. No further action occurs.
  - b. Consequences or disciplinary action may or may not be taken.
  - c. Further assessment may be required.
2. The principal and/or his/her designee will consult with the case manager of a disabled student removed from class to determine if there is a need to review the student's individual education plan (IEP) for adequacy.
3. The IEP team will be the team that determines if any referral for other services is necessary.
4. Teachers may refer students for evaluation for special education services by using the Royalton Schools Child Study Referral Form. Parents may request that their child be evaluated for special education services by using the Royalton Schools Child Study Referral Form or in writing.

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

Pre-Assessment Team

1. A pre-assessment team consisting of the high school principal, chemical health counselor (if available), guidance counselor, school social worker, school nurse and one teacher has been established. The pre-assessment team shall be responsible for addressing reports of chemical abuse among students. The team will assess, gather information and make recommendations for appropriate response to the individual.

2. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:
  - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
  - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
  - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.
  - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
  - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.

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

1. All violations of the student code of conduct as found in the District Student Discipline Policy will be forwarded to the building principal;
  - a. In writing using a discipline referral form.
  - b. Reported in electronic format using email or the student data management program.
  - c. Verbally in person or by telephone.

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

1. Parents/guardians may be contacted to request assistance in the improvement of their child's behavior. That contact may be made:
  - a. By the building principal or his/her designee orally or in writing.
  - b. By the classroom teacher orally or in writing.
2. The school may request that parents/guardians attend conferences, IEP staffing, or general meetings to discuss the improvement of the student's behavior.

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

1. Teachers and support staff should report in writing using the Royalton Schools Child Study Referral Form any student who they think may benefit from early intervention for behavior problems.
2. After receipt of the form, the Child Study Team will make recommendations and/or referrals in reference to the student's behavior.
3. Parents may submit in writing or verbally to the principal, guidance counselor, social worker or the chemical health counselor (if available) any concerns or questions regarding the investigation and/or possible evaluation of a student in order to detect any possible behavioral problems.



## **IX. DISMISSAL**

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

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

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

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

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

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge

of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
  - a. strongly encourages a parent or guardian of the student to attend school with the student for one day;
  - b. assigns the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - c. petitions the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by

mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.

8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

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

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

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

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

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

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

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

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

#### **XIII. DISABLED STUDENTS**

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

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

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

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

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

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

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

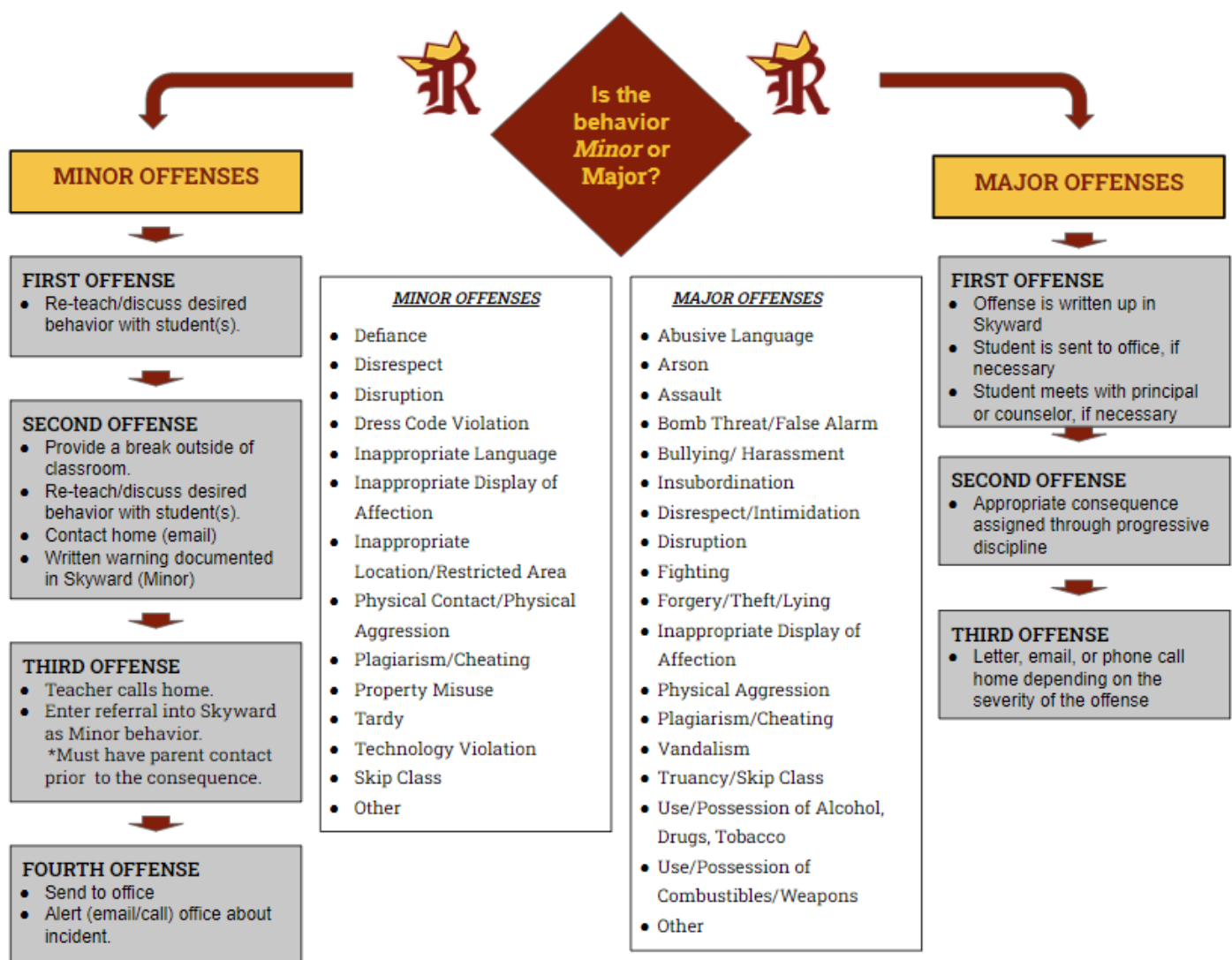
#### **XVI. REVIEW OF POLICY**

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

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

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

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





## **514 BULLYING PROHIBITION POLICY**

### **I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

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

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

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

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

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

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

### **III. DEFINITIONS**

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

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

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

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

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex,

marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

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

H. "Student" means a student enrolled in a public school or a charter school.

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

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

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

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report

taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

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

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

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

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

## **V. SCHOOL DISTRICT ACTION**

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

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

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

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

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

## **VI. RETALIATION OR REPRISAL**

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

## **VII. TRAINING AND EDUCATION**

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

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



G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

## **VIII. NOTICE**

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

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

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

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

## **IX. POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes section 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

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

Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)

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

Minn. Stat. § 121A.03 (Model Policy)

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

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

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

Minn. Stat. § 121A.69 (Hazing Policy)

Minn. Stat. Ch. 124E (Charter Schools)

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

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

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

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

MSBA/MASA Model Policy 413 (Harassment and Violence)

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

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

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

MSBA/MASA Model Policy 501 (School Weapons Policy)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 507 (Corporal Punishment)

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

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)

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

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

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

## **525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]**

### **I. PURPOSE**

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision.

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

- A. The policy of the school district is to strictly enforce its weapons policy (Policy 501 School Weapons).
- B. The policy of the school district is to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

### **III. IMPLEMENTATION OF POLICY**

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.

- B. The school board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.
- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501 School Weapons) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526 Hazing Prohibition) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).
- G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.
- I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413 Harassment and Violence) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504 Student Dress and Appearance). "Gang" as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
- J. This policy is not intended 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 as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504 Student Dress and Appearance).

#### **IV. PREVENTION STRATEGIES**

The school district has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- C. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students, and other youth service providers to advise on policy implementation.
- D. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- E. In-service training for personnel and school board members by experts familiar with sexual abuse, domestic violence, and personal safety issues on the following: helping students identify violence in the family and the community so that students may learn to resolve conflicts in effective, nonviolent ways; responding to a disclosure of child sexual abuse in a supportive, appropriate manner; and/or complying with mandatory reporting requirements under the Maltreatment of Minors Reporting Act.
- F. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- G. Establish a curriculum committee that explores ways of teaching students violence prevention strategies, law-related education, and character/values education (universal values, e.g., honesty, personal responsibility, self-discipline, cooperation, and respect for others).
- H. Establish clear school rules that prevent and deter violence.
- I. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- J. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.

- K. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- L. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy, and identify differences in behavior and values that conflict with their own.
- M. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- N. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- O. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- P. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- Q. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- R. Develop curriculum on child sexual abuse prevention for students, including age- appropriate instruction on recognizing sexual abuse and assault, boundary violations, and ways offenders groom or desensitize victims, as well as strategies to promote disclosure, reduce self-blame, and mobilize bystanders. The curriculum may be created in consultation with federal, state, and local agencies and community-based organizations, including the Child Information Gateway website maintained by the United States Department of Health and Human Services, to identify research-based tools, curricula, and programs to prevent child sexual abuse.
- S. Provide training to all school personnel on recognizing and preventing sexual abuse and sexual violence which may include training on mandatory reporting requirements provided on the Department of Education's website and reviewing the Code of Ethics for Minnesota Teachers.

## **V. STUDENT SUPPORT**

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be apprised of school board policies designed to protect their personal safety.

- C. Students will be provided with information as to school district and building rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

## VI. PERSONNEL

- A. School district personnel shall comply with the school weapons policy (Policy 501 School Weapons) and the school hazing policy (Policy 526 Hazing Prohibition).
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.
- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment (Policy 507 Corporal Punishment).

### **Legal References:**

Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)  
Minn. Stat. § 120B.22 (Violence Prevention Education)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)  
Minn. Stat. § 121A.64 (Notification)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)

18 U.S.C. § 921 (Definition of Firearm)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*Stephenson v. Davenport Cmty. Sch. Dist.*, 110 F.3d 1303 (8<sup>th</sup> Cir. 1997)  
*McIntire v. Bethel School*, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)  
*Olesen v. Board of Educ. of Sch. Dist. No. 228*, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

**Cross References:** MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons Policy)

MSBA/MASA Model Policy 504 (Student Dress and Appearance)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporal Punishment)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

## **526 HAZING PROHIBITION**

### **I. PURPOSE**

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

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

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

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

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

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



G. This policy applies to hazing that occurs during and after school hours on or off school premises or property, at school functions or activities, or on school transportation or electronic messages.

H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

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

### **III. DEFINITIONS**

A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption or inhalation of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. “Immediately” means as soon as possible but in no event longer than 24 hours.

C. “On school premises or school district property, or at school functions or activities, or on school transportation” means all school district buildings, school grounds, and property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored

activities, events, or trips. School district property may also mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

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

E. "Student" means a student enrolled in a public school or a charter school.

F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

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

B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well. We will be adding the Hazing form to the Harassment, Violence form. The forms can be found in the secondary office.

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

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

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

report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.

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

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

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

## **V. SCHOOL DISTRICT ACTION**

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

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

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

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

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

F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's IEP or Section 504 plan

be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

## **VI. RETALIATION OR REPRISAL**

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

## **VII. DISSEMINATION OF POLICY**

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

**Legal References:** Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)  
  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act) Minn. Stat. § 121A.69 (Hazing Policy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Royalton Board Policy 413 (Harassment and Violence)  
Royalton Board Model Policy 506 (Student Discipline)  
  
Royalton Board Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])



ROYALTON PUBLIC SCHOOL DISTRICT #485  
HARASSMENT, VIOLENCE & HAZING REPORT FORM



General Statement of Policy Prohibiting Harassment, Violence, and Hazing

ISD #485 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant \_\_\_\_\_

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

Work Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Alleged Incident(s) \_\_\_\_\_

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation, including gender identity and expression \ disability

Name of person you believe harassed or was violent toward you or another person or group.

\_\_\_\_\_

If the alleged harassment or violence was toward another person or group, identify that person or group.

\_\_\_\_\_

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Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) \_\_\_\_\_

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413-12F



ROYALTON PUBLIC SCHOOL DISTRICT #485  
HARASSMENT, VIOLENCE & HAZING REPORT FORM



Where and when did the incident(s) occur? \_\_\_\_\_

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List any witnesses that were present \_\_\_\_\_

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This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
\_\_\_\_\_  
(Complainant Signature) (Date)

Received by \_\_\_\_\_  
\_\_\_\_\_  
(Date)

# Royalton HS/MS MAP

