

**2024-2025**

**Rush City High  
School  
Student / Parent  
Handbook**

**Please click on the link below to acknowledge receipt of  
the 2024-2025 Student/Parent handbook.**

**Melissa will add a link below once finalized**

**[Acknowledgement of Handbook](#)**

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Table will be readjusted when handbook is finalized

## PURPOSE

This handbook is published so that parents, students, and teachers may have information concerning the numerous activities, procedures, and expectations established at Rush City High School. It is our hope that careful reading of this handbook will give you a better understanding of your school, its traditions and regulations. We hope that you will make the greatest possible use of the opportunities available at District #139. Please note that current school board policy will supersede handbook information. All policies are located on our [school website](#). (Added a Link)

## WELCOME STUDENTS

Welcome students to the 2024-2025 school year! We hope that your summer has been productive and enjoyable and that you are ready to make the most of the academic and extracurricular opportunities available here at Rush City High School. Reworded We hope that your summer has been productive and enjoyable. We are excited to have you back and to make the most of the academic and extracurricular opportunities available here at Rush City High School. We also hope that you will continue to take pride in this building and help in any way you can to keep it looking as neat and clean as you find it now. (Reworded) Please continue to take pride in this building and help in any way you can to keep it looking as neat and clean as you find it now.

Take time to read the information in this handbook and share it with your parents. It is your responsibility as a student to understand and follow the guidelines presented here. Everything you find in this handbook is based on the premise of respect for each individual, for property, and for the right of all students to get an education which is our primary purpose.

Have a great school year.

Let's have an amazing school year Tigers!

## SCHOOL PERSONNEL (All School Staff have been updated)

### SCHOOL BOARD MEMBERS

Mr. Matt Meissner	Chairperson
Mr. William Schmidt	Vice Chairperson
Mrs. Kristin Papke	Clerk
Mr. Kenneth Lind	Treasurer
Mrs. Teri Umbreit	Director
Mr. Rory Roth	Director

### ADMINISTRATION

Mr. Brent Stavig, Superintendent of Schools	(320) 358-4855
Mrs. Janet Wagener, High School Principal	(320) 358-4795
Mrs. Alicia Nelson, Elementary Principal	(320) 358-4724
Mr. Lee Rood, Activities & Community Ed Director	(320) 358-1265

### HIGH SCHOOL ADMINISTRATION'S OFFICE STAFF

Mrs. Cathy Monster	Administrative Assistant to the Athletic Director
Mrs. Jennifer Berry	High School Administrative Assistant
Mrs. Melissa Wiener	Administrative Assistant to the Principal

### DISTRICT OFFICE STAFF

Kerstin Quigley	Business Manager
Andrew Nordstrom	Facilities/Transportation Director
Beth Sybrant	Executive Assistant
Brianna Rustad	Payroll Specialist
Anna Reiser	Grant/Communications Coordinator
Christy Erickson	Accounting/Bookkeeper Coordinator

### STAFF

Ms. Linda Apress	Paraprofessional
Mr. Dirk Anderson	Special Education
Mr. Mark Bingham	Science, Technology, Engineering, & Mathematics (STEM)
Ms. Teresa Buchmann	Business

Mrs. Elizabeth Carpenter	English
Ms. Kati Clarkson	English
Ms. Gretchen Cornelius	School Nurse
Mr. Joseph Connors	Dean of Students
Ms. Candi Crippen	Paraprofessional
Open Position	MTSS Coordinator/Instructional Coach
Mrs. Tia Ellis	Special Services Supervisor through SCRED
Mr. Adam Engel	Social Studies
Ms. Cynthia Fiedler	Special Education Case Manager
Mrs. Ashley Fitcher	Spanish
Ms. Katie Groh	School Nurse Assistant
Ms. Jamie Guptill	Paraprofessional
Ms. Patty Jo Hagen	Special Education Teacher
Mr. James Hatz	Technology Coordinator
Mr. Jeffrey Hicks	Paraprofessional
Mrs. Jaime Holmstrom	Instrumental Music
Ms. Ka Bao Jennrich	English
Mrs. Kayla Jeska	Physical Education & Health
Ms. Tarah Knajdek	Paraprofessional
Mrs. Carrie Kirchberg	Counselor Assistant/Due Process
Mrs. Tami Knudson	Science
Mrs. Annie Knutson	School Counselor(SEL & Mental Health)
Mr. Daniel Kuchenbecker	Art
Mr. Joseph Lakeberg	Health/Physical Education
Mrs. Michelle Lalonde	School Resource Officer
Mrs. Tiffany Locker	Special Education Teacher
Mr. Tom Martin	High School Building Substitute
Mr. James Monson	Mathematics
Open	Vocal Music
Mr. Matthew Morgan	Paraprofessional
Mr. Eric Olson	Agriculture, Industrial Tech
Ms. Stephanie Olson	Social Studies & English
Mrs. Cassie Peterson	Student Support Provider
Ms. Abigail Pulkrabek	Paraprofessional
Mrs. Amy Ramstad	Study Hall Coordinator
Mr. Tim Reisdorf	ADSIS Math & Physics
Mrs. Alicia Reynolds	Resource Room Paraprofessional
Mr. Eric Risland	Mathematics
Mrs. Julie Risland	Media/ITV Paraprofessional
Ms. Mary Rosa	Paraprofessional
Mr. William Sheffield	Family and Consumer Science(FACS)
Mrs. Erika Matzke Stoltz	Social Studies
Mrs. Samantha Sauter	ADSIS Behavior & ADSIS Reading Coordinator
Mrs. Darcy Stransky	Paraprofessional
Mrs. Annie Sundin	Special Education
Ms. Brenda Taylor	Paraprofessional
Mr. Eric Telander	Science
Mrs. Charlotte Thill	Mathematics
Mr. Michael Vaughan	Social Studies
Ms. Jennifer Vogelsberg	School Psychologist
Ms. Melanie Wendorf	Paraprofessional
Mrs. Kate Wirtz	ADSIS Behavior Coordinator

**CUSTODIANS:** Chris Nelson, Clinton Wagner, Michael Ramstad

**FOOD SERVICE PERSONNEL:** Supervisor - Molly Gotwald, Kristie Frazier, Jennifer Zemke, Michelle Wolfe

**DAILY SCHEDULE**

**Commented [1]:** I believe we will be using a QR code for families which will bring them to the staff directory

1ST PERIOD  
 ADVISORY  
 2ND PERIOD  
 3RD PERIOD  
 JR. HIGH LUNCH  
 JR. HIGH 4TH PERIOD  
 SR. HIGH 4TH PERIOD  
 SR. HIGH LUNCH  
 5TH PERIOD  
 6TH PERIOD  
 7TH PERIOD

8:10 - 8:59  
 9:02 - 9:22  
 9:26 - 10:15  
 10:19 - 11:08  
 11:08 - 11:33  
 11:37 - 12:26  
 11:12 - 12:01  
 12:01 - 12:26  
 12:30 - 1:19  
 1:23 - 2:12  
 2:16 - 3:05

**24-25 SCHOOL CALENDAR (Dates have been changed for 24/25)**

August 26-29  
 August 28  
 September 2  
 September 3  
 September 30  
 October 17-18  
 October 21  
 November 7  
 November 8  
 November 21  
 November 26  
 November 27  
 November 28-29  
 December 23- January 3  
 January 17  
 January 20  
 January 21  
 February 17  
 February 25  
 February 27  
 February 28  
 March 13-14  
 March 28  
 March 31  
 April 18  
 April 21  
 May 23  
 May 26  
 May 30  
 June 5  
 June 6

Staff Development  
 7th Grade/New Student Orientation  
 Labor Day - No Classes  
 School Opens  
 Staff Development  
 Professional Conventions - No Classes  
 Staff Development/PM Conferences  
 Quarter 1 Ends  
 Staff Development  
 Evening Conferences/School in session  
 Evening Conferences/School in session  
 Staff Development  
 Thanksgiving Break - No Classes  
 Winter Break - No Classes  
 Qtr. 2/Sem. 1 Ends  
 Martin Luther King Day - No Classes  
 Staff Development - No Classes  
 President's Day - No Classes  
 Evening Conferences/School in session  
 Evening Conferences/School in session  
 No School  
 No School  
 Quarter 3 Ends  
 Staff Development  
 No School  
 No School  
 No School  
 Memorial Day/No Classes  
 Commencement/Graduation  
 Last Day of School  
 Staff Development

**QUARTER/SEMESTER DATES**

November 7, 2023  
 January 17, 2024  
 March 28, 2024  
 May 30, 2024  
 June 5, 2024

1<sup>st</sup> Quarter Ends  
 2<sup>nd</sup> Quarter/First Semester Ends  
 3<sup>rd</sup> Quarter Ends  
 Commencement/Graduation  
 4<sup>th</sup> Quarter/Second Semester Ends

**MID TERM DATES**

1<sup>st</sup> Quarter - October 4, 2023  
 2<sup>nd</sup> Quarter - December 13, 2023  
 3<sup>rd</sup> Quarter - February 14, 2024  
 4<sup>th</sup> Quarter - May 2, 2024

**STUDENT DAYS**

First Quarter	September 3 - November 7	44 days
Second Quarter	November 11 - January 17	37 days
Third Quarter	January 22 - March 28	44 days
Fourth Quarter	April 1 - June 5	44 days

**2024-2025 CLASS OFFICERS (Voting taking place in Fall 2024)****CLASS ADVISORS**

Seniors	Mrs. Matzke Stoltz(Position), Mrs. Holmstrom(Position), Mr. Swanson, Mrs. Knutson
Juniors:	Mr. Rood, Ms. <u>Plante</u> (Position), Mrs. Sundin(Position), Mr. Martin
Sophomores:	Mr. Olson, Mrs. Knudson, Mr. Monson, Mr. Engel, Mrs. Jennrich
Freshmen:	Mrs. Fitcher, Mr. Kuchenbecker, Mrs. Sheffield, Mr. Risland, Mrs. Clarkson
8th Grade:	Mr. Telander, Mrs. Thill, Mrs. Carpenter, Mr. Lakeberg, Mrs. Buchmann
7th Grade:	Mr. Bingham,, Mr. Vaughan, Mrs. Jeska, Mrs. Olson, Mr. Reisforf

**EXTRA CURRICULAR COACHES/ADVISORS (Mr. Rood will update soon)**

Activities Director	Lee Rood
All School Play	Rachel Bigelow
Bands	Jaime Holmstrom
Baseball Coach	Matthew Morgan
Boys Basketball Coach	Trygve Thompson
Choirs	Ben Montzka
Cross Country Coach	Mike Vaughan
Diversity/Inclusion Club	
Dungeons & Dragons Club	Adam Engel
FFA	Eric Olson
Football Coach	Mike O'Donnell
GSA Club	Adam Engel
Girls Basketball Coach	Co-op w/North Branch
Golf Coach	Eric Telander
Gymnastics	Sam Isackson
Knowledge Bowl	Mike Vaughan
Math League	Charlotte Thill
Minnesota Honor Society	Ashley Fitcher
One Act Play	Rachel Bigelow
Softball Coach	Kayla Jeska
Speech	
Student Council	Erika Matzke Stoltz
Track Coach	Mike Vaughan
Volleyball Coach	Eric Telander
Wrestling Coach	Matthew Morgan
Yearbook	

**2 HOUR LATE START DAILY SCHEDULE**

10:10-10:40	2nd hour
10:44-11:14	3rd hour
11:14-11:39	JH Lunch
11:43-12:23	JH 4th hour
11:18-11:58	SH 4th hour
11:58-12:23	SH Lunch

12:27-12:57	5th hour
1:01-1:31	6th hour
1:35-2:05	7th hour
2:09-2:39	1st hour
2:43-3:05	Advisory

- Grab and Go Breakfast will be available on late date days

#### **ACADEMIC ELIGIBILITY PROCEDURE**

The purpose of this procedure is to ensure all students who participate in extracurricular activities are on track to graduate, they are successfully progressing through all of their classes or receiving support, and they are actively working toward academic success in all classes. This procedure is intended to motivate students, promote school connectedness, school spirit, academics, and a positive building climate.

In accordance with Minnesota State High School League (MSHSL) rule, any student who is not on track to graduate is ineligible. Students with an individualized education plan (IEP) or 504 plan are eligible if they are making progress toward the goals outlined in their plan.

On a weekly basis student grades will be reviewed by school personnel. If a student has a failing grade in the same course over two consecutive grade checks or their final course grade is an incomplete or an F, they become ineligible. Students may remain eligible by attending at least one Directed Study session every school day until they are passing.

Students who are ineligible will remain ineligible until they satisfy one of the following conditions: A weekly grade check indicates a passing grade for the course. (or) The student provides Mrs. Wiener with a grade report indicating they are passing/passed. (or) Upon completing five consecutive days of directed study upon receiving an incomplete or failing end of term grade.

The expectation for teachers is that grades are updated online weekly. Students are to be patient with teachers regarding grading of assignments. It is acceptable for the grading and online reporting of a grade to take up to five school days. Directed study sessions will be from 7:15 AM to 8:05 AM and from 3:10 PM to 4:00 PM. Students must be on time, well behaved, and on task the entire period for the session to be considered completed.

Weekly grade reports will be run on Wednesday mornings, ineligible students and their coaches or advisors will be notified throughout the day. Directed study will be required beginning the following day (Thursday) in order for a student to remain eligible. Failure to complete at least one directed study session every school day will result in the student being ineligible until they are passing the class or they complete five consecutive days of directed study; after which they are eligible to participate as long as they complete at least one directed study session per day. Additionally, students who are eligible because they are attending directed studies on a daily basis, must make progress towards passing at each weekly grade check or they become ineligible until progress is made.

ITV, and PSEO courses are subject to this procedure. It is the student's responsibility to provide the counseling office with weekly grade reports.

For the purpose of this procedure extracurricular activities include: all athletic teams, jazz band, speech, drama, show choir, and knowledge bowl. This procedure does not include vocal and instrumental music performances that are a graded portion of a RCHS course.

Participants in extracurricular activities may be held to additional standards by the coaches or advisers of an activity in addition to this procedure.

#### **ACCIDENTS**

If a student is hurt in an accident during school time, she or he must tell her/his teacher right away. Teachers can refer to the staff handbook on the process to follow.

#### **AFTER SCHOOL HOURS**

Our high school is a very busy place after school due to the many activities offered. Students are expected to report to their activities at the scheduled time. All students remaining after school should be in the location of the activity scheduled, media



center, or in the commons area. Students are allowed to remain at school in the commons areas for access to wifi, collaborative homework projects or activities until 4pm. At all times students are expected to follow school expectations and behave in a respectful and responsible way. Direct supervision is provided for students choosing to remain after school until 4pm but if students do not have an assigned location they must leave the building.. Students violating expectations will be asked to leave school on that day and may lose future privileges of staying after school.

#### **ASSESSMENT OF STUDENT ACHIEVEMENT**

##### [State Assessment Parent Guide](#)

Policy #618, per statute 120B301 (a) & (c), the commissioner will publish a form that will explain the following:

1. the need for state academic standards; identifies the state assessments that are aligned with state standards
2. identifies the consequences, if any, the school or student may face if; a student does not participate in state or locally required standardized assessments;
3. states that students who receive a college ready benchmark on the high school Minnesota Comprehensive Assessment are not required to take a remedial, non credit course at a Minnesota state college or university in the corresponding subject area;
4. summarizes the provisions in Minn. Stat. § 120B.301(a) and (c); and notifies a parent of the right to not have the parent's child participate in the state and locally required assessments and asks a parent that chooses to not have a child participate in the assessments the basis for the decision

#### **ATTENDANCE PROCEDURES/STUDENT ATTENDANCE-**

The school board believes that 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 important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

Students who miss class to participate in a school sponsored activity, including extracurricular, are not considered absent unless they have gone over the 10+ excused days. If a student misses a regularly scheduled class due to a school sponsored activity, they will be allowed one extra school day to submit assignments, take quizzes, or tests.

#### **Student's Responsibility**

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

#### **Parent or Guardian's Responsibility**

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

**Excused Absences**—It is requested that a parent call the high school office to report the absence of a student. Such calls should be made between 7:30 a.m. and 8:10 a.m. At (320) 358-4795. Parents are reminded to notify the school on the mornings when you will be absent. Otherwise, a call will be made to determine if you are absent for a valid reason. A student must be in school no later than 11 a.m. in order to participate in extracurricular and evening activities. These are examples of excusable absences: family emergency, personal illness, immediate support of family, and death in the family.

Upon returning to school after an absence, the student shall report directly to the office with a written excuse signed by a parent or guardian or a parent must call to excuse. This excuse must state the length and reason for the absence. This procedure applies to all students who are enrolled regardless of age. The school will not accept student-written excuses.

**Verification of Absences**—At irregular intervals the school will verify with parents, doctors, activities, etc. that the absences are correct as reported by the student.

**Unexcused Absences**— An unexcused absence is one in which an excuse is provided, but is not acceptable to the county & school administration. Students may receive no credit for any work in classes they have missed during an unexcused absence. A written excuse from the parent does not automatically mean an excused absence. Examples of excuses for absences which will be considered unexcused include; "personal reasons" without additional written or verbal explanation; "working", "shopping", "driver's test or behind the wheel" "hair appointment"; or similar activities which can be scheduled outside of school hours, etc. The final decision in accepting or not accepting an excuse rests with the building principal.

### TRUANCY INTERVENTION GUIDELINES

The Chisago County Attorney's Office is working collaboratively with social services, schools and law enforcement to intervene early in the truancy cycle. Avoiding court by getting help before truancy becomes a problem is the preferred way of handling these issues. However, to ensure compliance with Minnesota law, the Chisago County Attorney's Office has implemented a countywide Truancy Protocol. It is our goal to keep children in school and build a more educated populace.

### DEFINITION OF TRUANT

A child between the ages of 12 and 17 is considered truant if he or she is absent without legal excuse for three or more class periods on three days. Children ages 17 and 18 will be considered truant if they have not lawfully withdrawn from school with their parent's permission. When a child has three unexcused absences, the school will begin the initial intervention and will notify the parent or guardian that the child is a "continuing truant" under the law. When the child has seven unexcused absences, he/she will be considered "habitual truant" and the student will be referred to the Chisago County Attorney's Office for referral to Court.

3 Unexcused Absences the	*School sends a warning letter to families letting them know the student is close to reaching county definition of truancy which is 5 unexcused absences.
5 Unexcused Absences they	*School sends another letter notifying families that information was sent to the county and will be inviting families to a county meeting.
7+ Unexcused Absences	*School has to file truancy with the county.
7 - 10 Excused Absences:	*School to send a warning regarding excessive absences *Request for doctor's notes or nurses assessment for any future absences due to illness
10+ Excused Absences:	*School to impose Mandatory Doctor's Note or Nurse's Assessment requirement *Failure to produce a Doctor's note or Nurse's Assessment will result in an unexcused absence *If absences reach threshold number, referral to the county.

**Pre-Excuses** - To obtain advance permission for legitimate absence, the student must bring a written request from either a parent/guardian or parent/guardian phone call. Makeup work is the responsibility of the student and must be submitted immediately after the absence.

**Family Trips** - Per board policy, family trips will be considered an unexcused absence. However, students will be granted limited Excused Absences. (1) To be considered a limited excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. (2) A maximum of (5) limited excused days may be used during the school year. Subsequent absences will be unexcused. Families are encouraged to utilize spring break to take family trips.

**Makeup Work** - Students who have been absent(excused) are permitted and expected to make up their work. Arrangements for makeup work must be made with each teacher immediately upon returning to school. A reasonable amount of time is given to the student to make up the work that is missed. A period of two days for each day missed will generally be the rule, unless mutual agreement is made between the student and the teachers. For example, if a student is absent Monday and returns Tuesday, he/she would have Tuesday and Wednesday to make up the work. Please note that the makeup work guidelines do not apply to longer-term activities/projects assigned earlier with a specific due date. It is the student's responsibility to work with his/her instructor to see that the work is completed and submitted in accordance with the instructor's expectations.

**Tardiness** - High school gives students the chance to develop habits of punctuality for the working world in which lateness can mean a reduction in wages or possibly loss of a job. If an instructor detains a student so that he/she may be late for his/her next class, it is the student's responsibility to secure an E-Hall Pass from his/her previous teacher. Four minutes passing time is allowed between classes. If you are not in school by 8:10 a.m. or do not get to your first class in time, report immediately to the office for an admit slip. Students who are late to school because of car problems will be given an unexcused absence. Because the district provides bus transportation, students who choose to use alternate means of transportation do so at their own risk.

**Unexcused Tardiness** - Students who have two or more unexcused tardies in a quarter will be assigned to one hour detention. Excessive tardies will be referred to administration and additional consequences will be given. Students who are late to school

because of oversleeping are permitted one excused tardy for this reason during the school year. The excused tardy can be used only for first period. Tardiness beyond the first period will be unexcused. Any further "oversleeps" will also be unexcused.

#### **EXCUSE FROM PHYSICAL EDUCATION**

An excuse from physical education shall be granted only after the instructor has received a certificate signed by a licensed doctor of medicine stating that the pupil is physically unable to take such training. This certificate will be presented to the instructor and to the office. From time to time an individual will be excused for a period or two if a parent's requests in a note.

#### **BUILDING PASSES**

If a student is detained by a teacher and is late to class, an electronic pass must be submitted from the teacher that has detained him/her. No student will be allowed to leave a class without an electronic pass. If a teacher and the student are unable to use an electronic device, all paper passes must be completely filled out with the exact time, date, and teacher's signature clearly shown.

#### **BUSING TRANSPORTATION CHANGES**

The District Office may change transportation routes due to weather, road conditions, etc. If you have questions about transportation, please reach out to Bob Carlson.

#### **CAP, GOWN, & TASSEL PURCHASE RELATING TO GRADUATION CEREMONY**

1. Students are not required to participate in the graduation ceremony in order to receive a diploma.
2. Options for purchasing Cap, Gown(around \$45) & Tassels(around \$10) are:
  - (1): purchase, at students/parents' expense, from a vendor arranged by the district. Students will be able to keep their items
  - (2) district purchases items but all must be returned after the graduation ceremony. Students would not be allowed to add their name or class to their caps as it would be the property of Rush City School District. Students can purchase just the tassel as well.
  - (3) Fundraiser for the senior class activity account and spend money on cap/gowns/tassels
3. Students who choose to participate in the graduation ceremony and who wish to wear a cap and gown will have the opportunity to purchase, at students/parents' expense, from a vendor arranged by the district. Scholarship funds for cap and gown are available.
4. Honor Student Determination: Students who graduate with a cumulative grade point average of 3.5 or better will be designated as Honor Students and will be given honor cords to be worn during the ceremony.

#### **CELL PHONES/ELECTRONIC DEVICES/CHROMEBOOKS**

Electronic devices may be brought to school. ***Students must take personal responsibility for all devices brought to school. RCHS is NOT responsible for lost or stolen items.***

Rush City High School (RCHS) values a continued commitment to teaching and learning. To that end, the staff of RCHS continually strives to minimize disruptions that may occur during class time. While we support technology and the use of technology, we also recognize the need to take the opportunity to maintain order through the regulation of all electronic devices including cell phones.

***Cell phones and personal electronic devices(gaming devices, watches, etc) are not allowed in classrooms or to be used during class time.*** Failure to adhere to the aforementioned rules will result in the following consequences:

1. On the first offense, the device is confiscated until the end of the school day when it will be returned. The student is responsible for picking up the device.
2. On the second offense, the device is confiscated for a minimum of 24 hours. A parent/guardian is responsible for picking up the device during school hours but after the confiscated time . 1 period of detention/restorative practice is assigned to the student.
3. On the third offense, the device will be shut off and confiscated for a minimum of 48 hours. A parent/guardian is responsible for picking up the device during school hours but after the confiscated time. 2 periods of detention are assigned.
4. On the fourth offense and subsequent offenses, the device will be shut off and confiscated for a minimum of 72 hours. A parent/guardian is responsible for picking up the device during school hours but after the confiscated time. A half day of ISS will be assigned.
5. After the fourth offense, the student will not be allowed to bring the device back into the building for the remainder of the school year.

Responsible use – Students may have and use electronic devices before and after school, during passing time or lunch, and when the instructor has requested permission from administration to use personal devices in their classroom for a project. No videotaping or audio recording will be allowed at any time without staff permission and/or written permission if someone else is being recorded.

All consequences are subject to administrative discretion.

Electronic devices may not be returned during class time, on weekends, on holidays and may not be returned prior to the scheduled pickup times. Exceptions may be made for extended breaks and holidays if staff are available.

School staff will not look through the contents of the electronic device unless there is reasonable suspicion (as determined by high school administration) the device is used in the commission of a crime or to cause disruption to the educational environment.

Refusal to comply with these procedures may result in individual students losing their privilege to bring electronics to school and/or other disciplinary actions as determined necessary by the administration.

#### **CHANGE OF ADDRESS OR INFORMATION**

Students who have a change of address or telephone number during the school year should have their parents report this change immediately to the office so this information is available in order to have accurate contact information especially in case of an accident or emergency.

#### **CLASS LOAD FOR SENIOR HIGH STUDENTS**

**Grade 9:** Freshman course requirements include: English, Civics, Economics, Science, Math and Physical Education and select courses to fill seven periods. Three math credits are required in senior high.

**Grade 10:** Sophomores course requirements include: English, American History, Biology, and Health (one semester), and select courses to fill seven full periods. Three math credits are required in senior high. To be considered a Grade 10 student (Sophomore), you must have earned a minimum of four (4) credits in Grade 9.

**Grade 11:** Juniors course requirements include: English, World History, Chemistry or Physics, and select additional courses totaling at least 4 credits or filling seven periods. Three math credits are required in senior high. To be considered a Grade 11 student (Junior), you must have earned a minimum of 8 credits in Grades 9 & 10.

**Grade 12:** Seniors course requirements include: English and Social Science and select additional courses totaling either 5 credits or filling seven periods. To be considered a Grade 12 student (Senior), you must have earned a minimum of 14.5 credits in Grades 9-12.

#### **REQUIREMENTS FOR GRADUATION FROM RUSH CITY HIGH SCHOOL**

**English** = 4 credits

**Mathematics** = 3 credits

**Science** = 3 credits (Science 9-1 credit; Biology-1 credit; Chemistry or Physics-1 credit)

**Social Studies** = 4 credits (American History - 1 credit; World History - 1 credit; Economics - 1/2 credit; Civics 1/2 credit; Government/Citizenship - 1/2 credit; Social Problems- 1/2 credit)

**Arts**= 1 credit

**Physical Education** = 1 credit

**TOTAL CREDITS REQUIRED TO GRADUATE = 21.5**

**Health** = ½ credit

**Electives** = to total 21.5 credits

#### **CHROMEBOOKS**

In addition to the Electronic Device guidelines above, the school owned Chromebooks and their use are subject to the rules outlined in the Technology Device Loan Agreement and Protection Plan Agreement, both of which must be completed annually prior to receiving a Chromebook.

Any damage or loss of a school issued device must be immediately reported to Mrs. Risland in the Media Center.

#### **CLOSED CAMPUS**

No student may leave the building or campus at any time without permission. Student drivers need to bring in everything they need for school. Violations will be treated as truancy.

### **DIRECTORY INFORMATION DECLARED**

In compliance with School Board Policy #515, Protection and Privacy of Pupil Records, Rush City Public Schools declare the following information relating to students to be "directory information": Student's name, address, telephone number, date and place of birth, height and weight, participation in school activities, dates of attendance status, name(s) address, telephone number of student's parent(s) and other similar information. Height and weight information may be printed in athletic activity programs. Additionally, the school will release upon request the above information regarding students to military recruiters, tech schools, Congressmen, etc., and will include this information in programs, press releases, and other similar information made available to the public. Students and parents have the right to refuse to permit the designation of any or all of the above categories of personally identifiable information as directory information with respect to that student. Students or parents wishing to do so should contact Mrs. Janet Wagener, High School Principal, by September 25, 2021. Students who do not contact the school will automatically be included in the directory information list.

### **EMERGENCY SITUATIONS**

If parents cannot be reached, IN CASE OF EMERGENCY, OR ANY ACCIDENT DEEMED SERIOUS IN NATURE, school personnel will make arrangements to transport the child to an appropriate medical facility. In the best interests of students, it is absolutely vital for parents to complete and sign an EMERGENCY FORM during the first week of school, containing all pertinent names and telephone numbers. Unlisted phone numbers will be kept strictly confidential. Please list persons who will care for the child in case the parents cannot be reached. These are people who are available to get a child in case of emergency or illness and can provide transportation for your child.

### **EXTRA HELP**

You may always seek additional help from your teachers. Arrange a conference with your teacher before or after school or at a time convenient to both of you. A teacher may request a student to stay after school on occasion if it is apparent that the student is having difficulties with his/her work. This is not to be thought of as a punishment, but rather a desire of the teacher to help the student progress academically. Special education services are available to students. For more information, contact the principal, school psychologist or school counselor. A Peer Tutor program has been established and tutors are available to help any student. Requests for tutors may be made through the school counselor or to the Peer Tutor Coordinator. Directed studies is available before and after school. See below.

### **DIRECTED STUDIES**

Directed Study is an opportunity for students to receive help with their coursework. Each day, directed study sessions will run from 7:15 AM to 8:05 AM and from 3:10 PM to 4:00 PM in the Media Center. Mrs. Ramstad is available for the morning and Mrs. Wirtz for the afternoon. Directed study is open to all students who would like help regardless of their current performance. We hope students take pride in their academic achievement and use this as a tool to help them excel.

Students who are attending to satisfy the requirements of the academic eligibility procedure must be on time, well behaved, and on task for the entire session in order for their attendance to satisfy the requirements.

### **FIRE DRILL/WEATHER PROCEDURES**

#### **GENERAL PROCEDURE**

1. At the sound of the fire alarm, all pupils must leave the building in an orderly fashion by the designated exit.
2. Departure from the building should be at a fast walk, no running or pushing allowed.
3. Student's should continue moving until all have exited the building and moved into the designated area.
4. No one should stop to pick up books and any other personal belongings.
5. Teachers must also leave the building and should follow their classes. Teachers must check to see if all students in their class have exited the building and report that information to the office staff.
6. All should file back into their rooms once an announcement has been made.
7. If the alarm should ring between class periods, students should leave through the nearest outside door.

#### **SEVERE WEATHER SITUATIONS**

1. The Principal or their designee shall monitor conditions that could lead to severe weather. The district office will inform the district's buildings when weather watches are instituted.
2. If a severe weather warning is issued by the civil authorities, the district office will inform the district's buildings immediately. Upon receipt of the call, students will be directed to designated safe areas immediately.
3. If the communication system is unusable, the city warning system signal will inform the buildings of the district to go to the designated areas immediately.
4. Students will remain under the constant supervision of instructors while warning is in effect. Instructors are not excused without the direct OK of an administrator or their designee.

5. Students will not return to class without an official all-clear from the office.
6. Office personnel will note the time and source of all messages regarding severe weather as well as the action taken. One phone line must be kept open for emergency messages.

**SCHOOL CLOSINGS**

School closings will be announced through WCCO Radio (830 AM), WCMP radio (1350 AM & 100.9 FM), WCCO TV (Channel 4), the District Facebook Page, the District website (www.rushcity.k12.mn.us) and School Messenger.

**FOOD AND BEVERAGE CONSUMPTION IN THE BUILDING**

To prevent stains to the carpeting caused by spilled beverages, eating and drinking of beverages will not be permitted in the hallway and classrooms. Water is allowed but for everything else the students should use the commons area for eating and drinking. We hope that the students will take pride in their building and will cooperate in keeping it looking as clean as possible.

**FOOD SERVICE PROGRAM**

School breakfast and lunch will be served each day that school is in session. School breakfast and lunch programs are offered as a service. Students who are lactose intolerant will be offered lactose-reduced milk as a substitute. The Rush City Food Service Program uses a computerized meal accountability system.

**Lunch/Breakfast Program**

2023-2024 SCHOOL YEAR UPDATE--BREAKFASTS AND LUNCHESES ARE **FREE** TO ALL STUDENTS THROUGH A FOOD SERVICE FUNDING OPPORTUNITY THIS YEAR.

Each student will be able to receive ONE free breakfast and ONE free lunch per day.

The Rush City Food Service Program has a computerized meal accountability system. Even though there are free meals, we will need to have students log in for each meal they receive, just as they traditionally would.

**How does the computerized system work?** - Each student will be issued a PIN (personal identification number) for the breakfast/lunch program. Each student is responsible for memorizing his/her own PIN. Their PIN will be entered into the computer as students pass through the breakfast/lunch line with their menu selection. This system may not be used for ala carte items. Ala carte is a cash basis operation only. This system is based on prepayment. Students must have money in their account PRIOR to purchasing a meal. One breakfast and one lunch per day will be allowed for each student. Students receiving reduced meal benefits also need to prepay into their account. Students cannot charge meals. Students receiving free meals are eligible to receive one breakfast/one lunch per day. Application forms for the Free/Reduced meal program are available in the office.

**How do you pay for breakfast/lunch under this system?** - You may pay with cash, check or the electronic online option. If you pay by check, do not include any other fees for other school activities - The total amount of the check will be deposited in the student's account. NO CHANGE will be given back to the students. If you have more than one child in the school system, your deposit will be split among your children's accounts unless you provide specific instructions on how you want it split. Regardless of how you pay, we will need the following information: Student's name and parent's last name, if different from the student's. Lunch deposits can be made by placing money in the drop box located by the student services window near the office. It's the responsibility of the student and parent/guardian to ensure that there's a positive balance in the lunch account. Students may ask about their balance in the lunch line. Students with a negative account balance may be denied breakfast/lunch until the account is paid or arrangements have been agreed upon with the Food Service Supervisor.

**How do we get a refund?** - If you move from the school district during the school year, refunds from student meal accounts are available by obtaining a Refund Form from the Student Services Window. Forms must be filled out and signed by the parent/guardian. The District Office, via a check sent to your home, will issue refunds. This system provides our school district with a more accurate account of breakfasts/lunches served and provides families a convenient and protective avenue of breakfast/lunch service. It also eliminates room for thievery and borrowing of lunch tickets. If you have any questions regarding the breakfast/lunch system, please call Molly Gotwald.

What are the breakfast and lunch prices? - Breakfast and lunch prices are outlined below.

Breakfast:	Full Price	\$ .90
Lunch:	Full Price	\$2.80
Milk:	Full Price	\$.50

All visitors/non-students that are purchasing a meal will be charged \$2.65 per breakfast or \$4.65 per lunch.

**Unpaid Meal Charges:** [Please refer to school board policy #534](#)

**What if the student does not remember their PIN?** - If the student cannot remember his or her PIN, they can ask either at the Student Service Window or the food service staff.

#### **GIFT DELIVERY**

Any gift deliveries, such as flowers, candy, cookies, etc. will be made only during the last half of 7th hour

#### **HONOR ROLL**

The 4-point system will be used to determine the high school honor roll. The system is as follows:

1. To earn a place on the A honor roll, a student's total points divided by the number of subjects being carried must average out to 3.50 or above. To illustrate, a student who has five grades of B+, B+, A-, A, A would average 3.67. This student would appear on the A honor roll (with an A- average).
2. To earn a place on the B honor roll, it will be computed in the same manner. A student must have an average of 3.00-3.49 for all subjects and divided by the number of subjects.
3. All subjects except trimester classes in grades 7 and 8, will be used in determining honor roll. A student who has an average anywhere from 3.00(B) to 4.00 (A) will be placed on the honor roll.
4. A student who receives an F and/or an incomplete is not eligible for inclusion on the honor roll, regardless of total points or average.
5. For Honor Roll purposes, students who earn an "S" grade will be assigned a grade point of 2.0 for those classes.

#### **LEAVING THE BUILDING DURING SCHOOL HOURS**

Students will be permitted to leave the building during the school day only upon the request of the parent or guardian and upon the approval of office staff. When and if the student returns, he/she must check in with office personnel and receive an electronic pass to class. If a student becomes ill and wishes to go home, the student must: (1) Report to the office and (2) Parent/Guardian must be notified for approval to leave. If a student leaves without notifying the office, it will be considered skipping. Students will not be allowed to go to their vehicles throughout the school day. Students please make sure to grab everything you need from your vehicles and place in your lockers.

#### **LOCKERS(School and PE Lockers)**

Each student will be assigned a locker for his or her own personal use during the school year. All backpacks, purses, blankets, etc. need to be stored in the students locker. Each locker has its own combination lock. Combinations will be provided to students at the beginning of the school year. It is the student's responsibility to keep the locker combination confidential for security purposes. These lockers are furnished primarily to provide space in which books and outer clothing may safely be kept. The provision of lockers will not automatically ensure the safety of student's belongings. Carelessness may result in the loss of desirable articles such as clothing or money.

Students will be assigned lockers for multiple school years. Students will be assigned the same locker during their junior or senior high years. Since the students will have the same locker for a longer period of time, it is important he/she keeps the locker in good condition; fines for any damage detected will be the student's responsibility. Students may anticipate periodic locker checks. Any damage occurring to the combination due to intentional misuse of the locking mechanism will be charged to the student assigned that locker. Students must keep lockers assigned to them unless they obtain permission from the principal's office to change lockers.

Students are reminded that school lockers are the property of the school district and can be searched at any time, without notice, without student consent and without a search warrant. Personal possessions of the student may be searched as long as reasonable suspicion exists that the search will uncover evidence of a violation of the law or school rules. If a student's possessions are searched on the basis of reasonable suspicion, notice will be provided to the student unless disclosure would impede an ongoing investigation by police or school authorities. Additionally, students will be asked to remove any items or pictures which are considered inappropriate to the school environment.

Student use of an assigned locker acknowledges awareness and understanding of this policy. Students will be assessed a fine at the end of each school year if they do not get their locker cleaned out and checked or if the lock is missing or broken.

The complete text of policy #502 (Search of student lockers, desks, personal possessions and student's person) may be found in the Board of Education Policy Manual located in all District Offices.

### **MINNESOTA HONOR SOCIETY**

The Minnesota Association of Honor Societies (MAHS) is affiliated with the nation's premier organization, National Honor Society. It was established to recognize outstanding high school students. More than just an honor roll, MAHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, service, leadership, and character. These characteristics have been associated with membership in the organization since its beginning in 1921.

### **SELECTION OF MHS MEMBERS**

The advisor will request a list of scholastically eligible grade 11 and 12 students before the end of the first quarter of the school year. These students will be informed about the Minnesota Honor Society and selection procedures by the advisor. Scholastically eligible students will be given data sheets for information regarding activities both in and out of school to complete and return to the advisor. The faculty will be given a list of scholastically eligible students and copies of their data sheets. They will rate these students in the areas of leadership, service, and character. This ranking will be from 0 to 4, 4 being the highest. The recommendations of the faculty are then given to the Faculty Council. The Faculty Council shall consist of five voting members, appointed annually by the principal. The chapter advisor is a non-voting member of the Council. Based on the faculty recommendations, the Faculty Council will decide upon the new members. Selection for membership to the chapter is always to be by a majority vote of the Faculty Council. An active member of the Minnesota Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the principal. An active member of the Minnesota Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The advisor will notify both selected and non-selected candidates by letter.

### **LETTER AWARD POLICIES**

A letter is awarded only on earning one for the first time. After that, pins or other suitable awards are used. Letter winners must qualify for the award by following the rules established by the State High School League and Rush City High School.

### **LOST ARTICLES**

Lost items will be kept in the Principal's Office or the lost and found table. Those who find such items should turn them in at once. Students may claim lost articles upon proper identification. Unclaimed items will be donated at the end of each school year.

### **MEDICATION PROCEDURES**

The purpose of administering medications in school is to assist students who require medication to be taken during school hours to maintain an optimal state of health and, therefore, enhance their education program.

All medication will be stored in the health office following state law procedure and will be given under the direction of the school nurse. A parent/guardian must bring the required daily medication to the health office. No medications can be stored in student desks, backpacks or lockers except by arrangement with the school nurse with a medical provider's order. Rescue inhalers, epipens and over-the-counter pain medications may be kept in the student's locker or on his/her person as indicated by the parent, guardian, medical provider, or school nurse.

Parents/Guardians are required to supply the medicine in the original container labeled by the physician or pharmacy. The container will be labeled with the student's name, name of medication, dose to be given, frequency or time it is to be given, the name of the prescribing physician and the date of the medication.

### **LONG TERM MEDICATIONS**

Medications prescribed for more than two (2) weeks require a written statement from the physician, who will indicate:

- 1) The child's legal name.
- 2) The name of the medication.
- 3) The dose (frequency and time of day medication is to be taken).
- 4) The date (starting and ending) the medication is to be given.
- 5) The reason the medication needs to be taken (diagnosis).
- 6) The possible side effects.

This information can be provided using a school medication authorization form (available upon request), or on a form provided by the medical clinic/provider. Information must be updated before the start of each school year. Parents must also sign an authorization for school staff to administer the medication at the appropriate time during the school day, either on the form provided by the medical provider, or on the school's medication authorization form.

### **SHORT TERM MEDICATIONS**



Over-the-counter or prescribed for less than two (2) weeks require a written statement from the parent/guardian giving permission to give the medication in school. The statement must include:

1. The child's legal name.
2. The name of the medication.
3. The reason for the medication.
4. The dosage (if dosage is greater than manufacturer's recommendation, then a prescription form signed by your healthcare provider is requested.)
5. The start and ending date the medication is to be given.
6. The time of day the medication is to be given.
7. Parent's legible signature.

#### **SCREENINGS**

Hearing/Vision: Each school year vision and hearing screening tests are given to children in certain grades. Scores are recorded on health records, and referrals for necessary follow-up for some children are given to parents. Parents are encouraged to watch school newsletters for the dates of these screening tests, and report to the teacher any pre-existing health conditions that may affect the outcome of these tests on that particular day.

#### **CONTAGIOUS ILLNESS**

The Minnesota Department of Health has regulations for communicable diseases. If your child contracts any contagious illness such as chicken pox, fifth disease, impetigo, head lice, mononucleosis, conjunctivitis (pink eye), pinworms, Reye's Syndrome, ringworm, scabies, COVID-19, or strep, please report this to the health office.

#### **AUTOMATIC EXTERNAL DEFIBRILLATORS**

Automatic External Defibrillators (AED's) are located in two areas: in a cabinet next to the principal's office and near the custodian's room/food service area in the high school building.

#### **IS MY CHILD WELL ENOUGH TO GO TO SCHOOL?**

Many parents have questions about when to keep children home or send them to school. The following information is intended to help parents with this decision.

Generally, a student should remain at home if he or she:

1. has a fever of 100° or higher within the past 24 hours.
2. is vomiting or has diarrhea.
3. has any rash that may be communicable (check with a medical provider if unsure).
4. has an uncontrollable cough.

Please call the high school office to inform staff and your student's absence as soon as possible. If you have any questions regarding the above information or your child's illness, please call the school nurse or your family physician.

#### **IMMUNIZATIONS**

Minnesota Statute 1980, Section 123.70 requires that all children who are enrolled in a Minnesota school will be immunized according to current standards.

Proof of immunizations by parents is acceptable. Physician's records will not be required but will be accepted. All parents should keep accurate records of their child's immunizations. Records of immunizations and/or notarized copy of medical or conscientious objection must be in the health office by the first day of school. Students not current or exempt will be sent home.

#### **PHYSICAL EXAMINATION RECOMMENDATIONS**

Continuous health supervision of children from birth through high school is the aim of those concerned with the health of the school child. It is recommended, not required, that children entering Kindergarten and 7th Grade have a complete medical examination. A physical is required before entering sports in 7th grade and every 3 years thereafter.

#### **HEALTH CONCERNS**

If your child has any health concerns, update the school nurse on a yearly basis using the emergency form or by phone call or email. Please notify the health office of any changes during the school year.

**NOTICE CONCERNING USE OF PEST CONTROL MATERIALS:**

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects and other pests in and around the district's buildings.

Their program consists of:

1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed.
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials.
3. Utilization of non-chemical measures such as traps, caulking and screening.
4. Application of EPA registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments are available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule. If you have any questions regarding our Pest Management Program or would like a copy of the inspection/treatment schedule, please contact Nathan Sorgert at (320) 358-1393.

**OFFICE TELEPHONE**

The telephone in the office can be used by the students with proper permission. Except in the case of an emergency, telephone usage will be restricted to passing time, lunch, and before/after school. Emergencies include such things as sickness, doctor appointments, etc. Telephones in the classrooms are intended for instructor use only. Cell phone use is not allowed in the classrooms or hallway (during class time).

**PARENT-TEACHER CONFERENCES**

All parents of high school students will be invited to the school conferences with the teachers in the Fall and Spring. The purpose of these conferences will be to go over the student's records, grades, and overall progress. In addition, parents are encouraged to schedule conferences any time during the year if they have questions, concerns or receive correspondence from the school they would like to discuss in greater detail (letters, discipline reports, report cards, mid-term progress reports, etc.). Teachers may also request an additional conference with parents based on specific concerns.

**THE PLEDGE OF ALLEGIANCE**

Policy 531

**I. PURPOSE**

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

**II. GENERAL STATEMENT OF POLICY**

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted: A. By each individual classroom teacher or the teacher's surrogate; or B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

**III. EXCEPTIONS**

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice. IV. INSTRUCTION Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

## **POSTERS**

Students should check the monitor screen in the commons area regularly for items of interest and other pertinent notices. Students must receive permission from the office prior to posting any notices or signs in the building. Posting advertising for non-school functions, those sponsored by out-of-school organizations, is allowed only if prior permission is received from the principal's office and the poster(s) have been stamped. After an event is over, it is the responsibility of the same students or groups to remove the poster. Posters may be brought in, approved and stamped by office staff after receiving approval from the principal. Any poster or message around the building that does not carry the OK stamp from the principal's office will be removed. See Policy #505 relating to placing of posters and/or distribution of non school-sponsored materials.

## **PUBLIC DISPLAYS OF AFFECTION**

Students are expected to refrain from inappropriate displays of affection in the building, at school activities or on school property. Failure to follow this directive may result in a parent conference and/or school consequences.

## **REPORT CARDS/PROGRESS REPORTS**

Electronic report cards will be available on StudentVue and ParentsVue at the close of the grading period each quarter. Bi-Weekly progress reports will be emailed to parents for each class.

## **RECYCLING**

Blue recycling bins are in the hallways and each classroom. These bins are to be used for paper, clean cardboard, and empty bottles and cans. Soiled items being placed in these bins result in all items in the bin being turned to garbage.

## **SCHOOL BOARD POLICIES**

Rush City School District is governed by policy. We encourage you to click on the link provided to view our up to date district policies. [School Board Policies](#)

## **SCHOOL COUNSELING OFFICE**

The purpose of the school counseling program is to aid the student in the areas of academic, personal/social and career development and make a positive impact on student achievement, attendance and behavior. All students should feel free to contact the counselor for information and assistance.

- Mrs. Knutson: Mental Health/SEL School Counselor
- Mrs. Weileder: College and Career Counselor

## **SCHEDULE CHANGES**

Students in Grades 7-11 complete class registration in the spring. Their request for classes must be approved by parents and counselors. Students do not select teachers-only classes. Any students desiring a schedule change must contact the counseling office. Course change requests must be made within 4 days at the beginning of each semester. No student will be permitted to drop a year long course unless extreme circumstances, as determined by the counselor, teacher and parent, necessitate a change. Course changes are not guaranteed and will be considered for the following reasons only:

1. Prerequisite has not been met.
2. Student has already received credit for this class(es).
3. Student needs to replace an elective with a required class.
4. Schedule Error: Student has too many classes, not enough classes, or 2 classes during the same hour.

## **SCHOOL WITHDRAWALS, TRANSFERS**

A student who is transferring to another school, must bring a written request signed by his/her parent to the principal's office. The student must obtain a withdrawal form, have the form filled out by the teachers, return all school books and property, and make sure all fees and financial obligations are paid. The form should then be returned to the Principal's Office. A student's records must show withdrawal in accordance with regulations before transcripts will be sent. The school the student is transferring to will send RCHS a records request when the parent enrolls them in another school district.

## **SKATES/SKATEBOARDS, ETC.**

Students are not permitted to bring, to wear and/or use any type of skating device, skateboard or shoes with wheel inserts on inside school property at any time. The reason for this measure is for the safety of students and adults on school grounds.

## **STUDENT ACCIDENT INSURANCE**

Student accident insurance is available to purchase. The form is located at the bottom of the Activities/Athletics page on our website.

## **STUDENT ANNOUNCEMENTS**

Daily student announcements will be read each day in first hour. A copy of the daily announcements will also be posted on the school website and shared with all students via shared google docs. There are also important announcements posted on our bulletin screen in the cafeteria.

## **SCHOOL ACTIVITIES**

**I. PURPOSE** The purpose of this policy is to impart to students, employees and the community the school district's policy related to the student activity program. Students in extracurricular activities, governed by the Minnesota State High School League, must follow the rules of eligibility as outlined by the League and the local Board of Education.

**II. GENERAL STATEMENT OF POLICY** School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development. The addendum, Student Activities: Philosophy and Goals, is included to further clarify policy in this area.

## **III. RESPONSIBILITY**

- A. The school board expects all students who participate in school sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal or unsportsmanlike behavior at these activities or events.
- C. It shall be the responsibility of the superintendent to disseminate information needed to inform students, parents, staff and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. It shall be the responsibility of those employees who conduct MSHSL activities to familiarize students and parents with all applicable rules, penalties, and opportunities. E. The superintendent shall be responsible for conducting an annual evaluation of 510-2 school activity programs and presenting the results and any recommendations to the school board.

## **LETTERING RULES AND REQUIREMENTS**

- 1. The student-athlete must meet the requirements for that individual sport.
- 2. The student-athlete must attend all practices and meets/games unless excused by the coach. Legitimate absence from school is considered excused.
- 3. Student-athletes who are injured may letter at the coach's discretion with the approval of the athletic director.
  - This applies to those who have not already met their sports requirements.
- 4. The student-athlete's contribution to their team may be taken into consideration.
- 5. The student-athlete must be recommended by the head coach of their sport to the activities director.

Click on the following links for more information:

[Athletic/Student Parent Handbook](#)  
[GRC Constitution](#)

## **AFTER SCHOOL ACTIVITIES**

All after school activities or evening meetings, practices, trips, or social gatherings that involve students and are a school sponsored or supervised activity, must be scheduled and cleared with the building principal.

## **DANCE AND PARTY REGULATIONS**

High school parties may be sponsored by organizations in the school but approval from Mr. Rood and Mrs. Wagener is required. Attendance at parties will be limited to students at Rush City High School, unless guests have been pre-registered in the office (one guest per student). Guests may be invited to the Homecoming Dance and/or the Junior-Senior Prom. Students

in grades 7 & 8 are NOT Eligible to attend the Homecoming Dance or the Junior-Senior Prom. Students in Grade 9 may attend the Homecoming Dance and may be invited to the Junior-Senior Prom.

Please note: Any student dancing in a manner which is determined to be inappropriate by chaperones may be asked to leave.

#### **STUDENT COUNCIL**

The high school student council is composed of students selected by the student body to represent it in working with the faculty and administration in developing the best school possible. The council will meet regularly under the leadership of the president and advisor. Because the student council represents all students, members of the student body should keep informed regarding its program and make their wishes known through its elected representatives.

#### **STUDENT DISCIPLINE POLICY 506**

##### **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 for 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, 506-2 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 506-3 behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

#### IV. STUDENT RIGHTS

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

#### V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from 506-4 indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

#### VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities

shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all 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 students, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, 506-5 electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats; 506-6
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation

- Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
  25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
  26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
  27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
  28. Possession or distribution of slanderous, libelous, or pornographic materials;
  29. Violation of the school district' Bullying Prohibition Policy;
  30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
  31. Criminal activity;
  32. Falsification of any records, documents, notes, or signatures;
  33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
  34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
  35. Impertinent or disrespectful words, symbols, acronyms, or language, 506-7 whether oral or written, related to teachers or other school district personnel;
  36. Violation of the school district's Harassment and Violence Policy;
  37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
  38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
  39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
  40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
  41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
  42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
  43. Violation of the school district's Distribution of Non School-Sponsored Materials on School Premises by Students and Employees Policy;
  44. Violation of the school district's one-to-one device rules and regulations;
  45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
  46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

#### **VII. DISCIPLINARY ACTION OPTIONS**

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student 506-8 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 the 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 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. Restorative Practice to assist with the correction of behavior: Project, mentoring, shadowing, etc.
- F. Removal from class;
- G. In-school suspension;
- H. Suspension from extracurricular activities;
- I. Detention or restriction of privileges;
- J. Loss of school privileges;
- K. In-school monitoring or revised class schedule;
- L. Referral to in-school support services;
- M.. Referral to community resources or outside agency services;
- N. Financial restitution;
- O. Referral to police, other law enforcement agencies, or other appropriate authorities;
- P. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- Q. Out-of-school suspension under the Pupil Fair Dismissal Act;
- R. Preparation of an admission or readmission plan; 506-9
- S. Saturday school;
- T. Expulsion under the Pupil Fair Dismissal Act;
- U. Exclusion under the Pupil Fair Dismissal Act; and/or
- V.. Other disciplinary action as deemed appropriate by the school district.

#### CHEMICAL USE/MOOD-ALTERING CHEMICALS:

- A. **PHILOSOPHY AND PURPOSE** - The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extracurricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members or other significant persons in their lives. The close contact in MSHSL activities of advisors and coaches provides them with a unique opportunity to observe, confront and assist young people. The MSHSL, therefore, supports education and awareness training in adolescent chemical use problems including the symptomatology of chemical dependency and special issues affecting League activities for administrators, athletic directors, coaches, advisors, participants and their families.
- B. **RULE** - During the calendar year, regardless of the quantity, a student shall not: (1) use or possess a beverage containing alcohol; (2) use or possess tobacco including e-cigarettes ; (3) use or consume, have in possession, buy, sell, or give away any controlled substance; or (4) use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals.
  - The rule applies to the entire calendar year.
  - It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.
- C. **CATEGORIES AND PENALTIES, MSHSL ACTIVITIES** - School activities are divided into two categories by the Minnesota State High School League. Category I activities are athletics, speech, and one act play activities that have a regularly scheduled season of interscholastic contests. Category II.

activities are all other school-sponsored activities including fine arts activities, such as, all school play and music activities. A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that Rule 3 violation in both Category I and Category II activities in which the student participates.

Each advisor and/or coach of these activities and clubs will provide the administration with a list of those activities where students are making a public appearance representing Rush City High School. This list of activities will be the basis for withholding students from participation while they are serving their suspension penalty (i.e., events not eligible to participate in). Just as students will be withheld from interscholastic competition, students who are suspended because of use of chemicals will also be restricted from other school sponsored activities, such as school dances and parties.

In addition to fine art activities, Rush City High School expands Category II (loss of eligibility to participate) to include all school activities and clubs where students represent the high school including homecoming, prom and graduation ceremony.

### **VIOLATION OF RULE 3 - PENALTIES FOR CATEGORY I ACTIVITIES**

#### **A. First Violation**

1. Penalty: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic events or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

#### 2. Assistance:

a. The school will provide the information about the effects of misuse or abuse of mood-altering chemicals to the student.

b. When appropriate, the school will refer the student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

#### **B. Second Violation**

1. Penalty: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic events in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

#### 2. Assistance:

a. The school will provide the information about the effects of misuse or abuse of mood-altering chemicals to the student.

b. When appropriate, the school will refer the student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

#### **C. Third Violation**

1. Penalty: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic events in which the student is a participant or four (4) weeks, whichever is greater.

2. A student who chooses to become a participant in a treatment program may become eligible

for

participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:

a) The student is assessed as chemically dependent,

b) enters treatment voluntarily, and

c) the director of the treatment center certifies that the student has successfully completed

the

treatment program.

d) The treatment option cannot be used for the first or second violation. Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

#### **D. Cumulative Penalties:**

Penalties shall be cumulative beginning with the student's first participation in a school activity and continuing through the student's high school(7-12) career.

E. Denial Disqualification:

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

**VIOLATION OF RULE 3 - PENALTIES FOR CATEGORY II ACTIVITIES:**

A. First Violation

(2)  
exception is

1. Penalty: After confirmation of the first violation, the student shall lose eligibility for the next two school- sponsored Category II. events or four (4) weeks whichever is reached first. No permitted for a student who becomes a participant in a treatment program.

a. The school will provide information about the effects of misuse or abuse of mood-altering chemicals to the student.

b. When appropriate, the school will refer the student to a community agency or Professional individual outside the school for assessment of potential chemical abuse or misuse.

B. Second Violation

1. Penalty: After confirmation of the second violation, the student shall lose eligibility for the next six (6) school-sponsored events in which the student is a participant or twelve (12) weeks whichever is reached first.

a. The school will provide information about the effects of misuse or abuse of mood-altering chemicals to the student.

b. When appropriate, the school will refer the student to a community agency or Professional individual outside the school for assessment of potential chemical abuse or misuse.

**SEXUAL/RACIAL/RELIGIOUS HARASSMENT/VIOLENCE AND HAZING:**

A student shall not engage in sexual, racial or religious harassment or sexual, racial, religious violence or hazing during the school year or any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.

Sexual, Racial, Religious Harassment and Hazing Violations: Penalty for Category I Activities: Sexual, Racial, Religious Harassment and or Hazing Violations.

**PENALTIES FOR CATEGORY I ACTIVITIES**

A. First Violation:

1. Penalty: The student shall lose eligibility for the next two(2) consecutive interscholastic contests or two(2) weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater.

B. Second Violation:

1. Penalty: The student shall lose eligibility for the next six(6) consecutive interscholastic contests or three(3) weeks, 21 calendar days, whichever is greater, in which the student is a participant.

C. Third or Subsequent Violations:

1. The student shall lose eligibility for the next twelve(12) consecutive interscholastic contests or four(4) weeks, 28 calendar days, whichever is greater, in which the student is a participant.

D. Progressive Penalties: Penalties for sexual harassment violations shall be progressive beginning

with the first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.

**PENALTIES FOR CATEGORY II ACTIVITIES:**

A. First Violation

(2)  
exception is

1. Penalty: After confirmation of the first violation, the student shall lose eligibility for the next two school- sponsored Category II. events or four (4) weeks whichever is reached first. No permitted for a student who becomes a participant in a treatment program.

B. Second Violation

1. Penalty: After confirmation of the second violation, the student shall lose eligibility for the next six (6) school-sponsored events in which the student is a participant or twelve (12) weeks whichever is reached first.

**ACADEMIC DISHONESTY/CHEATING**

Definition: The act of willfully obtaining, giving, or using information on a test or assignment that distorts the true evaluation of what a student knows or has achieved. This includes but is not limited to: copying, allowing someone to copy your work, sharing assessment questions or answers in writing, verbally, or electronically, or plagiarism (submitting another person's work as your own).

**Violation:** Students found to be cheating will be subject to all appropriate discipline procedures of the Rush City School District, including, but not limited to, reduction in grades, removal from class, suspension, exclusion and expulsion. An O/F grade may be assigned for the test or work in question. Students who are permanently removed from class will receive an F for that term of the course. Academic dishonesty is *also* a MSHSL rule violation.

**Student Responsibilities:**

1. If a student becomes aware of information on a test, the student has the responsibility to make the teacher aware of the information that has been given out, making the question(s) invalid. Failure to report the information will be considered willfully obtaining information prior to a test (cheating).
2. Understand the definition of cheating and implications of choosing to cheat.
3. If a student sees someone cheating in classes, it is his/her responsibility to make the classroom teacher aware of the incident.

**DISCIPLINARY GUIDELINES**

For each misbehavior in the following matrix there are specific consequences listed for first, second, third, and fourth offenses. Suspensions or expulsions may result in consequences that carry over into the following year.

The disciplinary matrix is intended to be used as a guideline for consequences. Administration may, at their discretion, deviate from the consequences outlined. The following represent the majority of violations that occur in schools. The list, however, does not necessarily include all violations which may occur. Other behaviors will be handled in an appropriate manner. Significant disruptive behaviors that interfere with the educational process or the operation of the school may result in suspension, expulsion, or exclusion. The following guidelines pertain to students in school, on district property, in a district vehicle, or while at school activities, on or off site. The MSHSL rules and consequences are in addition to these rules and consequences. Illegal activities will be reported to the proper authorities.

Two major suspensions (5-10 days) will warrant consideration for expulsion.

Consequences shown as \* will have disciplinary action to include student conference and parent notification, and may include, but are not limited to parent conference, restitution, detention, assignment of community service, loss of privileges, exclusion from extracurricular activities, and/or up to one day of in school or out of school suspension.

Consequences shown as \*\* will have disciplinary action up to and including expulsion.

VIOLATION	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE	4 <sup>th</sup> OFFENSE
<i>Academic Dishonesty</i> – Obtaining, giving, using, information that distorts or can distort the true evaluation of what a student knows or has achieved.	*	1-5 day susp.	1-10 day susp.	**

<b>Aggravated Assault</b> -Committing an assault which inflicts great bodily harm upon another person.	5-10 day susp.	**	**	**
<b>Alcohol</b> -Possession,use,or being under the influence of any alcoholic product while on school grounds/time or at school sponsored activities.	5-10 day susp.	**	**	**
<b>Assault (Verbal/Physical)</b> -Doing an act with intent to cause fear in another, immediate bodily harm, death or intentionally inflicting or attempting to inflict bodily harm upon another person.	1-10 day susp.	5-10 day susp.	**	**
<b>Bomb Threat</b> – Intentionally giving false alarm of a bomb.	**	**	**	**
<b>Bullying/Harassment</b> -Participating in, or conspiring for others to engage in harassing or bullying acts that injure, degrade, or disgrace other individuals. Includes racial and sexual harassment.	1-10 day susp.	5-10 day susp.	**	**
<b>Dangerous, Harmful, Nuisance Substances</b> - Possession, sale(or intent to sell), distribution or use on or off school premises/time of any controlled substances as defined in Minnesota Statute 152.02.	5-10 day susp.	**	**	**
<b>Chronic Violation of School Rules &amp; Regulations</b> - Continuous refusal to follow established school rules, regulations, and/or procedures.	**	**	**	**
<b>Defiance of Authority</b> -Willful refusal to follow legal direction/order given by a staff member .	1-5 day susp.	1-10 day susp.	**	**
<b>Disorderly Conduct</b> – Engaging in offensive, obscene, or abusive language or in boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others, or is disruptive to the school climate.	1-5 day susp.	1-10 day susp.	**	**
<b>Disrespectful Language/Conduct</b> -Comments and/or conduct directed toward any school employee which demonstrates a lack of respect. The use of profanity.	*	1-5 day susp.	1-10 day susp.	5-10 day susp.
<b>Disruptive Behavior</b> -Actions which interfere with effective operations of the school.	*	1-5 day susp.	1-10 day susp.	5-10 day susp.
<b>Dress and Grooming</b> – Clothing must meet the guidelines of the dress code and be free of obscene, offensive, discriminatory, drugs, alcohol, chemical or gang symbols.	*	1-5 day susp.	1-10 day susp.	**

<b>Driving, Careless or Reckless</b> – Driving on school property in such a manner as to endanger persons or property.	*	1-10 day susp.	**	**
<b>Fighting</b> -Any form of combat where blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, scratching or any other acts in which a student inflicts or attempts to inflict bodily harm on another person.	1-10 day susp.	**	**	**
<b>Fires and False Fire Alarms</b> -Arson-The intentional destruction or damage to any school building or property by means of fire or explosives.	1-10 day susp.	**	**	**
<b>Forgery/Signature Falsification</b> -Falsifying signature or date and/or refusal to give proper identification when requested to do so by a staff member.	*	1-5 day susp.	1-10 day susp.	**
<b>Gambling</b> -The playing of a game of chance for stakes.	*	1-5 day susp.	5-10 day susp.	**
<b>Leaving School Grounds</b> -Leaving school grounds during school hours without proper clearance.	*	1-5 day susp.	1-10 day susp.	5-10 day susp.
<b>Photography</b> -Taking videos or photos of students /staff at school without their written permission is prohibited unless it is part of an official school assignment.	1-10 day susp.	1-10 day susp.	**	**
<b>Pornography</b> – Possessing or distributing pornographic material.	1-10 day susp.	**	**	**
<b>Possession/Use/Distribution of Weapons on School Property</b> -Students may not bring, possess, or store a gun or any other dangerous weapon or facsimile (look-alike) in school, in a school vehicle, or on school property including vehicles parked in the school parking lot. Weapons also include knives, chains, as well as other devices which could cause bodily harm or injury. Pocket knives should not be carried to school.	**	**	**	**
<b>Retaliation</b> – Any negative actions directed towards a student or staff member because they reported or discouraged inappropriate behavior.	*	1-5 day susp.	1-10 day susp.	**
<b>Robbery/Extortion</b> -The obtaining of property from another where his/her consent was induced by use of force or a threat of force.	**	**	**	**

<b>Skipping Class</b> - Absent from class but not leaving school grounds. Not in assigned class and no permissions given.	*	1-5 days susp	1-10 day susp.	1-10 day susp.
<b>Symbolic Expressions</b> of intolerance or those that may be interpreted as such including but not limited to the swastika, confederate flag and/or gang representations (bandanas, colors, etc.) are not allowed.	*	1-10 day susp.	**	**
<b>Tardiness, Excessive</b>	*	*	1-5 day susp.	1-5 day susp.
<b>Terroristic Threat</b> - Threatening, directly or indirectly, to commit any crime of violence with the intent of terrorizing another person.	5-10 day susp.	**	**	**
<b>Theft</b> -The unauthorized taking of the property of another.	1-10 day susp.	1-10 day susp.	**	**
<b>Tobacco/E-Cigs</b> - Possession or use of any tobacco, electronic cigarette, or a look-alike product by a student while on school grounds/time or at school sponsored activities.	1-5 day susp.	1-10 day susp.	1-10 day susp.	1-10 day susp.
<b>Trespassing/Unauthorized Use of School Property</b> -The unauthorized/illegal use of school property for non-school sponsored activities.	*	1-5 day susp.	1-10 day susp.	**
<b>Unauthorized Distribution</b> -Distribution or possession of literature on or near school property or inflammatory, libelous, slanderous, or otherwise unauthorized material.	*	1-5 day susp.	1-10 day susp.	**
<b>Verbal Abuse/Gestures</b> -Threatening language, vulgar/profane language, inappropriate gestures/remarks	*	*	1-5 day susp.	1-10 day susp.
<b>Willful Damage of School Property</b> - Any student who willfully cuts, defaces, or otherwise injures in any way any property, real or personal belonging to the school district is liable to suspension or expulsion and the parent or guardian shall be liable for all damages caused by their child.	*	1-5 day susp.	1-10 day susp.	**
<b>Willful Damage to Property of Staff Members and Others</b> -Any student who willfully cuts, defaces, or otherwise injures in any way any property, real or personal belonging of a staff member is liable to suspension or expulsion and the parent or guardian shall be liable for all damages caused by their child.	*	1-5 day susp.	1-10 day susp.	**

<b>Willful Disobedience</b> -Refusal to follow school rules, regulations and procedures.	*	1-5 day susp.	1-10 day susp.	**
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**BUS MISBEHAVIOR**

Riding a school bus is a privilege. In order to maintain this privilege, students must follow all bus rules, respect the driver and other passengers, and maintain a safe environment at all times.

No bus passes are allowed. Please understand that it is critical that we have consistent and accurate information on the location of all riders at any given time. This is why all students are required to ride the bus they are assigned to, as well as get on and off at their designated stop location. For the safety of all, we do not allow students (families) to alter these plans. Thank you for understanding that we cannot honor requests for bus passes.

**A. SCHOOL BUS RULES**

The following rules are in place on each bus for the student’s safety.

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking or use of tobacco, drugs, or look alike devices.
9. Do not bring any weapons or dangerous objects or look alikes on the school bus.
10. Do not damage the school bus.

**B. RULES AT THE BUS STOP**

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

**C. DISCIPLINARY ACTION**

- 1st offense - warning from the bus driver
- 2nd offense - driver sends a referral to HS principal. Depending on behavior, meeting with the principal but may result in a 5 day suspension from riding the bus
- 3rd offense -Detention but may result in a 10 day suspension from riding the bus
- 4th offense -School Suspension may result in a 20 day suspension from riding the bus
- 5th offense - may result in a suspension from riding the bus for the remainder of the school year.

**D. OTHER DISCIPLINE**

Based on the severity of a student’s conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

**E. VANDALISM/BUS DAMAGE**

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make



arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

#### **DETENTION RULES AND PROCEDURES**

Any student with unserved detention period(s) may not participate in extracurricular activities until ALL detentions have been served.

1. Detention begins at 3:10 p.m. Anyone who arrives after that time will not be admitted nor given credit for any served. The detention period will end at 4:00 p.m. Each detention period assigned will be for a minimum of 50 minutes unless specified otherwise.
2. Detention will be held each day after school Monday through Thursday. Detention is not always offered on Fridays. Students need to request Friday detentions with the detention supervisor.
3. Detention can be served only after school unless special arrangements are made with and approved by the Principal or detention supervisor.
4. The following procedure will be used in assigning detention:
  - a. Each detention must be served within two days of its assignment (counting the day detention is assigned as the first day). Detention periods must be served consecutively.
  - b. Any variation from this time schedule must be requested from and approved IN ADVANCE by the principal, dean of students or detention supervisor,
5. The following consequences will occur if a student shows up late or forgets/refuses to report for detention:
  - a. One period of detention is added for the first day in which the student does not report. No participation in extracurricular activities will be allowed.
  - b. Another period of detention will be added on the second day of no-show. No participation in extracurricular activities will be allowed.
  - c. After the third day of not reporting, the student will be placed on suspension the following school day, unless an alternative plan is set up with the high school principal. Parents will be notified. The same consequences will apply if the student does not report the fifth day. No participation in extracurricular activities will be allowed. Assigned detention periods will not be satisfied by the suspension and still must be served.
  - d. Any student who continues to refuse to serve detention after five days will be placed on suspension with parental conference.
  - e. Students having unserved detention periods and/or assigned detention after regular after-school detention has ended for the school year must serve remaining time at a make-up day scheduled after school ends. Those students who do not report on that day must make arrangements with the office to serve during the summer before the next school year begins. Unserved detention time at the start of the next school year can be basis for Suspension.
6. Students must bring work in sufficient quantity to keep them occupied the entire period. Students not bringing work will not be admitted or an alternative task could be assigned. This will be up to the supervisor or principal.
7. No listening music or use of earpods. Talking to another student, sleeping and leaving the room during the period is also not allowed.
8. Students violating any of the detention rules will be asked to leave and no credit will be given for the period regardless of the amount of time already passed.
9. A parental conference will be scheduled to consider alternative measures for any student who accumulates an excessive number of detention periods.

#### **IN-SCHOOL SUSPENSION OBJECTIVES AND PROCEDURES**

Students can be suspended from the regular school program only through the procedures outlined in the Pupil Fair Dismissal Act of 1974 as amended. Rather than "out-of-school suspension" in some cases, the principal will assign an "in-school suspension". Suspended students are to report to the main office or with Mrs. Risland to receive work and be assigned a location to serve their day (s) of suspension.

While suspended, in "in-school suspension" the student will work on class work assigned by the classroom teachers. The student's physical movement would be restricted to the "in-school suspension" area and all social contacts provided by the normal school would be taken away. Students in "in-school suspension" will eat lunch in the location they were assigned to serve the suspension or in the main office.

#### **INSTRUCTION:**

Prior to the student beginning to serve the time assigned in “in-school suspension,” all of the student’s classroom teachers will be notified of the suspension and are requested to provide the office with the student’s assigned course work for duration of the suspension. Instructors are urged to make every effort to directly relate all assignments to the unit of study in progress in the regular classroom during the student’s suspension.

**OBJECTIVES:**

1. To reduce the number of suspensions.
2. To diminish the number of students repeating certain offenses.
3. To eliminate student satisfaction with being sent home; students suspended because of attendance problems often consider an “out-of-school suspension” a reward rather than a punishment.
4. To provide direct supervision while being suspended.
5. To provide an opportunity for keeping up with class work while being suspended.
6. To provide an opportunity to learn skills that can help improve behavior.

**STUDENT TRAVEL**

Whenever it is necessary for students to travel for school events, including extracurricular, or on school time, all students must be transported via the school arranged transportation . Students transporting other students to participate in a school activity will not be approved, with the exception of off campus practice sites if school transportation is not provided. In the event of this exception, students must seek prior administrative approval and written parental permission submitted (forms may be obtained in the HS office). This approval includes any students riding with other students to practice. Students riding home from a school-sponsored event with their parents or another relative must bring a signed note from their parent/guardian prior to departure for the event.

**STUDENT DISCIPLINE COMPLAINTS**

Students, parents or guardians may choose to appeal a disciplinary decision or action. To do so, please see Rush City School District Policy #103 and follow the process.

**STUDENT DRESS AND APPEARANCE**

**I. PURPOSE**

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and schools standards. School Board Policy 504.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student’s parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
  1. Clothing appropriate for the weather.
  2. Clothing that does not create a health or safety hazard.
  3. Clothing appropriate for the activity (i.e., physical education or the classroom).
  4. Face Masks worn under COVID guidance and following the school policy
- C. Inappropriate clothing includes, but is not limited to, the following:
  1. Shirts or shorts exposing the midriff, private areas, or undergarments.
  2. Clothing bearing a message that is lewd, vulgar, or obscene. (e.g sexual, promoting violence, inappropriate language.
  3. Apparel promoting products or activities that are illegal for use by minors.
  4. 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 ISD #139 Policy 413.
  5. Any apparel or footwear that would damage school property.
  6. Wearing items that aren’t considered apparel:Flags or blankets

- D. Appropriate hats and hoods can be worn in the school building but it is left up to each classroom teacher on if they allow it in their classrooms.
- E. The intention of this policy is not 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, or do not advocate violence or harassment against others.
- F. "Gang," as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission 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. "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.
- G. Apparel depicting current or former students is not allowed

### III. PROCEDURES

- A. When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, 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. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians. C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

## STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS AND SEARCHES

### I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

### II. GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

### III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of

exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm, or destruction of evidence), and the age of the student.

- D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.
- E. "Inappropriate displays" includes objectionable emblems, symbols, signs, words, objects or pictures in or on a vehicle located on school property 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 ISD #139 Policy 413.

#### **IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS**

Students may use motor vehicles on the high school campus during the school day only if permission has been granted to the student by the High School Principal or the principal's designee.

#### **V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS**

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park a motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, in staff parking, on private property, or in other designated no parking areas.
- B. When there are unauthorized vehicles parked on school district property, school officials may:
  - 1. Move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
  - 2. If unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

**VI. PATROLS, INSPECTIONS, AND SEARCHES** School officials may conduct routine patrols of school district locations and routine inspections of the exterior of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations 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.

- A. Patrols and Inspections School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exterior of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
- B. Search of Interior of Student Motor Vehicle The interiors of motor vehicles of students in school district locations, including glove or 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 under the student's control or its compartments upon the request of a school official.
- C. Prohibition of Contraband, Inappropriate Displays and Interference with Patrols, Inspections, Searches, and/or Seizures A violation of this policy occurs when students display inappropriate emblems, symbols, signs, words, objects or pictures, and / or store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.
- D. Seizure of Contraband If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.
- E. Dissemination of Policy A copy of this policy will be printed in the student handbook or disseminated in any other ways which school officials deem appropriate. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions through displays on which such

messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, derogatory or do not advocate violence or harassment against others.

#### **SCHOOL PARKING LOT, DRIVER CONTRACTS AND PASSES(10th-12th Grade)**

1. All students that are who drive to school must fill out a STUDENT PARKING AGREEMENT and obtain a parking permit from Mrs. Wiener in the high school office. This agreement assures that the student driver knows all of the rules and expectations in the parking lot.
2. Students must use the parking lot in the front of the high school building.
3. Students may only park in the area of the parking lot designated for student parking and only in designated parking white lines. **Yellow lines** are reserved for staff/visitor parking ONLY.
4. Cars inappropriately parked will be towed at the owner's expense.
5. Students who drive in an unsafe manner in the parking lot or adjoining streets leading to the parking lot and/or are reported for inappropriate driving can lose parking privileges on school property. Law Enforcement will also be notified when necessary.
6. Students are not allowed to go to their vehicles during the school year. Students must take everything they need from their vehicle and place it in their locker.
7. Parking permits must be visible.

#### **GUIDELINES FOR DRIVING SNOWMOBILE TO SCHOOL**

1. Only students possessing a DNR permit to drive snowmobiles on public streets and/or a valid driver's license may drive a snowmobile to school.
2. Snowmobilers will enter/leave school property only from the west and not from the east past the elementary school or the more congested roads leading to the school. Snowmobiles will then be driven along the west end of school property to the back of the building where they will be parked in the grass area across the parking lot just north of where the cars are parked. Snowmobiles are not to be parked on any pavement.
3. Snowmobiles will not be driven at any time during the school day. Students will not be allowed to be in the area where the snowmobiles are parked during the lunch periods.
4. Snowmobilers need to utilize their lockers to store their helmets and outerwear.
5. Snowmobiles may not be driven around on school property with the exception of leaving/entering district property as discussed in #2. Snowmobilers must stay away from the front of the building, not drive on sidewalks and avoid all pedestrian areas. The safety of everyone around the building area is most important.
6. Reports of property destruction, trespassing, or other illegal activity from community members may result in the loss of this privilege for all students.
7. Anyone found to be in violation of these procedures and/or driving in a reckless manner will lose their school parking privileges and will be reported to the police department when necessary.

#### **TEXTBOOKS**

All texts are furnished by the school district. A charge will be made by the individual teachers for any loss of books or for wear beyond normal use. It is recommended that all textbooks are covered. Students will be required to pay the full cost of replacement of any lost book or book damaged beyond use.

#### **VISITORS**

All visitors to the building, (including parents), must report to the office, sign in and wear a visitor's badge while in the building. Students are not permitted to bring visitors (friends/relatives) to school to attend classes during the day, including lunch time. The complete text of Policy #903 (Visitors to School District Buildings and Sites) may be found in the Board of Education Policy Manual located in all District offices.