

# Red Wing School District Student and Parent Handbook

**2023-24**



2451 Eagle Ridge Drive  
Red Wing, Minnesota 55066

651-385-4500  
[www.rwps.org](http://www.rwps.org)

*TBD*

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*interior of a student’s motor vehicle in a School District location, including the glove and trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student’s control upon the request of a school official. ....16*

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## APPENDICES

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 Notice of Policy 520: Student Surveys  
 Parent/Guardian Guide and Refusal for Student Participation in Statewide Assessments

**HELP IS ONLY A CALL OR TEXT AWAY**

**Suicide & Crisis Lifeline: 988**  
**Crisis text line: Text MN to 741741**  
**Mobile Crisis Response: 844-274-7472**

# Introduction

Welcome to Red Wing Public Schools! Thank you for working with us to educate and inspire all students as they realize their full potential and become respectful, responsible, and productive world citizens.

## Notice of Copyright

The Red Wing School District Student and Parent Handbook is partially based on the Minnesota School Boards Association's (MSBA)'s Model Student Handbook, which is protected by copyright. The MSBA wants School Districts to make the best use of this Model Student Handbook but must also protect its copyright. With these goals in mind, MSBA authorizes the copying and use of its materials in the following contexts:

1. School districts that have purchased this Model Student Handbook may use, copy, download, and incorporate any portion of these materials in the development of their own handbooks.
2. Distribution of any portion of these materials to other school districts, entities, or persons who have not purchased the Model Student Handbook is strictly prohibited.
3. Student handbooks are public documents in the hands of a school district and must be made available for inspection to members of the public upon request. Copying and use of these materials by the public, however, is subject to the copyright laws and these materials cannot be reproduced or used, except as outlined above, without permission from MSBA.

If you wish to copy and use this Model Student Handbook in ways not authorized above, you must obtain permission from MSBA. Call MSBA at 507-934-2450 or 1-800-324-4459 for more information. Failure to receive such permission is a violation of MSBA's copyright.

## Scope and Limits of Handbook

This handbook provides important information for students attending all district schools, but it does not contain all School District policies and procedures. Schools may develop additional procedures that will be distributed to students and/or parents. School Board policies are available by:

- Viewing the [Policies, Handbooks, and Notices](#) webpage at [rwps.org](http://rwps.org) > District;
- Visiting the School District Office, which is located by Door #36 at the high school; and
- Contacting the School District Office at 651-385-4500.

The School District reserves the right to make changes in this handbook and other policies and handbooks.

## Alternative Formats

Contact the District Office Secretary at 651-385-4501 to obtain this handbook in different formats including larger print and Spanish versions.

# Non-Discrimination

## Non-Discrimination Statement

The School District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, age, or sexual orientation, including gender identity and expression. The School District also ensures a free appropriate public education for students with disabilities, including regular or special education and related aides and services.

## Designations

The school board has designated the following individuals as the school district's human rights officers:

Human Rights Officer	Alternative Human Rights Officer (if Human Rights Officer not available)
Chris Picha Red Wing Public Schools 2451 Eagle Ridge Drive Red Wing, MN 55066 651-385-4511	Martina Wagner, Superintendent Red Wing Public Schools 2451 Eagle Ridge Drive Red Wing, MN 55066 651-385-4502 <a href="mailto:mtwagner@rwps.org">mtwagner@rwps.org</a>

The school board has designated the following people to coordinate the school district's efforts to comply with and carry out its responsibilities under Title IX:

Title IX Coordinator	Alternative Title IX Coordinator (if Title IX Coordinator not available)
Chris Picha Red Wing Public Schools 2451 Eagle Ridge Drive Red Wing, MN 55066 651-385-4511	Martina Wagner, Superintendent Red Wing Public Schools 2451 Eagle Ridge Drive Red Wing, MN 55066 651-385-4502 <a href="mailto:mtwagner@rwps.org">mtwagner@rwps.org</a>

The school board has designated the following people to coordinate the school district's efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504:

ADA/Section 504 Coordinator	Alternative ADA/Section 504 Coordinator (if ADA/Section 504 Coordinator not available)
Cherie Johnson, Executive Director Goodhue County Education District 395 Guernsey Lane Red Wing, MN 55066 651-388-4441 <a href="mailto:cjohnson@gced.k12.mn.us">cjohnson@gced.k12.mn.us</a>	Kayla Awolope, Assistant Special Education Director Red Wing Public Schools 2451 Eagle Ridge Drive Red Wing, MN 55066 <a href="mailto:klawolope@rwps.org">klawolope@rwps.org</a>



## Reporting Claims of Discrimination

To submit and resolve complaints, grievances, and reports of unlawful discrimination, harassment, violence, bullying, and hazing, individuals may contact one of the following:

- Advocate. A list of advocates for students will be available in the district office, in each school office, and on the district's website. Advocates assist students and/or parents with submitting reports and answering questions about the complaint process.
- Building principal/administrator or designee
- Title IX Coordinator (if the complaint involves a claim of discrimination based on sex)
- American with Disabilities Act (ADA) and Section 504 Coordinator (if the complaint involves a claim of discrimination based on disability)
- A Human Rights Officer (if the complaint involves the building principal/administrator)
- Superintendent (if the complaint involves the Human Rights Officer)
- School Board Chair (if the complaint involves the Superintendent)
- Any other school official. School officials will forward complaints to appropriate personnel

## Policies Prohibiting Discrimination

School district policies are available at [rwps.org](http://rwps.org) > District > Policies, Handbooks, and Notices or from the District Office.

<a href="#">Policy 102: Equal Educational Opportunity</a>	The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the School District.
<a href="#">Policy 401: Equal Employment Opportunity</a>	The purpose of this policy is to provide equal employment opportunity for all applicants for School District employment and School District employees.
<a href="#">Policy 402: Disability Nondiscrimination</a>	The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.
<a href="#">Policy 413: Harassment and Violence</a>	The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
<a href="#">Policy 514: Bullying Prohibition</a>	The purpose of this policy is to assist the School District in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.
<a href="#">Policy 521: Student Disability Nondiscrimination</a>	The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.
<a href="#">Policy 522: Student Sex Nondiscrimination</a>	Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

<a href="#">Policy 526: Hazing Prohibition</a>	The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the School District and are prohibited at all times.
<a href="#">Policy 528: Student Parental, Family, and Marital Status Nondiscrimination</a>	Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this School District policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.
<a href="#">Policy 1000: Inclusive Education Plan</a>	The purpose of this policy is to establish and maintain a written plan to assure an inclusive education program as defined in Minnesota Statutes 3500.0550.

## General Information

### Contact Information

	Phone	Fax	Attendance
District Office 2451 Eagle Ridge Drive	651-385-4500	651-385-4510	-----
Colvill Family Center 269 East 5 <sup>th</sup> Street	651-385-8000	651-385-4780	
Sunnyside Elementary School 1669 Southwood Ave.	651-385-4570	651-385-4576	651-385-4580 or <a href="mailto:SESattendance@rwps.org">SESattendance@rwps.org</a>
Burnside Elementary School 5001 Learning Lane	651-385-4700	651-385-4710	651-385-4715 or <a href="mailto:BEAttendance@rwps.org">BEAttendance@rwps.org</a>
Twin Bluff School 2120 Twin Bluff Road	651-385-4530	651-385-4540	651-385-4550 or <a href="mailto:TBSattendance@rwps.org">TBSattendance@rwps.org</a>
Red Wing High School 2451 Eagle Ridge Drive	651-385-4600		651-385-4660 or <a href="mailto:RWHSattendance@rwps.org">RWHSattendance@rwps.org</a>

## School Hours

School	Parent Drop-Off	School Instructional Day	Parent Pick-Up
Sunnyside Grades K-1	7:25-7:35	7:45-2:15	2:15-2:25
Burnside Grades 2-4	7:10-7:20	7:30-2:00	2:00-2:10
Twin Bluff Grades 5-7	8:25-8:35	8:45-3:40	3:40-3:50
RWHS Grades 8-12	8:20-8:30	8:40-3:20	3:20-3:30

*Note: Principals will issue drop-off and pick-up procedures for their school.*

## Bicycles

Students are encouraged to ride their bicycles to school. For student safety, students are expected to walk, not ride, their bicycles on school grounds. Students are to provide their own locks.

## Birthday Parties and Invitations

Birthday parties for individual students are not permitted on school grounds. Due to a change in state law, individual student contact information is no longer available to the public.

## Calendars

The school calendar and calendar of events can be viewed at [rwps.org](http://rwps.org).

## Communications

Parent-Teacher Conferences: Parents are encouraged to participate in parent-teacher conferences. Each school will provide dates, times, and other relevant information. Additional appointments can be made to meeting with teachers at other times by contacting your child's school or the teachers directly.

Parent Groups: Parent groups meet periodically to advise school administrators, learn about educational programs, and communicate information to others. Please contact your child's school about dates and times of meetings as well as other activities.

Websites: The School District's website at [rwps.org](http://rwps.org) provides important information for students, parents, staff members, and community members. Each school's website, available at [rwps.org](http://rwps.org) > Schools, includes contact information, event calendars, newsletters, teacher websites, and food menus.

### Social Media:

	Facebook	Instagram	Twitter
District	@RWPS256	@RWPublicSchools	
Colvill Family Center	@colvillfamilycenter	@colvillfamilycenter	
Sunnyside Elementary School	@sunnysideredwing	@sunnysideredwing	
Burnside Elementary School	@awesomeBES	@burnsideredwing	@BurnsideBEST
Twin Bluff School	@Twin-Bluff-Middle-School	@TBMSPrize	@TBMSnews

Red Wing High School	@RedWingHS	@red_wing_high_school	@RedWingHS
Activities	@RWActivities	@winger.activities	@RW_Wingers
Community Education and Recreation	@redwingcommunityeducation	@redwingcommmed_rec	
Kids Junction	@kidsjunction	@kidsjunctionrw	

Newsletters: Each school regularly posts a newsletter on its website and emails a copy to parents. Make sure your child's teacher(s) and school secretary have updated contact information. Paper copies are also available by contacting your child's school.

Weekly E-News: The School District also publishes an electronic newsletter. Parents are automatically signed up for the Weekly E-News. Community members can sign up by emailing [newsletter@rwps.org](mailto:newsletter@rwps.org).

## Complaints

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

## Deliveries to Students

Please ensure your children arrive at school in possession of everything they need for the day, including Chromebooks, homework, lunch, textbooks, musical instruments, sporting equipment, and clothing. If an item must be dropped off for a student, please visit the school office. Please do not deliver gifts to school (such as balloons, flowers, stuffed animals, etc.). If sent, students must pick up items from the office at the end of the school day.

## Distribution of Non-School-Sponsored Materials on School Premises

The School District recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to School District regulations and procedures, at a reasonable time and place and in a reasonable manner. See [Policy 505](#) for detailed information, or contact Community Education @ 651-385-4565.

## Drones

The Red Wing Public Schools prohibit the operation of unmanned aerial vehicles (UAVs), also known as drones, on or over School District property during school hours and at school district-sponsored events. Exceptions may be requested in advance from the Superintendent or designee, who will determine whether permission will be granted. The request and approval must be in writing.

## Eighteen-Year-Old Students

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

## Employee Directory

The [employee directory](#), which includes employee contact information, is at [rwps.org](http://rwps.org) > Staff Directory.

## End-of-Day Changes

It is important for your child to know their end-of-day plan on a daily basis, but we realize that, occasionally, end-of-day changes are necessary. For elementary students, calls should be made to the office by noon to relay needed changes. Sending an email to your child's teacher for a same day change is not recommended as the teacher may not be available before the end of the day.

## **Equal Access to School Facilities**

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

## **Fees, Fines and Financial Obligations**

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

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

The School District may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the building principal.

Students will be charged for textbooks, workbooks, library books, and other items that are damaged or not returned. Unpaid fees at the end of the school year may be collected in small claims court or other acceptable means.

## **Fundraising**

All fundraising activities conducted by student and/or parent groups sponsored by the School District must be approved in advance by the building principal and Director of Finance and Operations. Students may not solicit students or employees about non-school-related fundraisers during the school day.

## **Gifts to Employees**

Employees are not allowed to solicit, accept, or receive a gift from a student, parent/guardian, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation.

## **Identification Cards**

At the high school, a picture identification card will be given to each student in the fall. This card is used for identification purposes, to check out materials in the media center, and to gain admission to school events, including dances. There will be a \$5.00 fee to replace a lost or damaged card.

## **Insurance**

Red Wing Public Schools does NOT provide insurance coverage for student accidents or injuries. Parents/Guardians are encouraged to review their present insurance policy to assure that their child(ren) will receive appropriate coverage in case of injury. Contact the school office for information about purchasing optional insurance coverage.

## **Interviews of Students by Outside Agencies**

Students may not be interviewed during the school day by persons other than a student's parents/guardians or School District officials, employees, and/or agents, except as provided by law and/or school policy.

## **Kids Junction School-Age Childcare**

Kids Junction is school-age childcare serving children in Kindergarten through age 12. The program provides a safe, creative environment where children are given choices to participate in a variety of individual and group activities. The program is fee-based, but scholarships and other funding are available. During the school year, Kids Junction sites at each elementary school are open before the school day beginning at 6:00 am and after school until 6:00 pm. The program is also available during the summer, non-school schools, and when school is released early. Contact Justin Plein, Kids Junction Coordinator, at 651-385-4716 or [jjplein@rwps.org](mailto:jjplein@rwps.org) for more information.

## **Lost and Found**

Please label clothing and other items, including cellphones, boots, backpacks, hats, and gloves. Whenever a child loses anything, students and parents are encouraged to look in the lost and found. Unclaimed items are periodically donated to a local charity.

## **Notice of Violent Behavior by Students**

The School District gives notice to teachers and other appropriate staff members before students with a history of violent behavior are placed in their classrooms. Teachers of special education students may be notified of violent behavior by students through access to a child's Individualized Education Program (IEP). Prior to giving this notice, district officials will inform the student's parent/guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

## **Pets**

Parents of elementary students who would like to share their pet with a class should contact the classroom teacher to make arrangements. Due to allergies and other health concerns, pets must remain outside.

## **Physical Education Clothing, Participation, and Lockers**

1. Physical education teachers will provide more information about what clothing to wear. Clothing must be neat, clean, and marked with the owner's name. Rubber soled (non-marking) tennis shoes must be worn on the gym floor for physical education.
2. A doctor's notes must be presented to the school office if, for some reason, a student cannot participate in a physical education class.
3. Generally, students will be given a one-week notice if physical education lockers will be cleaned.
4. Students should provide their own lock for their athletic and physical education lockers.

## **Pledge of Allegiance**

Students will recite the Pledge of Allegiance to the flag of the United States of America on a regular basis. Any person may elect not to participate in reciting the Pledge of Allegiance for any reason. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

## **Posters / Signage**

All posters and signage must be pre-approved by a school administrator (for a school-sponsored activity or group) or by the Director of Community Education and Recreation (for a non-school activity or group). The responsible administrator will determine where posters and signs can be displayed and how long they may stay posted. Posters shall be removed by those responsible in a timely manner following the activity or deadline. Use masking or painters' tape (not scotch tape) when posting on brick or lockers. The School District maintains the right to remove posters and signs at its discretion.

## **Public Data Requests**

The School District complies with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data. Policy 722 provides information about how to request public data (including summary data), associated costs, and data practices contacts. A request form must be completed for each request.

## **Race / Ethnicity Identification of Students**

The School District is obligated to identify the race / ethnicity of every student. If students and parents do not identify a race or ethnicity for a student, a building or district secretary will make a determination based on sight and/or identification of other family members.

## School Activities

The School District provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Participants in school-sponsored activities must responsibly represent the school and community. All rules pertaining to student conduct and discipline apply to school activities.

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

The School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. All MSHSL rules during the school year and in the summer will be enforced when applicable. Coaches and advisors of MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. Contact the Activities Director at 651-385-4691 for additional information.

## School Closures, Late Starts, and Early Releases

Notification: School may be cancelled or delayed when the safety of students is threatened by severe weather or other circumstances. When possible, the Superintendent makes decisions by 5:00 am and notifies parents via phone calls, emails, rwps.org, and the district's Facebook page. To opt-in for text messages, send a text of "Y" or "Yes" to 67587. Message frequency varies and standard message and data rates may apply. Reply HELP for help and STOP to cancel notifications. See [schoolmessenger.com/txt](http://schoolmessenger.com/txt) for more information. The district may not always be announcing closures, delays, or early releases on radio or television stations.

Individual Circumstances: It is difficult to anticipate weather conditions in advance, and weather conditions may be different in different parts of the School District. Do not send your child to school if it is unsafe. Call your school's attendance line to indicate your child is unable to attend due to severe weather or poor road conditions.

Late Starts: Generally, if school starts late due to poor weather or other emergency, the School District announces a two-hour late start. In that case, estimated bus pick-up times, entrance bells, and starting times for school will be two hours later than usual.

Early Releases: If there is a potentially dangerous storm arriving during the school day, school may be released early. It is important for all students to know what to do if school closes early. Please review procedures with your child and update your child's emergency contact card with contact information.

## Searches

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

Lockers and Personal Possessions Within a Locker: According to state law, school lockers are the property of the School District. At no time does the School District relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks: School desks are the property of the School District. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person: The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

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

## **School-Sponsored Student Publications**

The School District may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and School District policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to editorial control by the School District over the style and content when the School District's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

## **Student Publications and Materials**

The policy of the School District is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non-school-sponsored publications may not be distributed without prior approval.

## **Student Records / Directory Information**

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. However, some information—called Directory Information—is public unless a parent directs the School District not to share the information. For more information, see the notice for Policy 515 in the Appendix or view [Policy 515](#) at the District Office or from the School District's website.



## Surveys of Students by the District

Occasionally, the School District utilizes surveys to obtain student opinions and other information. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see the notice for Policy 520 in the Appendix. A complete copy of Policy 520 may be obtained at the District Office or from the School District's website.

## Trespassing

1. Minnesota Statute 609.605 explains that a person must not enter or be found in a public school unless the person:
  - a. is an enrolled student in, a parent or guardian of an enrolled student in, or an employee of the school or school district;
  - b. has permission or an invitation from a school official to be in the building;
  - c. is attending a school event, class, or meeting to which the person, the public, or a student's family is invited; or
  - d. has reported the person's presence in the school building in the manner required for visitors to the school.
2. A person may not be on the roof of a public-school building unless the person has permission from a school official to be on the roof of the building.
3. A person who boards a school bus when the bus is on its route or otherwise in operation, or while it has students on it, and who refuses to leave the bus on demand of the bus operator, is also committing trespassing.

## Valuables

The School District strongly discourages students from bringing valuables to school. The School District is not responsible for lost or stolen items. If a valuable is lost or stolen, a report to the school office should be made promptly.

## Video and Audio Recording

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

Places Other Than Buses: School District buildings and grounds may be equipped with video cameras. Video surveillance may occur in any School District building or on any School District property.

## Visitors/Contractors

When allowed, all visitors and contractors must report directly to the school office upon entering the building unless there is an event open to the public. Visitors and contractors will sign in using a government-issued identification card, wear a "visitors badge" while in the building during the school day, and sign out when they leave. The principal must pre-approve a visit to a classroom during instructional time one day in advance. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor/contractor does not comply with School District procedures or if the visit is not in the best interests of the students, employee, or the School District. Students not enrolled in the Red Wing School District are not allowed to visit during instructional time.

## **Volunteers**

When allowed, parents/guardians and community members may volunteer to be classroom tutors, chaperones, classroom speakers, etc. Interested individuals should contact the building secretary before the date of the volunteer activity. Depending on supervision levels, duration, and nature of the work, volunteers may be required to complete a “[Volunteer Application Form](#)” and/or criminal background check prior to their work. Volunteers must sign in at the office when entering the building and follow other procedures outlined for visitors.

## **Withdrawing Students**

If your child withdraws from school, please submit a note signed by a parent or guardian to the school office with updated contact information and the last date of enrollment. On his or her last day of school, the student will have teachers sign a withdrawal form, return textbooks and other materials, remove items from lockers and desk areas, pay all fees, and submit the completed form to the school office. Provide your child’s new school with our school address, so they can request school records directly from us.

# **Academics**

## **5Rivers Online School**

5RiversOnline is a tuition-free online K-12 public school through the Goodhue County Education District. For enrollment and other information, visit [5riversonline.org](http://5riversonline.org).

## **Flexible Learning Days**

A Flexible Learning Day is a school day when students complete online instruction or prepared activities at home during inclement weather or other necessary circumstances.

Notification: The District will call, email or text families when a flexible learning day will be implemented. Please note that announcements will not be made on radio or television stations.

Preschool and Elementary: Students in grades E-6 will complete a Flexible Learning Menu sent home and linked at [rwps.org](http://rwps.org). These activities can be completed with or without technology. Due dates for work completion will be one week after the Flexible Learning Day, which allows students without Internet access at home to complete the work.

High School: Students complete work that will be posted on Google Classroom by 9:00 am. Teachers, administrators, and other licensed professionals will be available for virtual office hours via Google Meets, email, or phone between 9:00 am – 11:00 am and 12:00 pm – 2:00 pm. Assigned work may require technology. Due dates for work completion will be one week after the Flexible Learning Day, which allows students without Internet access at home to complete the work.

## **Alternative Educational Opportunities**

Some students may be at risk of not completing their educational programs. The School District provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Contact the district office at 651-385-4501 for additional information.

## **College Testing Accommodations**

Students with a disability may qualify for accommodations for college entrance or placement exams, such as the Accuplacer, ACT, or SAT. For details, contact a high school counselor as soon as possible to make arrangements.

## Extended School Year Opportunities

The School District provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. Contact Special Education Coordinator at 651-385-4506 for additional information.

## Field Trips

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

Students must be enrolled in the School District for at least 50% of their day for at least two months in order to be eligible to participate on a field trip. A part-time student's coursework in the school must be relevant to the field trip. For example, if a student is in an elementary science class as a shared-time student, he/she may attend the field trip to the Science Museum. Exceptions will be reviewed if students have recently moved into the School District or participate in the Post-Secondary Enrollment Options (PSEO) program.

## Technology Responsible Use

The School District will offer Chromebooks to every student in grades K-12. Additional information about the initiative will be included in a separate handbook. The School District also utilizes a variety of technology-related resources, including Google Apps for Education. Students are expected to follow these responsible use guidelines:

- To maintain a positive learning environment, teachers will make reasonable efforts to monitor student conduct related to class content. All participants will respect the teacher's time and professionalism by supporting the same positive approach.
- Students will adhere to [Policy 524](#) (available at [www.rwps.org](http://www.rwps.org) > District > Policies and Handbooks). All participants will be respectful in their postings and comments. No threatening comments, cyber-bullying; inappropriate language; personal insults; profanity; spam; racial, sexual or religious harassing or discriminatory remarks will be tolerated.
- All participants must protect their login and password information. If participants suspect that a password has been compromised, they must notify their teacher immediately. No participant may share his or her login information or information about the site with anyone who is not a participant. Red Wing Public Schools maintains the right to terminate the access and use of student and employee Google accounts when there is a reason to believe that violation of law or School District policies have occurred. The alleged violation will be directed to the building principal and addressed according to the procedures outlined in district policy and/or student handbooks.
- Red Wing Public Schools cannot and does not guarantee the security of electronic files used in Google Apps for Education. Google does have a content filter; however, the School District cannot ensure that users will not be exposed to unsolicited information.

### Questions or Concerns

Contact a building principal with questions about Google Apps for Education or other technology-related issue.

## Grades and Report Cards

Student grades will be reported regularly during the year. Report cards are distributed to students, handed out at conferences, mailed to parents/guardians, and/or available online if a parent account has been established. Directions on how to register for ParentVue are available from the school office.

## Graduation Requirements, Ceremony, and Honors

Graduation requirements are outlined in Policy 613. The Red Wing High School Program of Studies includes information about early graduation, credit transfer, and honors.

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

Students taking classes in Advanced Placement, Project Lead the Way, College-in-the-Schools, Concurrent Enrollment, World Language at level 3 or higher (excluding independent study courses), Honors and/or Pre-Advanced Placement have weighted grades using a 1.15 multiplier. Grade point averages (GPAs) are determined by dividing the total point value of course grades by the number of courses taken. Courses taken for a "P" (Pass) do not calculate in the GPA. Class rank will be reported on the transcript based on both the weighted GPA and the unweighted GPA.

Graduation recognition is based on the students' cumulative weighted GPA after semester 1 of the senior year. Students are recognized by colored cords and will be identified in the graduation commencement program. A student must complete a minimum of half of the required credits at Red Wing High School to be considered for graduating with Honors/Distinction/Highest Distinction:

Graduating with HONORS	3.66 (weighted GPA)
Graduating with DISTINCTION	3.83
Graduating with HIGHEST DISTINCTION	3.93

## Homework

The amount of homework varies by teacher and subject area. Parents/guardians are encouraged to use StudentVue, ParentVue or Google Classroom Reports ensure their children complete homework thoroughly and promptly.

## Incompletes

Students must complete all required work for a subject within two weeks after the issuance of the report card. Any exceptions to extend this deadline must be approved by the building principal. At the high school, students who receive an incomplete on their quarter or semester report card will have two weeks from the first day of the quarter or semester to address it. After that time, the grade will be changed to an "F." Any exceptions to extend this deadline must be approved by the building principal.

## Post-Secondary Enrollment Options

Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders may take one career/technical PSEO course. If they earn at least a grade C in that class, they may take additional PSEO courses.

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide information to all students in grades 8-11 and their families by March 1, every year. Students must notify their school by May 30th if they want to participate in PSEO for the following school year. For current information about the PSEO program, visit the Minnesota Department of Education's Postsecondary Enrollment Options (PSEO) webpage.

## Professional Qualifications of Teachers

For information on staffing credentials, access Minnesota Department of Education websites to learn more about staffing profiles as well as view an individual teacher's license. If a parent/guardian requests it, the School District will provide information regarding the professional qualifications of their child's classroom teachers, including, at a minimum, the following:

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

The School District will provide parents/guardians with information about their child's level of achievement on state academic assessments. A notice will be provided to parents/guardians if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

## Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and/or parents/guardians feel that it is in the best interest of the student. The Superintendent's decision will be final. Contact your child's principal to obtain information about services available to help students succeed in school.

## Refusal for Student Participation in Statewide Testing

To opt your child(ren) out of taking statewide assessments, each year parents/guardians must complete the "Parent/Guardian Refusal for Student Participation in Statewide Assessments" form, which is included in the Appendix. Please submit the form to the student's school no later than January 15th. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment.

## Vocational Opportunities Annual Notification

Red Wing Public Schools provide a variety of vocational opportunities through business, industrial technology, agriculture, and family and consumer science departments. This notice informs students, parents, employees, and the general public that these opportunities are offered regardless of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, age, or sexual orientation, including gender identity and expression. The School District also ensures a free appropriate public education for students with disabilities, including regular or special education and related aids and services. Admission in the specific courses is determined by grade level, and in some cases, completion of prerequisite courses.

The school board has designated the following people to coordinate the school district's efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments Act of 1972:

Title IX Coordinator	Alternative Title IX Coordinator (if Title IX Coordinator not available)
Chris Picha Red Wing Public Schools 2451 Eagle Ridge Drive Red Wing, MN 55066 651-385-4511	Martina Wagner, Superintendent Red Wing Public Schools 2451 Eagle Ridge Drive Red Wing, MN 55066 651-385-4502 <a href="mailto:mtwagner@rwps.org">mtwagner@rwps.org</a>

The school board has designated the following people to coordinate the school district's efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1972:

ADA/Section 504 Coordinator	Alternative ADA/Section 504 Coordinator (if ADA/Section 504 Coordinator not available)
Cherie Johnson, Executive Director Goodhue County Education District 395 Guernsey Lane Red Wing, MN 55066 651-388-4441 <a href="mailto:cjohnson@gced.k12.mn.us">cjohnson@gced.k12.mn.us</a>	Kayla Awolope, Assistant Special Education Director Red Wing Public Schools 2451 Eagle Ridge Drive Red Wing, MN 55066 651-388-4441 klawolope@rwps.org

Course descriptions for vocational offerings, as summarized below, can be viewed in the [RWHS Program of Studies](#) at [rwps.org](http://rwps.org)>Schools>Red Wing High School>Quick Links for Students/Parents>Program of Studies.

Department	Areas of Course Offerings
Agriculture	Fish and wildlife, landscape & plants, animals, aquaculture, economics, on-the-job training, youth leadership & communications, and independent study.
Business	Retail management and entrepreneurship, marketing, information processing, computer applications, accounting, research and technology, business law, and personal finance.
Family and Consumer Science	Family, child psychology, housing and interior design, independent living, culinary arts, and nutrition.
Industrial Technology	Engineering, woodworking, metalworking, power, and industrial business,

## Attendance

### Importance of 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.

### Mandatory Attendance Law

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. §120A.22, students of the School District (including enrolled kindergarten students) are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the School Board from attendance because the student has already completed state and School District standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

### Responsibilities

*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 a student is absent, and to work cooperatively with the school and the student to solve any attendance problems that may arise. Parents/guardians are encouraged to check on attendance records using an online account. Contact the building secretary to obtain account information.

**Teacher's Responsibility:** It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

**Administrator's Responsibility:** It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

## Reporting Procedures

If your child cannot attend school, please leave a message on the day of absence at the following. You may also drop off a signed note before the absence or on the day your child returns to school. If no phone call or note is received by the school, the absence will be marked as unexcused.

Colvill Family Center	651-385-8000	
Sunnyside Elementary School	651-385-4580	<a href="mailto:SESattendance@rwps.org">SESattendance@rwps.org</a>
Burnside Elementary School	651-385-4715	<a href="mailto:BEsattendance@rwps.org">BEsattendance@rwps.org</a>
Twin Bluff School	651-385-4550	<a href="mailto:TBMSattendance@rwps.org">TBMSattendance@rwps.org</a>
Red Wing High School	651-385-4660	<a href="mailto:RWHsattendance@rwps.org">RWHsattendance@rwps.org</a>

In the voicemail message or note, please include the following:

- Parent/guardian's name
- Student's name and grade
- Student's classroom teacher if the student is at Colvill, Sunnyside, or Burnside
- Reason for absence
- Date of absence (and exact time if absence will be a partial day)

## Checking Students In at School

**Elementary:** Any elementary student who arrives after the beginning of the school day, regardless of the reason, must have a parent sign them in at the office before reporting to the classroom.

**Middle School:** Any middle school student who arrives after the beginning of the school day, regardless of the reason, must have a parent sign them in at the office before reporting to the classroom.

**High School:** Any high school student who arrives at school after the beginning of the school day, regardless of the reason, must report to the office before reporting to the classroom.

## Checking Students Out of School

**Elementary:** Any elementary student leaving school before dismissal must be accompanied by their parent or guardian. The parent or guardian may be asked for identification and must sign out the student through the school office. If a parent or guardian cannot pick up the student, contact the office to make special arrangements to ensure the safety of each student.

Middle School: Any middle school student leaving school before dismissal must be accompanied by their parent or guardian. The parent or guardian may be asked for identification and must sign out the student through the school office. If a parent or guardian cannot pick up the student, contact the office to make special arrangements to ensure the safety of each student.

High School: Any high school student leaving school before dismissal must take a signed note from their parent/guardian before school to the office. A pass will be given to the student. The student will show the pass to his or her classroom teacher upon departure and then sign out through the office.

## **Excused and Unexcused Absences**

The building principal or their designee determines if an absence is excused or unexcused within the limits of Policy 503: Student Attendance. The building principal may excuse absences for the following reasons:

- Illness.
- Serious illness in the student's immediate family.
- A death or funeral in the student's immediate family or of a close friend or relative.
- Medical, dental, or orthodontic treatment, or a counseling appointment.
- Court appearances occasioned by family or personal action.
- Religious instruction not to exceed three hours in any week.
- Physical emergency conditions such as fire, flood, storm, etc.
- Official school field trip or other school-sponsored outing.
- Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- Family emergencies.
- Active duty in any military branch of the United States.
- A student's condition that requires ongoing treatment for a medical diagnosis.
- Pre-approved family vacations.
- Severe weather or poor road conditions.

## **Extracurricular Activities / School-Sponsored On-the-Job Training**

Students may participate or attend school activities or programs (including games, practices, and school-sponsored on-the-job training) on a given day only if:

- The student does not have any unexcused absences from any class or advisory period on that day;
- The student is not suspended (in-school or out-of-school) from any class or advisory period on that day; and
- The student is in attendance at school for more than half of a normal school day unless exempted by the building principal or their designee.

## **Family Vacations and Other Pre-Arranged Absences**

If there is a planned family vacation or other pre-arranged absence, parents/guardians should contact the school office at least one week in advance so that arrangements can be made to help the student academically during the absence. To be excused, the building principal or their designee must approve of the absence.

## **Hall Passes**

Hall passes are issued to students to use the bathroom, visit the school office, meet with the student's case manager, or visit the building nurse. Hall passes for other reasons are at the teacher's discretion.

## **Homework Request / Make-Up Work**

Elementary Schools: If a student is absent for a single day, the student may obtain any make-up work from the teacher upon returning to school. If a student will be absent for multiple days, homework may be requested by calling the school office or by contacting the classroom teacher directly. Homework may then be picked up in the school office when ready.

Middle School: If a student is absent for a single day, the student may obtain any make-up work from the teacher upon returning to school. If a student will be absent for multiple days, homework may be requested by calling the school office or by contacting the classroom teacher directly. Homework may then be picked up in the school office when ready.



High School: Students and/or parents/guardians are encouraged to contact their teachers directly via email to obtain their homework, class notes, and other information. However, if requested through the office, homework can be collected from teachers so it can be picked up at the school office. High school students shall be given a minimum of two school days to make up missed work for each day's absence. Additional make up time may be made in agreement with the student's teacher(s).

## **Illness or Injury during the School Day**

Any student who becomes ill or injured during the school day must report to the building nurse before going home. The nurse will assist the student in contacting their parent or guardian to determine if the student should remain in school, be picked up or leave independently (only if the student is in high school). Students will be marked with an unexcused absence if they call parents/guardians directly and leave school without following these procedures.

## **Returning to School after an Absence**

Elementary Schools: Students returning to school after an absence may report directly to their classroom. Parents should contact the school attendance line or email address to excuse an absence. Excessive absences may affect the student's truancy status with Goodhue County.

Middle School: Students returning to school after an absence may report directly to their classroom. Parents should contact the school attendance line or email address to excuse an absence. Excessive absences may affect the student's truancy status with Goodhue County

High School: Students should return directly to their first period class upon return from an absence. If a parent or guardian excused the absence, the teacher will admit the student to class. If the student did not have an excused absence, the student will report to the high school office to address the absence. The student is responsible for addressing unexcused absences in a timely manner; otherwise, the absence may affect the student's truancy status with Goodhue County.

## **Tardies**

General Statement: Students are expected to be in class and prepared to learn at the beginning of every day and at the beginning of every class period.

Sunnyside and Burnside Elementary Schools: Students late to school must enter Door #1 and visit the office to obtain a pass before proceeding to the classroom.

Twin Bluff School: Students late to school must enter Door #18 and visit the office to obtain a pass before proceeding to the classroom.

Red Wing High School: Students late to school must enter Door #1 and sign in at the attendance desk. Teachers will manage unexcused tardies by issuing a warning (1<sup>st</sup> offense), teacher detention (2<sup>nd</sup> offense), and behavior referrals to the office for a principal's detention (3<sup>rd</sup> and subsequent offenses).

## **Excessive Absences: Continuing Truant**

A child is considered to be a continuing truant child if he/she is absent from school, without valid excuse within a single year, for:

- Three days if the child is in elementary school; or
- Three or more class periods on three days if the child is in middle school or high school

Policy 503 outlines responsibilities of the School District and parents/guardians when a child is considered to be continuing truant.

## **Excessive Absences: Habitual Truant**

A child is considered to be a habitual truant child if he/she is under the age of 17 years and is absent from attendance at school without a valid excuse for:

- Seven days per school year if the child is in elementary school; or
- One or more class periods on seven days per school year if the child is in middle school or high school.

Furthermore, a child who is 17 years of age is a habitual truant if he/she is absent from attendance at school without a valid excuse for one or more class period on seven days per school year and has not lawfully withdrawn from school.

A School District attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A. This may include referral to the Goodhue County Attorney's office for a Truancy Petition.

# Discipline Expectations

*Additional rules and discipline expectations are located in other portions of this handbook as well as policies, and procedures and regulations developed by site or district administrators. School Board policies are available at the District Office or at [rwps.org](http://rwps.org) > District > Policies, Handbooks, and Notices.*

## Backpacks and/or Book Bags

Students are encouraged to use their assigned locker but may use backpacks and/or book bags to bring items to/from school and throughout the school day.

## Cell Phones and Other Electronic Devices

Students are prohibited from using a cell phone or other electronic device to engage in conduct prohibited by School District policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the School District has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the School District may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students in violation of School District policies may be subject to disciplinary action pursuant to the School District's discipline policy. In addition, a student's cell phone or electronic device may be confiscated and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the School District will be returned in accordance with school building procedures.

Cell phones and other electronic devices may never be used in locations where people would reasonably expect privacy regardless of the time of day. Examples of locations include bathrooms, locker rooms, changing rooms, nurse's office, other offices, and similar areas.

Colvill Family Center
Students are not allowed to bring cell phones or other electronic devices to school.
Elementary Schools
Students are prohibited from using personal cell phones and other electronic devices during the instructional day. These devices must be stored in silent or "off" mode from the student's arrival at school until dismissal at the end of the day. A cell phone or other electronic device used or visible during the instructional day will be confiscated and a parent will be expected to pick up the device. Other consequences may also be assigned.
Twin Bluff Middle School
Students are prohibited from using personal cell phones and other electronic devices during the instructional day. These devices must be stored in their locker in silent or "off" mode from the student's arrival at school until dismissal at the end of the day. A cell phone or other electronic device used or visible during the instructional day will be confiscated and the following consequences will be assigned:  <u>First Offense:</u> Student may pick up from office at the end of the day. <u>Second Offense:</u> Parent must pick up from office, one (1) period of detention <u>Subsequent Offenses:</u> Parent must pick up from office after student serves three (3) periods of detention
Red Wing High School
Student use of cell phones is at the teacher's discretion. Students shall not use any electronic device that in any way causes an interruption to the learning environment.  1 <sup>st</sup> violation: Warning & re-teaching by the teacher to have the student put the cell phone or device away.  2 <sup>nd</sup> & subsequent violation: Teacher may confiscate the device until the end of the class period when it will be returned to the student. Teachers also contact parents and submit a minor PBIS (Positive Behavior Intervention Strategies) form on Google.

Insubordination and frequent violations: If the student refuses to give the device to the teacher or continuously uses technology inappropriately during class time, the teacher may write a major referral and confiscate the device for delivery to the main office where the incident will be addressed by building administration.

## **Discipline Code and Consequences**

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. See [Policy 506](#) for detailed information about the discipline code and consequences. Each school may have additional behavioral guidelines.

## **Dress and Appearance**

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications, may be sent home for the day, and/or face additional disciplinary consequences. A parent or guardian will be notified. See [Policy 504](#) for detailed information.

## **Drug-Free School and Workplace**

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The School District will discipline or take appropriate action against anyone who violates this policy. District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with Policy. As appropriate, the School District will provide instructional programming on chemical abuse and the prevention of chemical dependency.

## **Electronic Information Resources**

All School District students have conditional access to the School District's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the School District's system is a privilege, not a right. Unacceptable use of the School District's computer system or the Internet may result in one or more of the following consequences:

- suspension or cancellation of use or access privileges
- payments for damages and repairs
- discipline under other appropriate School District policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

Students are expected to understand and agree to abide by the policy as a condition of use of the School District's computer system. See [Policy 524](#) for detailed information.

## **Harassment and Violence Prohibition**

The policy of the School District is to maintain an educational, learning, and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, disability, or sexual orientation, including gender identify and expression. See [Policy 413](#) for detailed information.

## **Hazing Prohibition**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the School District's "Student Discipline" policy. See [Policy 526](#) for detailed information.

## **Pupil Fair Dismissal Act**

Minnesota's "[Pupil Fair Dismissal Act](#)," which includes information about suspensions, expulsions, and other disciplinary proceedings, is found in the Appendix.

## **Tobacco-Free Schools**

School District students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or electronic cigarettes in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Individuals may not possess any type of tobacco, tobacco-related device, or electronic cigarette in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to School District discipline. See [Policy 419](#) for detailed information.

## **Weapons Prohibition**

The purpose of this policy is to assure a safe school environment for students, staff and the public. No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The School District will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. See [Policy 501](#) for detailed information.

# **Resources and Support Services**

## **Chemical Pre-Assessment Teams**

Each building has a chemical pre-assessment team that is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses. Any person with concerns about the chemical health of a student may make a referral to this team by contacting the building principal. At a pre-assessment meeting, the needs for the student are discussed and an action plan may be established. See [Policy 417](#) for additional information.

## **Goodhue County Health and Human Services**

The School District has a strong relationship with Goodhue County Health and Human Services, including its social services division. Direct individual, group, and family services may be available to qualifying students on Individual Education Plans (IEPs) by calling 651-385-3232. Crisis shelters and crisis foster homes are also available for severe crisis situations.

## **Instructional Media Center (IMC)**

Each school has an IMC that provides learning resources for students and staff members. The media centers may be available for student use before and after the instructional day. The IMCs are part of the South Eastern Libraries Cooperating System (SELCO) so resources are available from media centers throughout the region. Because we are not able to review all items students read from SELCO, parents are encouraged to monitor resources obtained through SELCO at home. SELCO is available only at RWHS. Additional guidelines about the use of the IMC will be issued early in the school year.

## **Mental Health Therapists**

The school district contracts with a local mental health therapy provider for school-linked mental health services for students at selected schools. School staff will contact parents if there is a concern about a specific student. After initial paperwork has been completed, the mental health therapist will contact parents to make arrangements for an intake session.

## **School Resource Officer (SRO)**

In collaboration with the Red Wing Police Department, a School Resource Officer (SRO) works in the School District to primarily serve as a resource for students, staff members, and community members. The officer also investigates behavior that could lead to criminal charges.

## **Section 504 Plans**

The Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. An eligible student under Section 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks. Refer to the Section 504 Manual, which is located with each building's Section 504 Coordinator, for additional information.

## Special Education

Special education means specially designed instruction, at no cost to the parents, to meet the unique needs of a child with a disability. Special education programs are designed for those students who are mentally, physically, socially, and/or emotionally delayed so that they are behind their peers. Due to these special requirements, students' needs cannot be met within the traditional classroom environment. Special education services adapt content, teaching methodology, and delivery instruction to meet the appropriate needs of each child. Contact the building principal and/or Assistant Director of Special Education for additional information.

Notice is hereby given as to the length of time that a child's special education file will be maintained until after a child's 21<sup>st</sup> birthday in accordance with the School District's retention schedule. At that time, the contents will be destroyed with the exception of the child's last IEP/IIIP, all evaluation reports, Notice of Proposed Action, standardized and achievement test results, student's name, address, phone number, grades, attendance, and grade level completed.

## Student Assistance Teams

The Student Assistance Team (SAT) for a site may consist of the principal, other building administrators, selected teachers, special education lead, school psychologist, nurse or nurse assistant, guidance counselor, social workers for the School District and county, chemical health specialist and others as needed. Any person with concerns about a student may make a referral to the SAT by completing a referral form that is available in each office. Team members review referrals, suggest alternative approaches for the classroom, and suggest additional services through the School District or county.

## Title I Services

The Title I program assists children in grades K-4 who need extra help in reading and/or mathematics. Teacher referrals and test results are used to determine which students are eligible to receive Title I services. Parents/Guardians are contacted before students enter the program. Paraprofessionals provide Title I services under the direction of Title I Lead Teachers. Students are referred for Title I services based on multiple assessments administered in reading and/or math. The Title I Team also considers teacher and parent/guardian recommendations.

## Title VI / Native American Education Programming

Title VI: Title VI is a federal program that provides eligible Native American students with tutoring, cultural enrichment, and other services to meet their culturally-related academic needs. The program's goal is that all Native American students will be academically successful, meet proficiency standards in reading and math, access cultural enrichment activities and opportunities, and access other support services through liaisons and tutors. Eligible students may participate in the Title VI program if they have an ED Form 506 completed and on file with the School District. Completed forms should be sent to:

Student Services and Ed-Fi Coordinator  
Red Wing Public Schools  
District Office  
2451 Eagle Ridge Drive  
Red Wing, MN 55066

Native American Parent Committee: The Native American Parent Committee meets regularly during the school year to review the needs of our Native American students. Meetings are open to all parents and guardians of Native American children.

School-Home Liaison for Native American Programming: Contact Phillip White, the School-Home Liaison for Native American Programming, at [pcwhite@rwps.org](mailto:pcwhite@rwps.org) for information.

# Health Services

## Contact Information for Nurses

School	Contact Information
Colvill Family Center	651-385-2537 ext. 4441
Sunnyside Elementary	651-385-4577
Burnside Elementary	651-385-4704
Twin Bluff School	651-385-4535
Red Wing High School	651-385-4611
District Licensed School Nurse	651-385-4509

## Communicable Diseases

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

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

## First Aid

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

## Hearing and Vision Screening

Kindergarten, first, and third graders are screened for hearing in the fall. Kindergarten, first, third, fifth, and seventh grade students are screened for vision in the fall. If any concerns are detected, a referral letter is sent to parents/guardians. If questions, please contact a building nurse.

## Homebound Instruction

School-age children who are unable to attend school because of a prolonged illness or physical handicap are provided with homebound instruction. A certified teacher will visit your child at home, hospital, or other location to provide the instruction. If homebound instruction is needed, contact the school office.

## Illness or Injury at School

Students who become ill or injured at school are expected to report to the building nurse who will contact a parent/guardian. Transportation home and medical care are provided by parents/guardians or designees. If you cannot be contacted, emergency contacts will be called, so it is important to update phone numbers and other information for your emergency contacts.

## Immunizations

State law mandates that every student attending school shall have immunizations up to date and verified, so your child will not be allowed to be in school without proper immunizations. Parents may request an exemption based on medical needs or conscientious objection. To obtain a list of immunizations needed or to obtain an exemption request, visit [www.rwps.org](http://www.rwps.org) > Departments > Health Services.



## Medications During the School Day

To allow disbursement of medications during the school day, parents/guardians are required to deliver a note signed by a physician, directions for administering the medication, and medicine in the original container labeled by a pharmacist. A release form must also be signed. No child is allowed to bring medication to school to take on their own. Over-the-counter medicine such as cough drops or pain medication also requires parental permission. (See policy 516 Student Medication & 516.5 Overdose Medication)

Students are not allowed to carry medicine unless the building nurse approves an exemption for:

- Prescription asthma medications administered with an inhaler pursuant to School District procedures;
- Medications administered as noted in a written agreement between the School District and parent/guardian;
- Medications specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP).
- Students are allowed to carry Epi-Pens after receiving authorization from the building nurse. The building nurse will need a doctor's order and parent permission.

## Transportation Services

### Overview

The School District provides free transportation to Sunnyside and Burnside elementary students who live at least one mile from their school, Twin Bluff middle school students who live at least one and a half miles, and the Red Wing High School students who live two miles or more from the school. The School District contracts with First Student. to provide transportation for K-12 public and approved parochial and Charter students as well as early childhood special education students in the School District. Students attending Tower View Alternative Learning Center do not receive transportation services.

### First View App to Track Buses

The free "First View" app allows parents/guardians to track the progress of their child's bus each day. You may find the FirstView app on your preferred online app search.

### Contact Information

If you have questions or concerns about transportation services, please contact:

Questions about:	Contact Person	Email and Phone
Routing "No Bus" Zones	Transportation Department	<a href="mailto:transportation@rwps.org">transportation@rwps.org</a> 651-385-4795
Location of a bus Lost and found items Complaints about drivers Discipline issues Other on-the-bus issues	First Student Bus Company	<a href="mailto:Terrence.Johnson@firstgroup.com">Terrence.Johnson@firstgroup.com</a> 651-388-8244
Behavior at bus stops Behavior walking to school	Tricia Perau SES Student Support Coordinator  Jordan Flynn BES Student Support Coordinator  Bobbi Seleski TBS Assistant Principal  RWHS Assistant Principal	<a href="mailto:tmperau@rwps.org">tmperau@rwps.org</a> 651-385-4570  <a href="mailto:jfflynn@rwps.org">jfflynn@rwps.org</a> 651-385-4700  <a href="mailto:baseleski@rwps.org">baseleski@rwps.org</a> 651-385-4530  651-385-4600

## Routing Rules and “No Bus” Zones

### Criteria

The School District provides free transportation to Sunnyside and Burnside elementary students who live at least one mile from their school, Twin Bluff middle school students who live at least one and a half miles, and the Red Wing High School students who live two miles or more from the school.

### Calculation of Distances

Versa Trans, a school bus routing software system, is used to calculate distances from the student’s home to the closest school boundary (not the front entry of the school building). Google Earth and other mapping software programs generally show distances from the home to a particular point on school property, so they are not used to calculate distances from homes to the school.

### Reasons for Possible Exceptions to “No Bus” Zones

1. Individual Education Program (IEP) requirements: If authorized by the child’s IEP, students may receive special education transportation services.
2. Medical needs: Students may receive special transportation services if they have particular medical needs that are verified in writing by a medical doctor. To request special transportation for medical reasons, parents/guardians must submit a signed doctor’s note describing the reasons for special transportation. The Section 504 team will review the information with regard to transportation, recess, physical education coursework, and after-school activities.
3. Hazardous routes: Transportation will be provided to students who are unable to walk to school without using a “hazardous route.” Hazardous routes include the railroad tracks for all students, Highway 58 for students in grades K-6, stretches of Highway 58 in city limits where there is no walking path, and Highway 61 for students in grades K-6.

### Private Daycare

If a child’s home and daycare are different, you must complete a Transportation form. This form can be found on our district website, or you may contact our District Office Student Services at 651-385-4500.

### Address Limitations

Parents must select **ONE** address for transportation pick up and drop off between home and school.

### Private Property

Except when there are special circumstances as determined by the router and bus company, buses are not allowed to be routed on private property, including rural driveways. A liability waiver signed by the property owner may be required.

### Process for Exception Requests

Contact the transportation department at [transportation@rwps.org](mailto:transportation@rwps.org) or 651-385-4795 to request an exception to the “no-bus” zones. Parents/guardians must include their name, contact information, student names and grades, and specific reasons for the request. The transportation department will review requests and construct a waiting list in case “no-bus” zones are changed.

## Bus Stops

Criteria for Determining Bus Stops: Bus routing is designed for buses to travel on main roads so students can be picked up and dropped off at central locations called “neighborhood bus stops.” Bus stops are generally located at corners or intersections when possible. There are exceptions, especially with rural routes and house stops on very busy roads or mid-way on long streets. Older students are expected to walk or ride their bike further to/from bus stops.

Why are Bus Stops Near Corners or Intersections: Bus stops are generally placed near corners or intersections to enhance safety and efficiency:

1. Students should cross at corners rather than the middle of the street.
2. Traffic controls such as stoplights and signs are located at corners. Motorists expect school buses to stop at corners, slow down at corners, tend to be more cautious as they approach intersections, and are less likely to pass buses at corners than along a street.
3. In the winter, salting and sanding are usually done at corners, providing safer stopping for buses and cars.
4. Buses use their eight-way light system and stop arm when picking up and dropping off students. Corner stops allow ample time for the driver to activate the yellow warning lights before reaching the stop.
5. Bus drivers, especially substitutes, can see corner stops more easily than house numbers, especially in bad weather, before dawn, and after dusk.
6. Ride times for students are shorter if buses are kept on main roads and there are fewer stops. Route changes for students can be more easily accommodated when stops are at corners.

Other Bus Stop Considerations: When determining bus stop locations, our router also reviews the volume of traffic during bus pick-up and drop-off, if the stop is on a residential street or arterial road, length of walk to the stop, whether or not students need to cross a busy street to get to the stop, age of the student, and whether or not a turn-around is needed at the stop.

Criteria Not Considered for Adding a Stop or Making a House Stop:

1. Bus stops are not necessarily within the line of sight of a home or daycare. We encourage parents to be out at bus stops to promote proper pedestrian and bus stop behavior.
2. To minimize the length of bus rides, buses do not stop at every house along the bus route.
3. A bus stop is not necessarily made because there may be only one student at a stop. Other students may be assigned to the stop but ride infrequently. Also, stops made at corners are safer and accommodate other students who may move into a neighborhood.
4. Bus stops are not made within cul de sacs because of the frequent need to backup and because they usually do not provide enough space for safe access, particularly in the winter and when cars are parked there.
5. Daylight and weather conditions are not part of the criteria for a bus stop change.

Other Routing Considerations: The order of pick-up and drop-off is designed to be the most efficient and within the shortest possible time. Students who board the bus first in the morning are not necessarily dropped off first in the afternoon if it is less efficient overall. The length of the bus ride depends on distance and the number of bus stops, so we minimize the number of stops and place bus stops at corners.

Bus Stop Change Requests: Bus drivers are not allowed to make bus stop changes without approval from the transportation department, and bus stop changes are not made during the first three weeks of school except to accommodate new students or those with daycare changes. If you would like to request a bus stop change, please complete a “Bus Stop Change Request” and return it to the transportation department. Include information about unique or unusual circumstances regarding your child’s current bus stop. After reviewing your request, the transportation department will contact you as soon as possible.

## **Short-Term Transportation Requests for Students**

To request special transportation due to a temporary medical disability, submit a request for special transportation that includes a physician’s statement of need defining reasons for the request and the length of time special transportation is needed. This information must be provided to the Special Education Coordinator.

## **Hiawatha Transit Option**

Students, including preschool students attending Colvill preschool programs, may request transportation services through Hiawatha Transit. There is a cost for this service. Contact 1-866-623-7505 for additional information.

## **Extracurricular Transportation**

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

## **Emergency Bus Passes**

In non-recurring emergency situations only, parents/guardians may request an emergency bus pass allowing their child to ride home on a different bus. The request will only be considered if the parent submits a request in advance by notifying the school office via email or written note.

Parents/guardians should also notify their child’s teacher about any changes regarding after school transportation routines. Staff will not alter students after school transportation routine without notification from the parent. Refer to “End of Day Changes” for additional information.

## **Timing of Bus Pick-up**

Parents/guardians are provided with an estimated bus pick-up time. Unless there are extenuating circumstances (such as inclement weather), students are expected to be prepared to board the bus at any time 5 minutes before or after the scheduled time. If buses arrive more than five minutes before the scheduled time, they will wait at the stop until 5 minutes before the scheduled time before leaving for the next stop. You may find the FirstView app at <https://redwing.k12.mn.us/>

## **Behavior Expectations at the Bus Stop**

1. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus.
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 to you before crossing the street.
9. No fighting, harassment, intimidation, or horseplay.
10. No use of alcohol, tobacco, or drugs.
11. Other school rules and regulations also apply.

## Behavior Expectations on the Bus

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 alcohol, tobacco, or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the bus.
11. Other school rules and regulations also apply.

## Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The School District's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. Consequences for school bus/bus stop misconduct will be imposed by the School District under adopted administrative discipline procedures, and serious misconduct may be reported to local law enforcement.

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be determined by the School District and/or its contracted transportation provider. Parents/guardians will be notified of any suspension of bus privileges.

The following chart shows typical consequences for school bus/bus stop misconduct. However, the School District maintains the right to impose different consequences depending on circumstances. Bus offense consequences for violations 1-4 may be waived if a student has been a habitual offender in previous years. Any weapons violation is referred to the Weapons Committee for additional consequences.

OFFENSE	GRADES E-6	GRADES 7-12
<b>FIRST</b>	<p>Warning</p> <p>The bus company may call parents/guardians. A bus violation report will be forwarded to the principal's office by the bus company, and the school will mail a copy to the student's parents/guardians.</p> <p>The principal or their designee may meet with the student.</p>	<p>Warning</p> <p>The bus company may call parents/guardians. A bus violation report will be forwarded to the principal's office by the bus company, and the school will mail a copy to the student's parents/guardians.</p> <p>The principal or their designee may meet with the student.</p>
<b>SECOND</b>	<p>Bus company will notify parents/guardians. A bus violation report will be forwarded to the principal's office by the bus company, and the school will mail a copy to the student's parents/guardians.</p> <p>The principal or their designee may meet with the student.</p> <p>May include up to 1-3 school-day suspension from riding the bus</p>	<p>Bus company will notify parents/guardians. A bus violation report will be forwarded to the principal's office by the bus company, and the school will mail a copy to the student's parents/guardians.</p> <p>The principal or their designee may meet with the student.</p> <p>May include up to 3-5 school-day suspension from riding the bus</p>
<b>THIRD</b>	<p>Bus company will notify parents/guardians. A bus violation report will be forwarded to the principal's office by the bus company, and the school will mail a copy to the student's parents/guardians.</p> <p>The principal or their designee may meet with the student.</p> <p>May include up to 3-5 school-day suspension from riding the bus</p>	<p>Bus company will notify parents/guardians. A bus violation report will be forwarded to the principal's office by the bus company, and the school will mail a copy to the student's parents/guardians.</p> <p>The principal or their designee may meet with the student.</p> <p>May include up to 5-10 school-day suspension from riding the bus</p>

<b>FOURTH</b>	<p>Bus company will notify parents/guardians. A bus violation report will be forwarded to the principal's office by the bus company, and the school will mail a copy to the student's parents/guardians.</p> <p>The principal or their designee may meet with the student.</p> <p>May include up to 5-10 school-day suspension from riding the bus</p> <p>Attendance of a parent/guardians and the student at a bus safety class is required. Student must have a certificate signed by the teacher of the bus safety class verifying completion of the course before bus privileges are returned.</p>	<p>Bus company will notify parents/guardians. A bus violation report will be forwarded to the principal's office by the bus company, and the school will mail a copy to the student's parents/guardians.</p> <p>The principal or their designee may meet with the student.</p> <p>May include up to 10-20 school-day suspension from riding the bus</p> <p>Attendance of a parent/guardians and the student at a bus safety class is required. Student must have a certificate signed by the teacher of the bus safety class verifying completion of the course before bus privileges are returned.</p>
<b>FIFTH+</b>	<p>Individually considered. Students may be suspended for longer periods of time. Suspensions could be through the remainder of the school year or into the following school year.</p>	<p>Individually considered. Students may be suspended for longer periods of time. Suspensions could be through the remainder of the school year or into the following school year.</p>

## Student Nutrition Services

### Overview and Information

Breakfast and lunch are available daily at all school sites E-12. Students may bring a prepared lunch from home and purchase milk at school, but they may not leave the building during lunch or order food for delivery to the school. All food and drink must be consumed in designated areas.

The webpage for the [Food Service Department](http://rwps.org) at [rwps.org](http://rwps.org) > District > Departments > Food Services includes relevant information and forms. If you have questions or concerns, please contact Jess Peña, Director of Student Nutrition Services, at [japena@rwps.org](mailto:japena@rwps.org) or 651-385-4583.

### Meal Prices and Applications for Educational Benefits

Each student may have one breakfast and one lunch free of charge each school day.

Your children may qualify for free or reduced-priced services that are offered through Red Wing Public Schools. To apply, complete a paper or online Application for Educational Benefits following the instructions. **A new application must be submitted each year.**

State funds pay for breakfasts for kindergarten students, so **all participating kindergarten students receive breakfasts at no charge.** If your application is approved, your students' school receives additional state funding.

### Payments and Meal Balances

General Information: The School District uses a computerized pre-paid meal accounting system. If purchasing a la carte, a payment into the student's lunch account is required prior to or on the first day of school. Staff and students will not be allowed to be in debt for a la carte. Prior to the first day of school, a la carte payments may be mailed or delivered to:

Red Wing Public Schools  
Attn: Food Service Department  
2451 Eagle Ridge Drive  
Red Wing, MN 55066

Checks should be written out to ISD #256. Please write your student's first and last name on the bottom of your check. You may write one check for multiple students as long as all students are denoted on the check. If you have students in multiple buildings, please submit a separate check for each building. Please place the check in an envelope marked NUTRITION SERVICES DEPT. After the first day of school, payments can be sent to school with your child(ren) or prepaid online.

[Schoolcafe.com](http://Schoolcafe.com) online payment solution provides parents with a safe and convenient way to prepay for students' meals online. [SchoolCafe.com](http://SchoolCafe.com) alleviates lost and forgotten lunch money and the issues associated with students carrying cash to school. For more information or to create an account, visit [Schoolcafe.com/register](http://Schoolcafe.com/register). There is a small processing fee for adding money into your child's account. If you choose to still send cash or check, please allow one week to process due.

*Guidelines for Meal Balances:* To purchase a la carte, a student's meal balance must have a positive balance. The Food Service Department will do its best to inform parents and students of a low account balance, but the final responsibility lies with the student and parent/guardian. Families will automatically be enrolled in the electronic notifications and will have to turn off this feature if not desired.

*Meal Balances When Leaving School:* When a student graduates or leaves the School District with a meal balance greater than \$10.00, the student is eligible for a refund. You must go to the Nutrition Services web page to submit a request for a refund. If requested by the parent/guardian prior to the end of the school year, any remaining balance can be transferred to a sibling's account by contacting Jess Peña Director of Student Nutrition Services, at [japena@rwps.org](mailto:japena@rwps.org) or 651-385-4583. Any remaining balance below \$10.00 will be placed into an Angel Account for students in need

## Requests for Food

The Kitchen Manager will handle some catering requests at his or her school site and will refer more complex requests to the Director of Student Nutrition. The Director of Student Nutrition will establish rates that will be charged for all food items and respective labor.

## Snacks and Other Food in Classrooms

Milk is provided to Kindergarten students at the discretion of the teacher, but snacks are not provided. Instead, Kindergarten students are encouraged to participate in the FREE Kindergarten breakfast program.

To prevent a possible allergic reaction, parents / guardians are discouraged from providing snacks to children other than their own. Teachers are discouraged from providing snacks for children in their classrooms. For special events, teachers may order individually packaged snacks by contacting the Kitchen Manager at their respective site.

Classroom snacks should be a healthy selection of whole-grains, low-fat dairy, fruits, and/or vegetables that are compliant with the Healthy Hunger-Free Kids Act of 2010. Snacks that fit these criteria offer smaller amounts of calories and more vitamins and minerals. See [Healthy Snack Information](#) for additional information on the Nutrition Services web page.

There are limits to the distribution to students of food/beverages that are prepared in a licensed kitchen. Contact the Director of Student Nutrition Services for additional information.

## Special Diet Restrictions

If your child has special dietary restrictions (such as the need for a gluten-free diet), please contact your child's school nurse so that an Individualized Health Plan (IHP) can be developed and implemented. If your child requires a special diet, based on his or her disability, please fill out the "Special Diet Statement" (available at [www.rwps.org](http://www.rwps.org) > District > Departments > Food Service). This form will need to be signed by a Medical Doctor or Doctor of Osteopathic Medicine.

If a child has been determined by a physician to have a disability and the disability prevents the child from participating in the meal service, modifications or substitutions can be made as prescribed by the physician at no additional charge to the student. Contact Jess Pena, Director of Student Nutrition Services, [japenarwps.org](http://japenarwps.org) or 651-385-4583 for additional information and ideas.

## **Non-Discrimination Statement for Food Services**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
  - (2) fax: (833) 256-1665 or (202) 690-7442; or
  - (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)
- This institution is an equal opportunity provider.

## **Health and Safety**

### **Accidents**

All student injuries that occur at school or school-sponsored activities should be reported to the school nurse or office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact parents/guardians.

### **Asbestos Management Update**

Pursuant to the Environmental Protection Agency 40 CFR part 763, during the past school year and continuing into the upcoming school year, the School District has completed semi-annual periodic surveillance inspections, completed three-year periodic inspections, repaired areas with asbestos, notified asbestos locations for short-term works such as plumbers and electricians, and trained district personnel.

Contact Alan Gaylor, the district's designated Asbestos Management contact person at 651-385-4524 with questions about this notice or the Asbestos Management Plan. Wendy German of Meridian Consulting may be contacted in an emergency at 651-385-4507.

Asbestos management plans can be viewed, without cost or restriction, during regular office hours at the District Buildings and Grounds Office. Or, you may view individual management plans at each school's office. Copies can be obtained for 10 cents per page.

### **Crisis Management / Prairie Island Nuclear Incident Plan**

The School District's "Crisis Management" plan addresses a range of potential crisis situations and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The School District conducts annual lock-down drills, fire drills, and a tornado drill. Because school buildings are located within ten (10) miles of the Prairie Island Nuclear Plant, the School District also has a Prairie Island Nuclear Incident Plan that outlines evacuation and sheltering-in-place procedures.



## Fragrance-Free Products

Strong scents and fragrances can contribute to poor indoor air quality. Many people experience unpleasant physical effects from scented products, and there is a growing number of people who suffer more severe reactions to these types of chemicals.

All teachers, students, and staff members are asked not to bring cleaning products, deodorizers, or other personal care products into the classroom unless they are identified as fragrance-free. In addition, cleaning products with strong scents are used after school hours. If a student or employee is affected by a specific scent, we ask that school staff eliminate the cause of the odor.

The School District also requests that all students and staff refrain from wearing excessive amounts of perfume, cologne, and other personal fragrances, and prefer you use unscented personal care products to promote a fragrance-free environment. Fragrance products include: Hand sanitizers, cologne, perfume, scented lotions, hair products, candles, aromatherapy, air fresheners, plug-ins, just to name a few. Red Wing Public Schools reserves the right to take action on a case-by-case basis. Exceptions to this policy are reviewed on a case-by-case basis and must be approved in advance by Alan Gaylor, the Director of Buildings and Grounds.

## Indoor Air Quality

The goal of the School District's Indoor Air Quality (IAQ) Management Plan is to provide indoor air quality that contributes to a favorable learning environment for students, productive work environment for teachers and staff, and healthy environment. The plan will not solve all IAQ concerns, but it is intended to serve as a road map to assist in managing IAQ. Contact Alan Gaylor, IAQ Coordinator, at [avgaylor@rwps.org](mailto:avgaylor@rwps.org) or 651-385-4524 or Wendy German of Meridian Consulting at 651-385-4507 for more information.

## Lead in Water Testing

Testing for lead in drinking water is conducted by the School District in accordance with Minnesota Statute 121A.335 and the Minnesota Department of Health's "Reducing Lead in Drinking Water: A Technical Guide for Minnesota's School and Childcare Facilities" recommendations. The School District last sampled all water sources within the last five years. Results can be viewed at [rwps.org](http://rwps.org) > District > Departments > Buildings and Grounds > Health and Safety. Contact Alan Gaylor, Director of Buildings and Grounds, at [avgaylor@rwps.org](mailto:avgaylor@rwps.org) or 651-385-4524 for more information.

## Pesticide and Herbicide Application Notice

Pesticides: Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. 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. All pest control materials are chosen and applied according to label directions per Federal law. 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.

The pest control service program consists of inspection and monitoring to determine whether pests are present and whether any treatment is needed; recommendation for maintenance and sanitation to help eliminate pests without the need for pest control materials; utilization of non-chemical measures such as traps, caulking, and screening; and application of EPA-registered pest control materials when needed.

Pesticides are scheduled to be applied during the 3<sup>rd</sup> week of every month (15<sup>th</sup>-21<sup>st</sup>) (Weather permitting). In addition, they may be applied during Thanksgiving break, winter break, Good Friday, and Memorial Day. Exterior treatment to control beetles, bees, box elder bugs and other pests will be on an "as-needed" basis and will be applied during non-school hours. Updated application schedules are available at [rwps.org](http://rwps.org) > District > Buildings and Grounds or from the District Office. Parents/guardians may request to receive, at their expense, prior notification of any application of a pest control material on a different day.

Herbicides: Herbicides will be applied by a professional firm and/or district personnel on an "as-needed basis." Updated application schedules are available at [rwps.org](http://rwps.org) > District > Buildings and Grounds or from the District Office. Parents/guardians may request to receive, at their expense, prior notification of any application of an herbicide on a different day.

Contact: Contact Alan Gaylor, Director of Buildings and Grounds, at [avgaylor@rwps.org](mailto:avgaylor@rwps.org) or 651-385-4524 for more information.

# Athletics and Activities

## Offerings

We encourage students to participate in athletic and activity programs, which provide valuable learning experiences and opportunities to develop friendships. The following sports and activities are currently offered:

Fall Sports	Cross-Country (Girls and Boys) Soccer (Girls and Boys) Swimming and Diving (Girls) Tennis (Girls) Football Volleyball Cheerleading
Winter Sports	Basketball (Girls and Boys) Cheerleading Gymnastics Hockey (Girls and Boys) Swimming and Diving (Boys)
Spring Sports	Baseball Golf (Girls and Boys) Softball Tennis (Boys) Track and Field (Girls and Boys)
Activities	Robotics Speech Knowledge Bowl Fall and Winter Plays Spring Musical Math League
Clubs	Dozens of clubs are available through the school district, including Community Education

## Eligibility Requirements

### Requirements for Participation in Sports and Cheerleading

1. Have a current physical exam on file in the Activities Office. This is due every three years.
2. Submit a Minnesota State High School League Eligibility Statement and Health Questionnaire signed by the athlete and parent/guardian.
3. Be in good standing with the scholarship, harassment, and mood-altering chemicals policies.
4. Pay the fee for the sport or have a waiver signed by the Activities Director. Contact the Activities Director to discuss the possibility of a waiver due to personal financial circumstances.

### Requirements for Participation in Other Student Activities

1. Have the Minnesota State High School League Eligibility Statement signed by the student and parent/guardian.
2. Be in good standing with the scholarship, harassment, and mood-altering chemicals policies (for band, drama/theater, choir, Interact Club, Key Club, Knowledge Bowl, Science Olympiad, Speech, Student Council, Visual Arts, Yearbook, and FFA).

3. Pay the fee for the activity or have a waiver signed by the Activities Director. Contact the Activities Director to discuss the possibility of a waiver due to personal financial circumstances.

## **Attendance Expectations**

These attendance expectations apply to all students involved in any extracurricular activity schedule either during or outside the school day. The Activities Director may grant exceptions at their discretion.

1. School-initiated absences will be accepted and participation permitted.
2. A student must be in attendance for more than half a normal day to participate in a sport (games or practices) or activity.
3. A student may not participate in any sport (games or practices) or activity if that student has an unexcused absence from any class during the day.
4. If a student is suspended from any class, that student may not participate in any activity or program (games, practices, or activities) that day.
5. If a student is absent from school or becomes ill during the school day due to medical reasons, that student must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

## **Academic Expectations**

Background: Regulations concerning the eligibility for athletics, music, and drama are based on Minnesota State High School League (MSHSL) rules and the student discipline policy. Academic standing, discipline, and enrollment status may limit eligibility for participation. The Activities Director may grant exceptions at their discretion.

### Requirements:

1. Ninth grade students are eligible for all activities during first semester.
2. Students are required to maintain a "C-" average or 1.667 grade point average or higher per quarter to participate in activities.
3. Students who do not maintain a C- average during a term preceding a sports season will be required to miss 25% of the season or until the student is passing all classes at either mid-term or end-of-term.
4. If a student fails in the second semester and wants to participate in a fall sport, the student must attend and pass summer school for the course that was failed. This option is only available if student attendance in the failed class was at least 80%.
5. Students receiving an incomplete will be ineligible until the incomplete is made up. If the incomplete is not made up within two weeks of the end of the quarter, it will become an "F."
6. Students with an "F" or incomplete are ineligible.
7. Effort grades for students with disabilities will be used to determine the C- average for eligibility if they have no Fs or incompletes.
8. Upon returning from ineligibility, students are placed on academic probation to determine future eligibility. Probation requires students to have teachers sign academic progress reports on a weekly basis as determined by the Activities Director. These reports are used to determine the student's eligibility.
9. Students who fail to turn in their progress reports in a timely fashion will be ineligible unless an exception is granted by the Activities Director.

While academically ineligible, the student may practice with the team or activity but may not participate in MSHSL interscholastic activities, academic, or performing arts competitions. The same consequence is in effect for those students participating in non-MSHSL activities (no public performance) for the duration of the consequence. If a student regains eligibility after a period of ineligibility, the student is not guaranteed their original role.

***Enforcement:*** Grades of all athletic and activity participants will be checked at the end of each mid-term, quarter, and semester. As soon as grades are released at the end of each grading period, the Activities Director's office will notify students who become ineligible, parents/guardians, and coaches/advisors.

## **Behavior Expectations**

1. Make a strong classroom effort. They must also have positive attitudes and good attendance. These qualities are expected both in-season and off-season.
2. Behave in a proper manner before, during, and after their sport or activity.
3. Behave properly in the community at all times.

Participants may be suspended from a sport or activity for violations of these expectations using the same steps outlined in the mood-altering chemicals policy of the MSHSL. Misbehavior in a sport or activity can also lead to additional school disciplinary consequences.

## **Participation by Students in Alternative Learning Centers**

Students participating in Alternative Learning Centers may participate in activities at Red Wing High School. Students need to notify the Activities Secretary if they are interested. A meeting will be scheduled with the Activities Director to review eligibility and make application. When a student participates in a sport or activity at Red Wing High School, the student must follow policies and rules established by the Minnesota State High School League and Red Wing High School.

## **Participation by Students in Homeschools**

Students participating in homeschools may participate in activities for grades 7-12 if they meet eligibility requirements. At the end of each grading period, the person responsible for the student's education in a homeschool must notify the Activities Director if the student is not meeting the academic expectations outlined in this section.

# **Parking and Driving Regulations**

## **Overview**

Parking a motor vehicle on school property during the school day is a privilege. The School District allows limited use and parking of motor vehicles by students in designated School District locations, subject to School District policies and regulations. The School District may tow an unauthorized vehicle parked on School District property at the expense of the owner or operator. The School District may also suspend or revoke student parking privileges.

## **Parking and Driving Rules**

1. All student vehicles parked on campus must have a vehicle licensed to the student and/or parent/guardian.
2. Motor vehicles driven on school grounds must conform to the regulations of the State of Minnesota, City of Red Wing, Red Wing High School, and Red Wing Public Schools.
3. Students are to maintain accurate vehicle registration and promptly notify the office of any changes.
4. Students are to be respectful to school personnel.
5. Students are to park only in the student parking lot using only one space.

6. Parking is prohibited: Bus loading zones, sidewalks, lawns, loading zones, staff parking, fire lanes, no parking zones, visitor spaces, administrator parking spaces, River Bluff Education Center's parking area, and handicapped spaces unless properly permitted.
7. Students are not permitted to use motor vehicles during the school day in any School District locations unless an emergency occurs and/or permission has been granted to the student by a school administrator.
8. Students are not to drive recklessly. Minnesota Motor Vehicle Code 169:13 Subdivision 1. Reckless Driving: "Any person who drives any vehicle in such a manner as to indicate either a willful or wanton disregard for the safety of a person or property is guilty of reckless driving." For example, speeding, exhibition driving, driving on the grass, pulling in front of other drivers, not yielding to a pedestrian, revving an engine, screeching tires, sliding on the ice, etc.
9. Students are not to transport other students to or from campus during the school day.
10. Students are not to use vehicles to leave campus unexcused.
11. Students may not drive another student's vehicle.

## **Accidents**

Students drive and park on campus at their own risk. Any accident or damage that occurs should be reported to the School Resource Officer or to the Red Wing Police Department.

## **Car Boots**

At the discretion of supervisory personnel and/or a school administrator, students who violate parking rules are subject to the use of a car boot to prevent moving the vehicle until the student meets with a school administrator. A ticket will be placed under the driver side wiper blade to alert the driver that it is unsafe to move the vehicle.

## **Patrols and Searches**

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

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

If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to [Policy 506](#).

## **Supervisory Personnel**

Supervisory personnel are present to help students and prevent problems. They are to be respected and their reasonable requests followed. Supervisory personnel have been trained to work respectfully with students and monitor student behavior. It is the student's responsibility to stop and show their identification card and/or "Permit to Leave" if requested by supervisory personnel.

## Tardiness to School

Students should park their cars by 8:35 am to ensure they arrive to class on time. Student drivers who are tardy to school more than 3 times in a quarter are subject to the following suspensions:

4 <sup>th</sup> tardy	3-day suspension of parking privileges
5 <sup>th</sup> tardy	4-day suspension of parking privileges
6 <sup>th</sup> tardy+	10-day suspension of parking privileges Possible revocation of parking privileges Possible detention, in-school suspension, or out-of-school suspension

## Valuables

Remove valuables from your vehicle and lock your vehicle! The School District is not responsible for vandalism, injury, theft or damage to vehicles or items in the school parking lot.