

# ROCORI Middle School - Student/Parent Handbook



2017-2018

It is the goal of RMS staff to provide a professional and nurturing environment for the purpose of achieving ROCORI's mission. The purpose of this handbook is to provide for the health, safety, and welfare of all ROCORI students, staff, and visitors.

## **STUDENT CODE OF ETHICS**

All students have the responsibility:

- A. to value learning first and foremost;
- B. to take responsibility for their actions and learning;
- C. to contribute to a positive, caring environment;
- D. to demonstrate compassion, honesty, and integrity toward others;
- E. to do their best and help others to do their best;
- F. to maintain a sincere desire to learn, change, and grow;
- G. to seek help when needed;
- H. to value each person, respecting individual differences and beliefs;
- I. to refrain from being unkind to others and not participate in conversations that are unkind;
- J. to be a positive influence on those around them and help build their self-esteem;
- K. to do their best to involve their family as a part of their education;
- L. to follow the school rules;
- M. to know, model, and live the school's value statements to the best of their ability.

## **ROCORI SCHOOL DISTRICT MISSION STATEMENT**

Making a difference today to create a better tomorrow.

## **ROCORI SCHOOL DISTRICT VISION 2020**

To be central Minnesota's public education standard of excellence.

### **Top 20**

Help others succeed  
Honor the absent  
Communicate "you matter"  
See the problem/Own the problem

## **ROCORI MIDDLE SCHOOL PHILOSOPHY**

The faculty, staff, and administration at ROCORI Schools are dedicated to creating an environment that enables students to experience a structured, thoughtful, and positive learning atmosphere. It is our belief that such an atmosphere promotes self-respect and an equal respect for others. Since our fundamental purpose is to provide for the educational needs of all our students, it is our intent to develop learning skills in our students that will enable them to reach their highest levels of achievement. In order to accomplish this, we attempt to motivate individual students to develop realistic goals that will enable them to have success in their lives. As educators, our ultimate goal for our students is for them to become healthy, happy, and active contributing members of our community.

## **MIDDLE SCHOOL VALUES**

- **Honesty** – ROCORI Middle School students are truthful, sincere, straightforward; they do not cheat, steal, lie, deceive, or deliberately mislead others.
- **Integrity** – ROCORI Middle School students with integrity live by a code of values. They do what they think is right even when there is great pressure to do otherwise.
- **Responsibility** – ROCORI Middle School students accept responsibility for their decisions, choices, behaviors, and consequences.
- **Excellence** – ROCORI Middle School students are concerned with the quality of their work. They are reliable and industrious; they constantly endeavor to increase their proficiency in all areas.
- **Self-Respect** – ROCORI Middle School students make healthy choices, have a realistic regard for self, desire to improve self, and use self-discipline.
- **Respect** – Ethical ROCORI Middle School students demonstrate respect for human dignity and equality, privacy, rights, authority, property, and demonstrate good sportsmanship.
- **Compassion** – ROCORI Middle School students are concerned for the well-being of others and show kindness, manners, courtesy, giving, and service.

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ALL VIOLATIONS OF MINNESOTA STATE LAW AND/OR DISTRICT 750 BOARD POLICY ARE CONSIDERED VIOLATIONS OF THE CODE OF CONDUCT AS DESCRIBED IN THE ROCORI MIDDLE SCHOOL HANDBOOK.

ROCORI DISTRICT 750 BOARD POLICIES CAN BE ACCESSED ON THE SCHOOL DISTRICT'S WEBSITE AT [WWW.ROCORI.K12.MN.US](http://WWW.ROCORI.K12.MN.US)

### Daily Schedule

Breakfast	7:45 – 8:10
Warning Bell	8:10
Period 1	8:15 – 9:13
2 <sup>nd</sup> Chance Breakfast	9:13 – 9:22
Period 2	9:22 – 10:20
Period 3	10:24 – 11:22
Lunch	11:22 – 11:52
Period 4	11:58 – 12:56
Period 5	1:00 – 1:58
Period 6	2:02 – 3:00

### A-Team Schedule (Wednesdays)

Breakfast	7:45 – 8:10
Warning Bell	8:10
Period 1	8:15 – 9:03
2 <sup>nd</sup> Chance Breakfast	9:03 – 9:12
Period 2	9:12 – 10:00
Period 3	10:04 – 10:52
A-Team	10:56 – 11:22
Lunch	11:22 – 11:52
A-Team	11:58 – 12:24
Period 4	12:28 – 1:16
Period 5	1:20 – 2:08
Period 6	2:12 – 3:00

### Three Hour Early Release Schedule

Breakfast	7:45 – 8:10
Warning Bell	8:10
Period 1	8:15 – 8:43
2 <sup>nd</sup> Chance Breakfast	8:43 – 8:52
Period 2	8:52 – 9:20
Period 3	9:24 – 9:52
Lunch	9:52 – 10:22
Period 4	10:28 – 10:56
Period 5	11:00 – 11:28
Period 6	11:32 – 12:00

### Two Hour Late Start Schedule

Breakfast	9:45 – 10:10
Warning Bell	10:10
Period 1	10:15 – 10:54
Period 2	10:58 – 11:37
Lunch	11:37 – 12:07
Period 3	12:13 – 12:51
Period 4	12:55 – 1:34
Period 5	1:38 – 2:17
Period 6	2:21 – 3:00

No 2<sup>nd</sup> chance breakfast on two hour late start

### AFTER SCHOOL ACTIVITIES CLUBS

All after school or evening trips, meetings, or gatherings that involve students and are a school sponsored activity, must be scheduled and cleared by the Activities Director. All activities that occur during the normal school day are to be cleared by the Principal. Activities should be cleared as far in advance as possible. Students must be under the direct supervision of a staff member of ROCORI Middle/High School when in the building after 3:05 P.M. **If you are not participating in a supervised activity or working with a teacher, please report to the Drop-In Center or leave the building by 3:05 P.M.** The office closes at 4:30 P.M. each day.

### ANNOUNCEMENTS AND MESSAGES

Anyone wishing to have an announcement placed at the beginning or end of the school day must submit the request to the office for approval. If the announcement relates to a school sponsored activity, the advisor in charge must have signed the request prior to submitting it to the office.

The attendance secretary will forward messages to students **only** in emergency situations. Parents are responsible for informing the students of appointments, etc. RMS Staff are not responsible for reminding students of outside commitments.

**All signs and posters must be pre- approved by building principals prior to being posted in the building.**

### ATTENDANCE

The Board of Education, Administration, and faculty of ROCORI Middle School, believe that regular school attendance is **directly** related to success in academic work and the development of effective personal and social skills. Group learning situations assist students to communicate, work together, gain perspectives, and accept responsibilities — all important components of adulthood which can only be developed through attendance and participation.

### **MINNESOTA COMPULSORY INSTRUCTION LAW AND SCHOOL ATTENDANCE:**

In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction law, Minnesota Statutes Section 120.101 as amended, the students of ROCORI District No. 750 are required to attend all assigned classes every day school is in session.

## **RESPONSIBILITIES:**

The attendance policy recognizes that class attendance is a joint responsibility to be shared by the student, parent(s)/guardian(s), teachers, and administrators. The following expectations will assist students in attending classes to meet their academic responsibilities.

### **STUDENT'S RESPONSIBILITY:**

It is the student's responsibility to:

- Attend all assigned classes every day that school is in session and to follow the correct procedures when absent from an assigned class.
- Be familiar with all the procedures governing attendance.
- Request any missed assignments from instructor's before/during/after the absence.
- Report to the school office for a pass and sign in if returning from an absence during the school day.

### **PARENT OR GUARDIAN'S RESPONSIBILITY:**

It is the student's parent/guardian responsibility of the to:

- Encourage the student to attend school.
- Accurately inform the school of the reason for a student's absence.
- Work cooperatively with the school and the student to ensure attendance at school.
- Student information cards may be used many times during the school year to contact parents/guardians regarding school attendance issues. Please keep the information updated.

### **TEACHER'S RESPONSIBILITY:**

It is the teacher's responsibility to:

- Take and maintain accurate attendance records every period in each assigned class.
- Be familiar with all procedures governing attendance and to apply these procedures consistently to avoid confusing the students.
- Provide any student who has been absent with an excuse with all missed assignments and assessments upon request. Upon the student completing and submitting their work it should be graded and recorded in the gradebook within a reasonable time.
- A "truant student" (a student with an unexcused absence) should be issued a zero or no credit for assignments or assessments given during the truancy.
- Work cooperatively with the student's parent or guardian and the student to improve school attendance.
- Be sure that a pass accompanies the student when out of the room. If a teacher detains a student, they need to send a pass or notify the teacher who is affected.

### **ADMINISTRATOR'S RESPONSIBILITY:**

It is the administrator's responsibility to:

- Encourage students to attend all assigned classes.
- Be familiar with procedures governing attendance and apply these procedures uniformly.
- Receive and maintain accurate records on student attendance.
- Inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to improve school attendance.
- Inform parents and students annually of the need for regular school attendance and of the regulations, procedures, and implementation plan.

## **ABSENCES**

A student will be considered absent when he or she is missing from a class period for 20 minutes or longer. Staff courtesy respects the prerogative of staff issued passes. **Any occurrence in which a student is counted absent for at least three periods in a single calendar day will be considered one day of absence.**

NOTE: The activity director, coaches, and advisors may be notified each time a student is tardy or absent from school.

## REPORTING AN ABSENCE:

### WHEN NOT IN SCHOOL FOR THE DAY:

There are times when an absence is unavoidable. Within 24 hours, parents/guardians should call ROCORI Middle School at 685-8683 to notify the attendance secretary that their student will be absent for a given period of time. If a phone call is impossible, then a note **must** accompany the student upon his/her return. If a note or phone call is not received the absence(s) will be considered unexcused until proper verification is received. This absence will count towards the truancy policy.

### LEAVING SCHOOL DURING THE SCHOOL DAY:

When students have to leave during the school day, a note that is dated, signed by a parent, and identifies why the absence is necessary must be presented to the attendance secretary before school on the day of expected absence. The note should also include how the student will get to his/her destination (will the student be walking by themselves and have permission to do so, or will a parent/guardian be picking them up). Parents or guardians may telephone the attendance secretary with the same information in emergency situations; however, notes are preferred in all situations. The attendance secretary will issue a pass to leave the school building. ***The student is responsible to sign out in the school office prior to leaving the building.***

If a student is in the nurse's office, the school health technician or school nurse will write a pass with the time and date. The health technician or school nurse will notify the attendance secretary if a student is sent home ill or for any other reason. The health technician and administration reserve the right to require a student to stay in school in the absence of physical symptoms of illness. ONCE A STUDENT ARRIVES AT SCHOOL, THEY MUST REPORT TO THE NURSE'S OFFICE PRIOR TO BEING SENT HOME ILL. ALL STUDENTS WISHING TO SEE THE NURSE DURING THE SCHOOL DAY MUST OBTAIN A SIGNED PASS FROM THE STUDENT'S CURRENT TEACHER.

### PRE-PLANNED ABSENCES:

The student's parent must notify the attendance secretary in writing in advance of any planned absence or extended absence. This would include family vacations, college visits, etc. It is the student's/parent's responsibility to communicate planned absences with the school and teachers. If the absence will be for three consecutive days or longer the student is expected to obtain an absence form in the office and take it to each class to be signed by each teacher. This will be formal notification to each teacher of the absence and notice to provide work to the student prior to the absence. The student should do school work prior to leaving if requested by the teacher to do so. Upon request, teachers will provide work to the students prior to a planned absence to the best of their ability. Students and parents must recognize that it is difficult to provide work ahead of time due to the following reasons:

1. It may be inappropriate to provide work without the accompanying instruction.
2. Lesson plans and activities change frequently in response to student needs.
3. The planned activities will not fit in the scope and sequence of concept development if provided out of order.

The above factors, in addition to the duration and timing of the work request, will all determine the ability of teachers to provide work. Work will certainly be provided upon a student's return according to the procedures outlined in excused absences below. IF WORK IS ASSIGNED PRIOR TO A TRIP, IT MUST BE COMPLETED AND TURNED IN UPON RETURN.

### MEDICAL APPOINTMENTS:

All medical appointments are considered an excused absence and will count toward your total absences for the term/trimester. If a medical doctor recommends (written verification given to the office) that you should stay home from school for X number of days, then the X number of days will be excused.

It is the expectation of school staff that you plan medical appointments after the school day as much as possible unless your medical condition warrants immediate attention.

## **EXCUSED ABSENCES:**

Typically for personal illness, emergencies, medical or dental appointments, family trips, or situations where there is agreement between home, school, and student as to the purpose and validity of the absence. Students are required to make up all daily assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Students are allowed 2 days for each day of an excused absence. Any daily work not completed within this period shall result in receiving consequences according to the teacher's procedure. Long-term projects are due on the date that they have been assigned or before. If a student is absent on the long term project due date, the teacher must be notified or the project submitted if no prior arrangements have been made. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

### **Illness Guidelines**

**Antibiotic Treatment:** Student must be on antibiotics for 24 hours before returning to school. However, antibiotics should be continued for the entirety of the prescription to insure infection has been properly treated.

**Chickenpox:** Students must stay home until all of the pox marks have scabbed over, generally 7 days.

**Conjunctivitis (Pink Eye) or Eye Drainage:** Students must be on treatment for 24 hours before returning to school.

**Diarrhea:** Students must be free of a diarrheal episode for at least 24 hours before returning to school.

**Fever (Temperature of 100° F or more):** Student must be fever-free for 24 hours before returning to school.

**Fifth Disease:** Students must be fever-free for 24 hours before returning to school.

**Hand, Foot & Mouth Disease:** Students can return to school once symptoms subside.

**Impetigo:** Students must be on treatment for 24 hours before returning to school.

**Measles:** Students must stay home for 5 days after rash appears.

**Mumps:** Students must stay home for 9 days after swelling begins and must be fever-free before returning to school.

**Pediculosis (Head Lice):** Once lice have been treated and the nits carefully removed from the scalp, students can return to school. Generally, students can return to school the next day if the lice have been properly treated.

**Pertussis (Whooping cough):** Students must be on antibiotics for 5 days before returning to school. If cough has lasted > than 3 weeks before positive diagnosis student is no longer contagious and may come to school.

**Ringworm:** Students must be on treatment for 24 hours before returning to school.

**Scabies:** Students must be on treatment for 24 hours before returning to school.

**Strep Throat:** Students must be fever-free and on treatment for 24 hours before returning to school.

**Vomiting:** Students must be free of a vomiting episode for at least 24 hours before returning to school.

Parents/guardians receive an attendance notification through Skyward when their student has been marked absences if the feature has been enabled by the parent. Students who accumulate 15 days of absences will receive an attendance alert letter. Students who accumulates 18 days of absences will receive a second attendance notification letter requiring medical verification for future absences. If medical verification is not received for the absence the absence will be considered unexcused.

Students that are absent for more than three consecutive days as a result of illness may be required to have a doctor's note to avoid further absences from being counted as unexcused. The school administrator may request medical verification at any time in order to properly characterize an absence.

#### **UNEXCUSED ABSENCES (TRUANCY):**

An absence which has neither the approval of parent/guardian, school administrator, or failure to notify the school include but are not limited to skipping class(es), oversleeping, missing the bus, shopping, or leaving school at any time for any reason during the school day without permission.

The authority to decide whether an absence is excused or unexcused rests with the building principal or building assistant principal.

Students who miss class as a result of an unexcused absence **will not be allowed** to receive credit for missed work during their absence. Continuous truancy (as defined by the Minnesota State Statute 260A.03) will be referred to the Stearns County Attorney's Office.

3 Unexcused Absences = School letter

5 Unexcused Absences = Referral to Truancy Informational Meeting (TIM)

7 Unexcused Absences = Referral to Truancy Petition filed by Stearns County

**The school has the right and responsibility to screen and either approve or disapprove excuses submitted by a student and/or parent.** The school has the right to declare an absence unexcused even though a parent/guardian may have provided a written excuse. Such disapproval by the school indicates that the absence was not consistent with the reasons for excused absences. Students will receive an unexcused absence and the consequences associated with that type of absence.

#### **APPEAL PROCESS FOR FAILING GRADE DUE TO UNEXCUSED ABSENCES:**

A review committee comprised of the teacher, principal, assistant principal, guidance counselor, student and the parent/guardian will convene within 10 days of the end of a marking period at the written request of the student affected to consider an appeal. Such appeal, based on whatsoever evidence or testimony presented on behalf of the student will be considered by the appeal committee in making a final determination on this status of the failing grade due to unexcused absences.

#### **TARDIES**

A tardy is identified as arriving late to school or class. A tardy will be less than 20 minutes; 20 minutes or longer will count as an excused or unexcused absence. Staff courtesy respects the prerogative of staff issued passes.

#### **CONSEQUENCES FOR TARDIES TO SCHOOL AND CLASS**

##### **Tardies to School**

If a student is late for the **start of the school day**, he/she should report directly to the school office upon arrival at school. They will be given an admit slip to class and the attendance secretary will adjust the student's attendance. **If a student accumulates 10 tardies to first hour they will be issued one hour of detention. For each additional tardy the student will be issued one hour of detention. The accumulation of tardies will start over starting on the first day of term four. Detention not served by the end of each term will be changed to an in-school suspension.**

##### **Tardies to periods 2-6**

Students must be inside the classroom when the bell rings. Teachers may adjust this rule according to the needs of the individual class. **Students who are tardy to class will progress through the "Enforcement" Section of the ROCORI Middle School Behavior Management Plan.**

## **BACKPACKS**

Backpacks can be used by the students to bring school-related material to and from school, but will not be used during the school day (**Backpacks must be left in student lockers**). Large duffel bags and other large tote bags will be categorized as backpacks and not allowed during the school day.

## **BICYCLES AND ATVS**

All students are to park their bikes in the racks located in the parking lot. **ATV's are not permitted on ROCORI District property and will be subject to a fine/ticket if driven on property.**

## **FEES AND FINES**

Some classes may require a materials fee. All fees need to be paid in the office by the 4th day of the class or before the project is started. **All fines need to be paid immediately.** The student will not be able to participate in the registration process if fees or fines are not paid. **All secondary students are expected to contribute a \$10 supply fee as directed by the ROCORI School Board.**

## **BULLYING, AGGRESSION, AND INTIMIDATION**

At ROCORI Middle School we pride ourselves in caring and consideration for each other. Bullying, aggression and intimidation include being verbally or physically abusive and cruel. It hurts both the offender and the victim. It will not be tolerated in any way. The best way to keep this from being a problem for staff and students is to report any incident. Keeping this type of behavior secret only allows it to fester and become a larger problem. All of us need to remember that because we are not the victim today, doesn't mean that we will not be the victim of a bully tomorrow. We all need to help each other learn appropriate, caring, and supportive behavior.

Suggestions for countering bullying, aggression, and intimidation are the following: **SEE SOMETHING – SAY SOMETHING**

1. Report any such actions (whether a victim or a witness) to teachers, advisors, counselor, principal, or other staff.
2. Avoid people or situations that create confrontations.
3. Challenge the offender by questioning their motivation for verbal or physical abuse. For example, a witness could respond, "Why do you feel it is necessary to call him/her names?" A victim could say, "Do we need to take this to Mr. Nelson or Mrs. Gilbertson?" Another strategy is for a victim or witness to turn in a written report to the principal.
4. If a bully finds that it is tempting to verbally or physically pick on someone, he/she is to see the counselor.

A complete copy of the Bullying Prevention Policy is included at the end of this handbook.

## **CARE OF PROPERTY AND EQUIPMENT**

ROCORI Middle School will provide the best possible facility and equipment for your use while attending school. We are proud of our school and expect that everyone will assist in keeping it in good condition. Any breakage or damage detracts from the appearance, costs money to repair, and lowers our standing in the eyes of others.

Textbooks, library books, and school equipment are in your care. Any loss or damage will be charged to the student and must be paid before the end of the school year. Accidental damage should be reported to the instructor or supervisor as soon as possible. *The student is responsible for any loss or damage that is caused.*

## **COMPUTER LAB USE**

1. Students should only do schoolwork while using equipment in the computer lab.
2. Students must be supervised by an RMS staff member when using the computer lab at all times.
3. Violations of rules will result in loss of computer access and additional school consequences may be issued.

## **CHURCH NIGHT**

Wednesday night is set aside for activities that are not school related, such as religious instruction. No school activities will be held after 6:00 P.M.

## **CLASS OR CLUB MEETINGS**

All classes and clubs that use school resources and/or facilities must be assigned a staff advisor. Your class or club advisors are there to assist you. They must be in attendance at all scheduled meetings. Be sure to keep them informed about all of your club's plans.



## COUNSELORS

ROCORI counselors are committed to providing necessary services to support District 750's mission statement.

Given the social/emotional components of this mission, counselors may provide individual, group, and/or consultation services to students, parents, and staff. The counselor's office hours are 7:30 – 3:30 P.M. during the school year.

## DANCES

Occasionally school groups may sponsor school dances held at ROCORI Middle school, and only students enrolled at ROCORI Middle School will be admitted. No student will be admitted 30 minutes after a dance that has begun unless accompanied by a parent/guardian or if they have attended another ROCORI sponsored event. Any student who leaves the building will not be allowed to re-enter. A parent/guardian must pick students up if they leave before the end of the activity. Those students who have had an in-school or out-of-school suspension will not be allowed to attend the next dance. If a student is failing a class, is consistently tardy to classes, or develops discipline issues may be prohibited from attending a dance. Pop and candy are not allowed in the gym. All other school rules apply when at the dance and while on school property.

## DIRECTORY INFORMATION

Much attention has been focused on student records, computerization of data, individual rights of privacy, and the needs of the school district to obtain information concerning each student.

The Board of Education has adopted a **Release of Directory Information for Students Policy** and the school administration has developed procedures to inform parents and students of their rights, of the informational needs of the district, and of measures taken by the school district to protect your rights.

While the school district must obtain and use certain information about each student to plan the best possible educational program, this need is balanced with each students' and parent right to privacy. Access to student information by third parties is limited and controlled as specified by law.

Directory information is released upon written request and includes student name, photograph, video images, school of attendance, attendance dates, and information related to awards or degrees earned.

Further questions can be directed to the superintendent of schools.

## DRESS CODE

- Students are expected to wear clothing that are neat, clean, and in good taste. Teachers have the right to not allow a student to participate in a class activity where the student's dress restricts movement or could cause a safety hazard.
- Hats of any kind and bandanas **must be left in lockers** and are not to be worn during any part of the school day. Hoods of any kind are not to be worn during any part of the school day. The school day begins with the first warning bell at 8:10 and ends upon completion of the last class period.
- Heavy chains and studded collars are not to be worn as necklaces, bracelets or as any part of your clothing attire.
- Any style shirt or other clothing that portrays in words or graphics questionable designs that can be considered offensive, will not be allowed in school. Examples include but are not limited to: inappropriate slogans or graphics containing alcohol, tobacco, profanity, or sexual innuendo.
- Coats are not to be worn during the school day; be prepared by having a sweater or sweatshirt in your locker to wear if you are cold.
- Shoes are to be worn at all times. Health and safety insurance codes are specific in addressing this mandatory requirement.
- All tops need to touch/overlap your pants, shorts, or skirts while standing. Some shirts may be cut too low; please choose appropriate attire. Spaghetti straps are not allowed, so as a general guideline the strap should be at least 1-inch wide. It is prohibited to wear clothing that shows large portions of the back.
- Shorts and skirts need to be an appropriate length. As a guide the shorts/skirt bottoms should extend to the length of the student's hand where the fingers and palm meet with shoulders and arms relaxed.
- Sagging pants are not allowed. Pants must be worn so your underwear does not show. The waistline of your pants should be above your hip.

If a student wears an article of clothing that is considered not appropriate for school, he/she will be asked to change in order to continue the day. If he/she refuses to change or does not have something to change into a parent/guardian will be notified to have them sent home for the remainder of the school day. (This will be an

unexcused absence and become part of the truancy referral process.) Continued violations will result in additional consequences including detention or suspension from school. Administration holds the right to determine if clothing is appropriate for school. Independent School District #750 will continue to maintain a learning and working environment that is aligned to the core middle school values.

### **DROP-IN CENTER**

Like to play computer games, ping pong, air hockey, watch TV or movies, have a place to work on assignments, or just hang out with your friends? Come to the Drop-In Center any Monday through Thursday right after school until 6:00 P.M. There is no fee to attend, but students are required to register so we have emergency numbers on file. Snacks are available at cost. Food and beverages purchased in the Drop-In Center must be consumed before leaving. Please remember this program is not a drop-in/drop-out Center with students coming and going as they see fit.

**If you are not participating in a supervised activity or working with a teacher, please report to the Drop-In Center or leave the building by 3:05 P.M.**

Students who remain after school must be supervised by an adult. Students must be signed in at the Drop-In Center by 3:10 P.M. or they will not be allowed in. If students are not allowed in the Drop-In Center they will need to leave the building or immediately contact someone for a ride home. Students who bring a signed pass to the Drop-In Center from a teacher or other middle school supervisor indicating the start and end time that they were with them, will be allowed to sign-in to the Drop-In Center.

### **DRUGS / ALCOHOL / TOBACCO**

Under federal law, smoking is prohibited in any kindergarten, elementary, or secondary school or library serving children under the age of 18 if federal funds are used in the school [20 U.S.C 6083(a)]. Furthermore, Minnesota prohibits smoking, chewing, or otherwise ingesting tobacco or tobacco products in public K-12 schools, including all school facilities whether owned, rented, or leased, and in all vehicles that a school district owns, leases, or rents, contracts for or controls [MN Stat. 144.4165].

Students are prohibited from using, possessing, distributing, or being under the influence of illegal substances, tobacco, prescription medications not intended for an individual's use, or alcohol at school, on school grounds or at school sponsored activities. Any student using or in possession of such substances or look-alikes (including e-cigarettes or other vapor based smoking devices), including paraphernalia will be subject to disciplinary action not limited to a 0-10 day suspension and such substances on the student's person or in the student's locker will be confiscated by authorities.

### **ELECTRONIC DEVICES**

Electronic devices are important to the development of 21st century skills. RMS recognizes that many students come to school with personal technology devices and that these instruments can be valuable learning tools. **Each teacher is able to determine their own expectations for the use of technology in their classroom.** Students and parents should also know that ROCORl Schools is not responsible for the maintenance, care, or protection of students' personal property. Cell phones or any device with a camera or video recorder are not allowed to be turned on in the locker rooms at any time. These devices must be turned off at all times in the locker rooms. Any student violating the above rules will have their electronic device confiscated. On the first offense the device will be confiscated and the student may pick it up in the office at the end of the school day. On the second offenses a parent must pick it up. On the third and subsequent offenses a parent must pick it up and school consequences may be issued (i.e. detention, suspension). Phones may be accessed and reviewed if they are suspected of being involved in misuse and therefore must be unlocked and the battery and SIMS card must remain on the device. Violation will result in disciplinary action.

**PRIVACY** – It is prohibited to take, distribute, or receive pictures or videos of students, teachers, and any staff member anywhere and anytime without their direct permission. Violation of this will result in disciplinary action from detention, to suspension, to expulsion based on the severity and nature of the act. Law enforcement may also be contacted. Images or videos containing nudity may result in the immediate initiation of the expulsion process.

### **FIELD TRIPS**

Field trips provide opportunities for students to extend their learning while being exposed to new experiences. If the classroom teacher, in consultation with administration, feels a student would put himself/herself or others at risk, he/she will not be included on the field trip. In addition, the teacher needs to feel the student is

trustworthy enough to manage the free time a trip allows. Individual teams may feel other circumstances may warrant non-attendance as well. Parents will be notified if any of these concerns apply to their child. If students do not attend the field trip, they are still expected to be in school unless otherwise noted. Students should be aware that all school rules apply throughout the duration of a field trip. School consequences that have been issued and not served at the time of the field trip may result in the student not being allowed to attend the trip.

### **FUNDRAISING / SOLICITATION**

The sale of goods or solicitation of funds must be pre-approved by an administrator. Administration reserves the right to restrict fundraising efforts to school sponsored activities and or determine the time, location, and manner in which the solicitation occurs.

### **GAMBLING**

No gambling of any kind is permitted on school property.

### **GRADING PROCEDURES**

In terms 1-5, students will be assigned a grade that corresponds to the work they have completed upon the deadline of the term or trimester. However, after terms 2 and 4 all students will have two weeks to work with their teacher to make up any work that may be completed in order to improve their final grade for the trimester. At the end of the two week grace period all grades will become final. Due to teacher availability, the grace period DOES NOT APPLY to term 6 or trimester 3. Students who receive two or more failing trimester grades in a core course will be required to attend summer school.

### **INSURANCE**

The school does not provide insurance for students.

### **LOCKERS**

Lockers are provided for student convenience and use. Lockers are not intended to be used for safekeeping of valuables. **The school accepts no responsibility for articles that are lost or stolen from lockers.** It is for this reason that we recommend all articles of value be left at home. Each locker is fitted with a built-in combination lock. If the locker or combination lock does not work, please contact the office with the problem.

The school is not responsible for the loss of any property taken from school bags or from lockers. All property should be labeled. Missing or stolen property can be reported to the Cold Spring Police Department or the school's resource officer.

Keep back packs and book bags in your locker during school time. Plan ahead; use your locker.

**Students will be held responsible for damage to lockers, including graffiti.**

### **SCHOOL LOCKER POLICY**

When the Minnesota Legislature passed the Omnibus Crime Bill in 1995, a statewide school locker policy came into effect. It provides that it is the policy of the State of Minnesota that:

“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 authorities for any reason at any time, without notice, without student consent, and without a search warrant.”

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

### **LUNCH / BREAKFAST**

Breakfast and lunch are available to all students. A computerized system is used to expedite the lunch line. Each student will have an account number; however the money will be kept in a family account. ***It students are eligible for free or reduced lunch they are eligible for ONE free breakfast each day. During the 2017-2018 school year all students can receive ONE free breakfast each day.***

**New for the 2017-2018 school year will be a second chance breakfast for middle school students. This was new last year for high school students. This will occur during passing time between first and second hour. The passing time will be extended by five minutes to accommodate students an opportunity to get breakfast. Note: All students are eligible for only ONE free breakfast each day. They are able to purchase an additional breakfast if they choose.**

RMS is asking full payment on the first Monday of each month. For those of you who are inconvenienced by this procedure, we have a second option of two payments. The split payment is due on the first and third Monday of each month. Months that have more, or less, than 20 school days will need additional adjustments. Students are notified while going through the lunch line when their accounts are getting low. ***It is the student's and parent's responsibility to monitor their lunch balance.***

An a la carte lunch line is also available. A wide variety of lunch items will be available each day. Specialty items will be available throughout the school year for students to purchase. Students will not be allowed to purchase from a la carte if they have a negative balance or if their parent has given notice to not allow it. A la carte items are a privilege and may not be offered at the discretion of the kitchen staff and/or administration.

Students who bring their lunch from home are to eat in the cafeteria. Students are not allowed to take lunch trays outside of the cafeteria. We ask that everyone cooperate in returning trays and throwing away any trash in the proper areas. Students are not to be in any area outside the cafeteria during the lunch period. Students are encouraged to make healthy choices when choosing their items. Energy drinks are strongly discouraged at RMS.

### **Medication Dispensation**

The intent of this policy is to assure safe administration of medications in school for those students who require them. The term "medicine or medication" means any remedial agent that has the property of curing, preventing, treating, or mitigating disease or illness. This applies to both prescription and over-the-counter medications.

Parents/Guardians have the primary responsibility for the maintenance of their child's health. When a student needs medication during school hours it must be administered according to the provisions of this policy. The school may also assist in the identification of health problems affecting a student's education but cannot diagnose illness or prescribe medications.

#### **MEDICATION ADMINISTRATION**

1. Prescription medications will be administered only under the following conditions:
  - a. Written parent/guardian permission authorizing school personnel to administer medication must be on file.
  - b. A written prescription from the student's doctor must be on record for the prescription medication.
  - c. The original labeled container of the medication must be provided. Prescription bottles must be properly labeled with the correct student name, correct date, name of the medication and dosage, name of the prescribing physician and complete instructions. Medications brought to school in an envelope, plastic bag, or other container will not be given to the student. Parents/guardians will be contacted if permission and labeling is inadequate.
  - d. Dietary supplements and non-FDA approved alternative medications will not be dispensed at school.
2. Over-the-counter medication will be administered only under the following conditions:
  - a. Written parent/guardian permission authorizing school personnel to administer medication must be on file.
  - b. The original labeled container of the over-the-counter medication must be provided.
  - c. Although the school district may maintain a supply of pain relievers, absolutely no Tylenol or ibuprofen will be given to a student from the school stock unless a phone call is made from the school district to the parent and permission is granted.
3. Health Services staff is not responsible for breaking tablets in half. When there is a physician order to give one-half of a tablet, please consult with your pharmacist.
4. Medications are to be brought to school (or picked up at school) by a parent/guardian.
5. Medications or required treatments must be administered by the Licensed School Nurse or a delegated trained staff member.
6. The school district, through the school nurse, reserves the right to reject medication administration requests. Some medications may impact the ability to safely accommodate the administration request. When a request cannot be accommodated, parents/guardians may choose to come to school to administer the medication to their child or may contact their physician to make alternate arrangements.

7. Students are encouraged to assume responsibility for requesting and taking medication at the appropriate time. Efforts will be made by the school district to administer the medication as prescribed.

### **MEDICATION STORAGE**

1. Students will not be allowed to carry their own prescription medications. If students need to have prescription medications at school they must be stored and retrieved in or through the appropriate health office. At no time should students bring unidentified or unauthorized medications to be administered by school personnel.
2. Medication to be administered at school is to be kept in the health services office, except for secondary school students who may carry an asthma inhaler. Other special requests may be discussed with the licensed school nurse.

### **PUBLIC DISPLAY OF AFFECTION**

Public display of affection is not appropriate in the school environment. Inappropriate actions may include, but are not limited to kissing, inappropriate touching, and prolonged hugging. Disciplinary action may include a conference with parents, detention, or suspension.

### **SCHEDULE CHANGES**

All schedule change requests need to occur before the trimester or term for a term class. Students who wish to adjust their schedule need to first meet with the school counselor. After the class starts, students will be required to complete a drop/add form with the impacted teachers and return it to the office.

**6th Grade Music Variance** – 6th graders, being new to the school and unfamiliar with the music program, may change their music selection at the end of the first term. The initial request must be made with the office and parent permission is required. All schedules will be finalized for the year at the end of Term 1. Changes during the rest of the year will only occur under extenuating circumstances.

### **SCHOOL CLOSING**

In the event that inclement weather forces the closing of school, the announcement will be made over radio stations WCCO, KASM, KCLD and WJON and television channels 4, 5, 7, 9 & 11. Parents are encouraged to update contact information with the school to receive automated emergency closing messages via the telephone.

### **STUDENT INFORMATION**

If at any time during the school year your home phone number or address changes please notify the office immediately. If a parents work numbers or your emergency contact information needs to be changed please notify the office. In the event of an emergency this information is very important.

### **SUMMER PROGRAMS**

All of ROCORI Middle School's summer programs are offered as Targeted Services. This means that each family will be required to sign a Continual Learning Plan (CLP) in order to participate. The CLP acknowledges that the student is in a needs-based program and is the documentation required for RMS to receive funding to offer the program.

#### **RMS Summer Connections**

The RMS Summer Connection program is designed to serve two purposes (Credit Recovery and Skill Remediation) which will be addressed separately in the following sections.

*Credit Recovery* – Students will be required to attend credit recovery if they have failed to successfully complete at least two trimesters of a core course (English, math, social studies, science). Credit recovery runs for three weeks in June. Students will attend class for three hours each of three days during the week for a total of 27 hours. Students will have the opportunity to work on standards-based coursework in an independent study format. A teacher will be available to provide support as needed. If students do not successfully complete the coursework by the end of the summer school session, they will be required to repeat the course during the next school year.

*Skill Remediation* – Throughout the year, students take a variety of standardized tests to assess their skill level in the areas of math and reading. If students are identified as below grade level on these assessments, they will be invited to attend skill remediation for the purpose of working with teachers to develop the needed math and/or reading skills. As with all intervention programs, teachers will work specifically with each student to

identify areas of need so that students can develop their skills to the point they no longer require remediation. The skill remediation program of summer school is optional.

### **6<sup>th</sup> Grade Summer Academy**

The RMS 6<sup>th</sup> Grade Summer Academy is a needs-based program that allows incoming 6<sup>th</sup> grade students the opportunity to meet teachers and classmates, get to know the school, and work on reading and math skills in preparation for the upcoming school year. Students are invited to summer academy based on reading and math scores on standardized assessments as well as through teacher recommendation. Summer academy is designed for students who need extra support in the development of math and/or reading skills as well as students who might struggle with the transition to middle school due to social/emotional concerns. If parents are concerned about their student for any of the above reasons they are encouraged to speak with the middle school counselor or an administrator. Students will attend summer academy for three days a week, three hours a day, for three weeks. During that time, students will rotate among sessions involving organizational and social skills, reading skills, and math skills.

### **TELEPHONE**

A phone for student use is located in the front main lobby of ROCORI Secondary School. Students are asked to use discretion when using the phone. Limit your calls to three minutes. School phones are restricted to school business and emergency calls only during the school day.

### **TRANSPORTATION**

**Riding the bus is a privilege — not a right.** Bus drivers will make known to students the rules to be followed on their buses. Safety considerations require that these rules be followed. **The school and district will support bus drivers in enforcement of rules.**

Appropriate, respectful and safe behavior will be expected of all students at all times while riding a school bus. The bus driver is responsible for the safe transportation of students to and from school. The following guidelines will be followed.

#### **At the bus stop, students will:**

- arrive several minutes before the bus is scheduled. The bus cannot wait for students to walk from their homes.
- wait quietly in a safe place - stay off the road.
- be considerate of other people's property - stay off lawns, flowers, shrubs, trees and other personal property.
- stand back from the road - give the bus driver plenty of space and time to stop.
- no fighting, harassment, intimidation, or horseplay.
- no possession or use of alcohol, tobacco, or drugs.

#### **Boarding and exiting the bus, students will:**

- **when crossing the road:** check for traffic in both directions and wait for the driver to signal to cross.
- recheck in both directions for traffic - cross at least **10 feet in front** of the bus.
- **when boarding,** go in single file in an orderly, respectful manner, use the handrail, take one step at a time, and go directly to a seat.

#### **On the bus, students will:**

- follow the bus driver's directions.
- remain seated until the bus reaches its destination and comes to a **full stop**.
- sit facing the front of the bus, keeping feet on the floor and head, arms, and hands inside the bus.
- keep the aisle clear of books, bags, and other objects carried on the bus. These objects should be kept on lap or under the seat.
- not drink beverages or eat.
- speak quietly, using respectful, appropriate language.
- treat bus property and equipment with respect.
- keep bus windows closed unless the driver gives permission to open them.

#### **Leaving the bus, students will:**

- remain seated until the bus comes to a **full stop**.
- move quickly off the bus in single file, respecting others leaving the bus.
- step down one step at a time, and off the bus using the handrail.
- move away from the bus so the driver can see students and students can see the driver.

**Seat Assignments:** The bus driver is authorized to assign seats. Students who refuse to sit in assigned seats will be suspended immediately from the privilege of riding the bus.

**Bus Violations:** the bus driver will issue students who do not follow school bus guidelines a bus referral;

Rule Violation are typically issued as follows:

1st Offense - warning

2nd Offense - Student will be issued a bus behavior referral and a call to the home.

3rd Offense – Up to 3 day suspension from riding the bus and a call to the home by administration.

4th Offense – Up to 5 day suspension from riding the bus. In order to ride the bus again, there must first be a meeting with the parent, student, and school administration to make a plan for improvement.

5th Offense - to be determined.

Administration reserves the right to remove a student from riding the bus at any time if the offense calls for a stiffer penalty.

Once students have arrived onto school property, including busses, they are not allowed off of school property without permission.

**\* Students can earn more than one referral per bus ride if additional infractions occur.**

**\*\* When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense.**

**\*\*\*Based on the severity of a student's conduct, consequences may be imposed at any time.**

**Depending on the nature of the offense, consequences such as suspension or expulsion from school may result from school bus/bus stop misconduct.**

## **TRESPASSING / LOITERING**

A student who is a habitual discipline problem after school hours will be asked to leave and remain off school grounds when school is not in session. The student will be verbally warned that if he/she returns outside of school hours, he/she will be subject to trespass charges brought against him/her. If the student refuses to leave school grounds in a reasonable amount of time or if the student returns at any time outside of school hours, he/she will be referred to the police department for trespassing. A trespass letter will be sent home to the parents/guardians after the first verbal warning.

Students not attending RMS will be asked their name and the reason for being in the building. If their reason is not acceptable, they will be asked to leave immediately. If they do not follow the directive to leave, the after school supervisor will contact the principal. If the principal is not available, the supervisor will seek assistance from a staff member present in the building. If the student continues to remain in the building or if the student returns at a later time/day, the police will be contacted. Trespass charges may be filed.

## **VISITORS**

In order to protect the safety and security of all persons in ROCORI Schools all visitors must sign in with the main office to receive a visitor's badge. Entrance to the building is limited to doors 1 (Main School Office) and 11 (District Office).

We welcome parents/guardians who would like to visit their child's classes during the school day. We do request that prior arrangements are made with building administration in order to accommodate the visit.

## **DISCIPLINE PROCEDURES**

It is the belief of ROCORI Middle School that a fair and equitable school-wide discipline procedure will contribute to the quality of a student's educational experience.

It is the responsibility of the school board, administrators, and teachers to safeguard the health, safety, and welfare of each student. ANY PERSON/INCIDENT THAT ENDANGERS, OR HAS THE POTENTIAL TO HARM, THE HEALTH, SAFETY, AND/OR WELFARE OF ANY STUDENT, STAFF, OR VISITOR TO ROCORI SCHOOLS IS SUBJECT TO DISCIPLINE. The school board and administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and these procedures.

**All violations of Minnesota state law and/or District 750 Board Policy are considered violations of the code of conduct as described in the ROCORI Middle School handbook. ROCORI District 750 Board Policies can be accessed on the school district's website.**



## ROCORI Middle School Behavior Management Plan

### The 3 R's – Respect, Responsibility, ROCORI

#### Expectations:

1. Follow directions and requests the first time they are given
2. Be on time and be prepared
3. Use positive language - no harassment, foul language, or derogatory remarks
4. Respect others' physical space and mental well being
5. Keep the school safe

#### Encouragement:

1. Verbal recognition
2. Lunch pass
3. I Spy a Spartan note
4. Class reward
5. ROCORI Proud

#### Enforcement:

1. Verbal warning
2. Staff member and student have a private conversation
3. Staff member and student have a private conversation
  - a. Student completes RMS RIP and staff submit to office
  - b. Staff member contacts student's parent/guardian
4. Referral to administration
  - a. Staff member completes RMS ODR and submit to office
  - b. Student completes RMS RIP and staff submit to office
5. Team meeting if necessary

Major behaviors including fighting, vandalism, drugs, alcohol, weapons, skipping, threats, bullying, harassment, abusive language, assault, hazing, cheating, theft, physical aggression, etc. will face administrative consequences and not follow this RMS Behavior Management Plan.

### I. Rules of Conduct

Disciplinary action may be taken against students for any behavior that is disruptive or violates the rights of others. **Violation of any local, state, or federal law is unacceptable.**

#### **The following constitutes unacceptable behavior:**

1. Violation of a ROCORI School Board approved policy/rule/regulation.
2. Conduct that materially and substantially disrupts the rights of others to an education.
3. Conduct that endangers the pupil or other persons or the property of the school.

### II. Disciplinary Actions—Violations of the Rules of Conduct

- A. Disciplinary action may include, but is not limited to: Meeting with teacher, counselor, assistant principal, or principal; Detention; Loss of school privileges; Parental conference with school staff, Superintendent, and/or School Board; Modified school programs; Removal from class; In-School Suspension; Suspension; Exclusion; or Expulsion.



- B. **Detention:** Arrive on time (3:05 – 5:00 P.M. Monday-Thursday). Leave all food, drink, and electronic devices outside the detention room. No sleeping is allowed in the detention room. Students should be completing homework or reading. Failure to serve the after school detention by a set date will result in rescheduling a time. Failure to show up a second time will result in additional consequences. Detention not served by the end of the school year will be carried over to the next school year.
- C. **Removal from class:** Removal from class is the short-term exclusion of a student from class during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal, assistant principal, or their lawful designee. The student shall be removed from class only upon agreement of the appropriate teacher, assistant principal, and/or principal after an informal administrative conference with the pupil. The decision as to removal shall ultimately be up to the principal.
  - a. The removal from class may be imposed without a formal administrative conference where it appears that the student will create an immediate and substantial danger to himself or to persons or property around him. The length of time of the removal from class shall be at the discretion of the assistant principal or principal after consultation with the teacher. Students shall be returned to class upon completion of the terms of the removal established at an administrative conference including but not limited to the completion of any make-up work.
- D. **Suspension:** Short-term exclusion of the student from school during which the school is relieved of custody of the child. Suspension, exclusion, and expulsion shall be utilized in accordance with the Pupil Fair Dismissal Act of 1974 as amended.
 

**Students who are suspended are immediately excluded from all student activities and/or functions for the duration of the suspension; this includes attendance, as well as active participation. The duration of exclusion from activities and school functions is from the first day of suspension and extends to the day the student is eligible to return to school. A trespass notice is automatically issued as part of the suspension and is active for the length of the suspension.**
- E. **Expulsion:** Long-term exclusion from school as directed by the school board. A trespassing notice will be served on the student during that time.

## ROCORI MIDDLE SCHOOL DISCIPLINE GUIDE

Every student and employee of RMS is entitled to learn and work in a safe school environment. To ensure this, the school has established clear student discipline policies, consequences appropriate to the behavior, and a practice to do so consistently. Students are expected to behave in accordance with federal, state and local laws; school policies and guidelines; and in a way that respects the rights and safety of others.

The district expectation is that students conduct themselves in a manner appropriate to maintain a climate in which learning may take place. The expectation and encouragement of proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement. The policy, however, must also balance the rights, safety, security, and opportunities of other students to provide a positive learning environment for all.

The following are school-wide discipline guidelines. These guidelines and the potential consequences apply any time a student is present on ROCORI district property (this includes the school bus), participating in a school-sponsored activity, or at an event where the school is participating. Listed are the violations and the recommended consequences; although all actions will be taken on a case-by-case basis. Community service or financial restitution may be utilized when appropriate for the infraction. The infractions and consequences may be modified or dismissed if circumstances require mitigation or exception (e.g. disabled student whose misbehavior is related to his or her disability).

### **Abusive Language/Profanity**

The use of language that is obscene, threatening, intimidating or that degrades other people.

First Offense – 2 Hours Detention

Second Offense – 1 Day Suspension

Third and Subsequent Offenses – 3 Days Suspension

### **Arguing**

A verbal exchange that is deliberate to oppose a reasonable request/directive.

First Offense – 1 Hour Detention

Second Offense – 2 Hours Detention

Third and Subsequent Offenses – 1 Day Suspension

### **Arson**

The intentional setting of a fire that results in, or could have potentially resulted in, the destruction or damage to school property or other property or that endangers or potentially endangers others by means of fire.

First Offense – 10 Days Suspension, Expulsion Recommendation, Police Referral

### **Assault**

Student causes fear in another person of bodily harm or intentionally inflicts or attempts to inflict bodily harm upon another person.

First Offense – 3 Days Suspension

Second Offense – 5 Days Suspension

Third Offense – 10 Days Suspension, Expulsion Recommendation, Police Referral

### **Bomb Threat/False Alarm/Terroristic Threat**

Intentionally making, publishing or conveying in any manner a bomb threat, creating or reporting a false alarm, or any type of terroristic threat pertaining to a school location or event.

First Offense – 5 Days Suspension

Second Offense – 10 Days Suspension, Expulsion Recommendation, Police Referral

### **Breaking and Entering**

Entering the school building once secured, after school hours, using an unauthorized mechanism of entering.

First Offense – 5 Days Suspension, Police Referral

Second Offense – 10 Days Suspension, Expulsion Recommendation, Police Referral

### **Bullying**

Bullying is behavior that involves unwanted, negative actions over time through the imbalance of power or strength.

Bullying can take on many forms, including these:

1. Verbal bullying including derogatory comments and bad names
2. Bullying through social exclusion or isolation
3. Physical bullying such as touching, hitting, kicking, shoving, or spitting
4. Bullying through lies and false rumors
5. Having money or other things taken or damaged
6. Being threatened or being forced to do things
7. Racial bullying
8. Sexual bullying
9. Cyber bullying (via cell phone or Internet)

First Offense – 1 Day Suspension

Second Offense – 3 Days Suspension

Third and Subsequent Offenses – 5 Days Suspension

### **Cheating/Plagiarism/Forgery**

Plagiarism or conspiracy to commit plagiarism includes, but is not limited to cheating on school assignments or tests or claims someone else's work as their own. Forgery includes, but is not limited to falsifying signatures or data, misrepresenting identity, or forging notes. Academic consequences will also be assigned.

First Offense – 2 Hours Detention

Second Offense – 1 Day Suspension

Third and Subsequent Offenses – 3 Days Suspension

### **Computer/Internet**

Violation of the computer use procedure.

First Offense – 2 Hours Detention

Second Offense – 1 Day Suspension

Third and Subsequent Offenses – 3 Days Suspension

### **Defiance/Insubordination**

A deliberate refusal to follow a reasonable request/directive or to identify one's self when requested.

First Offense – 2 Hours Detention

Second Offense – 1 Day Suspension

### Third and Subsequent Offenses– 3 Days Suspension

#### **Disrespect**

Language or behaviors that is rude or inappropriate.

First Offense – 1 Hour Detention

Second Offense – 1 Day Suspension

Third and Subsequent Offenses – 3 Days Suspension

#### **Disruption**

Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior that disrupts or threatens to disrupt the class or school environment.

First Offense – 1 Hour Detention

Second Offense – 1 Day Suspension

Third and Subsequent Offenses – 3 Days Suspension

#### **Dress Code Violation**

Student wears clothing that violates the dress code/uniform policy.

First Offense – Required to Change, Parent Called

Second Offense – Required to Change, 2 Hours Detention

Third and Subsequent Offenses – Required to Change, 1 Day Suspension

#### **Electronic Device**

Violation of the electronic device procedure.

First Offense – Confiscation

Second Offense – Confiscation, Parent Pick-up Device,

Third and Subsequent Offenses – Confiscation, Parent Pick-up Device, School Consequences

#### **Fighting**

Student is involved in participation in an incident involving physical violence or fighting where strikes are intended to be delivered.

First Offense – 1-3 Day Suspension, Possible Police Referral

Second Offense – 3-5 Days Suspension, Police Referral

Third and Subsequent Offenses – 5-10 Days Suspension, Police Referral, Expulsion Recommendation

#### **Gang Affiliation/Display**

Intentionally or inadvertently having membership in, wearing clothing or paraphernalia that represents, or displaying symbols or gestures of gangs is prohibited.

First Offense – 2 Hours Detention

Second Offense – 1 Day Suspension

Third and Subsequent Offenses – 3 Days Suspension

#### **Harassment**

The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class – i.e. socioeconomic status. Reprisal or retaliation for a complaint of harassment is prohibited.

First Offense – 1 Day Suspension

Second Offense – 3 Days Suspension

Third and Subsequent Offenses – 5 Days Suspension

#### **Hazing**

Hazing activities of any type are prohibited at all times. Hazing means committing an act against a student, or coercing a student into committing an act in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

First Offense – 1 Day Suspension

Second Offense – 3 Days Suspension

Third and Subsequent Offenses – 5 Days Suspension

#### **Lying/False Reporting**

Student reports false information or is untrue.

First Offense – 2 Hours Detention

Second Offense – 1 Day Suspension  
Third and Subsequent Offenses – 2 Days Suspension

### **Medication Misuse (Over the Counter)**

Any student in possession of or using over the counter medication must do so in a manner consistent with the medication procedure. Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any over the counter medication is prohibited.

First Offense – 1 Day Suspension  
Second Offense – 3 Days Suspension  
Third and Subsequent Offenses – 5 Days Suspension

### **Medication Misuse (Prescription)**

Any student in possession of or using prescription medication must do so in a manner consistent with the medication procedure. Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any over the counter medication is prohibited.

First Offense – 3 Days Suspension  
Second Offense – 5 Days Suspension, Police Referral  
Third Offense – 10 Days Suspension, Expulsion Recommendation, Police Referral

### **Physical Aggression**

Student engages in actions involving physical contact where injury may not have been intended but may occur (i.e. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).

First Offense – 1 Day Suspension  
Second Offense – 3 Days Suspension  
Third and Subsequent Offenses – 5-Days Suspension

### **Possession or Use of Alcohol or Chemicals**

The possession or use of any alcohol, narcotic, illegal substance, inhalants, controlled substance or drug paraphernalia is prohibited while on school property, participating in a school-sponsored activity, or traveling in school transportation.

First Offense – 5 Days Suspension, Police Referral, Chemical Assessment  
Second Offense – 10 Days Suspension, Expulsion Recommendation, Police Referral

### **Possession/Use of Combustibles**

Student is/was in possession of substances/objects that are real or imitation, of explosives, incendiary devices, or other items considered dangerous, illegal capable of causing bodily harm and/or property damage, destruction, or disruption (matches, lighters, fireworks [sparklers, firecracker, smoke bombs, etc.], gasoline, lighter fluid, etc.).

First Offense – 10 Days Suspension, Expulsion Recommendation, Police Referral

### **Possession/Use of Weapons**

Student is in possession of knives or guns (real or look alike) or other items considered dangerous, illegal or which could cause bodily harm, destruction, or disruption. Notwithstanding the time limitation in Minnesota statutes, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school. The board may modify this expulsion requirement for a pupil on a case-by-case basis.

First Offense – 5-10 Days Suspension, Expulsion Recommendation, Police Referral

### **Possession/Use of Tobacco**

Student is in possession of or is using tobacco including e-cigarettes or other vapor based smoking devices. Students who congregate in an area where smoking has recently occurred (e.g. bathroom stall) will be considered smoking.

First Offense – 1 Day Suspension  
Second Offense – 3 Days Suspension, Chemical Assessment, Police Referral  
Third and Subsequent Offenses – 5 Days Suspension, Police Referral

### **Privacy**

It is prohibited to take, distribute, or receive pictures or videos of students, teachers, and any staff member anywhere and anytime without their direct permission and that violates their personal privacy. Violation of this will result in disciplinary action from detention, to suspension, to expulsion based on the severity and nature of the act. Law enforcement may also be contacted. Images or videos containing nudity may result in the immediate initiation of the expulsion process.

First Offense – 1 Day Suspension  
Second Offense – 3 Days Suspension  
Third and Subsequent Offenses – 5-Days Suspension

**Property Damage/Vandalism**

Student participates in an activity that results in destruction or disfigurement of property.

First Offense – 5 Days Suspension, Police Referral

Second Offense – 10 Days Suspension, Expulsion Recommendation, Police Referral

**Skipping**

Student leaves or misses class without permission. Student is somewhere without permission during school hours.

First Offense – Detention

Second Offense – Detention

Third and Subsequent Offenses – 1-3 Days Suspension

**Theft**

The unauthorized taking, using, transferring, hiding, or possession of property of another person without the consent of the owner or the receiving of such property is prohibited. Restitution, when possible, will be expected.

First Offense – 1 Day Suspension

Second Offense – 2 Days Suspension

Third and Subsequent Offenses – 3 Days Suspension

**Threat**

Student engages in actions (verbal, written, physical) that are threatening to another student.

First Offense – 2 Hours Detention

Second Offense – 1 Day Suspension

Third and Subsequent Offenses – 3 Days Suspension

**Transportation**

All rules that apply during the school day apply while riding a school bus. Students will be administered consequences consistent with school discipline procedures and policies. Students endangering persons or property may lose bus riding privileges immediately and for an indefinite period of time.

First Offense – Warning

Second Offense – Bus Referral Issued, Parents Notified.

Third Offense – 1-3 Day Bus Suspension

Fourth Offense – 3-5 Day Bus Suspension, Meeting with the parent, student, and school administration to make a plan for improvement.

Fifth and Subsequent Offenses – To be determined.

**Trespassing**

Student on suspension who is on school property without permission. Admitting others through a locked or secured entrance without the permission of school employees. Anyone on school property that has been issued a no-trespass order.

First Offense – 1-3 Day Suspension

Second Offense – 3-5 Days Suspension

Third and Subsequent Offenses – 5-10 Days Suspension

**Unauthorized Use/Possession of School Property/Equipment**

Student uses or is in possession of school property or equipment without permission.

First Offense – 2 Hours Detention

Second Offense – 1 Day Suspension

Third and Subsequent Offenses – 3 Days Suspension

## Parent/Guardian Guide to Statewide Testing

This document provides basic information to help parents/guardians make informed decisions that benefit their children, schools and communities.

**Why statewide testing?** Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college. The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

### Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- Students who do not participate will receive a score of "not proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about

where to purchase a home or to enroll their children.

- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

## Academic Standards and Assessments

### What are academic standards?

The *Minnesota K–12 Academic Standards* are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

### What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

<b>Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)</b> <ul style="list-style-type: none"><li>• Based on the Minnesota Academic Standards; given annually in grades 3-8 and in high school in reading and mathematics; given annually in grades 5, 8 and in high school for science.</li><li>• Majority of students take the MCA.</li><li>• MTAS is an option for students with the most significant cognitive disabilities.</li></ul>	<b>ACCESS and Alternate ACCESS for English Learners</b> <ul style="list-style-type: none"><li>• Based on the WIDA English Language Development standards.</li><li>• Given annually to English learners in grades K–12 in reading, writing, listening and speaking.</li><li>• Majority of English learners take ACCESS for ELLs.</li><li>• Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</li></ul>
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### Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

### Are there limits on local testing?

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or school-wide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or school-wide assessments must not exceed 11 hours per school year.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in

the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

### **What if I choose not to have my student participate?**

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form is available upon request in the school office.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

### **When do students take the assessments?**

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

### **When do I receive my student's results?**

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

### **How much time is spent on testing?**

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

### **Why does it seem like my student is taking more tests?**

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

## **BULLYING PREVENTION POLICY**

### **I. PURPOSE**

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

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

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies to students who, directly or indirectly, support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
- B. This policy applies to the use of electronic media (text messages, instant messaging, use of blogs, social media or other similar internet sites, e-mail, chat rooms, and other electronic communications) to carry out or conduct bullying behaviors. Misuse of technology including, but not limited to, teasing, intimidating,



defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

- C. No teacher, administrator, volunteer, contractor, or other employee of the school district will engage in, permit, condone, or tolerate bullying.
- D. Apparent permission or consent by a student being bullied does not lessen the 7-3-2 prohibitions contained in this policy.
- E. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- F. False accusations or reports of bullying against another student are prohibited.
- G. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
  - 1. The developmental and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

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

### III. DEFINITIONS

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

- A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of: 7-3-3
  - 1. harming a student or group of students;
  - 2. damaging a student's or group of students' property;
  - 3. placing a student or group of students in reasonable fear of harm to his or her person or property; or
  - 4. creating a hostile educational environment for a student or group of students
  - 5. intimidating a student or group of students.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school district property or at school-related functions" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions (home or away), school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

#### IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal or the principal's designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or 7-3-4 has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

#### V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

#### VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. 7-3-5 Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

#### VII. TRAINING AND EDUCATION

- A. The school district annually will provide information and any applicable training to school district staff regarding this policy.

- B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
- D. The school district will implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

**VIII. NOTICE**

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

**HARASSMENT AND VIOLENCE POLICY**

**I. GENERAL STATEMENT OF POLICY**

It is the policy of Independent School District No. 750 to maintain a learning and working environment that is free from harassment and violence. The school district prohibits inflicting, as well as attempting or threatening to inflict, religious, racial, or sexual harassment or violence through conduct or communication by any student, teacher, administrator, employee, volunteer, agent, contractor, or person subject to the supervision and control of the school district.

The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial, or sexual harassment or violence. Any student, teacher, administrator, or other school personnel who is found to have violated this policy will be subject to appropriate disciplinary action.

**RELIGIOUS, RACIAL, AND SEXUAL HARASSMENT AND VIOLENCE DEFINED**

- A. **Sexual Harassment: Definition.** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
  - 1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
  - 2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - 3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

- 1. unwelcome verbal harassment or abuse;
- 2. unwelcome pressure for sexual activity;

3. unwelcome, sexually-motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of a student by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
  4. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  5. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
  6. unwelcome behavior or words directed at an individual because of gender.
- B. Racial Harassment: Definition. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  3. otherwise adversely affects an individual's employment or academic opportunities.
- C. Religious Harassment: Definition. Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  3. otherwise adversely affects an individual's employment or academic opportunities.
- D. Sexual Violence: Definition. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statute, include the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- Sexual violence may include, but is not limited to:
1. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  2. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  3. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
  4. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- E. Racial Violence: Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
- F. Religious Violence: Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
- G. Assault: Definition. Assault is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
  2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  3. the threat to do bodily harm to another with present ability to carry out the threat.

### III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of religious, racial, or sexual harassment or violence by a student, teacher, administrator, or other school personnel should report the alleged acts immediately to an appropriate school district authority. Any person with knowledge or belief of conduct which may constitute religious, racial, or sexual harassment or violence should also report the alleged acts immediately to an appropriate school district authority. The school district encourages either the reporting party or complainant to use the report form available from the principal of each building or the school district office. Oral reports will be considered complaints as well. Nothing in this policy will prevent any person from reporting harassment or violence directly to a district human rights officer or to the superintendent.

In Each School Building. The building principal or designee is the person responsible for

initially receiving and investigating oral or written reports of religious, racial, or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial, or sexual harassment or violence will inform the building principal immediately. The principal may request, but may not insist upon, a written complaint. Upon receipt of a report, the principal or designee must determine whether the alleged conduct constitutes a violation of this policy considering the surrounding circumstances, the nature of the behavior, past incidents, continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. If the building principal or designee determines that the behavior constitutes a violation of this policy, the principal will notify the school district human rights officer who will investigate the report. If the human rights officer is expected to investigate, a written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer.

Failure to follow the procedure outlined in this policy may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the district human rights officer by the reporting party or complainant.

In the District. The school board will designate a district human rights officer who will receive reports or complaints of religious, racial, or sexual harassment or violence from any individual, employee, or victim. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent. The school district shall conspicuously post the name of the human rights officer, including a mailing address and telephone number.

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

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

#### IV. INVESTIGATION

By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial, or sexual harassment or violence, will undertake or authorize an investigation as soon as practicable. The investigation may be conducted by school district officials or by a third party designated by the school district.

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

In determining whether alleged conduct constitutes a violation of this policy, the following should be considered: the surrounding circumstances; the nature of the behavior; past incidents or past or continuing patterns of behavior; the relationships between the parties involved; and the context in which the alleged incidents occurred the determination must be based on all of the facts and surrounding circumstances.

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

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

#### V. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may

include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of collective bargaining agreements, state and federal law, and school district policies.

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

#### VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person involved. This includes any person who reports alleged religious, racial, or sexual harassment or violence; or any person who testifies, assists, or participates in an investigation; or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

#### VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

#### VIII. HARASSMENT OR VIOLENCE AS ABUSE

Under certain circumstances, alleged harassment or violence may also be considered abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statute may be applicable.

Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

#### IX. DISSEMINATION OF POLICY AND TRAINING

This policy will be conspicuously posted in each building in areas accessible to both students and staff members.

This policy will appear in the student and staff handbooks.

The school district will develop a method of discussing this policy with students and employees.

## HAZING POLICY

#### PURPOSE

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

#### DEFINITIONS

The term hazing includes, but is not limited to:

1. Any type of physical brutality.
2. Any type of physical activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves the violation of state or federal law or of school district policies or regulations.
6. Activities generally or historically associated with 9th grade initiation into Rocori High School.

#### STATEMENT OF POLICY

1. Students will not plan, direct, encourage, aid or engage in hazing.
2. Teachers, administrators, volunteers, contractors or other employees of the school district will not plan, direct, encourage, aid, engage, permit, condone or tolerate hazing.
3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. This policy applies to behavior that occurs on or off school property and before, during, and after school hours.
5. A person or organization that willingly engages in or encourages an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
6. The school district will investigate complaints of hazing and will discipline or take reasonable and appropriate action.
7. This policy shall be reviewed with students in each school every year.
8. Reporting and investigation of hazing allegations will be handled according to procedures outlined in the district harassment policies.
9. Violation of the Hazing Policy will result in disciplinary action.

## **WEAPONS POLICY**

### **DESCRIPTION**

The ROCORI School District expects a safe, positive and productive learning environment for all students and staff. Violent behavior, of any form, is not supported by the school district. In particular, the district considers issues involving weapons to be extremely serious violations of a safe learning environment.

### **WEAPONS:**

A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing great bodily harm, death, or which may be used to inflict injury on self or others.

Examples of weapons include but are not limited to:

#### **FIREARMS**

Firearm, as applied in this policy, is consistent with firearms as defined in United States legal code. Any firearm, whether loaded or unloaded; airguns, pellet guns, BB guns, look-alike and non-functioning guns; fireworks, explosives; stunguns; ammunition; any type of bomb or exploding device;

#### **OTHER WEAPONS**

All knives; blades; clubs; metal knuckles; numchucks; throwing stars; poisons; and objects that have been modified to serve as a weapon.

In addition, articles designed for other purposes, may be considered weapons, dependent upon their use. Examples include but are not limited to items such as belts, combs, pencils, files, scissors, laser pointers, or chains used to inflict bodily harm will be treated as the possession and use of a weapon.

### **USE OF WEAPONS:**

Use of a weapon on school grounds is the most serious violation of this policy. Use refers to having a weapon on one's person or in an area subject to one's control and brandishing, displaying with appearance of use, discharging, actual physical engagement or any other actual use of the weapon.

Use of a weapon by a student at any school building, or school grounds, at locations of school activities or trips, on school-owned or contracted busses or vehicles, at all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district, will result in

- (1) confiscation of the weapon;
- (2) engagement of the appropriate law enforcement agencies including local police;
- (3) a meeting with the principal, parents, and student involved;
- (4) an initial suspension for ten (10) days; and
- (5) a recommendation to the Superintendent and School Board for expulsion.

#### POSSESSION OF WEAPONS:

"Possession" refers to having a weapon on one's person or in an area subject to one's control. Possession of a weapon by a student at any school building, or school grounds, at locations of school activities or trips, on school-owned or contracted busses or vehicles, at all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district, will result in

- (1) confiscation of the weapon;
- (2) a meeting with the principal, parents, and student involved;
- (3) notification of the police department;
- (4) an initial suspension for five (5) days; and
- (5) a recommendation to the Superintendent for possible expulsion.

#### EXPULSION NOTE:

Notwithstanding the time limitation in Minnesota statutes, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school. The board may modify this expulsion requirement for a pupil on a case-by-case basis.

#### EXCEPTIONS:

1. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered in possession of a weapon if he or she immediately turns the weapon over to an administrator, teacher, coach, supervisor, bus driver, or other school employee, or if the student immediately notifies an administrator, teacher, coach, supervisor, bus driver, or other school employee of the weapon's location.
2. It shall not be a violation of this policy for students to: handle firearms during approved firearms safety or marksmanship courses or activities conducted on school property under the direction of certified instructors; to possess replica weapons during a color guard performance; or to use weapon facsimiles during student performances with written permission of the building or program administrator.
3. While the school district takes a firm "Zero Tolerance" position on the possession, use or distribution of weapons by students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. When authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.
4. While the school district takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

#### DISCLOSURE:

A student's expulsion, withdrawal, or transfer from Rocori after an expulsion action is initiated for a weapons violation, must be disclosed to another school district in connection with the possible admission of the student to the other district.

#### NOTIFICATION OF POLICY:

Students and parents will be made aware of this policy through student handbooks, policy handout distribution, school assemblies, local newspaper, district newsletter, and teacher-led classroom discussions.



Approved: 8/22/2016