



Rothsay Public School

Student Handbook



**“Tiger Pride”
2020-2021**

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Approved by the Board of Education on

Welcome!

Welcome to Rothsay Public School. We are glad to have you here and hope you will take advantage of the opportunities that are available to you. The curriculum, activities, and programs at Rothsay Public School have been designed to challenge students of all interests and abilities. Involvement is the key to benefitting from these programs. Be willing to try new things and remember that every decision you make impacts you while at Rothsay. The staff at Rothsay Public School understands that students are why we do what we do and we are eager to assist you.

This handbook, and the rules and regulations outlined within are designed to promote the safety and order necessary to provide an educational program of maximum benefit to you and the entire student body. Please read it carefully and refer to it frequently during the year. It is the responsibility of each student and parent to know all policies, rules, and opportunities referred to in this handbook. While some rules and consequences are listed, the administration reserves the right to modify them if the modification would be beneficial to the student and/or the school.

We assure you that the members of the faculty and administration are highly interested in you and your personal achievements are ready to help you realize your worthwhile goals.

Vision of Rothsay School System

By working together in an atmosphere of mutual respect we can accomplish our mission and enjoy a quality of life acceptable to all.

Mission of Rothsay School System

To educate our students to become responsible citizens and lifelong learners.

The Rothsay School District Goals

- The student’s education will be the primary goal of our education team composed of parents, staff, students, administration, and board members.
- Be financially responsible and accountable to the citizens of Rothsay Public School System.
- Develop Rothsay’s facilities for today and tomorrow.

Reviewed and approved by ISD #850 Board of Education July 17, 2001

Staff

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Trevor Hone	Social Studies
Taylor Fuhs	Physical Education
Anita Heier	Math
Josh Nordick	Science
Nikki Thorson	Special Education
Ashton Fuhs	Preschool
Lindsey Green	Preschool
Kristen Heidecker	Kindergarten
Ann Anderson	First Grade
Ingrid Johnson	First Grade
Mandy Tollerud	Second Grade
MaryBeth Peterson	Third Grade
Amanda Christensen	Third Grade
Lori Tillman	Fourth Grade
Lisa Ness	Fifth Grade
Kate Mansfield	Sixth Grade
<u>Office Support</u>	
Diane Haugrud	Bookkeeper
Stephanie Curtis	Secretary
Wanda Zimmerman	Resource Room

<u>Cooks</u>	
Carol Nehk	Head Cook
Kellie Barry	Asst. Cook
Tatum Katzenmeyer	Kitchen Help
Jill Stockinger	Kitchen Help
<u>Custodians</u>	
Justin Nord	Head Custodian
Teresa Nordick	Custodian
<u>Technology</u>	
Loeffler	
<u>Coaching Staff</u>	
Joshua Nordick	Varsity Football
Joel Meyer	Jr. High Football
Kyle Wagers	Asst. Football
John Reber	Varsity Volleyball
Kellie Barry	JV Volleyball
TBD	Jr. High VB
John Reber	Jr. High VB
Taylor Fuhs	Varsity BBB
Chris Heier	JV BBB
TBD	Jr. High BBB
Anita Heier	Varsity GBB
TBD	JV GBB
Ann Anderson	JH GBB
Aaron Sletten	Varsity Golf
Tom Jensen	Assistant Golf
Trevor Hone	Varsity Track
	JH Track
<u>Para Professionals</u>	
Cindy Blair	Media Center
Micki Curtis	
Stacy Wigdahl	
Dawn Klossner	
Wanda Zimmerman	
Kendra Nord	
James Boots	
Jesse Weets	

GENERAL INFORMATION

Accidents

A student with an injury or suspected injury will be brought to the office. The parent and/or the family physician will be contacted if the injury is potentially serious.

Bicycles

Students who ride bicycles to school must follow traffic regulations. Bicycles are to be parked at the designated bike rack areas. Under no circumstances are students to tamper with bicycles during the school day, and the bicycles are not to be ridden during school hours. The school is not responsible for the bicycles.

Cumulative File

Each student has a cumulative file which is kept in the office containing:

- Academic Records.
- Standardized Test scores.
- Health Information.
- Family Information.

This information is personal and will be used professionally. Parents have the right to see these files. A red tab on all cumulative files indicates a health problem or concern. All materials must go through the principal before they are filed permanently. For more information, see Student Records.

Daily Schedule

Students are not permitted in the building prior to 8:00a.m. unless given approval from a staff member or administration. Students should be on their way to their first period classroom no later than 8:25a.m. (or first bell). School starts at 8:30a.m. and ends at 3:15p.m. for grades K-6 followed by grades 7-12 at 3:20 p.m.

Elevator

Use of the elevator is allowed only with authorization from Administration.

Food and Beverages

Rothsay Public School believes in promoting good health and nutritional habits. Our vending machines are on timers and students are not permitted to make purchases when turned off. **No candy or gum allowed in the classrooms except on special occasions with approval from administration. Pop is not allowed in the building except under approved special occasions.** Water bottles are allowed. Elementary students may bring nutritious snacks for their designated snack time. Foods considered non-healthy will not be permitted to be eaten. Parents with questions are asked to discuss this with their child's teacher.

JMC

Rothsay Public School, at times necessary, will send out an alert via phone, text, or email to notify families of school closings, safety concerns, event notifications, and other information. Parents/families must have updated contact information to receive alerts. It is imperative that parents update their phone number(s) often.

Internet and Computer Use

Students use the computers and the Internet for educational purposes. Rothsay School District policy specifically states what is appropriate for student use with regard to technology. Many websites are blocked/forbidden which may be harmful to our students and computer systems. The school will monitor sites to ensure access to sites that are student/school safe. Parents must sign the Internet Acceptable Use and Safety policy form prior to using the school computers/devices. An electronic device fee will be required for students in grades 5 – 12. This policy is outlined in a separate form and includes the insurance policy for the use of portable electronic devices.

Media Center

The school media center is available for student use at designated times throughout the day, as scheduled by the school media center supervisor. No students are allowed in the media center without supervision. The resources and services of the school media center exist to serve the students and faculty for their program supplemental and research needs. Any student who willfully deprives another student of the right to study or do research by creating a verbal or physical disturbance will be asked to leave the media center. For the first offense, the student's media center privileges may be suspended temporarily. Subsequent offenses may result in long-term suspension from the media center and additional disciplinary action.

Locks

- Rothsay Public Schools is not responsible for items of theft. Students are encouraged to lock up all items of value in school and gym lockers. Combinations for locks are given to the individual student only and it is recommended students not share their combination with anyone else.
- A school locker will be assigned to each student. If the student brings their own lock they have to provide the office with a key and/or combo.
- Each student requesting a lock for their gym is responsible for returning the lock at the end of the term. If the lock is not returned, the student is responsible for paying for the lock.

Lost and Found

Rothsay Public School lost and found area is located by the cafeteria. We ask that parents check their students' belonging at home to ensure they are coming home with the correct clothing, and to periodically check the collection of items in the lost and found. We will routinely donate the collection to area shelters and drop-off locations.

Lunch/Breakfast

- Breakfast is served from 8:00a.m. to 8:25a.m. in the commons. High school students (7-12) can also have breakfast after second hour. Note that if you are on free and reduced lunch/breakfast, only the first breakfast is free or reduced. If you choose to eat a second time – you will have to pay for that one. Hot lunch is served in the lunchroom on a schedule set up by the administration. Elementary students are to report to either the commons or the gymnasium until 8:25. K-6 students should not report to their classrooms without approval from the teacher.
- Student lunch account balances are available online through JMC, our student information system, and should maintain balances above the cost of meals as charging is not allowed. An online lunch account payment and notification system is available through JMC.
- The lunch period is part of school hours. Students are encouraged to participate in noon recreation. Elementary students are allowed to go outside after lunch, weather permitting, to their designated area for recess. Grades 7-12 students are permitted to use the performance gymnasium and commons area during their lunch. Rothsay Public Schools enforces a closed campus during the lunch period. Second floor is off limits during the lunch period, except with approval from a designated staff member. Lunchroom and recess supervision is provided by either a teacher or an aide.

Health Related Information

If the student has a temp of 100.4 or greater parents are contacted and students sent home. Students need to be fever free without using medicine to control the fever for 24 hours before attending school.

Wilkin County Health strongly encourages everyone to get a flu shot during flu season.

Students with Pinkeye symptoms should be free from eye drainage/matter before coming back to school.

Parents must sign and initial the Emergency Information Form as permission for the school to administer pain reliever to students as necessary. (see also Health and Safety Procedures pg. 25)

Parties

Parties are typically held for students at Halloween, Thanksgiving, Christmas, and Valentine's Day and as classroom incentives/rewards. These parties usually are held in the afternoon and planned by the teacher with an academic,

social or service connection. Students may bring **store purchased, healthy snacks that meet Competitive Foods Nutrition Standards** to school on their birthday. A list of options and guidelines will be available on our school website and also through your child's classroom teacher. Please contact teacher prior to that day if possible.

Reward Day

The Rothsay School staff may, at times throughout the school year, may coordinate incentive/reward days for our students. The intent of such an event is to reward those students who have followed school policies during the school year with regards to attendance, tardies, violations, and detentions. Students who have followed school policies will be invited to participate. The staff and the administration reserve the right to exclude those students who have not met the requirement set forth for a reward day. Prior notification may not be made available to students and/or parents. Students not participating in reward day are expected to attend school the day of activities and will be supervised to work on school-related activities.

School Closing Announcements

Snow days, if known in the morning, will be announced on our Schoolinfoapp and Instant Alert. If school is closed, all activities will also be postponed.

Student Visitors

Student visitors will not be allowed to attend Rothsay School as guests during regularly scheduled class hours unless given prior approval by administration.

Telephone/Cell Phone/ Other Electronic Devices

1. Students will not be allowed to make calls during class hours or be called to the telephone during these hours except in cases of emergency. However, messages will be taken at any time and will be delivered at the earliest practical time. Students should be encouraged to use the telephone during their lunch period.
2. The use of devices is a privilege and can be an acceptable communication and educational tool. Guidelines are set in place to promote a proper educational environment for students. All electronic devices, but not limited to, cell phones, headphones, earphones, tablets, and musical devices are **not permitted in the classroom unless directed by the teacher**. Electronic devices are permitted before and after school, during lunch, and during passing times between classes, so long as not causing a distraction. The teacher reserves the right to allow certain devices in the classroom for educational purposes only (e.g. – the teacher allowing students to use their phones as a stopwatch only).
 - a. First Offense: When a student is caught in the classroom using a device against teacher direction, he/she will be asked to put the device away and refrain from using it.
 - b. Second Offense: The device will be taken by the teacher and returned at the end of the hour.
 - c. Third Offense and all subsequent offenses within a period of the past two months: The device will be brought to the principal and parents will need to pick it up from the office in person. The principal may add additional consequences as needed at his/her discretion.
3. Other Notes
 - a. All electronic devices with the capabilities of taking photographic pictures and videos are NOT permitted to be used in the locker-room and must be turned off and put away.
 - b. No person, student or staff, may have their picture or a video taken of them without their consent, or the consent of parents/guardians.
 - c. Rothsay Public School District will not be held responsible for any electronic devices lost or stolen on campus.
 - d. This policy is in effect at any location considered "on campus" which includes, but not limited to, Athletic field, Field Trip, Main Building, Parking Lots, or any other any school project site that is off the main grounds.
 - e. The devices are not permitted to be used during bathroom breaks while class is in session. The phones must remain in the classroom during such breaks.

Vision and Hearing Screening

Vision and Hearing screening is done through the Wilkin County Public Health Office and scheduled by the office personnel.

Weight Room

The weight room located on school campus is open to the public outside of the school day. No students are allowed in the weight room without supervision from either a staff member or an adult, without prior approval from administration. Varsity teams have priority during team practice times.

ELEMENTARY

Absences

Absentee records are kept daily by the classroom teacher. Parents are expected to communicate via email, phone call, or written excuses when their child has missed school or when an absence is anticipated. Attendance is extremely important in success at school. A written excuse does not guarantee the absence will be excused. See Attendance Policy for more information.

Discipline

Each student is expected to use good manners, proper etiquette, and to follow school rules at all times. This includes lunch lines, passing in the hallways, recess times, dismissal times, and lavatory breaks. All staff will work together to ensure the rules are followed uniformly. Parents are asked to help the school staff supervise behavior at athletic events. Violations of school rules will result in corrective disciplinary action. For more information, see Student Discipline Policy.

Recess

Students are supervised and playground rules enforced at all times. Students will behave in a safe manner while using playground space and equipment. All equipment from home must be approved by recess supervisors. The district is not responsible for any equipment brought from home. Students are expected to dress appropriately for the weather. Students will be expected to go outdoors with their classes, with or without proper attire.

Report Cards and Conferences

Report cards are distributed at the end of each quarter (4x per year). Conferences with parents will be held whenever they are deemed necessary for an individual student and are scheduled for all students in the fall and the spring of each year.

Retention - Elementary

Rothsay Public School is a standards-based educational system. To fulfill our mission statement: the mission is to prepare our students to become responsible citizens and lifelong learners, students must demonstrate achievement of state and local standards in accordance with statutes and policies. Each student will progress to the next grade based upon individual performance on curricular assessments, standardized local and state assessments, and teacher/administration recommendations. Students demonstrating satisfactory performance will progress to the next grade level. If a student does not demonstrate adequate performance, grade-level retention may be the best educational option for the continued success of the student. Students with modifications and /or accommodations must show progress in accordance with their IEP's/504 Plans.

Student Transfers

A record release form (available in the office) must be signed by the parent to request and transfer new student records to the Rothsay School.

HIGH SCHOOL

Class Advisors

Each student in Gr. 7-12 will be assigned one or two High School teachers as their class advisor(s). They will assist the class with class activities or decisions needed to be made as a class. Class Advisors will meet with their class regularly to monitor fund raising and other school related activities such as Homecoming, Snoball, and Prom events.

Class Schedule

First Bell	8:25 a.m.
Second Bell	8:30 a.m.
Period 1	8:30-9:17
Period 2	9:20-10:07
2 nd Breakfast	10:07-10:17
Period 3	10:20-11:07
Period 4	11:10-11:57
Lunch	11:57-12:24
Period 5	12:27-1:14
Period 6	1:17-2:04
Period 7	2:07-2:54
WIN Time	2:57-3:20

College Visits

Each senior may schedule three college visits. These visits must be coordinated through the Rothsay School Office at least one week in advance. The secretary will line up the visit at the college. The college then will be able to address the senior's individual needs and interest. Upon return seniors will need to present verification of their college visits. Visits not coordinated through the school office will not be excused.

Credits & Competencies

Every student in grades 9-12 will be scheduled for SEVEN (7) credits per school year. Students will be required to take the ASVAB and ACT plus writing assessments; GRAD tests may be used as an alternative to the previous listed as available.

Attendance issues may affect class credits in accordance with classroom rules or/and the Attendance Policy.

Grade Definitions

An incoming senior is defined as any student who has completed at least 21 credits.

A junior is defined as any student who has completed 14 credits.

A sophomore is defined as any student who has completed 7 credits.

A freshman is defined as any student who has completed <7 credits.

Grading Scale

Grade	Percentage	G.P.A. Scale
A+	100%	4.0
A	93%-99%	4.0
A-	90-92%	3.67
B+	89-87%	3.33
B	83%-86%	3.0
B-	80-82%	2.67
C+	77%-79%	2.33
C	73%-76%	2.0
C-	70%-72%	1.67
D+	67%-69%	1.33
D	63%-66%	1.0

D-	60%-62%	0.67
F	59% and below	0.0

Graduation Policy Adopted: August 22, 1995

Rothsay High School will formally recognize, through the graduation ceremony, only those students who have met the requirements of the Rothsay Public Schools. Students who do not have the appropriate number of credits or have not met the requirements will not be permitted to participate in the graduation ceremony and exercises. The requirements are listed as follows:

English	4 credits	Phy Ed	.5 credit
Social Studies	3.5 credits	Health	.5 credit
Math	3 credits	Business/Comp	2.5 credits
Science	3 credits	Electives	8 credits
<u>Performing Art</u>	<u>1 credits</u>		
		Total	26 credits

In addition to successfully accumulating the 26 credits to graduate, students will be required to take the ASVAB and ACT plus writing assessments; GRAD tests may be used as an alternative to the previous listed as available. These exams will be offered yearly and the passing score for these exams is set by the State of Minnesota. Also note, attendance policy will be implemented and loss of credit due to habitual attendance issues will lead to loss of credit, resulting in truancy and delayed graduation.

Honor Graduation Students

All students are eligible to graduate with honors. Honor students will be selected based upon GPA. Seniors with a GPA of 3.00-3.74 will graduate with honors. Those with GPA of 3.75-4.00 will graduate with highest honors and the top two students will be named Valedictorian and Salutatorian.

Honor Roll

Once per quarter you will be considered for the honor roll. The minimum requirement is 3.0-3.49 grade points for the "B" Honor Roll and 3.5-4.0 for the "A" Honor Roll. This is truly an honor. If a student has an "I" or an "F" in any class at the end of each quarter, they are ineligible for Honor Roll for that quarter.

Incompletes

In rare occasions, a student may be granted an Incomplete. Students have two calendar weeks to make up the Incomplete. If you choose not to, your grade will reflect the assignments not completed. No incompletes will be granted at semester times.

Junior & Senior High School Students -Retention

Rothsay Public School is a standards-based educational system. Students must perform to or prove they have achieved state and local standards in accordance with statutes and policies. For students to progress to each subsequent grade they must show satisfactory progress, based on their performance in each class, their results on standardized local and state assessments, and teacher/administration recommendations. There are certain classes which have prerequisite courses associated with it. If a student fails one of these semester courses, he or she will be required to either repeat the course or complete another assessment which will meet satisfactory requirements. Students with modifications and /or accommodations must show progress in accordance with their IEP's/504 Plans.

Minnesota Honor Society

To become eligible for National Honor Society, students must maintain a GPA of 3.5 or higher. In addition, National Honor Society criteria will include no chronic absences or tardies, limited number of discipline referrals, no eligibility violations, and any other behavior not becoming of a leader. Eligible students are invited to apply for this honor. The selection process is based on leadership, service, and character and the decision is made by group of teachers and administration.

Post-Secondary Enrollment Option (PSEO)

Students interested in Minnesota's Post-Secondary Enrollment Option Program (PSEO) must first set this up with administration. Hours and credits towards graduation will be determined with the participating institution.

Schedule Changes (Grades 7-12)

Schedule changes may only occur at semester time. Students have the first 5 school days of a semester to change their schedules. They must have written permission from their parent(s) (a Drop/Add Form) stating a reason for the change and which class they would like instead. They need final approval from the administration prior to any changes. The dropping of a class results in the student receiving a failing grade for that class.

- For students struggling academically in a class, approval will only be granted if the student has gone in for additional help from the teacher on a regular basis and assignments have been turned in on time.
- For students struggling with a personality conflict with the teacher, approval will only be granted if the student and the parents have discussed the situation with the teacher and have attempted to resolve the problem prior to requesting a schedule change.

Valedictorian/Salutatorian

The GPA's for all seniors on track for graduation will be calculated to determine class rank after the third quarter of the year. In the event of a tie, ACT scores may be used.

Vehicles and Parking

Students who park on school grounds are to park in the school parking lot on the west side of the building. Students are not to park in the first two rows of the lot as those spaces are reserved for visitors and staff. Violators may be ticketed or towed and may be subject to further disciplinary action. Student drivers must wait until the buses leave before leaving school grounds at the end of the school day unless authorized to leave earlier. Since all student activities and actions during the school day must be under the supervision of the school district, students **will not** use private vehicles during school hours without permission from Administration. This includes sitting in your automobile. **Use of vehicles without permission from the school administration will result in disciplinary action.** A driving waiver along with approval from administration must be obtained in writing to drive for school activities.

Anti-Bullying

There will be weekly anti-bullying meetings directed by the school counselor and staff. All students are expected to be present and actively participate in the meetings. For more information, please see our Anti-Bullying Policy.

Rothsay Public School Expectations

Expected Behaviors at Rothsay Public School

Teachers will discuss and explain their expectations for you in their classroom. Expectations of behavior and expectations of learning and growing as a student and a person lead to greater opportunity. We expect to uphold a high quality educational environment for all students. We expect all students to feel safe, cared for, and aware that as a school and as teachers, we have no greater concern than your welfare as a student and as a person. The following general guidelines will help ensure that our school can best function to the advantage of all students and staff.

1. Read and know the Handbook
2. Be present and on time in classes daily.
3. Be prepared for class by bringing all required materials to class; books, paper, pencils, gym clothes, etc.
4. Be attentive to class activities.
5. Participate in your classes.
6. Make an effort every day to be successful.
7. Show respect; do not engage in activities that disturb learning opportunities for others.
8. Follow the directions of teachers and other adults.
9. Help keep the classrooms and the school neat.
10. Take care of school property.
11. Know the laws of our Nation, State, and Community, and follow them.
12. Be serious about school while you enjoy yourself and have fun, but never at the expense of others.
13. Respect yourself and be proud to be a Tiger!

Dress Code

Students at Rothsay High Public School are expected to maintain a positive and constructive image of themselves and of the school. The school environment must be conducive to learning. Therefore, the attire of the students in the building must be respectful, modest, non-offensive to others, and promote an atmosphere for learning to occur. The following dress code rules must be adhered to or student will be subjective to corrective action and consequences, including detention, loss of privileges, and/or suspension. Students may be asked to use alternative clothing for the remainder of the day. The school administration reserves the right to determine what is appropriate and what is not.

- Use good taste and reasonable judgment.
- No alcohol, tobacco, drug logos.
- No profane, offensive, or sexually suggestive clothing.
- No undergarments showing (e.g. bra straps, underwear, boxer, etc.) at any time whether sitting, standing, or walking during the day or at school-related events.
- The midriff should be covered.
- No crack, front or back
- Shorts should be long enough, within a few(6-8) inches of the knee.
- Jeans should not be tattered or torn excessively.
- No bulky coats or jackets in the building.
- No hats, caps, or hoods in the building (except on specially approved days). Keep them in your locker during the school day. Hats will be confiscated and available to pick up in the office at the end of the day.
- No sunglasses in the building.
- No heavy chains on belt loops, etc.
- No backpacks in class. Keep them in your locker.
- Gym clothes should fit appropriately (e.g. not too tight, not too loose). No tank tops in phy-ed.
- On occasion, special attire/dress up days may be requested by student council with approval from administration.
- Shoes will be worn at all times in the hallways, common areas, and classrooms.

THE LEVEL SYSTEM - When corrective actions taken by the classroom teacher have failed or the rule infraction is of serious nature, the incident shall be referred to a principal for investigation and action. The severity of the consequences applied by the principal depends on two factors: 1) the seriousness of the offense, 2) the previous disciplinary record of the student. To take both into account, a progression of consequences (the level system) has been adopted. A student who is referred for violating a rule contained within this code will receive the consequence that corresponds to the entry level for that offense. With each successive referral the student will be advanced up the level system at least one level up depending upon the seriousness of the infraction. The disciplinary consequences for each level are as follows, and in accordance with Pupil Fair Discipline Act:

Level 1: Referral to principal for conference. Incident recorded on the student record. Written notification to parent (at discretion of principal). Incidents at each level will be recorded on the discipline record.

Level 2: Principal conference - one period of detention. Parents notified in person, by phone or written notice.

Level 3: Principal conference - two periods of detention. Parents notified in person, by phone or written notice.

Level 4: One – Two (1-2) day of suspension (in or out). Parents notified in person, by phone or written notice.

Level 5: Three – Five (3-5) days of suspension (in or out). Parents notified in person, by phone or written notice. Conference may be requested.

Level 6: Five – Ten (5-10) days of suspension (in or out of school depending on the nature of the offense). Conference with parents.

Level 7: Expulsion hearing before Board of Ed. or an Administrative Conference of Superintendent, Principal, School Psychologist and teachers.

PROVISIONS FOR THE USE OF THE LEVEL SYSTEM

1. A disciplinary file will be initiated for each student referred to the principal. A record of each violation, as well as the level assigned, will be maintained.
2. After a student has been placed on a level, the next infraction will result in the student being advanced to the next level. A level may be “jumped” if the infraction calls for a higher entry level. For example, a student who is on level 1 and commits a level 4 violation will be advanced to level 5. Normally, a student will be advanced up the level system with each successive violation; however, the principal may exercise discretion as to whether a student should be advanced for a minor violation.
3. The principal shall be responsible for seeking the assistance of counselors, teacher advisors, social workers, Student Assistance Team, and other professionals to help students correct their behavior problems.
4. Students failing to fulfill the disciplinary requirements of a level in the time prescribed will automatically move up to the next level. i.e. One missed detention = 2 detentions.

SUSPENSION PROCEDURES

1. While serving in-school suspension, a student will be assigned to a designated area. Except when the infraction is serious enough to warrant a level six consequence, or when the student’s presence in the building poses a threat to the health and safety of the other students, staff or the operation of the school. Students assigned to in-school suspension will be required to collect assignments from their teachers and complete all work assigned to them. All assignments must be completed before the student is allowed to return to that class. All other rules pertaining to conduct in designated area are applicable.
2. No suspension from school shall be imposed without an informal administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to him/herself or to property around the student.
3. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony will be mailed to the parent. A conference may be required in certain circumstances.

Disciplinary Infractions and Consequences

A. SCHOOL ATTENDANCE

Right: All students living within the boundaries of the Rothsay School District who are under the age of 21 are entitled to a free public education through the 12th grade.

Responsibility: Students are expected to attend school on a regular basis.

Policy: Students must attend classes, assemblies and required meetings unless properly excused by a parent or guardian. Students are required to report to school and classes on time and to remain on the school campus during regular school hours unless excused by a pass to leave the building. This requires a note from one of the parents or guardians.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
A-1 TRUANCY: Being absent from school part or all of a school day without permission of parents or school administrators.	2-4	In addition to school disciplinary action, habitual offenders will be referral to legal authorities.
A-2 UNEXCUSED ABSENCE: Failure to report to assigned class(es) or destination or left class without an acceptable excuse or permission.	2	According to attendance policy
A-3 LEAVING/RETURNING to CAMPUS: Leaving/Returning to campus without signing in/out.	2	
A-4 TARDINESS: Reporting late for class or other required activities without an acceptable excuse.	2	In accordance with attendance policy.
A-5 LEAVING THE BUILDING: Students leaving the school building or school grounds during school hours without permission from administration.	2	

B. STUDENT/STUDENT RELATIONSHIPS

Right: Each student has the right to attend school and school activities & be free from threats against his or her feelings, physical well-being & property.

Responsibility: Each student shall be responsible to respect the feelings, property and physical well-being of other students.

Policy: Students will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of the property of a fellow student.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
B-1 THREATENING, HARASSING, BULLYING OR INTIMIDATING ACTS: The act verbally or by gesture, Threatening the well-being, health or safety of any student on school property or in route to or from school.	1-5	
B-1a Any act - Physical or verbal of a sexual nature.	4-7	Referral to proper authorities.
B-2 PHYSICAL ATTACK: The act of physically assaulting or, in some manner attempting to injure any student on school property or going to or from school.	4-7	Referral to police when appropriate.
B-3 DISRESPECT: To insult, call derogatory names, use obscenity toward, dishonor or in other manner abuse verbally or in writing any member of the student body.	2	Parents notified.
B-4 SHAKE DOWN: The act of extorting things of value from a person in the school, under pressure of either implied or expressed threats.	4	Referral to police when appropriate.
B-5 FIGHTING: The act of involving hostile bodily contact in or on school property, or going to or from school, including any activity under sponsorship.	4-6	Both parties involved are to be equally disciplined and share in damages, unless self-defense can be shown on the part of one of the students.
B-5a SCUFFLE	2-4	
B-6 PROPERTY DAMAGE.	3	Restitution required through parental contract.

B-7 THEFT.	3-4	Restitution required through parental contract. Referral to police when appropriate.
B-8 HORSEPLAY: Tripping, shoving, misuse of other students, books, etc.	2	

C. STUDENT/STAFF SCHOOL PERSONNEL RELATIONSHIPS

Right: Students and staff have a right to work, study and teach in an atmosphere of mutual respect. They also have the right to free inquiry and expression while being mindful of the responsibilities listed below.

Responsibility: Students have the responsibility to respect authority, feelings, physical well-being and property of school personnel.

Policy: Students shall refrain from disobedience, disrespect, threats, or attacks directed at school personnel, as well as damage to - or theft of property belonging to school personnel.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
C-1 INSUBORDINATION: The willful failure to respond or carry out a reasonable request by school personnel to include lying.	2-4	
C-2 THREATENING OR INTIMIDATING ACTS: Verbally or by gesture threatening the well-being, health or safety of any school personnel.	5-7	Notification of police when appropriate.
C-3 PHYSICAL ATTACK: The act of physically assaulting any school personnel on school property or at any activity under school sponsorship.	5-7	Notification of police.
C-4 DISRESPECT OR HARRASMENT: To insult, call derogatory names, dishonor, make gestures or in other manner abuse verbally or in writing any school personnel.	2-4	Parents notified.
C-5 – Damage – Disrespect for the Property of Any School Personnel	3-6	Restitution required through parental contract.
C-6 – Theft – Disrespect for the Property of Any School Personnel	3-6	Referral to police when appropriate.

D. SCHOOL PROPERTY

Right: Each student is entitled to a well-equipped, well-maintained, clean and aesthetically pleasing school environment.

Responsibility: Each student is responsible to respect and help maintain the appearance and cleanliness of the building.

Policy: Acts of vandalism, theft and abuse of the school buildings and grounds are prohibited.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
D-1 VANDALISM: The act of willful destruction of public property.		
D-1a Destruction - to render unusable.	4-5	Restitution required through parental contract.
D-1b Defacing - damage requiring cleaning or repair.	2-5	Restitution required.
D-1c Misuse of printed material.	2	

D-1d Possession or use of laser pointers.	2-4	
D-2 THEFT		
D-2a - Theft not serious enough to be reported to police.	4-5	Restitution required through parental contract.
D-2b - Major Theft - considerable enough to be reported to police.	5-6	Restitution.
D-3 ABUSE OF SCHOOL GROUNDS	3	Restitution.
D-4 LITTERING	1	Work detail.
D-5 MISUSE OF FOOD: Any consumption of food or drink other than in designated areas.	1	
D-6 IMPROPER USE OF SCHOOL PROPERTY.	1-3	
D-7 POSSESSION OR USE OF SQUIRT GUNS OR BOTTLES, ETC.	2	
D-8 IMPROPER USE OF DISTRICT TECHNOLOGY	1	See Acceptable Use Policy

E. PROTECTION OF THE PUBLIC SAFETY

Right: All people have the right to be safe and secure.

Responsibility: Students have a responsibility to conduct themselves in such a manner as not to pose a threat to the health and welfare of others.

Policy: The infractions listed below, as well as any act that poses a threat to the health and safety of students and/or staff, are strictly forbidden.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
E-1 DETONATION OF FIRECRACKERS OR OTHER EXPLOSIVE DEVICES.	6-7	Referral to police.
E-2 FALSE ALARM.		
E-2a The act of initiating a fire alarm, initiating a report warning of a fire, dialing 911, or other catastrophe without just cause.	6	Referral to police.
E-2b Bomb threats.	7	Referral to police.
E-3 ARSON: the willful and malicious burning of, or attempt to burn, any part of any building or any property of the school or its staff and students.	7	Referral to police.
E-3a Possession of paraphernalia; ex: matches, lighter, etc.	4-5	
E-4 IMPROPER USE OF MOTOR VEHICLES.		
E-4a Reckless driving.	3	Report to police when appropriate.
E-4b Unauthorized driving during school day	2	Repeated violations of automobile policies will result in the offender not being allowed to bring auto to school.
E-4c Being in the parking lot during school day without a pass.	2	
E-4d Parking in unauthorized areas.	1	
E-5 POSSESSION OF WEAPONS ON PERSON OR IN LOCKERS. (A weapon is defined as <i>looks like, acts like, or is</i>)	4-7	Referral to police.
E-6 OFF PREMISES THEFT DURING SCHOOL-SPONSORED ACTIVITIES.	4-7	Referral to police.

F. ALCOHOL, TOBACCO AND DRUGS, including imitation

Right: Each student has the right to associate with students who are free from the use of alcohol, tobacco and drugs and not be subjected to those wishing to buy, sell or use such substances.

Responsibility: Each student has the responsibility to keep his or her mind and body in a sound, healthy condition.

Policy: The use, sale or possession of any non-prescription drugs, alcoholic beverages, or tobacco is prohibited on school property, school transportation, and during or before school-sponsored events and activities. Because of the unlawful nature of these actions, law enforcement may be involved at the discretion of administration.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
F-1 ALCOHOL AND DRUGS		
F-1a Possession of alcohol and drugs	6-7	Police involved in readmission conference.
F-1b Selling or transmitting alcohol or drugs.	6-7	Referral to police
F-1c Noticeably under the influence of alcohol or drugs, as indicated by obvious behavior and mood changes and/or the smell of substances on the person.	6	Referral to police.
F-1d Observed use of drugs or alcohol.	5-6	Referral to police.
F-2 TOBACCO: Use or possession of tobacco on restricted school premises or at a function under the sponsorship of the school (includes both smoking and chewing tobacco.)	4-6	Referral to police for citation.
F-2a – Use of tobacco within the school building	4-6	Referral to police and/or fire marshal

G. Other Disciplinary Infractions

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
G-1 REPEATED SERIOUS CLASSROOM DISRUPTION.	2-6	Possible exclusion.
G-2 DISRUPTION OF MEETINGS AND ASSEMBLIES.	2-6	Possible exclusion.
G-2.5 CLASSROOM DISRESPECT OR DISRUPTION	2-6	
G-3 CHEATING: (i.e. stealing a test, tampering with grade book, copying work, etc.)	2-5	Automatic zero on assignment or test.
G-4 FORGERY: Written or spoken misrepresentation of the truth (i.e. forged passes, parent signatures, false phone calls, misinformation to school personnel, etc.)	4	Parents notified.
G-5 MISUSE OF FOOD: In the cafeteria and other areas of the building.	2	Work detail.
G-6 ELECTRONIC, VIDEO AND COMMUNICATION DEVICES		Refer to policy outlined in the student handbook.
G-7 BEING IN UNAUTHORIZED AREA.	1-2	
G-8 BEING AN ACCESSORY to a school rule violation.	1	Step assignment at principal's discretion depending on level of involvement.
G-9 ABUSIVE OR OFFENSIVE LANGUAGE: Used in the presence of staff members and/or students, including written notes or published material as well as vocal.	2-4	
G-10 PDA, EMBRACING OR OTHER SIMILAR IMPROPER AND/OR DISRUPTIVE BEHAVIOR.	2	

G-11 INAPPROPRIATE DRESS: Refer to Student Handbook for specific definition.	1	Required to remove, cover up or change inappropriate item, etc
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DETENTION - Detention is earned by a student who violates school rules or policy, misbehaves, or is unexcused from school. The student will be issued notification of detention during school hours. Failure to serve or be admitted to the assigned detention on or before the assigned date will result in further detention. Students absent from school the day of detention will be responsible for make up the detention upon returning to school.

SUSPENSION - Suspension is earned by and assigned to students that choose to violate school rules or policy, misbehave, or choose to not fulfill obligations of detention. Suspension can be in-school or out of school at the discretion of the administration. Suspensions do not count against the school’s attendance policy. Lunch deliveries to students in ISS are not permitted. Students serving ISS may bring a sack lunch or eat the school’s hot lunch. Students absent from school the day of their suspension may be responsible for make up of their suspension upon returning to school. Parents are responsible for the student’s transportation from school the day of detention. All electronic devices are prohibited during detention unless specifically needed to complete an assignment. Contact, verbal or non-verbal, is prohibited during detention, unless with the staff personnel in charge. Any breach of this policy and procedure may result in additional consequences.

Drug Dog Searches

The school has the right and authority to use drug-sniffing dogs and unannounced, random searches of student lockers or cars in order to promote a safe and drug free school.

Locker Searches

Pursuant to Minnesota statues, school lockers, desks, equipment, etc. are the property of the school district. Inspection of the interior of lockers or any other article belonging to the school district may be conducted by school authorities at any time for any reason without notice, without student consent, and without a search warrant. Personal possessions of students within a school locker or on school property will be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student’s personal possessions, school authorities will provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials. Students must not use any school property for unauthorized purposes or to store contraband.

Reasonable Force

In situations involving imminent threat to safety or security, staff members have the legal right to exercise the use of reasonable force to ensure safety of all.

Trespass Notices

The principal has the legal right to issue a “No Trespass Notice” to students, parents, or others if deemed necessary to ensure safety and security.

Rothsay Public School’s Acceptable Use Policy

New technologies are shifting the ways that information may be accessed, communicated, and transferred. Those changes may also alter instruction and student learning. Rothsay Public School offers students access to the electronic information highway and the Internet.

Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all the materials. Ultimately, the school staff, parents, and guardians of minors are responsible for setting and conveying the standards that the students should follow when using media and information sources. The Rothsay Public

School supports and respects each family's right to decide whether or not to allow their child to apply for access to Rothsay Public School's Network.

Rothsay Public School's Use Rules and Responsibilities

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

Rothsay Public School's network is provided for students to conduct research and communicate with others in a relation to schoolwork. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. *Access is a privilege not a right.* Therefore, based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decisions are final. The system administrators may close an account at any time. The administration, faculty, and staff of Rothsay Public School may deny, revoke, or suspend specific user accounts.

Individual users of the Rothsay School Network are responsible for their use. The use of their account must be in support of education and research and must be consistent with academic expectations of Rothsay Public School. Use of other organizations' material in violation of U.S. or state regulations including copyrighted, threatening, or obscene materials is prohibited. Unauthorized use for commercial activities by for-profit organizations, product promotion, or political lobbying is strictly prohibited. Use for illegal activities is also prohibited.

Rothsay Public School's Network Rules

The following activities will result in disciplinary action. Consider yourself duly warned. There will be no exceptions.

- Installation of any software without permission of a system administrator.
- Possessing a copy of the system password file, or any portion thereof.
- Cracking, Hacking, or otherwise breaking into accounts you do not have full authorized access to on this system or any other.
- Possessing and/or running encryption, decryption, cracking security analysis scripts or binaries, or any other tools used to expedite the process.
- "Lending" your account to another user. "No" sharing of passwords! (e-mail and server)
- Storing more than fifteen megabytes of data inside your personal folder.
- Planning or conducting any illegal activities through Rothsay Public School's Network or on any network accessible from Rothsay Public School, including, but not limited to, possessing or distributing pornography or commercial software (or any associated paraphernalia). We have called in administrators and parents and won't hesitate to call in police.
- Sending unwanted threatening or harassing e-mail to individuals on this system or otherwise. No chain letters (either creating or passing on).
- Sending mass-mails to more than 10 people at a time.

Violating these rules without prior written permission from a network or school administrator is prohibited. And yes, we reserve the right to suspend your account or lower your access if we feel you are breaking the law, or being rude, unhelpful, or uncooperative. - Rothsay School Board

STUDENT ATTENDANCE POLICY

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

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

2. Parent or Guardian's Responsibility

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

3. Teacher's Responsibility

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

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

b. The following reasons shall be sufficient to constitute excused absences:

- (1) Illness.
- (2) Serious illness in the student's immediate family.
- (3) A death or funeral in the student's immediate family or of a close friend or relative.
- (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up upon the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. 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.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family.
- (6) Personal trips to schools or colleges.
- (7) Absences resulting from cumulated unexcused tardies (3 tardies equal one unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
 - (a) From the first through the 5 cumulated unexcused absence in a [quarter or semester] the student will not be allowed to make up work missed due to such absence.
 - (b) After the 1st cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by that his or her child is nearing a total of 5 unexcused absences and that, after the 5

unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.

- (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
- (d) After 5 cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student, and parent.
- (e) After 5 cumulated unexcused absences in a [quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.
- (f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

C. Tardiness

- 1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

- 2. Procedures for Reporting Tardiness

- a. Students tardy at the start of school must report to the school office for an admission slip.
- b. Tardiness between periods will be handled by the teacher.

- 3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

- 4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after 3 unexcused tardies. In addition 3 unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- 2. School-initiated absences will be accepted and participation permitted.
- 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- 4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
- 5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. **DISSEMINATION OF POLICY**

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Health and Safety Procedures

Safety and Security

It is a policy of the Rothsay Public School to have a safe and secure school for staff and students. This is the responsibility of everyone. All visitors must report to the office for a visitor's badge. Visitors without a badge may

be asked by students and staff to report to the office. All students, staff, and community must report any and all suspicious activity to ensure the safety and security of Rothsay Public School. The security of the school building and grounds, and the safety of the students is dependent upon the care and cooperation of the entire community of Rothsay.

*** No Fire or Safety Equipment may ever be tampered with. Do not touch a fire alarm or extinguisher except in the case of an emergency.**

Tornado

To ensure student safety at Rothsay School, in the event of a tornado, the following procedure will be executed in emergency drills.

Series or beeps (within school) or one long siren (within city)

- Administration notify custodian to give signal.
- Intermittent sounds on the school fire alarm.
- The town siren may give one long, uninterrupted alarm (approximately one minute).
- All teachers will accompany their respective classes. High School teachers on “prep” period, special education/Title I teacher/students/aides, office and foodservice personnel will go to the weight room. Pre-K-2 and seniors will go to the cardio room, 3-6 grades will go to the weight room, and 7-11 will go to the locker rooms.
- Teachers will maintain order by encouraging calm among students. Teachers will monitor students to determine they are in a position to ensure maximum safety.
- Music classes and physical education classes in progress at the time of warning will go to the locker room designated for those grades, under the supervision of the music and physical education teachers.
- Students follow the directions of teachers and other staff members.
- Although serious, there is no reason to panic. Hurry, but do not run.

Fire Evacuation Procedures

To ensure student safety in the event of a fire, the following practice and procedure will be executed in emergency drills.

Steady Sound

- Close all windows.
- Close classroom doors.
- First students out hold doors open until all students have left building.
- Students are to remain quiet & orderly.
- Teachers are to remain with students and check attendance to make sure all students are present and accounted for.
- Students are not to return to building until given the “ok” to do so.
- Any students who are in the halls without teacher supervision are to go out the nearest door and then immediately go to the designated area.
- Students who are with another teacher are to remain with that teacher. This includes Phy. Ed., Music, Library, etc.
- Each teacher must be able to account for assigned students. (Take a grade book or class list).

Contagious Disease Summary

It is the school’s intention to minimize the spread of contagious illnesses. Students exhibiting symptoms of contagious disease (i.e.: fever greater than 100.4 degrees, vomiting, chicken pox, etc.) will be out of school for 24 hours after symptoms subside. The school will notify parents or guardians when a child becomes ill during the school day.

Transportation Safety Rules

The Rothsay Public School offers transportation to students of the district to assist with the educational process. Bussing service is a privilege and provided to students as a courtesy of the Rothsay School District. It is the responsibility of the parents and/or guardians of the students transported to endorse, support, encourage, and uphold the general provisions for student safety and discipline. It is important that all students riding the bus are safe and that the following rules listed below must be followed:

- Follow all directions of the driver.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of body inside the bus.
- Keep your arms, legs, and belongings to yourself.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- Do not damage the school bus.
- Eating/drinking on the bus is at the managers/or bus driver's discretion.

Bus Consequences

The school bus is an extension of the school; all disciplinary expectations and consequences apply to behaviors on the bus (see Level System). Bus drivers are expected to record instances of and give verbal warning to student regarding this behavior. Drivers are expected to utilize logical consequences for instances of behavior including assigning specific seats for students on the bus. The bus driver and/or Bus Company may file a report with school administration for further disciplinary action. School administrators will assign appropriate, and increasing, consequences for each referral from bus drivers to include assigned bus seats, suspension or removal of bus riding privilege, detention, in-school suspension, or out-of-school suspension.

Sexual Violence/Sexual Harassment

Sexual harassment is a form of sex discrimination that violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minnesota Statute 363.01-.14, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

It is the policy of Independent School District No. 850 to maintain an environment free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee of School District No. 850 to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

It shall be a violation of this policy for any student or employee of School District No. 850 to be sexually violent to a student or employee. The School District will investigate all complaints, formal or informal, verbal or written, of sexual harassment/sexual violence, and will discipline any student or employee who sexually harasses a student or employee of School District 850.

Any student or employee of the school who inflicts or threatens to inflict harassment or violence upon another student or employee through actions or words may face consequences that can include but are not limited to: warning, remediation, removal, suspension, transfer, or discharge.

**** Any behavior or words of a sexual nature that makes someone else uncomfortable is considered Sexual Harassment.***

Reporting Procedures

Any person who believes he or she has been the victim of sexual harassment/violence by a student or any employee of the School District, or any third person with knowledge or belief of conduct which may constitute

sexual harassment or sexual violence, should report the alleged acts immediately to an appropriate School District Official as designated by this policy. (Human Rights Officer: Principal/Superintendent) The School District encourages the reporting party or complainant to use the report form available from the principal or the school district office.

Appeals Process

Appeals to decisions should be made only after disagreements have been attempted to be resolved on the lowest level possible. Appeals are to be made in writing to supervisors within 3 days of notification to parents of a disciplinary decision. A decision made by a teacher is appealed to the Principal. A decision made by the Principal is appealed to the Superintendent.

EXTRA-CURRICULAR ACTIVITIES

Rothsay Public School encourages its students to participate in as many activities as possible. All students attending District 850 fall under the rules and regulations in this policy. The following policy includes all athletic, extra-curricular events, and any school sponsored event, such as homecoming week and intramural activity.

Rothsay High School Eligibility

To maintain your eligibility for junior high and Minnesota State High School League athletics and activities – our students must:

1. Follow all MSHSL rules and policies.
2. Students will be put on “probation” after a check of grades at the two-week period. Those students with any combination of two D’s, F’s, or incompletes will be placed on probation for a period of one week.
3. At the three-week mark – those students with any combination of two F’s and/or incompletes, will be ineligible for at least one event and until a student has no more than one F/I.
4. Grade checks will be made in a three-week cycle with checks on the second (for probation) and third week for eligibility.

Parent Code of Conduct for Rothsay Public School Athletics

There will be no discussion between a parent and a coach within 24 hours after the completion of a game when pertaining to **playing time, game decisions, or other issues relating to the sporting event**. After the 24-hour rule, the student must first start the chain of communication by talking with their coach first, with or without a parent present. If issues are not resolved, a parent must follow the chain of communication as stated below:

Chain of Communication

- 1 – Player or player and parent together, talk to coach
- 2 – Parent talks to coach
- 3 – Parent talks to activities director
- 4 – Parent talks to principal
- 5 – Parent talks to superintendent

Rothsay Schools respects our coaches, students and parents and the responsibilities they have respectively. This policy is in place to assure respect is given to those responsibilities. If the above protocols are not followed by any party, the individual player will sit for one full school week, no exceptions.

School Dances

- All requests for a dance must be submitted through the student council.
- The date(s) and classification are given tentative approval by that organization, forwarded through the appropriate faculty advisor and building custodian, and finally to the Administration for final approval.
- At least two faculty members and two parent/guardians must be present as chaperones for each dance. Their names must be listed on the dance request form before forwarding to administration for approval.
- Only one school dance per month, including those officially sponsored each year by the Student Council (Homecoming and Sno-Ball) will be approved. Therefore, each class/organization wishing to host a dance should contact the Student Council early in the year for an approval date.
- Guests of current Rothsay students are invited to attend. Each guest, including alumni, must be in good standing, not older than 20 years of age and/or currently enrolled in school, and must be pre-approved by school administration. The names and contact information of guest must be turned into the office no later than 12:30 on the Thursday before the dance. Any guests added to the list after time stated or who arrives the night of the dance will not be allowed to attend. No exceptions to this rule, unless made by administration pending law enforcement issues.
- Dress code for dances follows the school policy.

Other Notes

- Chaperones are responsible for the building facilities, lights, doors, etc.
- All detentions must be made up prior to attendance at a dance.
- All faculty members are expected to serve in this capacity from time to time.
- Insufficient number of chaperones will necessitate cancellation of the activity.
- Class officers are responsible for all arrangements, including: facilities, lunch, decorations, clean up, etc. All sponsors must ensure that money is available to pay for live bands or disk jockeys prior to the event.
- **Homecoming and Sno-Ball** participants may be alumni, grades 7 – 12, and invited guests.
- All other dances except prom may include Rothsay students (grades 7 –12) and invited guests.
- Participants **will not** be allowed to enter the dance **after the first hour** of the dance unless approved by the chaperones.
- Chaperones will determine if the reason for request to leave and re-enter is sufficient to grant permission.
- Anyone who leaves after the first hour will not be allowed back in.
- Dances will end at midnight.
- **Prom** is for juniors and seniors only. A 9th or 10th grader may attend Prom if he or she is the guest of one of Rothsay's juniors or seniors. This includes out-of-district dates. The Prom is not a typical school sponsored dance, but rather a special recognition sponsored by juniors and seniors. Alumni dating a junior or senior may attend, as long as he or she is 20 years of age or younger. A second-year senior may purchase dinner and gift at the regular price and is invited to attend post prom at a "guest level."

Curfew Rules

The curfew rules established by the coaches are as follows. Anyone with a legitimate excuse, please consult your coach beforehand for his or her approval. The recommended penalty for breaking curfew is the athlete will miss the next scheduled event.

10:00 P.M. – Nights before games

11:00 P.M. – Sunday nights

12:00 P.M. – Friday and Saturday nights

Practice Rules

Any athlete who does not have prior approval and a legitimate reason for missing practice shall be in violation. The penalty for missing practice is the athlete will sit during the team's next scheduled event.

Attendance the Day of the Game/Event

The student and/or athlete must be present for the full day to participate in a game, practice, or activity that day. The student must come with an excused absence verified by the attending doctor or dentist. In the event of an unexcused tardy, school administration will look at attendance history for a pattern of 2 or more absences/tardies within the given semester. Administration reserves the right to deny or allow participation in the extra/co-curricular event based on this history and pattern of behavior. In case of emergency situations, player participation will be by the approval of the activities director and administration.

Fees/Permit/Slips/Eligibility

All forms, athletic fees, and eligibility slips must be submitted or paid prior to the first scheduled event. Failure to do so may result in ineligibility.

Student Transportation to and from School Sponsored Activities

- **To the Event...**Students actively participating in out-of-town school-sponsored activities (athletic contests, music contests, field trips, speech/drama contests, knowledge bowl, etc.) **must** travel to the activity in a vehicle provided by the school. Students traveling to such an activity via any other form of transportation **will not** be allowed to participate. Prior approval of Coach is needed in order to ride with parents.
- **From the Event...**Students may ride home from a school-sponsored activity with their parents provided the parent meets directly with the coach or advisor and makes the request in person prior to departure time. The parent is also asked to provide a written note. Students may ride home with surrogate parents (aunts, uncles, grandparents, parents of fellow students) only when the parents have contacted the advisor/coach in person or by telephone prior to the event and send a note with the student confirming the arrangement. Students **will not** be allowed to ride home with peer driver.

For liability reasons, the only exceptions to this policy must be arranged through the Superintendent or Principal. Academic or Extra-Curricular activities belong to the parent unless students are in a school vehicle.

State Tournament Procedure

Students who wish to attend any State Tournament event during the school hours other than when the Rothsay Team is in the tournament or contest must have all schoolwork completed in advance and be in good academic standing. In order for the absence to be excused, the student shall not have any current Mid-term Academic Reports that have not been rectified to the issuing instructor's satisfaction, grades of "I" (incomplete), and/or grades of "F" (failing). Students who attend state tournaments without meeting the above criteria will be issued an Unexcused Absence and be subject to the terms of said policy. Students must have written permission from parents to attend.

Activities Code for Eligibility/Participation

***Adopted by Board Action 3/15/83

The rules and regulations of the Minnesota State High School League and, locally adopted rules that exceed the rules of the Minnesota High School League apply to **all** students at Rothsay High School. These regulations will apply uniformly to all Minnesota State High League and Rothsay High School activities which have trips or public appearances of any type offered at Rothsay High School for grades 7-12.

Students must be making satisfactory progress towards requirements for graduation. Students attending Rothsay High School shall not, at any time **during the calendar year**, have in their possession or be in the presence of any other individual while he/she is using or has in their possession a beverage containing alcohol, marijuana, or any substance defined by law as a drug, unless prescribed by his/her doctor for that persons use. Students attending socially acceptable ceremonies and events, in the presence or direct control of their parents or guardians are not in violation of this rule. Further, it is not permitted to consume liquor and/or drugs at social events outside the home, such as wedding dances or eating establishments. Any Rothsay student, no matter the age, shall not use tobacco, drugs, alcohol, etc., **during the calendar year**. Students who violate this rule shall be suspended from participation in such activities for the time specified under Consumption, Possession or Association below: (however the student must practice but may not dress for games).

MSHSL Eligibility Rules

Rothsay High School will follow the rules of the MSHSL. Beginning with first participation on and continuing throughout the student's participation on any grade level (grades 7-12) team or activity, regardless of the quantity, a student shall not: use or consume, have in possession, buy, sell, or give away alcohol, tobacco, marijuana or any substance defined by law as a drug. This policy is in effect the entire calendar year. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by her/his doctor. Penalties shall be accumulated beginning with the student's first participation and continuing throughout the student's participation on any grade level (7-12) team or activity.

Category I – Athletic Activities

First Violation: Penalty: After confirmation of the violation, the student shall lose eligibility for the next two (2) consecutive interscholastic events or two (2) weeks (14 calendar days) of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

Second Violation: Penalty: After confirmation of the violation, the student shall lose eligibility for the next six (6) consecutive interscholastic events or three (3) weeks (21 calendar days), whichever is greater, of a season in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

Third Violation: Penalty: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic events or four (4) weeks (28 calendar days), whichever is greater, of a season in which the student is a participant.

If after the third or subsequent violation, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks after entering the program. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

- Penalties shall be cumulative beginning with Grade Seven.
- In order for missed events in an activity to be counted toward the regaining of eligibility the student must complete the entire season of the activity.

Category II – Drama, Music, Speech Activities, Knowledge Bowl, and Royalty

First Violation: After confirmation of the first violation, the student shall lose eligibility to participate in the next public interscholastic event or activities in which the student is a participant.

Second Violation: After confirmation of the second violation, the student shall lose eligibility for two (2) public or interscholastic performance events of the activity or activities in which the student is a participant.

Third Violation: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next three (3) public or interscholastic performance event of the activity or activities in which the student is a participant.

Penalties shall be accumulative beginning with grade seven.

Category III – Students not in Extra-Curricular Activities from Category I or II

First Violation: After confirmation of the violation, the student shall lose eligibility for the next one (1) school sponsored activity. No exception is permitted for a student who becomes a participant in a treatment program.

Second Violation: After confirmation of the violation, the student shall lose eligibility for two (2) consecutive school sponsored activities. No exception is permitted for a student who becomes a participant in a treatment program.

Third Violation: After confirmation of the violation, the student shall lose eligibility for three (3) consecutive school sponsored activities. No exception is permitted for a student who becomes a participant in a treatment program.

Appeals Process:

Students found in violation of the above rule may appeal the findings of the activities director or administration to the activities council. The activities council must vote by secret ballot.

Activities Council shall consist of:

- * One senior
- * One junior
- * Student Council president or vice president (or one junior or senior member from the student council).
- * One Head Coach (not from that student's activity area)
- * School Administrator

SCHOOL RECORDS

The school has on file student grades, attendance, standardized test scores, discipline record and other pertinent materials. If a student has attended several different schools, the records have followed the student and are on file at Rothsay Public School. Once a student graduates, any information that is no longer useful is destroyed. Students and parents/guardians may see the contents of these records by making an appointment to do so with the principal. Students have the right to copies school records. Students and parents/guardians are not permitted to take the original record out of the office. Copies will be 25 cents per page. Students and parent or guardian may place any statements or items in the students record pertaining to schoolwork. Requests to have items be removed from student files must be made to the personnel who wrote the record. If the request is denied an appeal can be made to next highest school official, and ultimately to the school board. School records are transferred upon enrollment in another school district. To transfer student records and information, the school must have written consent from the student and parent or guardian. This includes:

1. Send a transcript of a school record to a college, vocational school or university
2. Share information from a school record to a prospective employer.

Written consent can be given by using a form available in the office of the principal or counselor, or by writing a letter to the office simply requesting the transfer of such records. All students who are 18 years of age or older need not seek consent of their parent or guardian to exercise their rights of access or control to transfer of their records.

Date Privacy is governed by the following:

All students' records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Session of the State of Minnesota.

The Board of Education authorizes the school superintendent to inform parents, students, and the public of the policy and to exercise his or her administrative resources to implement the policy as well as to deal with individuals who violate it. In case of a student, an eligible student, or a citizen of the Rothsay Public Schools believes that the district is violating the intent of the above legislation and is not able to resolve the issue with school district personnel, questions or problems may be directed to:

Data Privacy Division, Department of Administration
2nd Floor, State Administration Building
St. Paul, MN 55455
(612) 296-6729 or 296-6733

The Family Education Rights and Privacy Act Office
U.S. Department of Education
Room 4511 Switzer Building
Washington, D.C. 20202
(202) 245-0233

Data Privacy is governed by the following:

Minnesota Government Data Practices Act, Minnesota Statutes 15.1699 as amended by the 1980 Legislature in Chapter 603 (H. F. 2040). Nat 1980

Family Education Rights and Privacy Act (Buckley Amendment) (20 U.S.C.G 1232 g)

The procedures and policies regarding the protection and privacy of parents and students are adopted by Independent School District No. 850, pursuant to the requirements of 20 U.S.C. Section et. Seq. And are consistent with the requirements of Minnesota Data Privacy Act Minn. Stat. Section 15.1611 et. Sec.

The Board of Education of the Rothsay School adopted the prefixed data management and public use school records policy at its meeting of January 17, 1990 and thereby directs and authorizes the appropriate school officials to establish and put in effect the procedures to implement these policies beginning January 18, 1990. Copies of the policy will be available for parent and eligible student review in the Principal's office of each school building and at the superintendent's office.

Directory Information

The Rothsay Public School considers the following information to be “Directory Information” – Information contained in an education record of a student, which would not generally be considered harmful, or an invasion of privacy if disclosed. It includes, but is not limited to: The student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address and telephone number of the student’s parent(s). Directory Information does not include personally identifiable data, which references religion, race, color, social position or nationality. Any parent, individual, guardian that does not agree with this information has to notify the district in writing that he or she does not want any of the “Directory Information” distributed. The school office must receive this in writing by the end of the 1st week of school.

Summary of Legal Notices

Rothsay Public School adheres to the belief that all vocational opportunities will be offered regardless of race, color, national origin, gender, or disability.

The superintendent serves as the Title IX coordinator and serves as the Section 504 coordinator.

Rothsay Public School does not discriminate on the basis of race, color, national origin, gender, or disability.

Vehicles located on Rothsay Public School property are subject to legal search by school and law enforcement officials.

When the Pledge of Allegiance is recited, students may elect to not participate. They are, however, encouraged to demonstrate respect.

Rothsay Public School does complete background checks on volunteers per local policy #404.

Students in grades 9-12 may be eligible for participation in the Post-secondary Education Opportunities program. Generally, students in grades 9 and 10 would only be eligible if HHS offered a course that needed more students to fill minimum requirements (there is an exception for sophomores at technical colleges); however, PSEO classes outside of HHS could be available to grades 9 and 10 although this would be at the post-secondary institutions’ discretion and guidelines.

For juniors and seniors, PSEO opportunities include college in the classroom (the classes are taught here), on-line college classes (students access the courses during a period (or periods) on their schedules, and by actually attending classes on a college campus.

For more information, see the high school counselor. In most instances, minimum grade point averages and placement exam scores are required.

Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state- required standardized assessments. Your student’s district may require additional information. School districts must post this form on the district website and include it in district student handbooks.

Parents or guardians hold the option to refuse to have their students take any or all statewide assessments. The form to do so is available at <http://www.mnmsba.org/Portals/0/Documents/MDE-TestingOptOutForm.docx>.

Class Trip Schedule

Adopted by the School Board April 2012

Washington DC trip AND band/choir trip every other year.

2009-2010—DC Trip

2010-2011— Band Trip

2011-2012— DC Trip

2012-2013— Band Trip

2013-2014— DC Trip

2014-2015— Band Trip

2015-2016— DC Trip

2016-2017— Band Trip

2017-2018— DC Trip

2018-2019— Band Trip

2019-2020— DC Trip- CANCELLED DUE TO COVID-19

2020-2021— Band Trip

2021-2022— DC Trip

2022-2023— Band Trip

2023-2024— DC Trip

Addendum of School Policy Links

The following is a list of selected student policies. For a complete list of policies for ISD #850, please refer to our website at www.rothsay.k12.mn.us under district, and then board of education.

Policy 501: Weapons Policy

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy.

<https://www.rothsay.k12.mn.us/docs/district/501%20-m%20-%20school%20weapons%20policy.pdf?id=328>

Policy 502: Search of Student Lockers, Disks, Personal Possessions, and Student's Person

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing Rothsay Public School's policies against contraband.

<https://www.rothsay.k12.mn.us/docs/district/502%20-%20m%20-%20search%20of%20student%20lockers,%20desks,%20etc.pdf?id=327>

Policy 503: Attendance

Administration and staff will inform parents of the options available to them to excuse their child from school when necessary. The purpose of this policy is to encourage regular school attendance.

<https://www.rothsay.k12.mn.us/docs/district/503%20-%20student%20attendance.pdf?id=326>

Policy 504: Student Dress and Appearance

The dress of students becomes the concern of the school if it causes disruption of the educational program or is offensive and/or inappropriate to others. Students should dress in a manner that takes into consideration the educational environment, safety, health, and welfare of others.

<https://www.rothsay.k12.mn.us/docs/district/504%20-%20student%20dress%20and%20appearance.pdf?id=325>

Policy 506: Student Discipline

This policy is to ensure that students are aware of and comply with the district's expectations for student conduct. Rothsay Public School will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

<https://www.rothsay.k12.mn.us/docs/district/506%20-%20m%20-%20student%20discipline.pdf?id=323>

Policy 514: BULLYING PROHIBITION POLICY

<https://www.rothsay.k12.mn.us/docs/district/514%20-%20m%20bullying%20prohibition%20policy.pdf?id=313>

I. PURPOSE

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

responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

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

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

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

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

III. DEFINITIONS

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

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant’s or reporter’s future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a

school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

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

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

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

Policy 515: Protection and Privacy of Pupil Records

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, et seq., (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

<https://www.rothsay.k12.mn.us/docs/district/515%20-%20m%20-%20protection%20and%20privacy%20of%20pupil%20records.pdf?id=312>