

**RTR HIGH SCHOOL**  
**STUDENT HANDBOOK**  
**2021 - 2022**

**INTRODUCTION**

Welcome to the 2021-2022 school year at RTR High School!

This student handbook for RTR high school students is designed to be a guide that explains our expectations and policies. It provides general information only as it would be impossible to address every issue that can arise in a high school.

High school is a time of high expectations academically and a time of growth and change in every area—physical, social, mental, and emotional. In order to better meet these expectations and face these changes, staff and students must have and show respect for rules and standards that are in place at our school.

The RTR staff pledges to offer the best and safest education environment possible for all students. We ask that our students make their best effort to take advantage of the educational opportunities offered at RTR High School and follow the guidelines in this handbook.

RTR administration reserves the right to make necessary changes in school and student policies throughout the year, as needed, and will communicate any changes to the students.

**Students are expected to:**

- Attend school regularly and be in class on time with the proper materials, prepared to learn
- Conduct themselves in a way that promotes a positive teaching/learning environment
- Respect the rights and properties of others
- Be cooperative, courteous, and respectful with school staff and other students
- Maintain a clean and safe school environment

**RTR School Board Vision**

We are committed to educational excellence, enhanced student achievement, fiscal stability, and life-long learning.

**RTR School Board Mission**

Educational excellence, enhanced student achievement, fiscal stability, and life-long learning are the four pillars of the RTR School. We are a community dedicated to providing a safe, friendly environment challenging students to be productive citizens in an ever-changing world.

**Table of Contents**

Page 2	School Day
Page 4	Classes and Grades
Page 7	Attendance Policy
Page 9	Discipline Policy
Page 11	Other Policies
Page 12	School Lunch
Page 13	Extra-Curricular and Co-Curricular Activities
Page 17	Trip Policy
Page 18	Hazing Prohibition
Page 20	Behavioral Guidelines and Consequences

**THE SCHOOL DAY**

## HOURS

The school day officially opens at 8:15 a.m. and closes at 3:28 p.m. Students are not to remain in the building after the end of the school day unless they are involved in a directed activity or are receiving assistance from a teacher.

### Daily Schedule

<u>Period</u>	<u>Time</u>
Warning Bell	8:10
1 <sup>st</sup>	8:15 - 9:10
2 <sup>nd</sup>	9:13 - 10:03
3 <sup>rd</sup>	10:06 - 10:56
4 <sup>th</sup>	10:59 - 11:49
9-12 Lunch	11:49 - 12:19
9-12 Advisory	12:22 - 12:49
5 <sup>th</sup>	12:52 - 1:42
6 <sup>th</sup>	1:45 - 2:35
7 <sup>th</sup>	2:38 - 3:28

### Late Start Schedule

<u>Period</u>	<u>Time</u>
Warning	10:10
3 <sup>rd</sup>	10:15 - 10:56 (next late start will be 2nd, the following late start will be 1st, etc.)
4 <sup>th</sup>	10:59 - 11:49
9-12 Lunch	11:49 - 12:19
9-12 Advisory	12:22 - 12:49
5 <sup>th</sup>	12:52 - 1:42
6 <sup>th</sup>	1:45 - 2:35
7 <sup>th</sup>	2:38 - 3:28

A bell rings at dismissal time. Three minutes later another bell signals the beginning of the next period.

## SCHOOL BUILDINGS AND GROUNDS

It is important that each student do his/her part to ensure that the school building is not abused in any way. Such things as marking on floors or desks, writing on walls, etc. are "kid's stuff" and should not be found in a high school. Anything that causes extra work for custodians keeps them from accomplishing other jobs. Let school pride show in the manner in which the building and equipment is treated. Students who are involved in damage to or destruction of school property will face consequences to be determined on a case-by-case basis and may include restitution or payment for damages, detention, suspension, police notification, and possible expulsion.

## HIGH SCHOOL PARKING REGULATIONS

Parking in the high school parking lot or around the high school is to be done in an orderly fashion in a clearly identified parking spot. Each student should do his/her part to keep these areas free of trash and debris. As the school parking lot is the property of the school, if school officials have reason to believe that weapons, alcohol, and/or drugs are located in a student's vehicle parked on school property, that vehicle is subject to search by school officials or school designee. These items will be reported to law enforcement. Students who do not park in a legal parking spot may be assigned detention or be ticketed by the Tyler Police Department.

## LOCKERS

Section 11. (127.47) (School Locker Policy.)

Subdivision 1. (Policy.) It is the policy of the State of Minnesota that:

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

Lockers are not equipped with locks, but students may provide their own locks. These lockers were installed for the convenience of the students and should be treated as a valued possession. Do not kick, pry open, scratch, or otherwise abuse the lockers. If a locker needs repair, please notify the office. Any items misplaced or taken from a locker are not the responsibility of the school.

Students must use the locker they are assigned. Do not switch lockers with another student. Coats and hats also are to remain in lockers.

## **BACKPACKS/BOOKBAGS**

RTR High School employs a Limited Backpack policy in the hallways and classrooms. Students are welcome to use book bags to carry materials to and from school. We do not want students to leave valuables (Chromebooks, graphing calculators) in their locker. You can bring a book bag up to 12"X18"X18" in a classroom that may be stored under your desk. The use of large backpacks are prohibited for safety and storage reasons.

## **ELECTRONIC USE GUIDELINES**

This policy includes radios, stereos, walkman radios, pagers, cell phones, picture cell phones, iPods, MP3 players, electronic games, and other electronic items, as determined by the administration or designee.

The school is not liable for the loss or destruction of these items. Use of these items during class time, unless approved by the classroom teacher, will result in the following disciplinary action:

- 1<sup>st</sup> offense: item brought to the office to pick up after school - assigned detention
- 2<sup>nd</sup> offense: item brought to the office, a parent needs to pick up the item - assigned detention
- Continued offenses: item brought to the office, a parent needs to pick up the item – assigned detention

Minnesota State High School League prohibits the use of cell phones in locker rooms.

## **TECHNOLOGY USE**

RTR High School is pleased to offer students access to the district computer network for Internet use. Electronic information research skills are now fundamental to the preparation of citizens and future employees. The use of the school district system and access to the se of the Internet is a privilege, not a right. Internet use is subject to compliance with school district policies. The Internet Use Agreement form for students must be read and signed by the use and the parent or guardian. Should the user violate the acceptable use policy the user's access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Computer Labs – are available during the school day for class use. Students needing to use the computer labs outside of the school day must do so when the library is open. Library hours will be from 8:00 am. until 4:00 pm. It is expected that students respect the use of school equipment. Any sort of misuse of the computers will be considered vandalism and consequences will be imposed. No food or drinks are allowed in the computer labs or library. Violation of this rule will result in consequences.

Use of Personal Devices – Students may have their own personal devices. Only school appropriate sites will be allowed during school hours. Students violating this with inappropriate sites will have their internet access revoked for a period of time as determined by the administration.

Use of School Issued Devices – Students will be required to check out and check in a school-issued device on a daily basis. Devices are not allowed to leave the building. Devices checked out and not returned will result in school disciplinary action taken. Broken or stolen devices will be treated like any other school equipment. The student will be responsible for the replacement of the equipment. The fee for the use of a school-issued device is \$50.00 per year or \$1.00 per day.

## **FIRE DRILLS/LOCKDOWNS**

Emergency drills are essential to practice for the safety of all students and staff. Both fire drill and lockdown drills will be held 5 times throughout the school year at irregular times. Check instructions posted in each classroom which indicate how to leave the building in case of fire. Students are to exit the building in an orderly fashion, moving quickly and quietly and should listen for additional instructions given by staff. Students are to return to their classes when the all-clear signal has been given. Teachers will also provide information to students regarding procedures to follow during fire drills and lockdown drills.

## **ADDRESS CHANGE**

Please report changes in addresses, school districts, or telephone numbers that occur during the school year to the principal's office, so that we have accurate contact information about each student.

## **ACTIVITY TICKET**

RTR High School students may purchase an Activity Ticket for \$40.00. The Activity Ticket is optional and includes the following benefits: Admission to all home athletic contests, (except tournaments), assembly programs, and other benefits as announced. Adults may purchase a ticket book (10 tickets), which allows them to attend athletic contests at a reduced price (\$50.00/book) or may purchase an Activity Ticket for \$90 with the same benefits as the students. Senior Citizens (age 65 and up) may purchase a ticket book (10 tickets), which allows them to attend athletic contests at a reduced price (\$25.00/book). Ticket prices for an extracurricular event are \$7.00 for an adult and \$5.00 for a student.

## **FOOD AND BEVERAGE REGULATION**

Students with food and beverages in the school building are responsible for maintaining the cleanliness of the area. Students making a mess are asked to notify the custodial staff or the office immediately. Food should not be left in lockers overnight.

## **VISITORS**

Student visitors are not permitted to attend classes or visit at any time during the school day.

## PLEDGE OF ALLEGIANCE

RTR High School students will recite the Pledge of Allegiance every day as part of the morning announcements. Any student or teacher may decline to participate in the recitation of the Pledge of Allegiance. Students and staff will respect another individual's right to participate in the recitation. Students who choose not to participate must remain silent and respectful.

## CLASSES AND GRADES

### GRADING PERIODS FOR 2021-2022

1 <sup>st</sup> quarter	ends November 5, 2021
2 <sup>nd</sup> quarter/first semester	ends January 21, 2021
3 <sup>rd</sup> quarter	ends March 25, 2022
4 <sup>th</sup> quarter/second semester	ends June 2, 2022

### ELIGIBILITY/GRADE CHECK DATES

1 <sup>st</sup> quarter	Sept. 24, Oct. 1, Oct. 15
2 <sup>nd</sup> quarter	Dec.3, Dec. 17, Jan. 7
3 <sup>rd</sup> quarter	Feb. 11, Feb. 25, Mar. 11
4 <sup>th</sup> quarter	Apr. 14, Apr. 29, May 13

### REPORT CARDS

At the end of each nine-week period report cards are issued. These cards are to be taken to the parent/guardian for their review. A letter grade system (A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F) is used in our school. An "I" means work is not completed and students have 2 weeks to complete the work before the "I" automatically becomes an "F". Report cards are issued as soon as possible following each grading period and do not need to be returned.

The following Grading System is used in the RTR Schools.

<u>Grade</u>	<u>Percentage</u>	<u>Grade</u>	<u>Percentage</u>
A	96-100	C	82-84
A-	94-95	C-	80-81
B+	92-93	D+	78-79
B	89-91	D	72-77
B-	87-88	D-	70-71
C+	85-86	F	Below 69

College In The Schools and PSEO classes will follow the college grading scales as set by each institution unless otherwise required by the college or RTR High School.

### HONOR ROLL

The honor roll is published in the Tyler Tribute after the end of each nine-week grading period. The honor roll is divided into 3 parts:

1. "A" Average Honor Roll, those students who have a 3.6 grade point average on their report card for the nine-week period. Students that attain a 4.0 grade point average will be recognized with a \* on the list of Honor Roll students.
2. "B" Average Honor Roll, those students who have a 2.666 grade point average on their report card for the nine-week period.
3. Students must be enrolled in a minimum of three (3) classes taught by RTR Staff to be considered for Honor Roll status.
4. Any D+, D, D-, F, or NC will disqualify the student for honor roll consideration.
5. Any I or W will disqualify the student from the honor roll until it is made up.
6. Band and Choir are included in figuring honor roll and GPA's.
7. Those students with NO absences or first-hour tardies for the nine-week period will be designated as having Perfect Attendance.

### INCOMPLETES

It is RTR High School's policy that all incompletes become passing or failing grades two weeks following the end of the quarter. The only exception to this policy will be students who are hospitalized or cannot attend school for an extended period of time (1 school week or more) due to a health problem under the care of the family doctor. Exceptions are to be brought to the attention of the High School Principal who may grant extended time to complete the work.

### FAILED CLASSES

When a student fails a class, they will receive an F for that class. This grade will not be replaced when the student retakes the course. Both grades will be figured into the student's cumulative GPA. Any failed course required for graduation must be retaken and passed before the student will receive a diploma.

## CLASS CHANGES

1. Students will have 3 days at the beginning of each semester to drop and add courses for a valid reason without penalty. Approval for a change must be secured from the Guidance Counselor/Principal, the Instructor, and the student's parent/guardian. Anyone who drops a course must add a course to replace it.
2. Students dropping courses days 4-10 of each semester will have a Withdrawal (W) grade recorded on their transcript for the course being dropped. Approval for a change must be secured from the Guidance Counselor/Principal, the Instructor, and the student's parent/guardian. Anyone who drops a course must add a course to replace it.
3. Students dropping courses after the 10<sup>th</sup> day of the semester will have a Failing (F) grade recorded on their transcript for the course being dropped. Approval for a change must be secured from the Guidance Counselor/Principal, the Instructor, and the student's parent/guardian. Anyone who drops a course must add a course to replace it.
4. A student may drop a class at other times if a crisis or emergency exists. This can only occur if the teacher, the student, the guidance counselor, and the Principal are in agreement that the best interests of all will best be served by dropping the course.
5. Phone calls to parents regarding class changes may be made at the administration's discretion.

## PROGRESS REPORTS

JMC online grades are available on the school website: [rtrschoools.org](http://rtrschoools.org). Please call the High School office to request a username/password. See the **Extra-Curricular** section of the handbook for more details about progress reports.

## HOMEWORK

Work assigned by teachers should be completed and turned in on time. Each teacher will be responsible for setting deadlines and credit deductions for their homework and assignments. Teachers should notify their students in the classroom procedure they will be following for the course.

## FLEXIBLE LEARNING DAYS

If school is canceled, students and staff will receive communication through JMC Call Center that it is an E-Learning Day. Teachers will post work by 10:00 AM for the students they would have seen that day. Teachers will utilize the platform they use most often in their classes, such as Google Classroom, Schoology, Seesaw, Dojo, etc. It is recommended that students check their school email. Students should contact teachers by email if they cannot find their work for the day.

In preparation for Flexible Learning Days, teachers have been asked to:

- Anticipate time requirements recognizing students learn at different paces, especially in an independent context.
- Provide a timely plan, posting work for the day by 10:00 AM.
- Be present on Google Classroom and email during the Flexible Learning Day
- Plan for self-directed, independent learning with specific consideration to the age and individual learning needs.
- Customize learning opportunities especially in troubleshooting student challenges.
- Communicate and collaborate with colleagues to ensure common grade-level expectations, communications, and protocols.

Students **MUST** complete the posted daily assignment for each class. If a student does not complete the assignment a class, they will be counted absent for that class on the Flexible Learning Day. This will count toward the student's allowable days per semester. Teachers may or may not include the assignment in the student's quarter/semester grade.

Students will have one (1) week from the day of the Flexible Learning Day to submit/turn-in their assignments. Once the one-week time frame has passed, the attendance of the student is recorded and will not be changed. Teachers may or may not choose to accept late work for a Flexible Learning Day after the one-week timeframe has passed.

## ACADEMIC DISHONESTY/PLAGIARISM

Academic dishonesty includes but is not limited to cheating and plagiarism. Cheating includes copying information from another student's test or assignment, willfully allowing a student to copy/purchase your test or assignment, buying a project or paper from another source, or other acts of lying or dishonesty about academics. Plagiarism is the act of stealing another's words or ideas and passing them off as your own and failing to give credit to the sources of the words or ideas. This includes information from the Internet, print materials, and other persons. RTR Public Schools will not tolerate academic dishonesty. Consequences if a student commits academic dishonesty will be as follows:

- 1st offense - he/she will receive no credit for the assignment
- 2nd offense - he/she will fail the class for the quarter
- 3rd offense - he/she will fail the class for the semester

Additional acts of academic dishonesty will result in more severe consequences. This is a school-wide policy and taken very seriously.

## RECOGNITION OF SCHOLASTIC ACHIEVEMENT

Based on their cumulative 4 year GPA, a valedictorian and salutatorian will be determined at the end of the first semester of the senior year, as will determination of high honor and honor students. If the GPA's of the two positions are extremely close, a decision may be made at the discretion of the principal to announce co-valedictorians.

Those seniors who have a cumulative GPA of at least 3.600 will be designated as high honor students and will wear a gold cord with their graduation gown.

Those seniors who have a cumulative GPA of at least 3.333 will be designated as honor students and will wear a silver cord with their graduation gown.

## CREDITS, TRANSFER

The principal and the guidance counselor have the authority to interpret credits from other educational institutions and equate these credits in a fair and equitable manner with the standards applied to those credits earned at RTR.

## GRADUATION REQUIREMENTS FOR RTR HIGH SCHOOL

To receive a diploma, students must meet the educational program as prescribed by the State of Minnesota, the Board of Education of District #413, Marshall Senior High School, or a prescribed I.E.P.

- a. Satisfactory completion of a minimum of 24 (2018 & beyond) credits in grades 9-12.
- b. The following High School credits are required:
  1. 4 credits in English
  2. 3 ½ credits in Social Studies – US History(1), Geography(.5), Gov't (.5), Civics(.5), & World History (1)
  3. 3 credits in Mathematics (Algebra 2 and Geometry are required)
  4. 3.5 credits in Science – Physical Science (1), Chemistry (1), Biology (1), and one additional semester
  5. 1 credit in Physical Education 9-10
  6. 1 credit in Health 9-10
  7. ½ credit in Speech (must be classroom-based)
  8. ½ credit in Economics
  9. 1 credit in Fine Arts – Band, Choir, Art
  10. ½ credit of vocational classes (beyond the 9th-grade rotation)
  11. ½ credit of Personal Finance (Class of 2024 and beyond)
  12. The remaining credits are electives.

## PARTICIPATION IN GRADUATION CEREMONY

In order to participate in the graduation ceremony, RTR students must meet all graduation requirements one week prior to graduation. This includes no more than 5 credits required for graduation from other schools or school districts unless the student transferred into the RTR School District. Administration reserves the right to make exceptions when necessary and due to extreme situations. All students participating in the ceremony must wear appropriate dress. Students failing to meet these requirements will be excluded from participation in the graduation ceremony.

Additional requirements to participate in the graduation ceremony:

- a. All bills must be paid.
- b. All detention time must be served.
- c. The student must be in good standing.

School Definition – The term "Good Standing" shall mean that the student is eligible under all the conditions and eligibility requirements of that school including but not limited to classroom attendance, grades, and behavior.

## EARLY RELEASE CRITERIA FOR SENIORS

Seniors **MAY** have the privilege of an early release two (2) days prior to the scheduled end of the school year provided the following criteria has been met:

1. A student must have four or fewer absences during the fourth quarter.
2. A student must be passing ALL subjects with a minimum 2.0 grade point average.
3. All fines and monetary obligations must have been paid.
4. All detentions must have been served.

Individuals who do not meet these criteria will remain in school until they receive approval from the Principal.

## MINNESOTA TESTING REQUIREMENTS

MCA III Reading	10 <sup>th</sup> grade
MCA III Math	11 <sup>th</sup> grade
MCA III Science (Biology)	11 <sup>th</sup> grade
ACT Test	11 <sup>th</sup> grade (optional)

Parents/Guardians have a right to not have their student participate in the state-required standardized assessments. For more opt out information, contact the school or go to the school website.

## WEIGHTED CLASSES

As College Now courses are recognized as being academically more rigorous, it is the policy of the RTR School District to weight student grades. Students who enroll in and complete College Now courses shall have their grades weighted.

"Weighting" a grade adds to the grade point value earned in the class. Grades of A, B, and C earned in weighted classes will each earn an extra grade point. Therefore, an "A" in a weighted class will yield 5 grade points (4 points for the "A" and 1 more point as a weighted "bonus").

Only courses taught by RTR School District employed teachers shall be weighted. All changes in the weighted course shall begin with the freshman class following the year of adoption. Example: if adopted during the 08-09 school year, the new weighted courses shall take effect for the 09-10 freshmen and remain in force throughout graduation, unless there is a change in staff for that course.

## REGISTRATION

Students in grades 9, 10, and 11 will register for the following school year during the second semester. Electives and courses of study will be explained in a registration bulletin issued during the school year. If students taking Internet classes drop, don't complete, or fail the class, they will be required to reimburse the school district for the cost of the class.

## JUNIOR-SENIOR CLASSIFICATION

A student will remain classified as a sophomore if he/she has not earned 11 credits by the beginning of his third (junior) year of high school. A student will remain classified as a junior if he/she has not earned 16 credits by the beginning of his/her fourth (senior) year of high school.

## GUIDANCE

A guidance counselor is available to help students with academic, personal, vocational, or social problems or decisions. Appointments may be made with the guidance counselor or students may stop into the guidance counselor's office on an as-needed basis.

## DROPPING OUT OF SCHOOL

If it becomes necessary to leave high school before the end of the school year, a student must discuss with the guidance counselor/principal his/her reasons for leaving and secure a withdrawal form. This form must be signed by the parents and each teacher and returned to the guidance counselor/principal. According to Minnesota Law, a student is required to be 17 years old to drop out of school and must have parental permission. Students that are 18 years old may dropout without parental permission, but should discuss their decision with the counselor/principal to make a plan.

## ATTENDANCE POLICY

The Board of Education 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.

This policy recognizes that class attendance is a joint responsibility to be shared by the students, parents or guardians, teachers, and administration. The philosophy of RTR High School is to place basic responsibility on students and their parents to ensure that absences are infrequent and that when they occur, they are caused by matters of extreme urgency. The responsibilities of the school are to provide instruction, to inform parents of students who are not in attendance, and to enforce compulsory attendance laws as well as regulations. It is the student's responsibility to be in school and attend all classes regularly and to follow the correct procedures when absent from school.

## ALLOWABLE ABSENCES

Students in grades 9-12 are allowed a maximum of six (6) absences per semester. On the seventh (7) absence, the student will receive no credit for the class. A student may appeal the loss of credit for a class to an appeal committee consisting of the principal and 3 teachers. A request for an appeal must be made to the principal in writing within 5 school days following notification of loss of credit.

1. After five consecutive days of illness, a doctor's note is required.
2. Medical and dental appointments must be verified by notes from the clinic's office to be considered an excused absence.
3. School-sponsored activities will not count as absences.
4. Juniors and seniors will be allowed a maximum of two excused college visit days per year. Students will not be allowed to take college visits after May 1 of any school year. A written note from the college verifying that you were there for the day must be turned in to the office.
5. Parents have 48 hours (2 days) to 'clear' an absence by calling the school or sending a note before the absence becomes unexcused. The authority to decide whether an absence is excused or unexcused rests with the administration.
6. A student is "absent" from a class if he or she misses more than five (5) minutes of any scheduled class. Students that miss more than ten (ten) minutes First Period only will be counted absent.

It is the student and the parent's responsibility to be aware of the number of absences accumulated during each semester. Information on each student's attendance status is available on-line at the school website or available by contacting the high school office at 247-5911. Notices will be sent to parents.

No student will be able to participate in an activity if he/she is not in school by 10:30 a.m. on the day of the scheduled activity. An absence of more than ½ day on the day of an activity will result in the student not being allowed to participate/attend the activity that day or evening. An absence taken in the afternoon on the day of an activity will result in the student not being allowed to participate/attend the activity that day or evening. Activity includes practices, games, performances, and rehearsals. This does not relate to absences such as appointments (medical, dental, counselor, legal, driving tests), funerals, religious instruction, or absences that have prior approval by the Principal. Verification may be requested if it is deemed these exceptions are being abused by the parent and/or the student. Any unexcused absence for the day (or any part of the day) of an activity will result in ineligibility for that day's activity. This would include unexcused absences for missed school or either in or out of school suspension.

In-school suspension will not count towards a student's maximum of six absences. Out of school suspension will **not** count towards the maximum of six absences.

## **WHEN A STUDENT MUST LEAVE THE SCHOOL DURING THE SCHOOL DAY:**

1. If a student becomes ill during the day, he/she MUST see the high school principal or school secretary before he/she leaves.
2. If a student needs to leave school during the day for a reason other than illness, he/she MUST have a parent call or bring a note to the office prior to leaving.
3. The office must issue an "Excuse to leave school grounds" before the student leaves the building. The student will need to show the pass to the teacher of the class that he/she is leaving and must also sign out in the office. If he/she returns to the building before the end of the day, he/she must sign in at the office.
4. Failure to sign out or failure to notify the high school office that the student is leaving will result in a period of detention.

## **WHEN A STUDENT WILL BE/HAS BEEN ABSENT FOR AN ENTIRE DAY:**

1. A parent should call the school at 247-5911 between 8 a.m. and 9 a.m. the day of the absence to notify the school of the reason for the absence. Phone calls to parents that have not called in for their student will be made after 9:00 a.m. to let the parent know the student is missing.
2. When a student returns after being absent, a parent should also send a note explaining the reason for the absence if their has not been any prior communication to the school.
3. Any absence for which a call has not been made or a written note will be unexcused after 48 hours.
4. When a student returns to school following an absence, he/she must communicate with the teacher for any missing work or assignments needed.
5. Students will have two days for each day absent to make up their work. This holds true unless the assignment was due the day the student returns to school and/or the student has made arrangements with the teacher.

## **WHEN A STUDENT PLANS TO BE GONE FROM SCHOOL:**

1. A parent is required to notify the school via a phone call or the student may bring a note from a parent stating when the student will be gone from school and the reason for the absence
2. Obtain an advance makeup slip from the office or communicate with the teacher prior to the absence.
3. It is the student's responsibility to communicate with and get school work prior to any known absence.
4. Students will complete the assignments by the due date as assigned by the teacher. If the make up work is not completed within the prescribed time limit, the student may receive zero credit. Any exceptions to this will be at the discretion of the teacher and the high school principal.

## **TRUANCY/SKIPPING CLASS**

A student who is absent from one or more classes or study hall without the knowledge and approval of a parent or the school will be considered truant. Parents will be notified. Consequences for truancy include:

1. On the first offense, the student will serve detention for each hour missed.
2. On the second offense, the students will receive one day of ISS.
3. On the third offense, the student will receive two days of ISS.
4. If truancy becomes a recurring problem, a conference including parents, teachers, administration, and the student will be scheduled. A report will also be filed with the County Truancy Office. RTR High School will follow state truancy laws.
5. The authority to decide whether an absence is excused or unexcused rests with the administration.
6. Students truant from school will not participate in their next scheduled MSHSL activity.

The administration will file truancy charges with the court system in the case of students who are chronic/habitual truants. In Minnesota, this is legally defined as any student who misses one or more class periods on seven (7) different days within the same school year without a lawful excuse.

## **TARDY TO CLASS**

Students are expected to be in class when the hour begins. Promptness and time management are important components to an education. To help create a climate of punctuality and help each teacher better manage their classes, RTR High School employs the following tardy policy:

- a) A student is late to a class if he/she is not present in the classroom according to the rules set by the classroom teacher.
- b) Students late for class period 1 must report to the office for an admit-to-class note.
- c) If the student is more than five (5) minutes late, it is considered an unexcused absence. Tardies are cumulative for the semester. All students get a clean tardy slate at the end of the semester.
- d) Tardiness due to a late bus or being held after class by a teacher is considered excused. Students should have a signed pass from the teacher that held them or the office to allow them into their next class.
- e) Students requesting absence make-up slips after the class has started will be counted tardy by the teacher.
- f) Students coming to school following a partial day illness must be on time for their next class. It will be counted as a tardy if the student is late for the start of class.
- g) Students returning from appointments will not be considered tardy.
- h) The consequences for unexcused tardies are as follows:
  1. Each third (3) unexcused tardy in one class will result in 1 detention and parental notification by telephone, letter, or email.

2. At six (6) tardies in one class, the student will serve 2 detentions with parent notification by telephone, letter, or email.
3. At nine (9) tardies in one class, the student will serve ISS and parents will be notified.
4. Each subsequent three (3) tardies after nine (9) will result in additional in-school-suspensions and parent meetings.

## **DISCIPLINE POLICY**

RTR High School is a public education establishment devoted to providing academic, athletic, artistic, and social experiences to the young people of this area. All students have the right to take part in these experiences and learn from them. No student should be denied this right. Behaviors that impede this educational process needs to be corrected, as they infringe upon the rights/safety of others.

It is the responsibility of the school district to make reasonable policies and rules governing student behavior and conduct while in the school environment. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

These policies and rules apply at any time when a student is present on school grounds, at a school-sponsored activity such as athletic competitions and assemblies, and while on school buses. Students are expected to exhibit respect and appropriate behavior in accordance with federal, state, and local laws, and in a way that respects the rights and safety of others.

It is the responsibility of each classroom instructor to establish behavior expectations for his/her classroom, communicate these clearly to students, and make classroom corrections as needed. When this procedure is ineffective, the instructor will turn to the administration for assistance. The chart at the end of the handbook will be used as a guideline when discipline efforts within the classroom fail. Because it is not possible to list every violation that occurs, those not specified will be responded to as necessary by staff and administration on a case-by-case basis. The administration may use their discretion to modify consequences beyond those set forth in this policy based on the particular incident.

### **REMOVAL FROM CLASS**

If a student is removed from class for disciplinary reasons, he or she must report to the office and may be assigned detention or further consequences. The procedure will follow Policy #506 Section VIII.

### **DETENTION**

Detention is earned by those who choose to violate school rules or policy, misbehaves, or is unexcused from school. Detention will be held Tuesdays and Thursdays from 3:35 p.m. until 4:30 p.m. **NO STUDENT WILL BE ADMITTED INTO DETENTION AFTER 3:35 p.m.** This will count as a missed detention. Students and parents will receive notification and a brief description of the incident.

Students will be issued notification of their detention during school hours. Students that are absent from school the day of their detention will be responsible for making up their detention on the next scheduled detention night after they return to school. Students who earn detention **WILL NOT** be allowed to ride the activity bus home after serving their detention. Parents/Students are responsible for their own transportation after serving the assigned detention.

Students who earn an excessive amount of detentions throughout the entire school year will be subject to serve a one (1) day in-school suspension instead of detention. Excessive will be at the discretion of the Principal.

Additional rules:

- 1) No sleeping.
- 2) No talking.
- 3) No studying together.
- 4) No electronic devices, except for academic use only.
- 5) No treats/snacks/food/beverages allowed.
- 6) Bathroom/locker passes are one at a time. Limited to four (4) minutes. If you have a pass to go anywhere to work with another teacher, you must have the pass prior to entering the assigned detention room. Passes from teachers must be for the subject taught by that teacher. (Do not get a pass from your Math teacher for an accelerated reader test.)
- 7) You will have assigned seats.
- 8) You must be in the room at 3:35 or the detention will not count.

Habitual or continued violations of school rules/policies will result in the following consequences:

- |   |           |
|---|-----------|
| -After 3 earned detentions for the year | 1 day ISS |
| -After 5 earned day of ISS for the year | 1 day OSS |

Reminder: The shuttle bus is not available to detention students. Students are responsible for their own transportation home after detention is completed.

## **ISS (IN-SCHOOL SUSPENSION) AND OSS (OUT-OF-SCHOOL SUSPENSION)**

ISS will be assigned as determined by the administration and the high school discipline policy. When a student is assigned ISS, he/she will be seated in an isolated area away from contact with other students and under the supervision of the principal or his designee. He/she is expected to have school textbooks and assigned work, remain awake, remain quiet, turn in his/her cell phone and other electronic devices, and may not leave his/her assigned area without permission from the supervisor. The student may also be required to complete a behavior packet as assigned by the Principal. Students who are serving ISS may not attend any school function or athletic competition on the day of the ISS. This includes practices.

In-school suspension will not count towards a student's maximum of six absences. All work assigned to students on ISS days must be completed on the day of the ISS in order to earn credit for the assignment. Failure to complete the work will result in a zero for that assignment. Teachers will bring work to the student on the day they are assigned ISS. All work **MUST** be paper oriented and not something the student needs a device to complete.

OSS will be assigned for a disrespectful confrontation, insubordination, or profanity directed at a staff member, for fighting, for smoking, using chewing tobacco or possessing tobacco products, for possession or use of alcohol or drugs, or for other offenses as determined by the administration. When a student returns to school following an OSS, a parent may be required to come with the student to meet with the principal. Students who are serving OSS may not attend any school function or athletic competition or enter the school building.

Out-of-School suspension will not count towards a student's maximum of six absences. Students serving out-of-school suspension will be permitted to make up their work and receive ½ credit for it. Assignments are due upon the student's return to school in order to receive credit. The student is not granted 2 additional days to complete the work.

## **COMPLAINT PROCEDURE**

The following are the steps for student/parent complaints at RTR High School:

Step 1 Contact the teacher involved at the school during school hours (between 7:45 AM and 3:45 PM).

Step 2 If necessary, at a time satisfactory to all parties involved, a meeting of parents/guardians, students, and teachers will be held.

Step 3 If necessary, a meeting will be set up with the Building Principal, teacher, student, and parents/guardians involved.

Step 4 If necessary, a meeting including parent(s), student, teacher, and Building Principal will be scheduled with the Superintendent of Schools.

Step 5 If necessary, a hearing by the Board of Education will be held including the parents/guardians, the student, the teacher, the Building Principal, and the Superintendent of Schools to try to resolve the conflict.

## **THREATS**

Saying, texting, or posting anything on social media that threatens or makes a student or staff member fearful is wrong regardless of the originator's intent. Joking is not an excuse. Any reference to a weapon or death is prohibited. A threat may result in immediate suspension and a parent conference to admit the student back to school. Depending on the severity, a student may be referred to the school board for expulsion. Threats may also be referred to the police for charges.

## **EXTREME BEHAVIORS**

Students displaying the following behaviors may incur expulsion from school and/or legal consequences.

- 1) Possession of a firearm and/or other weapons
- 2) Possession of drugs and /or drug paraphernalia
- 3) Under the influence of alcohol or drugs
- 4) Repeated harassment
- 5) Repeated fighting
- 6) Conduct which threatens or harms another student, staff, or property
- 7) Serious vandalism that disrupts the learning environment

Law enforcement may be called to assist administration in investigating allegations and/or charges from the above offenses. Minimum consequences will be suspension from school.

## **WEAPONS POLICY**

Dangerous Weapons, Harmful or Nuisance Articles: The possession or use of articles that are dangerous weapons, dangerous instruments, nuisances, illegal items, or items that may cause harm to persons or property is prohibited at school and school-sponsored activities.

Bringing a dangerous weapon on school property is a violation of Minnesota law. It is a serious violation called a felony. You may not possess a dangerous weapon at any time on school property. A dangerous weapon can be many things. It includes guns, switchblades, brass knuckles, nunchucks, certain liquids, pellet guns and laser pens. It does not matter, for instance, whether the gun is loaded or unloaded. A dangerous weapon includes any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death.

There are some exceptions. Firearms being transported in accordance with Minnesota law may be accepted. If you have any questions about an exception, however, you must talk to the principal. A principal must authorize an exception in writing.

Possession on school property includes on a school bus, on school property, on any property leased by a school and whether the school is public or private.

Any student who brings a firearm to school will be expelled from school for a period of not less than one year. Expelled means removal from the regular school's program at the location where the violation occurred. Students with disabilities will be disciplined on a case-by-case basis. Alternative school placement is available.

#### Minimum Corrective Activities for weapons and dangerous instruments

1. Initial suspension for up to 10 days
2. Confiscation of weapon
3. Notification of police
4. Recommendation to the Superintendent of expulsion

No weapon may be used for demonstration purposes in a class or extracurricular activity without direct permission from the principal given to the student for that particular purpose or activity. Procedure will follow Policy #501.

## **BUS PRIVILEGES**

Riding the bus is a privilege provided for students. Students who demonstrate inappropriate actions towards another student, someone outside the bus, or the driver will receive consequences for such behavior. Consequences may vary, depending upon the situation and may involve detention, suspension, or removal of bus privileges. Generally, a student will be prohibited from riding the bus for 3 days upon the second report from the driver.

## **OTHER POLICIES**

### **SCHOOL DRESS**

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational and community standards.

With the wide variety of styles and fashions available today, parents and students should use good judgment and common sense in picking clothes for school so that a learning atmosphere can be maintained. In order to promote a positive learning atmosphere, hats and coats will not be worn to class. They must be placed in the student's locker during the school day.

RTR High School desires to keep students and employees free from threats of harmful influence from any group or gang who advocate drug use, chemical use or disruptive/negative behavior. RTR High School prohibits the presence of any apparel, jewelry, accessories, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in such a group. Any student wearing or carrying libelous, slanderous, potentially dangerous, or overt gang or other paraphernalia that symbolizes membership shall be referred to the principal or designee. The student's parent/guardian may be contacted and the student sent home to change clothes if necessary.

Appropriate clothing for school includes:

1. Clothing for the weather
2. Clothing that does not create a health or safety hazard
3. Clothing appropriate for the activity (i.e., physical education or the classroom)
4. The area between the neck and shoulders must be covered by at least one inch of fabric. A student's back must be completely covered. Skirts and shorts must extend past the length of the fingertips when arms are extended at the side of the body.

Inappropriate clothing for school includes, but is not limited to:

1. "Short shorts", skimpy tank tops, tops that expose the back or midriff, spaghetti straps, visible cleavage, short skirts and dresses, visible undergarments and other clothing that is not in keeping with community standards.
2. Clothing which bears a message that is lewd, vulgar, or obscene.
3. Clothing that depicts or advocates the use of drugs, tobacco, alcohol, gangs or weapons or promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to any group or which connotes gang membership.
5. Any apparel or footwear that would damage school property.
6. Hats/caps are not allowed to be worn during the day in the building. Hats/caps must be left in lockers during the day. Hoods should also not be over the head.
7. Students will not be allowed to wear or bring coats, jackets, blankets, or other outside clothing into a classroom situation.
8. Students will not be allowed to wear studs, wallet chains, bandanas, or other items determined inappropriate by the administration.

A student wearing any inappropriate clothing will be required to change.

### **LOST AND FOUND**

The lost and found department is located in the Principal's Office. All articles found in school or on the school grounds should be turned in to the secretary. Unless a lock is used, avoid leaving money and other valuables in lockers. Leave them with a responsible person and be sure to report all losses to the Principal's Office. You are advised to obtain a lock from your PE teacher for your gym locker and use it regularly. Students are advised not to bring money to school if it can be avoided. The school is not responsible for loss of personal items taken from lockers.

## **PUBLIC DISPLAY OF AFFECTION**

ONLY handholding is appropriate at school. All other displays of affection are not appropriate and will have consequences including detention or ISS.

## **MEDICATION POLICY/RETURN TO SCHOOL POLICY**

Our medication policy, according to Minnesota Statute 126.202, and approved by the school board in 1988, is as follows:

1. Medications, including over the counter items, should be ordered by a physician (forms will be left at our local clinic). This form is also to be signed by the parent/guardian.
2. Medications should be brought to school by the parent the first day it is to be administered. Medications must be in the original container with an appropriate label. Please ask your pharmacist for a bottle for school use only.

In some cases, this policy may be an inconvenience, but we must comply with the law. More importantly, we wish to promote the safety of our students. We ask for your cooperation.

Over the Counter medication, such as ibuprofen or any antacid relief tablets, must be provided by the parent of the student in its appropriately labeled container. The school will not be able to supply these medications.

Students should use the following guidelines related to Influenza (Flu)

1. Students should stay home from school and school activities with a fever or 100 degrees Fahrenheit or higher.
2. Students can return to school twenty-four (24) hours after their fever is gone without fever-reducing medication (e.g. Tylenol or Advil). Students should also be well enough to participate in school before returning.

## **WINTER STORM POLICY – SCHOOL DAY**

In the early morning hours, during inclement weather, the following radio/TV stations will be notified of school closings or late starts: WCCO – Twin Cities, KMHL – Marshall, KLOH – Pipestone, KELO and KSFY – Sioux Falls. Parents who have registered for the automated parent notification system will be notified via “School Reach.”

The stations above are listed in general order of notification in the event of an emergency school closing. Generally the stations are called by 6:30 am. Sometimes, however, in the event of widespread inclement weather, telephone lines to the respective stations are busy, so the order of notification and the time of the call may not always be followed. A two-hour late start means weather conditions will be reviewed and a decision will be made to stay with the late start or close for the entire day. Parents are advised to listen for last minute changes. Worsening weather conditions may force the early closing of schools. If this should happen, the above radio/TV stations will carry this information. On such a day, our phone lines become jammed; do not expect your student to call home using the school phones. Students and parents should discuss plans for such an event and be prepared in advance.

## **YEARBOOK PICTURES**

Senior pictures appearing in the yearbook and the composite senior picture must be appropriate for such use and are subject to the approval of the administration. The final decision regarding any yearbook pictures will be made by administration.

## **STUDENTS 18 YEARS OLD OR OLDER**

Many wonderful things happen when you become 18! In general, you have most of the same freedoms—and responsibilities—as any adult in the community. However, state laws require that schools enforce the same rules on all students, regardless of their age. **Your role as a student supersedes your position as an 18 year old adult. At school, you are a student and subject to the same rules as any other student.**

## **THEFT OR VANDALISM**

Students should not leave money or items of value in their locker or unsecured in the locker room. Report thefts to the office to be investigated. Any items taken from a locker are not the responsibility of the school.

However, in the event of a theft or vandalism, police may be notified and charges filed. The parent and the identified student are responsible for restitution. The student is subject to suspension.

## **SCHOOL LUNCH**

RTR High School has a closed lunch policy which means that students remain in the building during lunch period, unless permission has otherwise been granted.

The cafeteria serves lunch daily. The full lunch is a balanced meal. The portion sizes are in compliance with the USDA School Lunch Meal Pattern Requirements.

High School students that do not wish to eat a full school lunch can purchase other food items at the Ala-Carte Line in the school cafeteria. A variety of different food items will be on sale daily.

Students may bring lunch and buy their milk. Students will not be allowed to order food from an outside source unless authorized by the High School Principal in advance.

Carbonated beverages, such as soda, are not allowed in the lunchroom during the lunch period.

## **Ala Carte items will be available from 7:50 a.m. – 8:10 a.m. (cash only) and during lunch time.**

The lunchroom is an extension of our classrooms and as such, students are expected to keep voices down and keep comments appropriate. Students are expected to leave tables clean. If something spills, a supervisor will provide cleaning supplies for the student to clean up. Students are expected to properly dispose of garbage and return silverware and trays to the appropriate area. Students who do not comply with lunchroom expectations may be assigned to a separate lunch area, lunchroom cleanup or other consequences.

## **MEAL CHARGING POLICY**

For the 2021-22 school year, the cost of a school lunch for a high school student will be \$2.90. Lunch money may be paid in the office. Students are expected to keep a positive balance in their lunch account. Family lunch account balances may be checked online. Written notifications may be mailed or emailed periodically. If a family lunch account has a negative balance for a period of time, the student may be refused a meal and the account will be referred to the superintendent for collection. An alternate lunch will be provided to the student at the approved cost of the lunch.

## **EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES**

RTR High School is a member of the Minnesota State High School League and is governed by the rules, regulations, and eligibility of the League.

It is the policy of RTR Schools to provide a program of extracurricular activities, clubs, and student organizations in the school district. These activities, clubs, and organizations are considered voluntary and no student will be required to participate or belong to any of these if he/she chooses.

In order to promote the benefits to be derived from a program of student activities, eligibility standards are established for all participants in these extra-curricular activities.

No student will be able to participate in an activity if he/she is not in school by 10:30 a.m. on the day of the scheduled activity. An absence of more than ½ day on the day of an activity will result in the student not being allowed to participate/attend the activity that day or evening. An absence taken in the afternoon on the day of an activity will result in the student not being allowed to participate/attend the activity that day or evening. Activity includes practices, games, performances, and rehearsals. This does not relate to absences such as appointments (medical, dental, counselor, legal, driving tests), funerals, religious instruction, or absences that have prior approval by the Principal. Verification may be requested if it is deemed these exceptions are being abused by the parent and/or the student. Any unexcused absence for the day (or any part of the day) of an activity will result in ineligibility for that day's activity. This would include unexcused absences for missed school or either in or out of school suspension.

## **FEES**

A participation fee is charged to participate in drama, speech, and all sports. This fee must be paid before the student is allowed to compete in any game or activity. Participation fees are set yearly by the School Board.

Juniors are expected to work the concession stand to raise funds for prom and graduation expenses. These fees will be imposed to those that choose to not work. Senior Fee: \$50  
Prom Fee for Attendance at Prom; \$100

Students who work the required amount will have the fees waived. The Principal will work with the Junior Class Advisors to determine what fees will be assessed.

## **RTR ACADEMIC ELIGIBILITY FOR ALL EXTRA CURRICULAR ACTIVITIES**

As a public educational facility, our primary goal is to provide an academic, learning environment to all our students. We want all our students to experience the varied curriculums and the skills and attitudes inherent with a strong learning environment. A secondary goal is to provide as many students as possible with the exposure to and participation in a variety of extracurricular activities. Activities are an important addition to the school's curriculum; moreover, the two programs must be mutually supportive. An essential belief is that extracurricular activities are secondary to the academic programs. As such, failure in academics results in ineligibility in activities.

1. Teachers will submit names of students who are failing after three weeks of each quarter. Students will be informed; this is the warning period.
2. Thereafter, throughout the quarter, teachers will submit student failures to the office every two weeks.
3. Following the warning period, students with one or more repeated failing grades in a class are ineligible to participate in activities for a minimum of one week beginning on a Wednesday and potentially ending on the following Wednesday. This does not include practices. Students are not allowed to be dismissed early from school to travel with a team if they are ineligible.
4. Students will receive a failure warning before being put on the failure list.
5. Teachers must report all failures no later than 12:00 pm on the Monday following the reporting week.
6. A master list of students on the fail list will be sent out to teachers and coaches from the office.
7. Students will be informed immediately of their ineligibility. It is the responsibility of the student to contact the teacher. Teachers will provide input on reason(s) for failure and suggestions for change.

8. Teachers, coaches, and the activities director will communicate to determine if an ineligible student has become eligible or remains ineligible.
9. Teachers will attempt to provide students with reasonable opportunities to become eligible during their first week of ineligibility.
10. All grades should be computed from the beginning of the quarter and reflect a composite of the student's progress.
11. Failure is a grade of 69.99 percent or lower.
12. Students must be passing all classes at grade check time in order to be considered for participation in athletic contests, fine arts contests/productions, FFA activities, FCCLA activities, class trips, or any other activities deemed appropriate by the Principal, Activities Director, and/or Advisor.
13. One or more failures at the end of a grading period make a student ineligible for the first week of the following grading period. This includes failure in the 4<sup>th</sup> Quarter, which will make a student ineligible for the first week of competition in the Fall.

## **ATHLETIC TRAINING RULES**

Coaches of high school extra curricular activities may add rules to their activity that are above and beyond the guidelines set by the Minnesota State High School League. Coaches must present their training rules prior to the start of practice and will provide written copies of their training rules to each participant and to the high school administration. Coaches must also provide the administration with the date that the training rules were presented and given to the participants. In addition, coaches are responsible for any and all enforcement of their training rules. Any student wishing to see the Athletic Trainer during the school day must obtain a pass from their head coach. Students will not be allowed to leave class without written consent. The Athletic Trainer will notify staff when he/she has seen a student which caused them to miss class.

**Minnesota State High School league and RTR High School rules concerning the use of mood-altering chemicals:**

### PHILOSOPHY AND PURPOSE

- A. Philosophy of the Member School relating to the use of Mood-Altering Chemicals, i.e., Alcohol, Tobacco, Drugs, and Marijuana.  
The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extracurricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members or other significant persons in their lives.  
The close contact in MSHSL activities of advisors and coaches provides them with a unique opportunity to observe, confront and assist young people. The MSHSL, therefore, supports education and awareness training in adolescent chemical use problems including the symptomatology of chemical dependency and special issues affecting League activities for administrators, athletic directors, coaches, advisors, participants and their families.
- B. Statement of Purpose
  - (1) To provide consistency with the MSHSL Constitution: "to elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students, member schools and their personnel."
  - (2) To emphasize the schools' concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.
  - (3) To promote equality and a sense of order and discipline among students.
  - (4) To confirm and support existing state laws which restrict the use of such mood altering chemicals.
  - (5) To establish standards of conduct for those students who are leaders and standard bearers among their peers.
  - (6) To assist students, who desire to resist peer pressure, which directs them toward the use of mood-altering chemicals.
  - (7) To assist students who should be referred for assistance or evaluation regarding their use of mood-altering chemicals.

## **REPORTING ALCOHOL AND CHEMICAL USE**

Please be aware of legislation that was passed during the 1988 Minnesota Legislative Year concerning chemical use on the part of our student population. All public schools in Minnesota must establish a chemical abuse pre-assessment team made up of school officials. This team is responsible for addressing reports of chemical use by the students as reported to them.

All law enforcement people and teachers shall make these reports, without exception. The law enforcement agencies must report to the pre-assessment team any and all chemical use, possession or transfer of alcohol or a controlled substance by a student, in writing, within two weeks of the incident. Teachers are required to report whenever this violation occurs on school grounds or during school related activities.

It is the policy of the pre-assessment team to contact students and parents of the affected students and deal with every case in an expeditious and fair manner.

## ELIGIBILITY RULES BY CATEGORY

### Good Standing

In order to be eligible for regular season and League tournament competition a student must be in good standing.

Definition – The term “Good Standing” shall mean that the student is eligible under all the conditions and eligibility requirements of that school including but not limited to classroom attendance, grades, and behavior as well as the eligibility requirements of the Minnesota State High School League.

### Student Code of Responsibilities

As a student participating in my school’s interscholastic activities, I understand and accept the following responsibilities:

1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions.
3. I will respect the property of others.
4. I will respect and obey the rules of my school and the laws of my community, state, and country.
5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community and country.

### Penalty

A student who is dismissed from school or who violated the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal acting on the authority of the local board of education. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations. For example, when a student is suspended from school the student is not in good standing and cannot begin serving the participation penalty until the student has completed the suspension from school and is returned to good standing.

Activities sponsored by the Minnesota State High School League and the RTR High School are listed in four (4) categories.

## ACTIVITIES IN CATEGORY I

	<u>Boys</u>	<u>Girls</u>
Fall	Football, Cross Country, Clay Target League	Fall Volleyball, Cross Country, Clay Target League, Cheerleading
Winter	Basketball, Danceline, & Wrestling	Winter Basketball & Danceline
Spring	Golf, Track, & Baseball	Spring Golf, Track, & Softball

## RULES

A student shall not at any time, regardless of the quantity:

- A. use or consume, have in possession a beverage containing alcohol;
- B. use or consume, have in possession tobacco; or,
- C. use or consume, have in possession, buy, sell or give away any other controlled Substance or drug paraphernalia.

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 his/her doctor.

## PENALTIES FOR VIOLATIONS OF CATEGORY I ACTIVITIES

### A. First Violation

**Penalty:** After confirmation of the first violation, the student shall lose eligibility for the next two (2) CONSECUTIVE INTERSCHOLASTIC EVENTS or two (2) weeks of a season in which the student is a participant, whichever is greater.

### B. Second Violation

**Penalty:** After confirmation of the second violation, the student shall lose eligibility for the next six (6) CONSECUTIVE INTERSCHOLASTIC EVENTS or three (3) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program. However, the student in violation must become involved in an approved treatment program before he/she can become reinstated in school-sponsored activity. The director or a counselor of a chemical dependency treatment center must issue certification. During the season anyone found guilty of substance use or admits to the use will be dismissed from the team and forfeit rights to play in any remaining games during the current season. Underclassmen would be urged to continue practicing and developing skills to better their chances for playing next year.

### C. Third Violation

**Penalty:** After confirmation of the third subsequent violation, the student shall lose eligibility for the next twelve (12) CONSECUTIVE INTERSCHOLASTIC EVENTS or four (4) weeks of a season in which the student is a participant, whichever is greater.

If after the third subsequent violation, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program; the student may be certified for reinstatement in Minnesota State High School League Activities after a minimum period of six (6) weeks. The director or a counselor of a chemical dependency treatment center must issue such certification.

A student shall be disqualified from all activities for nine weeks beyond the student’s original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation. During the season anyone found guilty of

substance use or admits to the use will be dismissed from the team and forfeit rights to play in any remaining games during the current season. Underclassmen would be urged to continue practicing and developing skills to better their chances for playing next year.

## ACTIVITIES IN CATEGORY II

**Speech**  
**Band**  
**Spring Play**

**One Act Play**  
**Choir**

### SPEECH

In addition to speech, which is offered as a regular subject, RTR High School participates in the speech activities as prescribed by the Minnesota State High School League. Students in grades 7-12 are eligible to compete. Participation in these activities will be of great use and lasting value to those students who are interested in developing diction, confidence, and poise.

### PLAYS

The following plays will be produced each year: One-Act Play, and a Spring Play. The plays are selected by the directors and the casts are selected by tryouts.

### RULES

During the school year or during the season of practice, play or rehearsal, regardless of the quantity, a student shall not use a beverage containing alcohol; use tobacco; or use or consume, have in possession, buy, sell, or give away marijuana or any substance defined by law as a drug. 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 his/her doctor.

### PENALTIES FOR VIOLATIONS OF CATEGORY II ACTIVITIES

#### A. First Violation

**Penalty:** After confirmation of the first violation, the student shall lose eligibility for the next Master Calendar scheduled concert or contest or three (3) weeks of a season in which the student is a participant, whichever is greater. Students in violation are not permitted to participate in small group performances such as madrigals/dinner theaters, requests by churches and service clubs, etc. in the designated three (3) weeks. No exception is permitted for a student who becomes a participant in a treatment program.

#### B. Second Violation

**Penalty:** After confirmation of the second violation, the student shall lose eligibility in the next three (3) Master Calendar scheduled concerts or contest or six (6) weeks of the season in which the student is a participant, whichever is greater. Students in violation are not permitted to participate in small group performances such as madrigals/dinner theaters, requests by churches and service clubs, etc. for the designated six (6) weeks. No exception is permitted for a student who becomes a participant in a treatment program. However, the student in violation must become involved in an approved treatment program before he/she can become reinstated in any school-sponsored activities. The director or a counselor of a chemical dependency treatment center must issue certification.

#### C. Third Violation

**Penalty:** After confirmation of the third (3) or subsequent violation, the student shall lose eligibility for the next six (6) Master Calendar scheduled concerts or contests or nine (9) weeks of a season in which the student is a participant, whichever is greater. Students in violation are not to participate in small group performances such as madrigals/dinner theaters, requests by churches and service clubs, and etc. for the designated nine (9) weeks.

If after the third subsequent violation, the student of his/her own volition, becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in Minnesota State High School League Activities after a minimum period of (6) weeks. The director or counselor of the chemical dependency treatment center must issue such certification. A student shall be disqualified from all activities for nine weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

### SEXUAL/RACIAL/RELIGIOUS HARASSMENT/CONTACT AND HAZING IN LEAGUE-SPONSORED ATHLETIC AND FINE ARTS ACTIVITIES

1. A student shall not engage in sexual, racial, or religious harassment or sexual, racial, religious violence or hazing during the school year or any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.
2. Sexual, Racial, Religious Harassment and Hazing Violations
  - A. Penalty for Category Activities:
    - 1) First Violation:  
The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater.

2) Second Violation:

The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, of a season in which the student is a participant, whichever is greater.

3) Third or Subsequent Violations:

The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, of a season in which the student is a participant, whichever is greater.

4) Progressive Penalties

Penalties for sexual harassment violations shall be progressive beginning with the first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.

## TRIP POLICY

1. The following enforcement penalty for the use of alcohol, drugs, and tobacco, or other serious discipline problems while on an RTR High School sponsored trip:
  - a. Loss of all awards earned during the year, which were received in the activity in which the problem occurred.
  - b. Loss of all local scholarship consideration for the school year.
  - c. Parents will be immediately notified, and violators will be returned home as soon as possible.
  - d. If students are present in a room where a problem occurs, all students in the room will be penalized.
2. Any RTR High School student present in the room of an activity group where a problem occurs is subject to the penalties outlined in #1 above. Anyone who wishes to visit students on an activity trip should always see the advisor first.
3. The addition of a school representative to supervise students at night is a must.
4. The Principal or Activities Director will meet with advisors, chaperones, and the student group before all trips to go over the rules.
5. Advisors, chaperones, and faculty representatives will agree to the following:
  - a. No visitors in student rooms. All visitors will contact advisors and chaperones before visiting student groups.
  - b. List of approved chaperones.
  - c. Night supervision.
  - d. Location of student rooms and advisor/chaperone rooms.
  - e. Curfew time, free time, and optional group activities.
  - f. Procedure for handling violations.
6. Any problems involving discipline will always involve the security people at the hotel/motel. A report is to be filed. Advisors are to return home with the name and telephone number of security people involved.
7. Male advisors will always have a female chaperone if (1) one or more female students are included. Female advisors will always have a male chaperone if (1) one or more male students are included.
8. Parents/guardians will be required to sign a permission slip before their students are eligible to go on any trip.
9. Students who go on activity trips will remain with the group. The only exception will be family emergencies for discipline problems.
10. As students are representing RTR High School, students are expected to adhere to the school district's dress policy.
11. Students placed on academic ineligibility are not eligible for RTR sponsored trips, except for same-day class field trips.

## RTR SCHOOLS HAZING PROHIBITION

### I. Purpose

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

### II. General Statement of Policy

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

### III. Definitions

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
  1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
  2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

**IV. Reporting Procedures**

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

**V. School District Action**

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such actions may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

**VI. Reprisal**

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

## **Behavioral Guidelines and Consequences**

Students who make any of the poor behavior choices included in this section are clearly not showing respect or responsibility to self or others. The consequences apply regardless of whether the behavior took place in school, on district property, in a district vehicle, or at a school or district activity. Law enforcement may be contacted for serious/severe misbehavior. Law enforcement will conduct their own investigation and will bring charges forward appropriately. \*\*Administrative discretion will be applied.

	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<b>Day ISS</b>				
<b>General Misbehavior</b> Including, but not limited to: Horseplay, Running in Hallway, Dress Code Violations, Swearing, Vulgar/Crude/Sexual Language or Print, Inappropriate Displays of Affection, Interfering or Disrupting a staff member or student in an assigned duty	Detention	Detention	1 Day ISS	1-3
<b>Misbehavior</b>				
<b>Abuse, Verbal – The use of course language that is directed at a staff or student with the intent to cause harm: Abusive, Obscene, Vulgar</b>				
Toward a student.....	Detention	1 Day ISS	1-3 Day OSS	3-5 Day OSS
Toward a staff.....	1 Day ISS	2-3 Day OSS	3-5 Day OSS	Expulsion
<b>Alcohol, Tobacco, USAGE or SELLING or DISTRIBUTING</b> MSHSL rules will also apply Police will be notified	3-5 Day OSS	5-10 Day OSS	5-10 Day OSS or Expulsion	Expulsion
<b>Ammunition, Possession – Possession of bullets, shotgun shells, or other projectiles. (Intent is given major consideration) Students should bring any discovered bullets/shells to the office</b>	Detention	1 Day ISS	1 day OSS	Expulsion
<b>Arson – Intentionally creating a fire in a district building or on school property with the intention of causing destruction, damage or mischief. (Restitution is expected) Police will be notified</b>	10 Day OSS or Expulsion	Expulsion		
<b>Assault, Physical – Acting with intent to inflict serious bodily harm upon another person.</b>				
Upon a student.....	3-5 Day OSS	5-10 OSS	Expulsion	
Upon a staff .....	Expulsion			
Police will be notified				
<b>Assault, Aggravated – Committing an assault upon another person with a weapon, or an assault which inflicts great bodily harm upon another person. Police will be notified</b>	Expulsion			
<b>Bodily Harm, Inflicted – committing an accidental act or using poor judgment through recklessness or carelessness inflicting bodily harm upon another person.</b>	1 Day ISS	3 Day ISS	1-3 Day OSS	Expulsion

<b>*Intentionally inflicting bodily harm (done with intent to harm)</b>	<b>1 Day OSS</b>	<b>3-5 Days OSS</b>	<b>5-10 Days OSS</b>	<b>Expulsion</b>
<b>Bomb Threat or Terroristic Plot/Plan/ Threat – Devising a plot/plan with the intent of causing significant damage or harm to a person(s), property, or sense of safety Police will be notified</b>	<b>Expulsion</b>			
<b>Bullying – Repeatedly targeting another student with deliberate actions or communications that are intended to distress, intimidate, humiliate, or harm another student (included cyber-bullying)</b>	<b>Detention</b>	<b>1 Day ISS</b>	<b>1-3 Days OSS</b>	<b>3-5 Days OSS</b>
<b>Damage to Property – Committing an accidental act or using poor judgment or through recklessness or carelessness causing damage to property (Restitution is expected)</b>	<b>1 Day ISS</b>	<b>1 Day OSS</b>	<b>1-3 Days OSS</b>	<b>3-5 Days OSS</b>
<b>Disorderly Conduct – Engaging in offensive, obscene, or abusive communication or boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others.</b>	<b>1 Day ISS</b>	<b>1 Day OSS</b>	<b>2-3 Days OSS</b>	<b>3-5 Days OSS</b>
<b>Driving, Careless or Reckless – driving on or adjacent to school property in such a manner</b>	<b>Detention</b>	<b>1 Day ISS</b>	<b>1 Day OSS</b>	<b>3-5 Day OSS</b>
<b>Electronic or other Nuisance Devices – Inappropriate usage of objects that cause distractions: Cell phone (including all Electronic Devices)</b>	<b>Confiscated &amp; Detention</b>	<b>Confiscated &amp; Detention Parent Pick up</b>	<b>Confiscated &amp; Detention Parent Pick up</b>	<b>Confiscated &amp; Detention Parent Pick up</b>
<b>Explosives, Possession and /or Use – Possessing or using any compound, mixture or device that by design, function or usage creates an explosion or fire .....</b>	<b>Expulsion</b>			
<b>Fireworks – Possessing.....</b>	<b>5 Days OSS</b>	<b>Expulsion</b>		
<b>Fireworks – Detonating or igniting ... Police will be notified</b>	<b>5-10 Day OSS</b>	<b>Expulsion</b>		
<b>Fighting – Mutual Combat (striking, kicking, pinching, biting, scratching, pulling hair, etc.)</b>	<b>1-3 Day OSS</b>	<b>3-5 Day OSS</b>	<b>5-10 Day OSS</b>	<b>Expulsion</b>
<b>Fire Alarm, False – Intentionally /Unintentionally giving a false alarm or fire or tampering or interfering with any fire alarm. Police will be notified</b>	<b>10 Day OSS</b>	<b>Expulsion</b>		
<b>Fire Extinguisher, Unauthorized Use – Unauthorized handling or discharge of fire extinguisher. Police will be notified.</b>	<b>3-10 Day OSS</b>	<b>Expulsion</b>		
<b>Fire Starting Devices – Possessing or using any device, tool or system that is designed to create fire (matches, lighter, etc.)</b>	<b>Confiscation &amp; Detention</b>	<b>Confiscation &amp; 1 Day ISS</b>	<b>Confiscation &amp; 1-3 Days ISS</b>	<b>Confiscation &amp; 1-3 Days OSS</b>

<b>Gambling – Playing a game of chance for stakes</b>	Detention	1 Day ISS	3 Day OSS	5 Day OSS
<b>Gang Activity</b>	Detention	1 Day ISS	3 Day OSS	5 Day OSS
<b>Harassment, Including Sexual – Participating in or conspiring with others to engage in acts that are intended to injure, degrade, intimidate, or disgrace other individuals. It may include indecent exposure, and words or action that negatively affects an individual or group based on their racial, cultural or religious background, their sex, or any disability they may have</b>	1 Day ISS	3 Day ISS	5 Day ISS	Expulsion
<b>Insubordination – Willful refusal to follow an appropriate direction or order given by a staff member .....</b>	Detention	1 Day ISS	1-3 Day OSS	3-5 Day OSS
<b>Refusing directions given by Administration .....</b>	1 Day ISS	1-3 Day OSS	3-5 Day OSS	5-7 Day OSS
<b>Leaving Campus During School Day – Unauthorized leaving campus</b>	Detention	1 Day ISS	1-3 Day OSS	3-5 Day OSS
<b>Mood-Altering Drugs, Narcotics, Illegal Drugs, Prescription Drugs, Chemicals – POSSESSION Possessing any controlled substance where possession or use is prohibited by Minnesota or federal law. MSHSL rules will also apply. Police will be notified.</b>	5-10 Day OSS	5-10 Day OSS	Expulsion	
<b>Mood-Altering Drugs, Narcotics, Illegal Drugs, Prescription Drugs, Chemicals – USAGE, SELLING, or DISTRIBUTING any controlled or illegal substance that is prohibited by Minnesota or federal law. MSHSL rules will also apply. Police will be notified.</b>	5-10 Day OSS	Expulsion		
<b>Sexual Conduct, Criminal – Engaging in non-consensual, unwanted sexual contact with another person, including, the clothing covering a person’s intimate parts or attempted removal of such clothing. Police will be notified</b>	5-10 Day OSS	Expulsion		
<b>Terroristic Act – Engaging in an act that is intended to cause significant damage to a person(s), property, or sense of safety and security. Police will be notified</b>	Expulsion			
<b>Theft or Knowingly Receiving or Possessing Stolen Property – Unauthorized taking of the property of another person and/or the school, or receiving such property. The condition and completeness of all returned stolen property will be</b>				

considered in the determination of consequences. Police will be notified	1-3 Day OSS	3-5 Day OSS	5-10 Day OSS	Expulsion
Trespassing – Being present in any district facility when it is closed to the public or individual or unauthorized presence in a district vehicle.	Detention	1 Day ISS	2-3 day OSS	5 Day OSS
Vandalism (Willful Damage of Property) – Littering, defacing, cutting, or otherwise damaging property that belongs to the school or other individuals while the student is on school property or at a school activity or in a district vehicle, or under the supervision of school staff. (Restitution is expected)	1 Day ISS	3 Day ISS	1-3 Day OSS	Expulsion
Weapon or Look-alike Weapon (Construction or Possession) – Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm; any device or instrument designed as a weapon and capable of producing severe bodily harm; or any other device, instrument, or substance, which, it is used or intended to be used, is calculated or likely to produce severe bodily harm or looks like it is calculated or likely to produce severe bodily harm. Police will be notified				Expulsion

**Habitual or continued violations of school rules/policies will result in the following consequences:**

- After 3 earned detentions for the year      1 day ISS
- After 5 earned days of ISS for the year      1 day OSS