

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

**INTRODUCTION**

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

This student handbook for RTR Middle 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 middle school.

Middle school is a time of exploratory opportunities 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 Middle 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.

## 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

### Late Start Schedule

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

(The next late start will be 2nd hour, the following late start will be 1st, etc.)

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

## ACADEMICS

**REPORTING STUDENT PROGRESS:** Student’s progress is reported by issuing report cards four times a year, by sending out mid-term reports, and parent/student/teacher conferences in the fall. Parents are encouraged to contact the school anytime in regards to the progress of their child or visit the school website for student’s progress at ([www.rtrschoools.org](http://www.rtrschoools.org)).

**GRADING SYSTEM:** Middle school students are laying the groundwork for their educational futures. The study habits and skills they acquire will determine their academic success in high school and in their post high school years. Therefore, students should attempt to maintain the highest grade point average possible. The following grading system will be used in the RTR Middle School:

<b>GRADE/PERCENT/GRADE POINT AVG</b>			<b>GRADE/PERCENT/GRADE POINT AVG</b>		
A	96-100	4.000	C	82-84	2.000
A-	94-95	3.666	C-	80-81	1.666
B+	92-93	3.333	D+	78-79	1.333
B	89-91	3.000	D	72-77	1.000
B-	87-88	2.666	D-	70-71	0.666
C+	85-86	2.333	F	69 and Below	0.000

### **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

**INCOMPLETE COURSEWORK:** Students who do not have their work completed by the end of a marking period may receive an incomplete, as determined by each teacher. Incomplete grades remaining after two (2) weeks into the following grading period will result in a grade of “F”. Exceptions are to be brought to the attention of the Secondary School Principal who may grant extended time to complete the work.

**COURSE FAILURE:** Students who fail 2 out of 4 quarters shall receive a failing grade for the course. Students who fail courses may repeat the course. If a student in the middle school fails 2 or more classes a conference with the parents, teachers, and administration will be held to determine grade placement for the next school year.

**HONOR ROLL:** Honor rolls are published each quarter. To qualify for the honor roll, a student must meet the following standards:

**Superior Honor Roll** – Students must attain a 4.0 grade point average on their report card for the nine-week period.

**“A” Average Honor Roll** – Students must attain a 3.6 or above grade point average on their report card for the nine-week period.

**“B” Average Honor Roll** – Students must attain a 2.666 grade point average on their report card for the nine-week period.

Students receiving a D, F, I, or U in any class will not be eligible for the honor roll. Band, Choir, and Physical Education will be included in the honor roll computation (GPA).

#### **STATE AND DISTRICT TESTING:**

All students in grades 3-8 and 10 are required to take the Minnesota MCA-III Reading Assessment.

All students in grades 3-8 and 11 are required to take the Minnesota MCA-III Math Assessment

All students in grades 5, 8, and those enrolled in High School Biology class are required to take the MCA Science Assessment.

Parents/guardians have a right to not have their student participate in state-required standardized assessments.

Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their students participate. This form is included in the student’s Open House folder.

**FIELD TRIPS:** Field trips are viewed as an extension of the classroom learning experiences. Student permission slips and money must be returned at least 3 days before the trip in order to attend. For trips that require the purchase of tickets, ticket money must be turned in before tickets will be ordered. Participating in field trips is also considered to be an earned privilege. At the discretion of the classroom teacher and administration, students who have not demonstrated academic interest in the classroom setting and /or not adhered to school rules and policies will not be allowed to participate in field trips. Parents will be notified of such action. Students must remember that they are representing RTR Middle School

**TEXTBOOKS/LIBRARY BOOKS:** All basic text books are loaned to students for their use during the school year. Teachers may require students to cover textbooks with covers. Students who lose or damage textbooks or library books must pay the amount of the fine or the cost of the book.

**SCHOOL SUPPLIES:** All middle school students will be expected to furnish and use the following school supplies:

**System to organize all materials-trapper, 3 ring binder or other system, pencil holder for binder, loose-leaf paper for assignments, calculator (TI 30xs Multiview), #2 lead pencils, blue or black ink pens, notebooks for notes, 1 folder for each class, colored pencils, and markers, ear buds to be kept at school, gym shoes, shorts, t-shirt and deodorant.**

The instructor or the school will not furnish these supplies. Specific teachers may request other supplies. **We will charge \$1.00 for each piece of tag board.**

#### **FEES**

The school board of District #2902 will establish the policy and amount of fees at the August School Board Meeting. All fees must be paid before uniforms are issued and prior to participation in any activity or event. **PAYMENT OF BILLS: ALL BILLS INCLUDING LUNCH MONEY, BOOK AND LIBRARY FINES, INSTRUMENT RENTAL, AND INDIVIDUAL PROJECTS MUST BE PAID BY THE END OF EACH QUARTER.**

### COMPUTER/INTERNET USE

All RTR students and parents **MUST** read the Acceptable Use Agreement for Independent Internet Access. **Both student and parent must sign the agreement.** This agreement covers the use of computers, Chromebooks and any other online capable devices, printers, network and internet access. In addition, students are not permitted to change the default screen setup or appearances, download games, music, or upload or download computer viruses or cause loss of data programs. A student who violates this agreement or fails to comply with the preceding regulation will lose the use of the school's computer and internet for a period of time. These policies will be enforced in any school sponsored activity.

### ATTENDANCE

**Regular attendance is of great importance. The State of Minnesota has established laws concerning compulsory education and truancy.**

**GENERAL POLICY:** Exceeding 20 absences in a school year will require the student to repeat the grade. This policy does not apply to prolonged illness, death in the family, or other exceptional circumstances. Notes from the Doctor may be requested. All Absences will be counted towards the accumulation of the twenty (20) absences except when students are under the supervision of school personnel. A letter will be sent to notify parents of the accumulation of 7, 10, 15, and 18 absences.

**EXCUSABLE ABSENCES:** Excuses will be classified as excused or unexcused by the administration. Work must be made up. Work not completed as specified by the teacher will be graded as zero or an incomplete grade will be issued. **It is the students' responsibility to get assignments from their teachers; the teachers will not seek you out.** The office will accept the following as excusable absences: (a) Illness of the student, (b) illness or death of a family member, (c) conditions over which the student has no control such as weather, roads, doctor or dental appointments, (d) family activities.

#### **PROCEDURES TO FOLLOW WHEN ABSENT:**

1. Students absent from school should have their parent/guardian call the school office.  
If the parent/guardian is unable to call the school, the student must bring a written note from the parent to the office when returning to school. The note must include the signature of the parent/guardian and the reason for the absence. The office will record excused absences in the student's handbook.
2. Students can return to school 24 hours after their fever is gone without fever-reducing medication (e.g. Tylenol or Advil). If vomiting has occurred, students must be 24 hours free of any vomiting before returning to school. They should also be well enough to participate in school before returning.
3. The middle school office and students' teachers should be notified of planned absences such as family trips, so that the work to be missed can be made up in advance. **Students MUST pick up a makeup slip prior to a planned absence.**
4. After a student is absent from school, he/she **will receive a makeup slip to be filled out by classroom teachers**
5. Students who are ill or absent from school for two or more days may request their assignments from the office and pick up after 3:00 pm in the office. The office must be notified by 8:30 am for assignments needed.

**TARDINESS:** Students are expected to be on time for school and to each of their classes. Students who arrive late to school should report to the office with a note from their parent/guardian, giving the reason for tardiness. Students who arrive late to any class or TA will receive a minor office referral. Three minors will result in an assigned detention.

**LEAVING BUILDING DURING DAY:** Students that leave the building during the day must have permission from the office. Students should plan to meet parents/guardians in the office so regular classroom instruction is not interrupted and the office has a record of the departure. If a student leaves the building before 1:30 pm, he/she will be counted absent for ½ day. Students who leave after 1:30 pm will be counted present for the entire day.

**TRUANCY AND UNAUTHORIZED ABSENCES:** As required by current statutes, regulation of the State Department of Education, and the School Board of this school district, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused is the decision of administration.

Students receiving unexcused absences will be subject to a reduction in their grades for the day's work. Two unexcused absences in a nine-week period will result in one detention period. Truancy is being absent from school without approval of the school.

According to Article 3 Chapter 226, enacted at the 1995 Legislative Session, a student who is considered a "continuing truant" is defined as someone absent without a valid excuse within a single year for three days. When a student is a continuing truant, parents will be notified by mail and a conference set with parents, staff and students.

## Noble Knights

### Positive Behavior Intervention Support Plan (PBIS)

RTR Middle School is dedicated to providing a safe, friendly environment, encouraging all to be responsible and respectful citizens.

This program strives to instill three qualities in our students. Noble Knights should be respectful, thoughtful, and responsible. Students should demonstrate these expectations in all areas of the school.

		SETTING								
E x c e p t i o n s		All Settings	Classroom	Hallway	Lunchroom	Bus	Lab	Locker Room	Library	Bathroom
	<b>R e s p e c t i v e</b>	Follow directions of all staff Keep your hands/feet to yourself Use appropriate language	Be on time and prepared Follow directions	Stay to the right Respect others' personal space	Use good table manners Respect others' eating space around you	Be courteous to driver and other passengers Follow driver's directions Respect others' property – including the bus	Treat equipment properly	Keep to your own space Respect others' belongings	Put books neatly on the shelf Take proper care of books	Wash hands when finished Flush the toilet
	<b>T h o u g h t f u l</b>	Use an inside voice Be kind	Keep classroom neat Work cooperatively Use appropriate language	Use an inside voice Keep hallways passable	Keep noise to a manageable level Be polite to kitchen staff	Use appropriate language Keep the bus clean Keep distractions & noise to a minimum	Push in your chair Keep your area neat	Respect the privacy of others	Use library voices Push in your chair	Keep bathroom clean
	<b>R e s p o n s i b l e</b>	Be on task Be prepared Give your best effort	Complete and hand in assignments on time Bring necessary materials	Walk Keep locker area clean	Clean up after yourself Enter and exit the lunch room in a proper manner	Remain seated Keep hands/head inside bus Enter & exit the bus in a proper manner	Follow internet policy Use time wisely	Lock your belongings in the locker	Use proper sign-out procedure Return books on time	Properly dispose of garbage Use facilities properly

Students are acknowledged for exhibiting the positive behaviors that we expect by receiving a Noble Knight shield. These shields will be used to reward students at the individual, class, and school level.

When students exhibit negative behaviors they will receive an office referral form. Behaviors on the office referral form are divided into two categories – major and minor.

All minor and major office referral forms are filed with the office. Three minor infractions will result in a major referral. All majors require administrator consequences, parent contact, and signature.

### **Major Infractions**

- 1) Vandalism: causing damage to or destroying school property beyond normal wear and tear. Students will also be held financially responsible for the repair or replacement of damaged or lost school property.
- 2) Theft: unauthorized removal of any item/money including personal or school property
- 3) Physical Aggression/Fighting: Fighting is an unacceptable method of solving a problem and will not be tolerated by the school. This type of physical contact is meant to harm by hitting, pushing, or other means. It also includes throwing snow and ice.
- 4) Dangerous Threats: Threats to normal school operations, school activities, school personnel, and students, including but not limited to the reporting of dangerous or hazardous situations that do not exist, are unacceptable behavior.
- 5) Use of Alcohol, Tobacco, or Drugs: Students are prohibited from using, possessing, distributing, or being under the influence of alcohol, tobacco, or illegal drugs at school, school-sponsored activities, or on school property. The RTR School policies regarding alcohol, tobacco, or drugs will be enforced. Local law enforcement will be notified of each case.
- 6) Weapons: Possession of a weapon by a student or an adult on school property is strictly prohibited. The RTR School policies regarding weapons will be enforced. Local law enforcement will be notified.
- 7) Academic Misconduct (Cheating and Plagiarism): Cheating in any form whether copying, providing, or receiving answers to quizzes, assignments, or projects will result in the student receiving a grade of '0' for the work. The instructor may take additional disciplinary measures. Parents will be notified of such conduct. Detention will be assigned for a second or any subsequent incident.
- 8) Insubordinate/Defiant: refusal to follow directions, talking back and/or socially rude interactions.
- 9) Abusive Language/Harassment/Bullying: includes threatening language, sexual language, sexting, negative comments based on race, religion, gender, and national origin
- 10) Bus: see Bus Conduct
- 11) Inappropriate Display of Affection: kissing or inappropriate touching

### **Minor Infractions**

- 1) Inappropriate language –put downs, swearing, saying words that aren't allowed in specific classrooms
- 2) Physical contact – general horseplay and non-serious inappropriate physical contact (ex: hugging, shoving)
- 3) Disrespect/Defiance/Non-compliance – student engages in brief or low-intensity failure to respond to adult requests.
- 4) Disruption – disturbing classroom environment by talking, noises, or movement
- 5) Technology – changing computer or school issued device, using programs not allowed by the teacher, leaving school issued device at home, attempting to access or share student work through Google Drive
- 6) Property misuse – writing on desks, books, walls, misuse of textbooks, misuse of classroom objects
- 7) Tardy – student arrives after bell
- 8) Dress code – clothing must not display profane language, logos, inappropriate pictures, or references to alcohol, tobacco, drugs, or gangs. Students should not wear clothing that is too revealing which includes no spaghetti straps, halter tops, or sports bras. Shirts should also cover the navel. Dresses or shorts should be fingertip length when you hold your arms down by your side. Students who do not conform will be required to change clothing.
- 9) Personal Device Use – Personal devices should not be used during regular school hours, except with the direct permission from the office or teacher. Students are required to check in the device to their designated area at the beginning of the day. They may be retrieved at the end of the day.
  - First offense – item brought to the office to pick up after school and parent is notified
  - Second offense – item brought to office and parent must come with student to pick up item
  - Third offense – item brought to office and parent must come with student to pick up item along with detention assigned

10) Bus: see Bus Conduct

11) Skipping: Skipping is unacceptable and will result in a minor office referral. This includes skipping a class, band, choir, study hall, TA, or any other time during the day when students are expected to be in a specific place.

### **Corrective Measures**

Corrective measures used will depend upon the nature of the behavior, the frequency and the degree to which the student is willing to try to correct the undesirable behavior. The staff members and/or administration will consider each incident on an individual basis. Appropriate disciplinary action will be taken with a full understanding of all parties. Corrective measures may begin at a minimal level and then proceed to more serious levels. Specific behaviors/problems not mentioned in this handbook will be addressed and handled by the administration on an individual basis.

3 minor infractions = 1 major infraction (detention)

3 major infractions = 1 day in-school suspension

Every subsequent major = 1 day out-of-school suspension

#### **Detention:**

Detention may be assigned for major infractions and 3 minor infractions. 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. Parents will be notified 24 hours in advance of detention to arrange for transportation home. It is the responsibility of the parents to arrange for transportation home. Detention will not be served during the school day. Failure to report to detention will result in additional detention time or in-school suspension. 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.

#### **In-School Suspension:**

Students may be assigned up to three days of in-school suspension for failure to report to detention, 3 major infractions, or other disciplinary reasons. During in-school suspension, students will be assigned to an area apart from other students, but will be responsible for all class work. A twenty percent (20%) reduction in the grade of the day's work will be given for each class period missed. The administration will be responsible for supervision of in-school suspension.

#### **Suspension from School:**

Suspension, exclusion, and expulsion shall be utilized in accord with the Pupil Fair Dismissal Action of 1974 as amended. If a student returns to school or school-sponsored activities without permission during a suspension, the action can be considered a violation of the suspension and may be cause for additional disciplinary action. A twenty percent (20%) reduction in the grade of the day's work will be given for each class period missed.

#### **ICU:**

ICU is a communication tool. It is a shared, school-wide document which allows teachers and administrators to track missing student assignments. Teachers will work together to remind students during study halls, TA, and extra class time to complete missing assignments. Student's grades may be reduced for late work at the teacher's discretion.

### **GENERAL INFORMATION**

**BULLETINS/POSTERS:** Student groups may display notices, posters, and flyers in designated areas after the office has approved such items. Notices promoting private, profit-making organizations are prohibited. The daily bulletin will be read over the intercom system and will be displayed in classrooms and on a bulletin board near the office. All important information relating to activities and classes will be included. It is the student's responsibility to know the information.

**FIRE, TORNADO, AND LOCKDOWN DRILLS:** Fire drills, tornado, and lockdown drills are required by law and are an important part of safety precautions. It is essential that when the signals are given everyone obeys orders promptly and clears the building or reports to the assigned areas quickly. The teacher in each classroom will give the students instructions.

**SCHOOL HOURS:** School doors will open at 7:45 am. School is dismissed at 3:28 pm and the buses will leave at 3:35 pm. All students remaining in the building after 3:35 pm must be under the supervision of an adult.

**TEACHER'S DESKS:** **NO** students are allowed behind the teacher's desks. Students should not be touching anything on top of the desk or in any drawers. Items not to be touched are: pencils, pens, staplers, tape dispensers, cell phones along with any other items that belong to the teacher.

**PERSONAL ELECTRONIC DEVICES:** Students are not allowed to use any non-school issued personal electronic devices such as cellphones, iPods, tablets etc. **ANYWHERE** in the school during school hours. All phones will be checked into the designated area upon arrival at school. Any temporary exceptions to this will require prior permission from a staff member. Parents are encouraged to contact the office if they need to talk with their child.

**STUDENT LOCKERS:** All students are assigned a locker with a combination lock at the beginning of the year. If a lock is lost, a fee of \$5.00 will be charged. Students are responsible for keeping their assigned locker clean both inside and outside. The outside of the lockers will be left undecorated. Damage caused by misuse of tape, etc. will be charged to the student.

Students are not to change lockers without permission from the office. Lockers are subject to inspection and may be opened by school authorities at any time.

**LIBRARY REGULATIONS:** Students will be expected to work quietly in the library. Students must have a pass to come to the library. A list of overdue materials will be printed at the end of each nine-week period. Students who do not return their library materials will lose their library privileges. Students who remove materials from the library without checking them out or check them out with another students' ID will lose their library privileges.

**SHUTTLE/ACTIVITY BUS:** The school will provide transportation with a shuttle bus to the respective communities for students involved in approved after school activities such as athletic practices and after school tutoring. **This does not include detention.**

**EMERGENCY SCHOOL CLOSING:** Information regarding school closings, starting late, or early dismissal will be announced on WCCO, KLOH, and KMHL AM and FM radio stations and KELO and KSFY TV stations. Each family should have a plan for students. This plan should include where to go and what to do when school starts late or is dismissed early. Parents should not expect students to call them from school at such times. Parents will also be notified by the JMC program, if you have given the school information as to where to reach you (email, cell phone, home phone, or work phone).

**VISITORS:** All visitors are to report to the office immediately upon entering the building. Student visitors from other schools are discouraged for the following reasons:

1. Students who bring visitors often concentrate more on their guests than on their classes.
2. Guests will increase the number of students in class and cause distractions from instruction, decreasing individualized help from teachers.

**WITHDRAWALS/TRANSFER TO ANOTHER SCHOOL:** A student needing to withdraw or transfer to another school should notify the office at least three days in advance. The student will receive a dismissal slip that must be signed by all the student's teachers, librarian, TA advisor, and lunchroom coordinator showing that all books have been returned and all bills paid. This slip is then returned to the office.

**MEDICATION AT SCHOOL:** Minnesota law states that no medication can be given in school without a written note from the doctor. Medication must be in the original container when brought to school.

**HOT LUNCH PROGRAM:** The school lunch program will begin on the opening day of school and will provide a well-balanced and nutritional lunch for all students who wish to participate. Applications for free and reduced price lunch programs will be made available to parents in the RTR fall mailing. Students may pay for lunch in the office first thing in the morning. The office will notify students in advance when lunch fees are due. Students may bring a sack lunch; however, all students are required by State Law to eat in designated eating areas.

### SCHOOL BUS BEHAVIOR

Bus transportation is provided to all students who live more than one mile from school or who cross a highway or railroad crossing going to or from school.

Riding on the bus is a privilege, not a right (Minnesota Statute 123.801) and may be withdrawn for any misbehavior and/or for not following the instructions of the bus driver and/or bus supervisor. Bus drivers and supervisors will provide students with rules and regulations. School Board policy states the following.

**STUDENT CONDUCT:** In view of the fact that a bus is an extension of the classroom, the Board shall require children to conduct themselves on the bus in a manner consistent with established standards for student behavior. In cases where a student does not conduct her/ himself properly on a bus, such instances are to be brought to the attention of the building administrator by the bus driver in writing using the Bus Conduct Report supplied by the district.

**BUS CONDUCT REPORT:** The first Bus Conduct Report will be a written warning by the bus driver, copies given to principal and parents. The second Bus Conduct Report will result in a detention. The third Bus Conduct Report will result in 3 days suspension from riding the bus, copies given to principal and parent. It will be the parent's responsibility to transport the student to and from school. Parents must meet with the bus driver, the Director of Transportation, Middle School Administration, if the student is to be allowed to ride the bus after the suspension period, and when proper corrective measures have been worked out. The fourth bus slip will result in 5 days suspension from riding the bus, copies given to the principal and parent. It will be the parent's responsibility to transport the student to and from school. Parents must meet with the Director of Transportation and the Superintendent if the student is to be allowed to ride the bus after the suspension period. Subsequent bus slips will result in complete suspension from the bus for the remainder of the school year.

Bus Conduct Reports shall be filed in the student's file, one copy returned to the driver, and one copy to the Administration.

**BUS RULES** include, but are not limited to the following:

1. Immediately follow the directions of the driver.
2. The driver may assign seats.
3. Be courteous to the driver and other students.
4. Profanity or obscene language or actions are not allowed.
5. Violence of any kind is prohibited
6. No fighting or provoking others to fight on or around the bus.
7. Remain seated and face the front at all times unless loading or exiting the bus.
8. Keep all parts of your body inside the bus.
9. Talk quietly
10. Throwing objects inside the bus or out the bus window is prohibited.
11. Place garbage in the garbage can. If you litter, you will sweep the bus.
12. Harassment, intimidation, bullying and horseplay are prohibited.
13. Tobacco, drugs and alcohol are prohibited
14. Do not damage any part of the bus or another student's property.
15. Do not bring any weapon or dangerous object on the bus.

## RTR SCHOOL POLICIES

**DANGEROUS WEAPONS, HARMFUL OR NUISANCE ARTICLES:** The possession or use of articles that are nuisances, illegal, or 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 laser pens, guns, switchblades, brass knuckles, nunchucks, certain liquids, and pellet guns. 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 laws are accepted. If you have any questions about an exception, however, you must talk to the principal. A principal can authorize an exception in writing. You should also know that possession on school property includes on a school bus, on school property, at all extracurricular activities, or any property leased by a school, whether the school is public or private. Violation of the terms of Minnesota law will result in penalties including expulsion from school in addition to statutory penalties which include significant fines and prison.

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 in accordance to maintain eligibility for Federal Financial assistance. Alternative school placement is available. Local law authorities will be called for each situation.

**RELIGIOUS, RACIAL, SEXUAL HARASSMENT AND VIOLENCE:** Everyone at RTR has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, or sexual harassment, and violence of any kind. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex, or gender:

1. Name calling, jokes, or rumors
2. Pulling on clothing
3. Graffiti, notes, or cartoons
4. Unwelcome touching of a person or clothing
5. Offensive or graphic posters or book covers
6. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings, or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the administration or the Human Rights Officer. Students reporting harassment may be asked to make a written report. Your right to privacy will be respected as much as possible. The school district will also take action if anyone tries to intimidate you or harm you because you have reported the incident. The Human Rights Officer will make an official report of each incident and it will be placed in the student's permanent file. Harassment will not be tolerated in the RTR Schools. The administration, counselor, and Human Rights Officer will determine disciplinary action. This is a summary of the School District's policy against religious, racial, and sexual harassment and violence. Complete policies are available in the superintendent's office upon request.

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

The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior. To read the full Bullying Prohibition Policy please visit the RTR Schools website, [www.rtrschools.org](http://www.rtrschools.org)

**EQUAL OPPORTUNITY/DISCRIMINATION:** It is the policy of the RTR School to not discriminate on the basis of age, national origin, race, handicapping condition, or sex and that all students will be encouraged to participate in school activities.

## **RTR MIDDLE SCHOOL ELIGIBILITY**

### **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 middle 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 middle 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 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 Middle 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 Middle School are listed in two (2) categories.

### **ACTIVITIES IN CATEGORY I**

#### **Boys**

**Fall:** Football, Cross Country, Clay Target League

**Winter:** Basketball, Danceline, & Wrestling

**Spring:** Golf, Track, & Baseball

#### **Girls**

**Fall:** Volleyball, Cross Country, Clay Target League, Cheerleading

**Winter:** Basketball & Danceline

**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**

**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.

#### **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, 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 are 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.