

# Sauk Rapids-Rice High School

## Student Handbook 2021-2022



**SAUK RAPIDS-RICE  
PUBLIC SCHOOLS**



*A path for every student.*



## High School Vision

Sauk Rapids-Rice High School is a respectful and caring school community, purposefully engaging students in high quality academic and activity programs, in order to prepare them academically and socially to meet their post-secondary goals.

## Core Values

### School Engagement

Actively and appropriately participate in all aspects of our school community.

### Respect

Show consideration and acceptance for all members of our school community.

### Responsibility

Demonstrate integrity in relationships, actions, and academics.

## Building Goals

Sauk Rapids-Rice High School staff and students are committed to:

- Increasing academic achievement for all students.
- Developing respectful, responsible, and ethical citizens.
- Preparing all students to be college and career ready.

## Sauk Rapids-Rice School District Goals

### Goal I

The district will create a culture of academic achievement by engaging students and parents.

### Goal II

The district will prepare all students for post-secondary success by continuously assessing student progress and by evaluating and updating curriculum and instruction.

### Goal III

The district will foster an informed and supportive public through increased communication and outreach.

Sauk Rapids-Rice High School  
2021-2022  
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## Welcome to Sauk Rapids-Rice High School!

Greetings from the High School Office,  
 We believe that Sauk Rapids-Rice High School is a special place and we are so glad to have you spending the 2021-2022 school year here with us! Each school year provides countless opportunities to learn, get involved, have great experiences, and succeed. As a leadership team, we sincerely hope that you take advantage of all that Sauk Rapids-Rice has to offer. Your decision to be intentional about your education and involvement will make all of the difference in your experience here and your long-term success! Our staff is committed to helping every student become college and career ready and we want you to fully engage in this opportunity!

Each year we refer to the pride that our students, staff, and community members have in our school and its programs. This pride has been built over many years, and each year we add to our legacy, deepen this pride, and build on the traditions of our high school. We are most pleased that you are here at Sauk Rapids–Rice High School! Our goal is to have both rich opportunities and high expectations for all of our students, and we pledge to work with you as you strive to reach your academic goals and prepare for your post-secondary plans.

Our school district and high school have committed to provide you with not only great educators, but also with effective programs and wonderful equipment and facilities. We are continuing our journey with laptops for all students and we look forward to even greater growth in this area. Our communities and School Board have recognized the importance of technology and access for all students and have made it an absolute priority. They have committed to providing every student with premier access to technology and resources, thereby making an amazing commitment to each of you!

This student handbook is a living document, reviewed annually to accurately reflect our school policies and practices, but even more so, to guide our behaviors and actions and allow all students to learn and grow! It is intended to inform you and help you better understand the procedures of the high school. Please take the time to read and share this handbook with your parents or guardians, as it is your responsibility to become familiar with and follow the rules and regulations.

We believe that high school can and should be a most memorable experience! You will have the opportunity to make lasting friendships, explore new opportunities, accomplish great things in academics and activities, and achieve many personal goals. We look forward to partnering with you in promoting a great school climate where all students are valued and treated with respect. Please let us know how we might help you with your high school career. Our staff wishes you success in the 2021-2022 school year and a pleasant, challenging, and rewarding experience during your time at Sauk Rapids-Rice High School!

Sincerely,  
Karl Nohner, Principal  
Sandy Logrono, Assistant Principal  
Steve Wagner, Assistant Principal

### MISSION

#### Our Core Purpose

The Mission of Sauk Rapids-Rice Public Schools is to provide a world-class education in a collaborative environment that inspires every learner to think, achieve, and care.



### BELIEFS

#### Stimulus for the District's Words and Actions

Sauk Rapids-Rice Public Schools believe in:

1. A culture of continuous learning and growth in a caring, collaborative, and supportive environment.
2. Effective partnerships between students, staff, families and community members.
3. An inclusive, safe, caring and stimulating learning environment that promotes shared responsibility for performance and innovation.
4. Effective and ongoing communication with and outreach to students, staff, families and community members.
5. Transparency and good stewardship of resources.

### VISION

#### What We Intend to Achieve, Create, and Experience

The Vision of the Sauk Rapids-Rice School District is to prepare learners for an interconnected and changing world through nurturing, collaborative educational experiences, while providing equal access and opportunity to inspire a lifetime of curiosity and discovery.

In accordance with the vision, the District will:

- Promote and celebrate high achievement and equal access for every learner.
- Create positive, enjoyable, and challenging learning environments for every learner.
- Ensure student achievement is not predictable by any demographic classification (i.e. race, socio-economic status, gender, or disability).
- Identify and address barriers to learning.
- Advocate for high quality academic and activity programs. Provide outstanding early childhood programs so that all children enter Kindergarten ready to learn.
- Foster and encourage ownership of learning.
- Measure growth and achievement, while being accountable for performance.
- Align time, talent, funds and space to learning standards and systems.
- Partner with community and businesses to enhance instructional achievement and effectiveness. Provide ongoing, relevant communications.
- Develop knowledgeable critical thinkers, communicators, collaborators, creators and contributors.
- Cultivate a high-performing team of professionals focused on our mission and goals.
- Deliver effective and efficient support for all learners, which includes providing mental health services.
- Promote a culture of active and healthy living.



# STRATEGIC INITIATIVES (2017-2022)

## Focused Allocation of Resources

### ACHIEVEMENT

- Upon entering Kindergarten, children will be prepared for their educational journey and continued success.
- By the end of the third grade, students will achieve at or beyond grade level expectations in reading and math.
- Racial and economic achievement gaps between students will be closed, while achievement will not be predictable by any demographic classification.
- Students will graduate from high school prepared for college, career, and life.

### COMMUNICATION AND ENGAGEMENT

- Students, families, staff, and community members will communicate, foster positive and supportive relationships, and be positively engaged.

### FISCAL ACCOUNTABILITY

- Employees will fulfill professional responsibilities with honesty and integrity, while pursuing good stewardship of the District's resources.

### WELLNESS

- Students, families, staff, and community members will feel and promote a sense of belonging to the school district where social-emotional, physical, and mental health needs are nurtured, respected and met.

### LEADERSHIP EFFECTIVENESS

- District leaders will promote and foster continuous learning through intentional goal setting, allocation of resources, implementation, and evaluation of systems, programs and self to maximize effectiveness.

### PERSONALIZED LEARNING

- Learners will have access to appropriate support and resources, taking ownership for their educational journey through continuous and purposeful collaboration, communication, critical thinking, and creativity.



## ACADEMICS

### Academic Honesty

All students are expected to exhibit personal honesty in their work and expect the same from others. Students are expected to do their own work in all cases except when teachers give explicit instruction or permission to work with others.

Academic dishonesty is any attempt to secure an assignment or assessment score that does not reflect the original, authentic work of the student. As a guiding principle, academic dishonesty includes, but is not limited to, cheating on school assessments (formative or summative), plagiarism or collusion.

Students are responsible for knowing and avoiding the various forms and levels of academic dishonesty which may include, but are not limited to the classifications below:

- Copying homework or allowing someone to copy your homework.
- Letting a project partner do all the work and just putting your name on the final project.
- Sharing test questions and/or answers on a test with other students either verbally or electronically.
- Looking at another's test/quiz or allowing another to copy a test/quiz.
- Submitting other's work as your own with or without the other person's knowledge (i.e., plagiarism).
- Submitting the same paper or substantially similar papers to meet the requirements of more than one or the same course without the prior approval of instructors concerned.

In addition, a student who allows others to use their work in fulfillment of class requirements will also be held accountable. Work in question will be confiscated. Academic dishonesty may result in the following:

1<sup>st</sup> Offense: A student may receive no credit for the work involved and the teacher will notify the parents/guardians and a school administrator.

2<sup>nd</sup> Offense: The student may receive no credit for the trimester. An administrator will notify parents/guardians of the student.

Academic dishonesty will be assessed as a Minnesota State High School League (MSHSL) or Central Lakes Conference (CLC) violation for those students involved in activities. Penalties assessed will be determined by the principal and activities director.

### Advanced Placement (AP)

Students have the opportunity to take a variety of AP classes. These courses include Biology, Calculus, Literature and Composition, Psychology, Spanish, Statistics, US Government, US History, and World History. The rigor and workload in each of these classes is intended to be at a very high level and has a nationally approved curriculum. As a result, grades for each of these courses are weighted. A weighted grade has an additional (0.5) added to the grade point (e.g., A = 4.5, B = 3.5, et cetera). AP exams are given for each course every spring and students may be granted college credit based on qualifying scores. Every student taking an AP class is strongly encouraged to take these AP exams. AP Review courses are intended to help students prepare for the AP exam and are not weighted.

### Alternative Programs

#### STEPS

The SRRHS STEPS program is designed to assist students in grades 11 and 12 with educational needs that cannot be met within the current program and/or services. The program will offer a highly structured, self-contained learning environment with equal emphasis on the teaching of academics and learning behavioral/social skills. Exemplary attendance and respect for others are required for students to remain enrolled. Students must be chemically free, maintain good attendance and behavior, and maintain progress towards graduation according to each program's standards. Students who are interested in this program should first meet with their counselor. If a student qualifies for the program, they must be approved by the Student Intervention Resource Group (SIRG), based on availability of space and state-approved criteria.

### Compass

The Compass program focuses on supporting students in grades 9 and 10. This is a blended alternative educational program that is designed to support successful transitions from middle school to high school with a focus on career

and college readiness. It offers a more structured and supported setting with multiple services offered. Students will also be connected to mentors and community partners to support their personal and educational goals. One goal is for students to return to the mainstream with the skills necessary to be successful in the future. Middle school and high school staff will select students who meet criteria for entrance into the program.

**McKinley Area Learning Center**

McKinley-ALC offers five unique day programs, night school, and a summer school program to address the needs of alternative learners in grades 9-12. At McKinley-ALC, students are actively engaged and committed to their education. The personalized offerings motivate students to regularly attend to and value their academic goals. Students explore career clusters through work experience, service-learning projects, job-shadowing and post-secondary education. Sauk Rapids-Rice High School students may be referred or families can inquire about this programming through the counseling office.

**Articulated College Credit**

Articulated College Credit (ACC) is offered through a number of courses at Sauk Rapids-Rice High School. Our high school courses are articulated with similar college courses, and these credits can be used at a number of colleges throughout the state of Minnesota. Articulated College Credit student data is collected for the purpose of issuing Articulated College Credit Certificates and used by secondary and postsecondary schools for reporting program effectiveness. All public reports are in aggregate form and protect student identity.

**College in the Classroom**

Students have the opportunity to earn college credit while attending classes at the high school. The Senior-to-Sophomore (S2S) program through St. Cloud State University offers college credit in Chemistry, College Algebra (in our PDM course), Physics, Economics, Literature (in our Honors English 11 course), German, and Spanish. Students interested in this program should talk with their counselor in regards to requirements for participation.

**Credits**

Each student should be enrolled in five credits/classes each trimester unless they are participating in an alternative program such as STEPS, PSEO, et cetera. Students will typically earn up to 15 credits during the school year. For students who have a deficit of credits, there are opportunities through the High School graduation incentives program to earn more than 15 credits. These options include mainstream, ALC, summer school and our STEPS program. A student may earn a maximum of 21 credits during the school year (including summer school), if they qualify for the graduation incentives program. Each school year officially begins with summer school and continues through the traditional school year. Any student who plans on earning credits online must have their online courses approved prior to taking them.

**Grade Point Average (GPA)**

Each student will have a Grade Point Average (GPA) calculated for the recent trimester and their cumulative high school career. The cumulative GPA is the basis for each student’s overall class rank, while the trimester GPA is the basis for the trimester honor roll. A student’s final rank will be based on their cumulative GPA at the end of the graduation year of the class in which they are a student.

**Grading**

Each one period, 70-minute, trimester course, will count as one (1) credit.  
The recommended grading percentages for courses in the high school are as follows:

A+	= 98%	C+	= 78%
A	= 93%	C	= 73%
A-	= 90%	C-	= 70%
B+	= 88%	D+	= 68%
B	= 83%	D	= 65%
B-	= 80%		

Students who do not achieve 65% will be assigned one of the following:

IP- In Progress (must be completed within 10 school days of the end of the trimester)

F – Failure

Departments or teachers may adopt specific grading or academic policies within their classroom. The policies will be approved by high school administration, printed in the class syllabus, and explained verbally to the students.

## Graduation

### Ceremony / Guidelines for Participation

Our graduation ceremony is planned by and intended for Sauk Rapids-Rice High School students.

Attendance at the graduation ceremony is a privilege and is entirely voluntary. Students, who have met the established graduation requirements and choose not to participate in the ceremony will be mailed their diploma as is customary for all students. Students who choose to participate in the ceremony will be charged a graduation fee that will cover graduation expenses (i.e., required caps and gowns, any rental fees or expenses incurred in using the facility, costs of supervisors, floral arrangements, security, and transportation, et cetera). Students who choose not to attend will not pay this fee. If students are financially unable to pay, arrangements will be suggested or arranged. All students should be aware that participation in graduation is dependent on the qualification listed below. If participation is not allowed for any reason, any graduation fees will be refunded.

All students planning to graduate from Sauk Rapids-Rice High School must meet the requirements listed in the Graduation Standards and Requirements section below. In order to qualify for the graduation ceremony, the following rules will apply:

- Students must be enrolled at SRRHS and be in good standing, which includes maintaining regular attendance, positive behavior, and making academic progress in all classes.
- Students must have earned 49 credits by the end of the second trimester. If a student begins the third trimester on track to graduate, remains a student in good standing, and then fails to complete any of the requirements listed below, the student will be allowed to participate in graduation ceremonies. However, the student will not receive their diploma until all graduation requirements are met.
- Students enrolled in the Over 16 STEPS Program must have at least 52 credits completed by May 1 in order to participate in the graduation ceremony and insure inclusion in the graduation program. Students in the Over 16 STEPS Program may have to make a choice as to what year they will go through the graduation ceremony if the situation dictates a choice (under no circumstances may a student experience more than one graduation or ceremonial institution).
- Students attending another district's area learning center and who wish to take part in graduation ceremonies must contact SRRHS, have at least 52 credits completed by May 1, and have all work completed prior to the graduation ceremony. May 1 is the deadline that the school will use to be able to insure inclusion in the graduation program and guarantee a diploma on time. It is the student's responsibility to notify the main office of their intent to participate. Advance notification is required so that preparations can be made for the ceremony and completion of work and credits can be verified.
- Students enrolled in STEPS or an area learning center who do not meet the May 1 credit requirement but do complete all graduation credit requirements by the graduation ceremony may make an appeal to participate in graduation. These appeals will be addressed on a case-by-case basis and there will be no guarantee that their name will be included in the graduation program.
- Students attending Adult Basic Education programs or graduation equivalency programs have their own graduation programs and will not be included in traditional graduation ceremonies.
- Any special education student who is on track to complete the requirements of their Individual Education Plan (IEP) for graduation will participate in the ceremonies the year their class graduates.

### Graduation Standards and Requirements

Students in the grades 9-12 program must complete 54 trimester credits to qualify for graduation. (A credit equals the successful completion of one trimester of study or student mastery of applicable standards.) Those credits must meet the following distribution:

Language Arts:	8 credits in four years; 2 credits per year
Mathematics:	6 credits to reflect course work in Algebra, Geometry, Algebra 2, and Statistics and Probability
Science:	6 credits including 2 credits in Physical Science, 2 credits in Biology and 1 credit in Physics or Chemistry and 1 credit in an additional science course
Social Studies: History,	8 credits including 2 credits in grade 9 Social Studies, 2 credits in American (U.S.) History, 2 credits in World History, 1 credit each in Economics, and Government/Citizenship
Added Requirements and Electives:	2 credits in the arts (Art, Music, Dance, Theatre, or Media Arts) 2 credits in Physical Education 2 credits in Health Education 21 credits of elective courses

#### Valedictorian/Salutatorian

Sauk Rapids-Rice High School will identify the Valedictorian and Salutatorian for the senior class based on cumulative GPA including all grades earned during high school. The student is required to be a student at SRRHS for their entire high school career in order to qualify for this honor. The student with the highest GPA will be named Valedictorian and the second highest GPA will be named Salutatorian.

A Top Ten will also be selected from the senior class based on cumulative high school GPA. The Top Ten will be selected at the end of trimester 2 so that grades can be finalized and lists can be published in local media at desired times. In order to qualify for the Top Ten, the student must be enrolled at SRRHS for their entire senior year at a minimum.

#### Homework

Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. It is the intention of the Sauk Rapids-Rice High School staff to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives. Homework allows students the opportunity to practice skills, to promote competence, and to explore or to apply knowledge to new settings. Homework informs teachers and guides for future learning.

#### Homework Central and Storm Central

On Tuesdays and Thursdays from 3:30 p.m. to 5:00 p.m., help is available for all students at Sauk Rapids-Rice High School.

- Homework Central is staffed by licensed teachers who assist students in completing homework, making up tests, and staying organized. Students do not need to sign up or apply for this opportunity and are welcome to attend as much or as little time as needed.
- Storm Central is an extended day credit recovery program staffed by a licensed teacher. Students interested in this program need to work with their counselor to apply. The program is intended for motivated students working to get back on track for graduation. Attendance and work completion standards are a critical part of this program.

#### Honor Roll

Soon after report cards have been issued, the principal's office will publish the names of the students having achieved A and B honor roll status in the local newspaper.

The grade point average necessary to qualify for the honor roll is:

A Honor Roll - 3.667 and higher

B Honor Roll - 3.00 - 3.666

To be eligible for the honor roll, a student must have earned at least four (4) credits (3 or more of which are graded) per trimester. PSEO students taking less than three (3) high school credits will not be considered for the honor roll until trimester 2.

### Independent Study

Independent Study (IS) courses are designed to help students meet their educational goals. These courses are taught voluntarily by licensed staff and must be accepted by the instructor and approved through the counseling office and administration.

Students who are interested in participating in an Independent Study must:

- a. Be either a junior or senior in good academic standing; and
- b. Have a GPA of 2.5 with B's or better in the department of the IS; and
- c. Have a contract form completed and approved prior to the start of the trimester; and
- d. Not have more than one IS in any one trimester.

Independent Studies may be approved for the following course options:

- a. Advanced course of study that is not available in our current curriculum; or
- b. Current course offering that is impossible to fit into a student's schedule.

These courses are designed to be rigorous, and students will earn graded credit upon completion of all course requirements.

### Letter - Academic

The purpose of the academic letter is to encourage academic performance by recognizing desirable academic achievement.

Criteria for Selection:

1. A student must earn a grade point average of 3.33 or better in all subjects enrolled for the entire school year.
2. To be eligible, a student must have earned at least four (4) credits (3 or more of which are graded) per trimester, and have no grade lower than a C.

Students in grades 9-12 will be recognized for outstanding academic performance. Presentation of letter certificates will be made at an evening ceremony in the fall (typically in conjunction with our Minnesota Honor Society induction) recognizing performance for the current school year. Seniors who achieve academic letter certificate status will be awarded their letter in a spring award ceremony.

### Minnesota Honor Society (MHS)

Membership in Minnesota Honor Society (MHS) is based on scholarship, character, leadership, and service.

- A. Scholarship: In order to qualify for MHS, juniors must earn a cumulative 3.8 GPA and seniors must earn a cumulative 3.7 GPA. Students must also meet the following course requirements:

Course Requirements for MHS:

1. Three (3) years of Math (minimum must include Algebra, Geometry and Advanced Algebra)
2. Three (3) years of Science
3. Two (2) years of Foreign Language
4. Four (4) years of Social Studies
5. Four (4) years of English/Language Arts (this includes either Composition 12 or Advanced Placement for the writing requirement senior year)

These requirements parallel the courses that the University of Minnesota and the state university system require for initial entry.

- B. Character: Students must exhibit a positive and encouraging attitude that displays respect to both adults and students. This attitude must display the following:

1. Exemplifies desirable qualities of personality (enthusiasm, friendliness, fair play, respect for others);
  2. Demonstrates highest standards of attitude toward honesty and reliability;
  3. Attends school regularly except when ill and is seldom tardy for class or meetings;
  4. Completes assignments on time or discusses circumstance for late work with the teacher; and
  5. Complies with the spirit of school rules.
- C. Leadership: Students must display leadership in school, the community, and/or the classroom. Students should also:
1. Support classmates in their endeavors;
  2. Influence others for good both in the classroom and in social situations;
  3. Take initiative in planning and organizing functions;
  4. See a project through - does not become discouraged; and
  5. Be able to get others to work with them and can usually express themselves clearly.
- D. Service: Students must be involved in community and/or school activities to better the community around them. Students should:
1. Cheerfully perform duties assigned by advisor;
  2. Be willing to work outside the school day when possible;
  3. Seldom miss a function or meeting;
  4. Show specific instances of good school/community citizenship; and
  5. Work well with others.

### Postsecondary Enrollment Options

Postsecondary Enrollment Options (PSEO) is a program that allows students in grades ten through twelve to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution while some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Students in grades eleven and twelve may take PSEO courses on a full or part-time basis. Students in grade ten may take one career/technical PSEO course. If they earn at least a grade C in that class, they may take additional PSEO courses. There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide information to all students in grades eight through eleven and their families by March 1, every year. Students must notify their school by May 30 if they want to participate in PSEO for the following school year. For current information about the PSEO program, visit the Minnesota Department of Education's Postsecondary Enrollment Options (PSEO) webpage. At SRRHS, the vast majority of students engaged in PSEO attend St. Cloud State University and/or St. Cloud Technical and Community College, but other options are available.

### Schedule Changes

There are many classes that students can register for at SRRHS. We believe that once a student selects a class and that class is scheduled, it is the responsibility of the student to complete the course.

Schedule changes are limited and follow the "acceptable" reasons listed below. In addition, due to many classes being scheduled at student capacity, requests for specific teachers, lunch schedules or other student requests may not be honored.

Acceptable reasons for a schedule change are:

- A written doctor's excuse which notes that a student must be excused from a particular class
- The class has been determined by the student and the teacher to be beyond the student's ability
- Student acceptance into a special program
- Need to take a required course
- Computer error
- Requested by administration and/or counselors



All schedule changes are to be made within the first five (5) student days of a trimester in which the class is scheduled. Students withdrawing from a course, or dropping, after this date will receive a failing grade for the trimester course. It is the student's responsibility to check in advance to see if their schedule is accurate and to inform their parents/guardians of any changes.

### Student Assessments

At Sauk Rapids-Rice, a quality education for our students is our highest priority. Statewide assessments are used to ensure that our curriculum and instruction are aligned with Minnesota's academic standards, ensuring an equitable education for all students. Statewide assessments, in conjunction with other formative and summative assessments, help SRR staff to monitor instruction as we prepare students to enter the workforce and to be engaged citizens. Students in grades three through eleven will take the Minnesota Comprehensive Assessments (MCA). As a district, we encourage all students to do their best on these tests as they help our teachers plan instruction to better meet student needs. A family that declines their student's participation in these assessments, needs to complete the Opt Out Form ([click here](#), if viewing online) and return it to the high school office before January 15, 2022.

## ACTIVITIES

### Academic Eligibility

#### Current Status of All Participants

The primary focus of Sauk Rapids-Rice High School is academic achievement. Students must maintain satisfactory academic performance in order to participate in extracurricular activities. During each grading period the activities office will monitor academic progress for all students registered for an extracurricular program. This will be done at the halfway point during the regular season for each activities' competitive season when the season is 12 weeks or shorter; for activities with a regular competitive season longer than 12 weeks, grades will be checked at the one-third and two-thirds points in the season.

Any students who are failing will serve a two-week probationary period, but can continue to practice and participate. During the probationary period, these students will take an academic-progress sheet to all of their classes to check on academic status. The progress sheet should be given to teachers on Wednesday of each week, and turned into the activities office by Friday at 10:00 a.m. At the end of the second week of probation, students who are still failing will serve a two-week ineligibility period from contests. They will remain ineligible until passing all classes. Students who are ineligible may continue to practice. These students will continue to complete weekly academic progress sheets until they become eligible.

#### Failures from a Previous Grading Period

Any student registered for an extracurricular or co-curricular activity who has failed a class in either of the two previous grading periods will be ineligible for the next two contests after the incomplete period has been completed. The ineligibility will begin on the Monday following the completion of the incomplete period. For activities with less than ten (10) regularly scheduled season events, the student will miss the first contest after grades are distributed. The penalty will be served once and will be invoked in the first activity following the failed grade. Similar to other activity penalties, the penalty for a failed grade will be considered served upon the participant's successful completion of the entire season. Note: A student may be penalized in the fall for failed grades from either the previous winter or spring trimester.

Beginning on Wednesday of the third week of a new trimester, students serving a penalty for grade failure(s) will take an academic eligibility progress sheet to all of their current teachers. This will continue on a weekly basis during the current grading period until all courses have passing grades. Academic eligibility progress sheets must be turned in to the activities office each week by 10:00 a.m. on the last school day of the week. Students who have failed a class in the previous trimester will not be allowed to participate in an extracurricular contest until they are showing significant progress in all classes, but they may continue to practice and travel with the team.

## Graduation Credits

Any student wishing to participate in extracurricular activities must have adequate credits or potential credits to be on track to graduate by the first day of practice of an activity season. Credits are earned beginning with the grade nine (9) year. In order to be on-track to graduate, students must have accumulated sufficient credits according to the following criteria at the end of the respective grading periods:

Grade 9	Spring Trimester: 12
Grade 10	Spring Trimester: 25
Grade 11	Spring Trimester: 39

## Activity Fees

### \$150.00

B/G Cross Country  
Football  
B/G Soccer  
Volleyball  
B/G Swimming  
B/G Tennis  
B/G Basketball  
Dance  
Gymnastics  
B/G Hockey  
Wrestling  
Baseball  
B/G Golf  
Softball  
B/G Track

### \$75.00

Drama (Pit/Crew)  
Drumline  
Honor Guard  
Knowledge Bowl  
Marching Band  
Robotics  
Speech  
Winterguard

### \$30.00

Jazz Band  
Chamber Singers  
Math League

### Other

Clay Target (\$240.00)  
(Fees will be set based on program expenditures. The fee amount will be set prior to the start of the season.)

Family cap on fees: \$600.00

Individual cap on fees: \$300.00

## Recommended Policies for Fee Adjustment:

1. Students who are cut from an activity will be refunded the full fee.
2. Activity fees will be waived for individual students who reach the family cap of \$600.00 or the annual individual cap of \$300.00.
3. In athletics, students injured during the first half of the sport season will be refunded half (1/2) of their fee if they are unable to continue in the activity for the rest of the season. Students injured during the last half of the season will not receive any refund of fees.
4. If a student begins an activity and then decides to quit of their own accord, they will not be eligible for any refund of fees.
5. Students who are suspended for rules violations will not be eligible for a fee refund.
6. A waiver of the fees may be considered in those cases of determined financial hardship. Any student/family interested in a waiver of any fees must have [Educational Benefits Application](#) submitted to the district office. If you have a question about having your fee waived, please see the activities director.
7. Students who qualify for Educational Benefits, which may include free or reduced lunch, will pay a reduced activity fee.

## Activity Passes

Sauk Rapids-Rice High School encourages students, parents and community members to attend and support all activities. All SRRHS students are allowed into all activities free of charge with their student ID. This does not include section competitions or the fall musical. Activity passes are available in the activities office for adults and families. These passes are intended to promote attendance at activities and offer some financial incentive to those

who attend a large number of games. Passes are available for the entire 2021-2022 school year (fall and winter). Adult Season Pass = \$80.00, Family Season Pass = \$150.00, and an Adult Punch Card = \$25.00 (5 punches).

### Attendance Policy for Activities

Students in activities must be in attendance during hours 3, 4, and 5 in order to participate or practice in an activity the same day. Any unexcused absence during the school day will result in no participation in activities that evening. School-sponsored activities are considered class periods. Students in evening activities are expected to be in all of their classes the following day, or will not be allowed to participate in the next contest. No early release will be given for students leaving for an activity to get clothes, food, et cetera.

### Community Education Opportunities

Research shows that families who are involved in school related activities are more successful at school. Community Education offers a variety of seasonal activities throughout the year. These activities range from youth sports, cooking, robotics, and many more youth, adult and family opportunities. Families are encouraged to go online <http://www.isd47.org/ce> to view the ISD 47 Community Newsletter to get involved in youth and adult activities.

### Due Process for Athletics and Extracurricular Activities

Before a student is suspended from an extracurricular activity, the appropriate minimum due process components will be followed. They include:

1. Regulations governing the eligibility for participation in extracurricular activities and consequences of violations of these rules will be provided to all participants.
2. Students will be suspended from participation in extracurricular activities only after a fair and objective investigation of alleged violation.
3. Any student alleged to have violated the regulations will be provided an opportunity for a conference with the school administration to discuss the infraction, the evidence, and the decision.
4. In unique situations, the school administration may alter the details of the suspension.

### Leadership Eligibility

Students holding leadership positions (captain of a team, officer of an organization or club, class candidates for Homecoming, Snow Daze, et cetera) for any activity under the umbrella of the activities department who are found in violation of Minnesota State High School League (MSHSL) and/or ISD 47 rules which result in a loss of participation opportunities will be removed from their position of leadership and will be ineligible to hold another such position for the period of one (1) calendar year. If extenuating circumstances warrant, the student may appeal this restriction by initiating a discussion with the coach/advisor involved, the principal, or activities director.

### Spectator Behavior

Storm Pride is an important part of our district. We encourage all students and families to attend Storm activity events. All spectators represent our schools and community and are expected to comply with school rules, the Central Lakes Conference (CLC) sportsmanship code, and the rules of the Minnesota State High School League (MSHSL). All students and spectators are expected to show respect towards fellow students, opponents, players, coaches, and officials. Profanity, inappropriate or obscene gestures, and vulgar cheers are not allowed. Consequences for inappropriate behavior may include warnings, removal from the contest, suspension of attendance at future activities, and other school consequences as deemed necessary.

### Student Activity Funds

All gross receipts from fundraising activities or from school organizations or clubs must be deposited with the principal's administrative assistant. The monies will be banked in the names of the clubs or organizations making the deposit. The faculty advisor must authorize all withdrawals of money from these funds. In addition, all management of student activity funds must be in compliance with school policy.

## Transportation for Activities

All team or group members are expected to travel on-board the school-contracted transportation (bus, van, et cetera) with the team or group, to and from contests on trips where transportation is provided by the district. Under no circumstances should a student drive themselves or others to/from contests. The student may travel home from the event with their parents/guardians, only if the parent/guardian requests this of the head coach or activities director in advance and signs the student out with the coaches upon leaving. Any alternate transportation to and from contests needs to be arranged ahead of time with the activities office.

For practices off site, all students must provide a permission slip to drive or ride. Permission forms are available in the Activities Office.

## ATTENDANCE

### Attendance Information

Attendance at school is one of the greatest predictors of student success and is essential to the educational success of students at Sauk Rapids-Rice Public Schools. Daily attendance is required by the State of Minnesota for all school-age students. SRRHS expects and supports exemplary attendance. After the seventh (7<sup>th</sup>) absence in a trimester, all future absences will be considered unexcused unless medical or other documentation is provided for the full absence.

Parents/Guardians are asked to call the attendance office 320-253-4700 prior to 8:30 a.m. to report student absences. Upon returning to school, the student must bring a written excuse signed by the parent/guardian stating the time, date, and reason for the absence. This written excuse is required before a student will be considered for excused status. A note from a parent/guardian does not guarantee that an absence is excused.

Students who have an authorized pass to leave school during the school day must sign out in the main office to remain excused. Leaving school without prior permission from the parent/guardian and school constitutes truancy. If a student returns the same day, they are required to sign-in at the main office. For attendance purposes, a day includes absences from one or more class periods during the school day. The school reserves the right to refuse excusing an absence when requests become excessive.

Students who become ill during the school day must report to the health services office. If a student is ill enough to be sent home during the school day, health services office personnel will make the necessary arrangements (according to the emergency card). Students who are ill must never leave the building without reporting to the health services office and must have prior parent/guardian and school permission to leave. Students not attending their regular schedule or leaving the school building without arranging necessary permission of the health services personnel will be marked truant even if parents/guardians excuse the absence.

### Absences - Excused

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

The following reasons shall be sufficient to constitute excused absences:

1. Illness
2. Serious illness in the student's immediate family
3. A death or funeral in the student's immediate family or of a close friend or relative
4. Medical, dental, or orthodontic treatment, or a counseling appointment, with verification from the provider. Or other appointments with verification or prior approval.
5. Court appearances occasioned by family or personal action
6. Religious instruction not to exceed three hours in any week (per district policy)
7. Physical emergency conditions such as fire, flood, storm, et cetera
8. Official school field trip or other school-sponsored outing

9. Removal of a student pursuant to a suspension (suspensions are to be handled as excused absences and students will be permitted to complete make-up work)
10. Family emergencies
11. Active duty in any military branch of the United States
12. A student's condition that requires ongoing treatment for a mental health diagnosis

### Absences - Unexcused

Unexcused absence indicates that the student is absent from school for reasons other than those listed under Excused Absences. In the case of unexcused absences, the student may not be given make-up time for this absence and will be expected to be prepared for class immediately upon their return. This includes taking tests, turning in homework, and completing assignments or projects. The following are examples of absences that will not be excused:

1. Truancy (student absence that has not been approved by the parent/guardian and/or the school district)
2. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures
3. Work at home
4. Work at a business, except under a school-sponsored work release program
5. Vacations with family without pre-approval
6. Any other absence not included under the attendance procedures set out in school district policies and guidelines

### Make-up Slips

Students who will be or have been absent and are returning to school will report to the main office to present a written verification, signed by their parent/guardian, stating the date(s) and reason for their absence. If the absence is excused students will receive a white make-up slip to present to their instructors to receive all work missed during their absence. If the absence is considered unexcused, a green make-up slip is issued and work must be completed immediately upon the student's return. If the student was truant, the make-up slip will be blue and teachers are not obligated to give any opportunity to make up missed work or tests.

### Make-up Work

If a student is absent (excused) one day only, make-up work (including tests) will be due the day following their return.

Example: A student is in attendance on Monday and absent on Tuesday. When the student returns on Wednesday, they are responsible for all work assigned on Monday. Any work assigned on Tuesday would be due on Thursday. Students who are absent more than one day will receive a number of days equal to their absence, to complete the work. It is the student's responsibility to contact the teacher and request the make-up work. If a student does not complete the work within the allotted time, the teacher may adjust the credit received for the assignment or test. Larger assignments/projects that have been ongoing will follow the established due date regardless of the absence.

### Prearranged Absences

Students who are absent because of activities, vacations, and other scheduled or prearranged activities must notify the high school office at least two (2) days before their absence or the absence may be considered unexcused/truant. Make-up slips are available in the high school office. Homework must be completed in advance of the absence or other arrangements must be made with your teachers.

### School Sponsored Absences

School sponsored absences are excused absences. Students involved in courses or school sponsored activities that will cause them to miss class time are responsible for notifying teachers prior to their absence. Students should work with teachers to ensure they are receiving and completing missing work. Students are responsible for making up work ahead of time when possible and/or when requested by teachers.

### Students Eighteen Years Old

School policies and regulations apply to all students regardless of age. Those students who are legally adults are subject to the same disciplinary actions as other students and should expect their parents/guardians to be informed of problems with attendance and behavior. Eighteen-year old students still living at home will continue to be required to have parental excuses for any absences or tardies.

### Tardy Protocol

Sauk Rapids-Rice High School staff believe that punctuality is a life skill. Students arriving late to school must report directly to the high school office. Tardies for first hour are addressed in the high school office. In general, consequences begin after the third tardy. The classroom teacher will handle tardies for hours two (2) through five (5) according to their established rules. Exceeding five (5) tardies in a trimester will result in a meeting with the student, their parents/guardians, and administration to create a plan of action to best support the student.

### Truancy

Truancy is an absence by a student that was not approved by the parent/guardian and/or the school district. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven (7) school days if the child is in elementary school or for one (1) or more class periods on seven (7) school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one (1) or more class periods on seven (7) school days and who has not lawfully withdrawn from school. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statute Ch. 260A. Benton, Stearns, and Sherburne counties all have truancy programs with differing criteria. The Sauk Rapids-Rice High School will follow county guidelines regarding unexcused absences/truancy. The school has legal obligations to notify parents/guardians after three (3) such absences, notify the County Attorney's Office after five (5) such absences, and notify the County Human Social Service supervisor after seven (7) such absences.

## CAMPUS PROCEDURES/GUIDELINES

### Before School and After School Expectations

Students arriving before the high school office opens at 7:30 a.m. are to remain in the Commons Area. Breakfast is served beginning at 7:50 a.m. Breakfast is free for all students at Sauk Rapids-Rice High School. Students are expected to show respect and responsibility during this time by cleaning up after themselves, keeping voices at an indoor level, and being warm and welcoming to all students. The first bell rings at 8:15 a.m. with classes starting at 8:20 a.m.

Classes end at 3:15 p.m. Buses depart Sauk Rapids-Rice High School at approximately 3:25 p.m. Students not involved in an activity, attending Homework Central, or studying in the media center are to exit the building immediately after school. Parent/Guardian pick-up and drop off is at Door 1 on the south side of the building.

### Bicycles and other Personalized Transportation

Students who bike to school are to use the bike racks provided on the south and west sides of Sauk Rapids-Rice High School. Items such as skateboards, rollerblades, scooters, wheelies and bicycles are not allowed in the building.

### Cell Phones and Personal Electronic Devices

The use of electronic devices within the classroom setting is determined by the individual classroom instructor. Consequences for the improper use of electronic devices may include confiscation of the electronic device. Parents/Guardians may be notified and/or required to retrieve the electronic device. Continued misuse will include more significant consequences, such as not being allowed to have the device in their possession or having to check the device into the main office at the beginning of the day.

Any use of electronic devices to plagiarize, copy, or otherwise cheat academically is strictly prohibited and consequences are addressed in the "Honesty" section in this handbook.



The faculty, staff, and students of SRRHS maintain a reasonable expectation of privacy while at school, on campus, and at school-related activities and events. Explicit permission must be obtained prior to recording other individuals in our building. A student identified as improperly posting to social media or using a device to take or transmit unrequested or unwanted images or recordings may face an immediate suspension, loss of privileges, or may be recommended for expulsion.

Laser pointers are prohibited from school.

### Closed Campus

When students enter the doors of Sauk Rapids-Rice High School, they are entering to learn. In order to do so, students need to remain on campus. All individuals, including students, entering the building during school hours must use Door 1. All doors to the high school will be locked during the school day.

The Sauk Rapids-Rice Board Education has declared the campus of Sauk Rapids-Rice High School to be a closed campus. Students are required to be in attendance for the entire day when school is in session. Unexcused absences during the lunch period will be handled according to the discipline guidelines. Students leaving during their assigned lunch period without permission will be considered truant.

Lunch is provided at the high school, and students are required to eat on campus unless the school releases a student in accordance with school rules and/or school-sponsored activities. Students are not to order food from off-site vendors during school hours to be delivered to school without prior approval of school personnel. This includes students and parents bringing in food from outside vendors during lunch periods.

### Dances

Dances are a positive aspect of the school environment. Students who violate school policy at a dance (i.e., fighting, tobacco, alcohol, chemicals, insubordination, inappropriate behavior, et cetera) will not be admitted to any future dances for the remainder of the school year. This consequence includes prom. All school policies are enforced at dances. Infractions are dealt with in accordance with the school discipline policy. For safety purposes, once a student leaves a dance, they may not be readmitted.

Homecoming and winter formal are open to all SRRHS students and their approved guests. Guests must be at least a ninth grader in good standing at their school of attendance and not older than 20 years old.

Prom is open to all junior and senior SRRHS students and their approved guests. For prom, all guests must be at least a tenth grader in good standing at their school of attendance and not older than 20 years old.

Any other school-sponsored dances are intended for current students of SRRHS exclusively.

Dance expectations promoted by the Student Council and enforced by the school include:

1. Tickets must be purchased in advance for guests according to the guest contract, and
2. Guest passes must be approved through the main office,
  - a. Passes will be issued according to the guest pass schedule advertised for each dance
  - b. Guests who are not students at SRRHS must provide a picture ID and have parent/guardian signature to be considered, and
  - c. Law enforcement will be scheduled/hired for each dance and will check the interior and exterior of the building (parking areas, et cetera) to deter potential trouble situations

### Dress Guidelines

Students are expected to wear appropriate clothing for school at all times. The guidelines below are designed to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and in keeping with school district standards. Clothing should not violate health or safety guidelines, or cause disruption. Dress and grooming must be in the best interest of the school with respect to health, welfare, and safety and must not interrupt the orderly process of education in the school. These guidelines have been set cooperatively with staff members and representatives from the Student Council and promote a respectful school climate focused on academics.

The following areas are points of emphasis for student dress:

1. Revealing pants, tops, dresses, shirts, and jeans must not be worn to school
  - a. Pants must be worn at the waist
  - b. Undergarments should not be visible
  - c. Shorts, skirts, and dresses must be an appropriate length. (As a general guideline, when standing at normal posture with arms at the sides the student's fingertips should touch clothing material)
  - d. All tops must cover midriff and cleavage; spaghetti straps, halter-tops, tube-tops, crop-tops, and cut-off shirts are not appropriate for school (As a general guideline, sleeveless shirts should have straps at least 2" wide)
2. Hoods and sunglasses are not allowed to be worn inside of the school building
3. Shoes must be worn at all times
4. Clothing and hair should be clean
5. Students are required to wear shorts or sweatpants, an appropriate top, and tennis shoes for physical education
6. Clothing showing drawings of or reference to any illegal drug, alcoholic beverage, or other prohibited substance is unacceptable
7. Clothing or accessories that exhibit objectionable emblems, badges, symbols, signs, words, objects or pictures on communicating a message that is racist, sexist or otherwise derogatory to a protected minority group; is related to gang membership or affiliation; or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals; or is identified to be offensive is unacceptable
8. Wearing of costume masks, painted faces, disguises or grooming that limits or prevents the identification of a student is unacceptable
9. Wearing face coverings (often called masks) that cover the nose and the mouth for the purpose of reducing the risk of infection and/or maintaining the health and wellbeing of the student or others is acceptable.

When an infraction of the dress regulations exists and cannot be remedied at school, the student will be sent home to change into appropriate clothing. Students who refuse to comply with dress guidelines or have repeated infractions will face additional consequences.

An organized, school sponsored, student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to administration for approval. Wearing hats is a privilege. Students who choose to wear hats should wear them in such a fashion that their face is easily visible. Hats are subject to the same guidelines as all other clothing. If a staff member requests the removal of a hat, students must comply. Staff members may restrict the wearing of hats in their courses or classrooms. A hat may also be confiscated if it is a distraction to the class or school environment. It is customary and respectful to remove all hats during the Pledge of Allegiance and the National Anthem.

The content of this section shall not infringe on an individual's right to dress in accordance with sincerely held religious observance and practice.

#### e-Learning Days (Weather Related) and Distance Learning

e-Learning days will be utilized during the 2021-2022 school year after the third (3<sup>rd</sup>) full day cancellation as a result of weather. The fourth (4<sup>th</sup>) and subsequent full day cancellations will be replaced with e-Learning days. When an e-Learning day occurs, students and parents/guardians will be informed that the day is an e-Learning day via the district's notification system, Schoology, email and/or social media. Attendance will be tracked by completion of assigned activities. Students will be provided adequate time to complete the work including time after returning to school if needed.

- o e-Learning days planned for snow/inclement weather is not the same as distance learning as distance learning is not temporary in nature.

#### Flowers / Balloons

Due to serious allergic risks to students and staff the main office will not accept delivery of or keep flowers/balloons in the office for students. Under no circumstances are latex balloons to be brought into the building.

### Food and Beverage

Food and beverages are permitted in certain areas within the high school including the Commons, Forum and most activity areas. All food and beverages are prohibited in the PAC. Students will need teacher permission to bring food and/or drink into the academic areas. Show pride and respect for our building by following these guidelines.

### Lost and Found

When you find lost articles, please turn them in to either the high school office or the activities office and an attempt will be made to find the owner. If you lose something at school, alert the high school office.

### Lunch Room

During their assigned lunch period, students should report to the commons and remain in lunch until they are released by staff or the bell. Students needing to leave the commons during lunch should have a pre-signed pass to a supervised area and check out with staff lunch supervisors. Students are responsible for cleaning their table area prior to leaving the commons. This includes taking care of trays and stacking chairs when needed. We ask students to be environmentally conscious and utilize both trash and recycling receptacles appropriately.

Students who wish to eat their lunch in a smaller, quieter environment have the option to eat in the career center. Students are not allowed to order food from off-site vendors during school hours to be delivered to school without prior approval of school personnel. This includes students and parents/guardians bringing in food from outside vendors during lunch periods.

### Media Center

Students are welcome in the media center from 7:30 a.m. – 4:00 p.m. Monday through Thursday and 7:30 a.m. – 3:45 p.m. on Fridays. In the media center, students have access to research resources, books, and magazines, as well as areas for studying.

Media staff members are available to help students with technology questions, book selection, or finding research information. The district provides all students with a network login and a Google Apps for Education account.

Access, support, and questions regarding technology access are handled in the high school media center.

In order to maintain a positive atmosphere in the media center, the following rules apply:

1. Due to the nature of the materials and equipment in the media and lab areas, please refrain from bringing food or beverages into the media center. If you choose to bring these items, you will be asked to dispose of them or leave.
2. Any student use of audio on the computers requires the use of personal headphones in order to respect the rights of others in the media center.
3. A TV/VCR/DVD and tape recorder are available for student use for classroom related items.
4. Reference material may not be checked out.
5. Passes to the media center: during class times, students can come to the media center with a pass from their classroom teacher. Upon arrival, students should leave their pass at the front desk and sign-in on the clipboard. Students who would like to be in the media center during their lunch times may apply for a media center lunchtime pass each trimester. Students must be in good academic standing and have no discipline referrals during the trimester they are applying.

### Passes / Halls

During class time, students are not to be in the hallways without a pass. Passes may be issued by teachers, paraprofessionals, and the office staff. If you wish to see a teacher during their prep or duty period, you must arrange this in advance, and you need a separate pass from each teacher you plan to see. Anytime a student has a pass to be out of class, the student must have the teacher's permission to miss the class before the pass is valid. If

the student does not take the responsibility to get permission to be absent, that student is considered unexcused from class for the period of time missed.

### Parking

Students who drive to school must register their vehicle in the main office and have a valid parking permit displayed at all times. Forms and permits are available before school and during lunchtime, and also during open house. Student parking will be in the southwest lot (the lot directly in front of the main entrance – Door 1 and immediately west and south of Door 6).

The cost of a student parking permit is \$120.00 (non-refundable/non-transferable) and is valid for the student's entire high school career. Any student who loses a valid parking permit may buy a replacement permit at a price of \$30.00. Student parking areas will be randomly checked. Students who are not parked in the appropriate areas may have wheel locks attached to their vehicles and a \$30.00 first offense fee, a \$60.00 second offense fee, and a \$90.00 third offense fee will be charged to get them removed. Further offenses will result in parking privileges being revoked. Wheel locks will be removed between 3:15 p.m. – 3:30 p.m. Tampering with wheel locks will result in a three-day suspension and the cost of any necessary repair to the wheel lock will be assessed to the offender.

### Public Displays of Affection

Students are expected to maintain and project a positive image including appropriate physical contact. School is not the place for a public display of affection. Behaviors in question could include, but are not limited to: kissing, inappropriate touching, laying across partner and arms around partner. If the behavior is in question or makes others uncomfortable, the student(s) will be asked to stop and/or refrain from the behavior. If it continues, the student(s) will be referred to administration and the [Code of Conduct](#) will be followed.

### School Property

#### Lockers

Student lockers are the property of the school. They are provided for student use by the school and are subject to periodic inspections for cleanliness, suspicion of stolen property, or the potential for containing items deemed potentially harmful to students, the school building, or unlawfully obtained. Students are responsible for the care and upkeep of school lockers and will be personally responsible for any repairs or damage to assigned lockers. Lockers should be used to keep textbooks, lunch, school materials, coats, et cetera. Students should not keep money or valuables in their lockers (turn valuables/money into the office for safe keeping). Do not give your locker combination to any other student. Each locker combination change, as requested by the student, will result in a \$5.00 fee being assessed.

#### Locker Rooms

All students in a physical education class or in a current athletic activity will be issued a gym locker. Students in physical education classes will also be issued a school owned lock. It will be the responsibility of students to use and care for their lockers and locks. A \$10.00 fee will be assessed if student locks need to be replaced. The use of electronic devices is prohibited in all locker room spaces. The locker room area is not supervised unless students are in attendance for a scheduled class or activity. Please do not leave valuables in gym lockers. Students are responsible for the contents of their locker and are subject to the same guidelines as school lockers listed above. Students are not to be in the locker rooms unless they are participating in a physical education class or an athletic activity. Athletic locker rooms will not be accessible during the school day.

#### MacBook

Laptop devices are the property of the school district and students are expected to follow the guidelines outlined in the Technology Use Agreement. The agreement explains student responsibilities, parent/guardian expectations, terms of device loan, general care instructions, fees, security and theft prevention, and issues related to damage, theft, and repair. Please consult the 1:1 Agreement Handbook for more information.

#### Textbooks

Textbooks are issued to students free of charge. Students are expected to take care of textbooks and cover them whenever possible. Students issued school property will be financially responsible for the property and are expected to return it in the same approximate condition as it was given.

### Telephone Calls / Messages

Parents/Guardians calling the school to leave messages for their child should give their message to the school administrative assistant to be relayed to the student at a convenient time. Students will not be called to the telephone except in an emergency. Students are allowed to use their cell phones during passing time, lunch time, and before and after school.

### Visitors

Visitors during school hours with legitimate business are expected to enter Door 1 and register in the main office with a valid ID or driver's license. When done, visitors must sign out and exit from the main office. SRRHS does allow students who are part-time or full-time PSEO to access the building by signing into the main office and working with administration to plan on a working location in the Media Center. SRRHS does not allow student visitors from other schools or student shadowing. ISD 47 reserves the right to deny any person access to district buildings or property for just cause.

## CODE OF CONDUCT/STANDARDS OF BEHAVIOR

### Code of Conduct Statement

In order to support our school climate initiatives, Sauk Rapids-Rice Public Schools use evidence-based strategies to support positive student development. Some of these strategies include Positive Behavior Interventions and Supports (PBIS), Social Emotional Learning Competencies (SEL), Conscious Discipline, and Restorative Practices.

The Code of Conduct is a guideline for standards to student behavior. It outlines student rights, responsibilities, and opportunities at school and allows schools to build specific guidelines, expectations, and supports for all students. The [Code of Conduct](#) provides definitions and levels of behavior, intervention and response. There are five (5) levels of behaviors, from minor infractions handled in the classroom, to major infractions handled by administration.

### Bus Expectations

The district provides bus transportation for all resident students. It is the responsibility of each student riding the bus to behave properly. Driving demands the bus driver's full attention. For the safety of everyone, do not distract the driver. Transportation supplied by the school is a privilege and may be refused to anyone causing a disturbance on the bus. (See: [School Board Policy 707 – Transportation of Public School Students](#) on the district website.)

If you intend to ride the school bus, please remain in the bus once you have entered. Do not attempt to stop a moving school bus or attempt to stop a bus that is about to depart. Running behind the bus, off the sidewalk, alongside the bus, reaching to strike the side of a bus, or moving into the path of the bus is a willful entry into the school bus danger zone. This is extremely dangerous.

If you wish to be a guest rider on a bus other than your own, and/or get off at a stop other than your own, a parent or legal guardian must contact the transportation department 320-258-1995 to obtain permission.

Any object brought on a school bus must be of a size that allows it to be held and controlled by its carrier. Objects with sharp and/or protruding edges must be contained within a protective covering. The bus driver has the responsibility to refuse to transport any object thought unsafe. If you have concerns regarding violations and/or safety at a bus stop or on board a bus, please call the transportation department at 320-258-1995. Riding the school bus is part of the school day and school rules, with appropriate consequences for inappropriate behavior will apply. After a bus violation, the transportation department may request a conference to reinstate the student's riding privileges.

### Student Engagement – Respect – Responsibility

At Sauk Rapids-Rice High School, it is our goal to engage all students and families in a positive educational experience. We encourage staff and students to exemplify SRR Pride through our core values of School Engagement, Respect, and Responsibility. (See Appendix for complete SRR Matrix)

### Storm Room

The Storm Room supports students in recognizing their behaviors, making appropriate choices, and accepting consequences. Students receiving a major office discipline referral will:

1. Report directly to the main office,
2. Sign in,
3. Go to the Storm Room,
4. Be ready to process the referral and move forward (this could include: solve problems, identify consequences, repair harm, and/or make a plan to return to the classroom).

### Tennessee

Minnesota Statute 13.04 requires that school districts provide the following warning or notice to parents/guardians and students. They should be advised that:

1. Students attending school in the school district, or their parents/guardians, will be asked to supply information to school personnel in the ordinary course of school business. This may include information requests such as homework assignments or tests, questions asked of students during classroom discussions or other classroom activities, information requested of students or parents/guardians relating to a student's participation in school-related athletic or extra-curricular activities, or questions asked of students or parents/guardians during a scheduled or an informal conference with a teacher or administrator, either by telephone or in person, relating to the student's behavior or academic performance.
2. The information will be collected by the district in order to evaluate the student's current level of performance with respect to educational programs. To maintain discipline within the school, and to determine the student's needs and preferences relating to the education program. The education program includes athletic or extra-curricular activities, for purposes of this notice.
3. Students or parents/guardians are not required by any law or regulation to supply the information requested. However, the school district expects that students will participate fully in their educational program by completing homework assignments and tests, participating in classroom discussions and activities, and that students and parents/guardians will participate fully by providing information relating to academic performance, athletic or extra-curricular activities, or behavior. The consequences for refusing to supply the information requested will relate to the need for the request, and may result in reduced grades, ineligibility to participate in athletic or extra-curricular activities, or, in the case of a school district employee's investigation into the student's behavior, may result in action being taken without complete information.
4. Information collected as described in this notice will be provided to school district personnel or others having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory rights of access to the data.

## COMMUNICATION

### Conferences

Parent/Guardian/student/teacher conferences will be held three (3) times during the school year, one (1) time each trimester. If parents/guardians have a need to meet with a teacher outside of regular conference time, please contact the teacher to arrange the meeting. Families are encouraged to check their student's academic progress, lunch account, attendance and discipline records using Schoology and Skyward found on the district website ([www.isd47.org](http://www.isd47.org)).

### Line of Communication

Parents/Guardians with questions or concerns are encouraged to communicate directly with their student's teachers. If the questions or concerns have not been resolved after contact with the teacher, notify the building principal.



### Printed / Posted Materials

Any written material produced, posted, circulated or otherwise distributed on school property must have administrative approval prior to posting/circulation. The only exceptions are announcements from school sponsored organizations that have pre-approval from administration at the beginning of a school year. Once posted, all posted materials should have a stamp that states that express authorization has been given by the main office. Postings are to be hung only in the designated areas and must be removed immediately after the event is over.

### Report Cards

The high school operates on a trimester schedule and students shall receive their report cards following the close of each grading period. This will typically be at least two weeks after the grading period ends. Parents/Guardians and students who have questions regarding student grades are urged to contact the appropriate teacher.

### School Announcements

Sauk Rapids-Rice High School has a great variety of opportunities for student involvement. Daily announcements are posted on the <http://www.isd47.org> website under the high school drop-down, posted on TV's located throughout the building, and made over the public-address system before, during, and after the school day. In addition, parents/guardians and students will receive announcements through email and Schoology.

### School Closings / Emergencies

In the event of an emergency school closing, due to inclement weather, mechanical malfunction, disaster, potential disaster alert, or similar, students and parents/guardians should first check the school website at [www.isd47.org](http://www.isd47.org). This website will have the most current information available posted.

Additional information may be obtained through the following radio stations and websites:

WCCO WWAL WWJO KNSI WJON WCCO.COM KARE11.COM KSTP.COM FOX9NEWS.COM

Decisions on school-related events will also be broadcast at a similar time and during closing/late start broadcasts (i.e., extracurriculars, community education and early childhood, recreation, KidStop, Kids Club et cetera).

## DISTRICT POLICIES

### School Board Policies

Sauk Rapids-Rice School Board policies can be found at: [www.isd47.org/schoolboard/policies](http://www.isd47.org/schoolboard/policies)

### Alcohol/Drugs/Tobacco Free

In compliance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Community Act of 1986 as amended 1989 (P.L.101226), the district has made a commitment to maintain an alcohol/drug-free workplace. A student shall not: use a beverage containing alcohol (including attending school under the influence); use tobacco, tobacco-related devices, or electronic cigarettes; or use or consume, have in possession, buy, sell or give away marijuana or any substance defined by law as a drug (see medication policy for legally prescribed medications). Electronic cigarette means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.

Students in violation of this rule, in accordance with the Code of Conduct, will be immediately suspended, will be expected to meet and develop a remediation program with the chemical coordinator and SIRG team and may be recommended for expulsion.

ISD 47 is tobacco and smoke free. Students found smoking or using tobacco will be suspended and may be referred for treatment. All tobacco products visible to, or located by, the staff will be confiscated and destroyed. Possession of tobacco by a person under the age of 18 is a petty misdemeanor.

### Background Checks

Safety is a priority for Sauk Rapids-Rice Schools. In accordance with Minnesota State Statute 123B.03 Subd.1e, and School Board Policy 404, this will serve as notice that Sauk Rapids-Rice Schools require criminal background checks of applicants who receive an offer of employment with the district. The district also requires background checks of all volunteers, and may require background checks for independent contractors, and student employees at its discretion. The standard lead time required to complete the volunteer background check process is two (2) weeks.

### Bullying Prohibition

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying and cyber bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying/cyber 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 district in its normal operations, it is the school district's intent to prevent bullying/cyber bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying/cyber bullying, which have not been successfully prevented. The purpose of this policy is to assist the district in its goal of preventing and responding to acts of bullying, cyber bullying, intimidation, violence, and other similar disruptive behavior. Refer to the Sauk Rapids-Rice School District [Code of Conduct](#) for more information on student rights and responsibilities.

[The School Board Policy 514 – Bullying Prohibition can be found in its entirety here.](#)

### Equity, Inclusion and Respect

Sauk Rapids-Rice Public Schools remains committed to preparing all learners for post-secondary success, creating a culture of academic achievement, and fostering an informed public through increased communication and outreach. Through successful partnerships and continued collaboration, we work to ensure that every child is successful. In addition to the goals mentioned above, ISD 47 remains committed to maintaining a learning environment that is free from harassment and violence as evidenced by School Board Policy 413. In particular, district officials acknowledge its obligation under the Minnesota Human Rights Act to prevent harassment on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

To accomplish our goals and to meet the commitment of School Board Policy 413 will require the attention of our students, parents/guardians and district staff, working together to create welcoming and respectful environments for all members of the school district community. The district affirms that it does not tolerate acts of harassment and will promptly respond to concerns or complaints.

Any student or staff member who believes they have been subjected to harassment is encouraged to report the harassment to the district through a building administrator or through the school district's Human Rights Officer. Complaints of harassment will be investigated and appropriate corrective action will be taken in response to any findings of harassment in violation of School Board Policy. Action by the school district will be targeted to stop the harassment and to prevent it from reoccurring. Refer to the Sauk Rapids-Rice School District [Code of Conduct](#) for more information on student rights and responsibilities.

### Harassment and Violence

The policy of the school district is to maintain a learning and working environment that is free from all harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or

expression, or disability in the school environment, which includes but is not limited to all academic, extra-curricular and school-sponsored activities.

The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy. Refer to the Sauk Rapids-Rice School District [Code of Conduct](#) for more information on student rights and responsibilities.

[The School Board Policy 413 – Harassment / Violence can be found in its entirety here.](#)

### Mandated Reporting

It is a statutory requirement of school personnel to report suspected child neglect or physical or sexual abuse.

[The School Board Policy 414 – Mandated Reporting can be found in its entirety here.](#)

### Weapons

A weapon means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to: any firearm (whether loaded or unloaded); air guns; pellet guns; BB guns; all knives/blades; clubs; metal knuckles; nun chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns/tasers; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

The school district, in accordance with the [Code of Conduct](#), will take a position of zero tolerance in regard to the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using, or distributing weapons shall include:

1. Immediate out-of-school suspension, and
2. Confiscation of the weapon, and
3. Immediate notification of police, and
4. Parent or guardian notification, and
5. Review of incident by the site weapons assessment team, and
6. Recommendation to the superintendent of possible dismissal for a period of time not to exceed one year.

[The School Board Policy 501 – School Weapons can be found in its entirety here.](#)

## GENERAL INFORMATION

### Directory Information (Public Data)

Notice is hereby given that Independent ISD 47, pursuant to the U.S. General Education Provisions Act and Minnesota Government Data Practices Act, declares the following as directory information and that information relating to students may be made public if the information is in any of the following categories:

- Student's name, address, and telephone listing
- Date and place of birth
- Gender
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Grade levels completed
- Degrees and awards received
- The most recent previous educational agency or institution attended by a student
- Photos in the normal course of school activities

Directory information does not include identifying data that references religion, race, color, social position, or nationality. Any parent/guardian of any student in the district may notify the district of their desire that some or none of the above information is to be released without their consent by contacting the building principal.

Every parent or guardian of a SRRHS student has the opportunity to opt out of the publishing of their student's name and/or photographs on the district website, social media, district newsletters, or any other type of publicized information. This should be done in writing using the [Opt Out Form](#) or by calling the high school office 320-253-4700.

### Fundraisers

Prior to ordering any item or agreeing to sell or distribute any item in school or representing the school, approval must be granted by either the principal or the activities director prior to the fundraising deadline on September 30. Only Sauk Rapids-Rice-affiliated fundraisers are allowed to be sold/advertised in the building. All fundraisers must be in compliance with the [School Board Policy 511 – Student Fundraising](#).

### Insurance for Students

The high school does not provide any type of health or accident insurance for injuries incurred by students in school. We encourage each family to review their present health and accident insurance program to determine if your coverage is adequate. The district does make a plan available (at cost to the family) for medical expenses incurred because of an accident. Insurance information is available at <https://www.isd47.org/services/health-services> under the student accident insurance menu.

### Pledge of Allegiance

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

### Student Records

Sauk Rapids-Rice Public Schools regulations on student information kept by the school complies with the federal and state laws guaranteeing parents/guardians the right to examine and challenge the contents of their children's records.

Others having access to student records include:

1. School staff having a legitimate educational interest in the student; another school district, college or educational institution in which the student may enroll, and
2. The court system when the records are requested by judicial subpoena.

Other third parties may have access to record only with written permission of the student, parent, or legal guardian. Before records other than directory information (i.e., name and address) are sent to any other person, agency or institution, written consent is required from parents/guardians or eligible students.

A law enforcement agency shall notify the principal or the superintendent or their designee of a juvenile's school of an incident occurring within the agency's jurisdiction if the agency has probable cause to believe that the juvenile has committed an offense that would be a crime if committed as an adult.

## SAFETY AND SECURITY

### Crisis Management/Situational Awareness

The state of Minnesota requires schools to perform at least eleven (11) situational awareness drills. In partnership with local emergency responders, the district will perform five (5) fire drills, five (5) community/active threat drills, and one (1) severe weather drill per school year. Drills will be practiced with and without notification of staff and students so that unnecessary panic or anxiety does not accompany these drills. All students and staff must follow the appropriate procedures each time the drill is practiced. To maintain safety and calm, students are not to use cell phones during these important drills.

### Fire

Upon hearing the fire alarm, assess and react to the information collected from your surroundings (i.e. smoke, heat, flow of other students and staff, sounds, etc.). Find the best route to safety based on the information you've collected. Your exit may change and the safest is not always the closest. Ensure you are at a safe distance from danger.

\*Unnecessarily setting off a fire alarm is considered a terroristic threat. Students will be suspended and recommended for expulsion as well as being subject to appropriate legal penalties and fines.

### Shelter in Place

Responses to a community threat (outside our building) will be to shelter in place. An announcement will be made over the PA to alert the entire building of the shelter in place. The entire building will stay in shelter in place until an all clear announcement is made.

During this time, teachers will continue with instruction inside of their classrooms. If a student needs to leave the classroom, staff will contact the main office (ext. 1710) for an escort. During shelter in place, students will not pass to the next period unless directed to do so by staff.

### Severe Weather

Upon hearing the severe weather warning to take shelter, all staff and students are asked to move to their designated safe areas, be seated, remain calm, and avoid doors, door swing-ways, and windows. When the threat has passed, an announcement will be made to direct students and staff back to their classrooms.

### Active Threat

An active threat is defined as any incident which by its deliberate nature creates an immediate threat or presents an imminent danger to our school. Upon learning of an active threat, assess and react to information given.

- IF threat is observed, call 911 as soon as you can safely do so (landline or cell); inform a staff member
- Run: get away from danger when it's safe to do so
- Hide: shelter in place; could include barricading or blocking entrances
- Fight Back: As a last resort, interrupt the situation and make it difficult or impossible for someone to engage in threatening behavior

### Searches

In order to promote safety for all, the principal or their designee have the authority to conduct a search. The scope of a search may include a student's person and areas over which they have control, including but not being limited to: cell phones; computer files; purses; backpacks; any locker assigned to the student by the school; and the student's vehicle. The administrator must have reasonable cause to believe that, under the circumstances, the student may have concealed evidence of misconduct in areas under their control. This includes measures taken to keep the school free of chemicals/drugs. Therefore, at times, designated by administration, searches will be conducted to determine the presence of any chemicals/drugs or related paraphernalia. These searches may be conducted on all school property and may utilize law enforcement resources including K-9's (dogs).

[The School Board Policy 502 – Search of Students can be found in its entirety here.](#)

## Trespass Notice

Sauk Rapids-Rice Public Schools reserves the right to deny any person access to the district's buildings or property for just cause. Just cause may include but is not limited to threatening or disruptive behavior, improper or illegal behavior, or any activity by a person which materially and/or substantially interferes with district programs, classes, activities, or other events. Upon determination by school district authorities that a person's behavior represents a danger or a serious disruption, such a trespass notice can be served on that person limiting access to district buildings and grounds for a specific period of time. Notification of such trespass notice will be given to local law enforcement authorities. If the person served the trespass notice fails to leave and stay away, police will be called and trespass charges will be filed. Sauk Rapids-Rice High School does not allow student visitors or student shadowing. Any person who is not a student or staff member of SRRHS will be asked to leave.

## SERVICES

### Counseling and Guidance Services

The guidance counselors help students with academic concerns, personal concerns, selection of courses of study, selection of college or technical schools, assistance with other post-secondary plans, testing/interpreting test results, scholarships and financial aid. The counselors work closely with both staff and students. Students are asked to make appointments during non-scheduled time (before/after school, lunch, passing times) to visit with their counselor. Students should see their counselor regarding schedule concerns. However, students are reminded to review the Schedule Changes in Academics section of this handbook prior to making an appointment. Schedule changes must take into account capacities in classes and are not made to request specific teachers, arrange specific lunch schedules, or in the case that students changed their mind on selections.

### Food Services

Parents/Guardians can access their student's menu choices or your account balance via the Parents and Families portal on the district website. To receive a username and password, call the main office, then visit

[mystudent.isd47.org](http://mystudent.isd47.org).

Breakfast is served at all Sauk Rapids-Rice Schools and is free for all students. Breakfast is served from 7:45 a.m. to 8:15 a.m.

Current breakfast prices at SRRHS for the 2021-2022 school year are:

Student breakfast	Free
Adult breakfast	\$2.45

Current lunch prices at SRRHS for the 2021-2022 school year are:

Student Lunch	\$3.00
Adult Lunch	\$4.05
Milk	\$0.40

Payments by cash or check can be made at the high school. Payments can also be made in the food service office, the district office, or online through a student's Skyward Family Access Account. The link can be found at

<http://www.isd47.org/parents>.

Families may apply for Educational Benefits, which may include free/reduced-price meal benefits anytime during the school year by filling out the [Educational Benefits Application](#). Meal applications are distributed to all families in the district prior to the student's first day of classes. In addition, applications are available at the Sauk Rapids-Rice district office and food service office between 7:30 a.m. - 4:30 p.m. Monday through Friday, as well as online at:

<http://www.isd47.org/services/food-service>.

### Notification of Account Status

Households are made aware of their family account balance by the following methods:

- Families can check their student's meal account balance via [Skyward Family Access](#).
- Families can contact the office for account balances.
- The food service department will send an email, text or initiate a phone call to all parents/guardians advising them of the student meal account balance(s) when it falls below \$20.01



- The food service department encourages parents/guardians to complete the [Educational Benefits Application](#) (which may include free/reduced-price meal benefits) as appropriate.
- A letter/invoice will be sent via US Post to the household requesting payment.

### Collection of Unpaid Meal Debt

- The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt.

[The School Board Policy 534 – Unpaid Meal Charge and Debt Collection can be found in its entirety here.](#)

## Health Services

### Accidents

All accidents, no matter how minor, must be reported to the health services office (nurse's office). An adult witness to the accident should complete an accident/injury report form at that time. The school does not provide accident insurance but does offer a for purchase policy if the student/parents so choose.

First aid is administered at school in case of minor injuries. When necessary, the nurse's office will contact a student's parent(s)/guardian(s) to discuss further arrangements. If a parent/guardian or emergency contact cannot be reached and medical care is necessary, appropriate measures will be taken. Families should be sure to list current physician information on the student's emergency card. In the event a student sees an accident on school grounds or in the building, or experiences an accident, they should report it at once to a teacher or principal. It is very important that accidents are reported as soon as possible.

### Allergies

Because the following items may cause serious allergic reactions for some students, they are not allowed in the building.

- Latex balloons (Mylar balloons are allowed)
- Aerosol products such as deodorants and/or hairsprays, which use an aerosol propellant (hair coloring is permitted, but it must be applied prior to coming to school or boarding the school bus). Students are discouraged from using temporary hair color with the exception of school special events/days (i.e., Spirit Day).
- Animals may be allowed only for educational purposes and with previous permission from the high school office.

### Health Records

Health records are kept for each student according to Minnesota law.

Examples of information include:

- History of past illnesses and operations.
- Dates of immunizations.
- Results of vision and hearing screening.
- Results of professional examinations.

### Illness at School

If a student becomes ill at school, they should notify a teacher first and then report to the nurse's office. When necessary, parents/guardians will be called to pick up their student from school. If parents/guardians are unavailable, an alternate emergency contact will be notified. Be sure forms are accurate and updated at least yearly to ensure the needs of your student are met. Students not checking in with the health office prior to leaving school because of an illness may be subject to disciplinary consequences.

### Immunization Records

Per Minnesota State Statute 121A.15, record of immunizations is required upon enrollment. Parents/Guardians may indicate that immunizations are contrary to their conscientiously held beliefs. If you are a conscientious objector, a signed and notarized form is required.

## Medication

The Sauk Rapids-Rice Board of Education recognizes that certain students require drugs or medication to treat physical or emotional conditions. It is expected that, whenever possible, treatment for these conditions will occur outside of the school setting. The purpose of this policy is to set forth requirements that must be met when there is a request for a student to receive drugs or medication during school hours.

### Definitions:

**Drug:** The term drug as defined in 151.01 subd. 5 is a substance intended for external and/or internal use in the diagnosis, cure, mitigation, treatment or prevention of disease, and all substances and preparations other than food, intended to affect the structure or any function of the body.

**Medicine:** The terms medicine or medication means any remedial agent that has the property of curing, preventing, treating, or mitigating disease, or that is used for that purpose.

**School Nurse:** The term school nurse means a person who is currently registered and licensed as a registered nurse in Minnesota, certified as a Minnesota Public Health nurse and/or meets other requirements as established by Minnesota Rule 8700.9100 and the Sauk Rapids-Rice Board of Education and is licensed through the Minnesota Department of Education.

For the purpose of this policy, any further reference to medicine or medication includes drugs and refers to both prescriptions and over-the-counter preparations that must be legally prescribed in order for a nurse to administer. Legal prescribers are listed in Minnesota statute 151.01 Subd. 23.

In most cases, legally prescribed medication, which includes over-the-counter medication, may be administered at school when a parent or legal guardian of the student complies with the following:

- A. Provides the school with a completed physician's order and parent/guardian request for medications to be administered during school hours.
- B. Provides the medication in a prescription labeled container with student's name, medication name, dosage, amount, time interval, and prescriber.

The district reserves the right to reject medication request. Some medications because of the type, route, complexity of administration, potential for dangerous side effects, the health condition, or developmental status of the student may impact the ability to safely accommodate the medication request or administration may be limited to the school nurse based on the nurse's availability. The school nurse is responsible for approving or denying medication requests. When a request cannot be accommodated, parents/guardians may choose to come to school to administer the medication to their child or may contact their physician to make alternate arrangements.

[The School Board Policy 516 – Student Medication can be found in its entirety here.](#)

## School Resource Officer

Sauk Rapids-Rice Public Schools has partnered with the City of Sauk Rapids in providing a school resource officer for the entire district. During school hours, the officer is primarily located at the high school. Students are reminded that their behavior at school is subject to the laws of the State of Minnesota and the City of Sauk Rapids.

## TECHNOLOGY

### Technology in our Schools

The Sauk Rapids-Rice Public Schools creates a culture of excellence while providing innovative programming to address the changing learning strategies of today's learners and new outcomes for future competitiveness. Students, families and staff work collaboratively to ensure that students are well prepared for postsecondary and career experiences in what is a demanding and ever-changing environment.

Modern technology is inseparable from today's classroom environment, instruction, and learning. As a result, it is important that all students understand and respect SRRHS policies and expectations related to such technologies. By putting the needs of our students first, we have nurtured innovation throughout the district.

### Student Technology

The district and Board of Education considers the financial realities of the future as well as the changing needs of each student. They also recognize the importance of providing the means to implement 21<sup>st</sup> Century skills that demonstrate measurable academic and behavioral results. To that end, the Sauk Rapids-Rice Public Schools provides increased access and opportunity through technology for all students in grades 9-12.

After signing the 1:1 Agreement, all SRRHS students have individual access to laptop devices that are property of the school district and are expected to follow the guidelines outlined in that agreement. The agreement explains student responsibilities, parent/guardian expectations, terms of device loan, general care instructions, fees, security and theft prevention, and issues related to damage, theft, and repair. Please consult the 1:1 Agreement Handbook for more information.

The District's 1:1 Agreement Handbook can be found in its entirety at: <http://www.isd47.org/technology>

### Responsible Use/Digital Citizenship

The district is providing students and employees with access to the school district computer system, which includes internet access. The purpose of the system is more specific than providing students and employees with general access to the internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network. Unacceptable use includes utilizing proxy servers or other avenues to bypass the district's internet filter.

The faculty, staff, and students of SRRHS maintain a reasonable expectation of privacy while at school, on campus, and at school-related activities and events. Explicit permission must be obtained prior to recording other individuals in our building. A student identified as improperly using any device to take or transmit unrequested or unwanted images or recordings may face an immediate suspension, loss of privileges, and may be recommended for expulsion.

Any use of electronic devices (including texting, voicemail, internet communication or posting) to threaten, harass, bully, or encourage similar behavior will be subject to the provisions of the (Code of Conduct) discipline policy and district policies on Bullying (514), Harassment (413), and Internet Acceptable Use Policy (524). Most of these uses of digital data are recorded and may be traced, thereby requiring confiscation of the device for evidence. School Board Policies may be viewed online at <http://www.isd47.org/schoolboard/policies>.

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

[The School Board Policy 524 – Internet Acceptable Use can be found in its entirety here.](#)

### Personal Electronic Devices

The use of electronic devices within the classroom setting is determined by the individual classroom instructor. Consequences for the improper use of electronic devices may include confiscation of the electronic device. Parents/Guardians may be notified and/or required to retrieve the electronic device. Continued misuse will also include more significant disciplinary consequences and longer confiscation.

Any use of electronic devices to plagiarize, copy, or otherwise cheat academically is strictly prohibited and consequences are addressed in the Honesty section in this handbook.

Laser pointers are prohibited from school.

The faculty, staff, and students of SRRHS maintain a reasonable expectation of privacy while at school, on campus, and at school-related activities and events. Explicit permission must be obtained prior to recording other individuals in our building. A student identified as improperly using any device to take or transmit unrequested or unwanted images or recordings may face an immediate suspension, loss of privileges, and may be recommended for expulsion.

### Social Media Guidelines

All students need to use common sense when posting online, texting, or using social media. Any posts that are related to school, harmful to students and/or staff, and/or cause disruption in school may be subject to school consequences.

Before posting, students should think about the following:

- Who will be able to see what I post?
- Will anyone be embarrassed or hurt by it?
- Am I proud of what I am posting?
- How would I feel if someone posted it about me?

Students who attend Sauk Rapids-Rice Public Schools have various rights and opportunities. Students also have responsibilities to teachers, other staff and fellow students. A safe and positive learning environment is essential. Knowing and complying with these expectations and procedures supports making Sauk Rapids-Rice High School a positive place for all students.

Additional information on the appropriate use of social media can be found at:

<https://www.isd47.org/portal/student-tools#fs-panel-20793>

### Use of Online Resources

Sauk Rapids-Rice Public Schools is committed to providing a safe and positive digital learning experience for students and staff.

Sauk Rapids-Rice Public Schools uses online electronic resources (i.e. apps, services, and websites) to support a variety of instructional goals. These resources provide tools to transform and personalize the learning environment for all students.

These online electronic resources have limited access to student information which allows for the generation of and access to student accounts.

In compliance with federal educational guidelines and to assure that student data is not sold or compromised, all online electronic resources accessing student data must be approved for content quality and student data privacy guidelines.

Sauk Rapids-Rice Public Schools strives to hold these online electronic resources to federal guidelines and uses common criteria and resources to vet each online electronic resource.

Common criteria, such as not collecting unnecessary information and not selling student data, can be found at the Student Privacy Pledge, a national clearinghouse for data privacy endorsed by National PTA, National School Board. Criteria is available at: <https://studentprivacypledge.org/privacy-pledge/>

A list of approved online electronic resources for Sauk Rapids-Rice Public Schools can be accessed here:  
<https://www.isd47.org/technology>

## TRANSPORTATION

### Bus Transportation

Transportation by school bus is a privilege for eligible students, not a right. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus. Students are expected to follow the same behavior guidelines and standards while riding school buses as are expected on school property or at school activities, functions, or events. All school rules are in effect while a student is riding the bus or at the bus stop. When using school transportation, students are required to complete the ride to the building of their attendance (a.m.) or to the assigned home destination bus stop (p.m.). Bus pick-up is on the north side of the building outside of Door 11.

### Parking / Parking Permits / Wheel Locks

Students who drive to school must register their vehicle in the main office and have a valid parking permit displayed at all times. Forms and permits are available before school and during lunchtime, and also during open house. Student parking will be in the southwest lot (the lot directly in front of the main entrance - Door 1 and immediately west and south of Door 6).

Parking in the SRRHS student lot is a privilege. Students are responsible for following expectations found in our [Code of Conduct](#) and state driving laws. The parking lot is a place to park vehicles. The parking lot is not a place to connect with friends and socialize in vehicles before, during and/or after school. Students are expected to arrive at school, park their vehicle and enter the building.

The cost of a student parking permit is \$120.00 (non-refundable/non-transferable) and is valid for the student's entire high school career. Any student who loses a valid parking permit may buy a replacement permit at a price of \$30.00. Student parking areas will be randomly checked. Students who are not parked in the appropriate areas may have wheel locks attached to their vehicles and a \$30.00 first offense fee, a \$60.00 second offense fee, and a \$90.00 third offense fee will be charged to get them removed. Further offenses will result in parking privileges being revoked. Wheel locks will be removed between 3:15 p.m. – 3:30 p.m. Tampering with wheel locks will result in a three-day suspension and the cost of any necessary repair to the wheel lock will be assessed to the offender.

### Parent/Guardian Drop Off and Pick-Up

Students are able to be dropped off at Door 1 until 7:55 am or Door 6 all morning.

Students are to be picked up after school only at Door 1.

\*The main entrance outside of Door 1 on the south side of the building is reserved for bus drop off from (7:55 a.m. to 8:15 a.m.)

## APPENDIX

### 2021-2022 Activity Advisors, Directors, and Coaches

#### Activity/Club

Art Club  
Yearbook/Photography  
Fall Musical  
Knowledge Bowl  
DECA  
Diggin' Diversity  
FFA  
Student Council  
MN Honor Society  
Math League  
Homecoming  
Prom  
Project 4 Teens  
Speech  
Culinary  
Robotics  
Marching Band  
Drumline  
Pep Band  
Winterguard  
SADD  
Link Leaders  
  
One Act Play  
Spring Play  
Strength Coach  
Adapted Sports  
Football-Head Coach  
Cross Country- Boys'  
Cross Country – Girls'  
Volleyball- Head  
Soccer – Girls' – Head  
Soccer – Boys' – Head  
Swimming – Girls'  
Swimming – Boys'  
Hockey – Boys'  
Hockey – Girls'  
Basketball – Boys' – Head  
Basketball – Girls' – Head  
Wrestling – Head  
Gymnastic – Girls'  
Track & Field – Boys' – Head  
Track & Field – Girls' – Head  
Baseball – Head  
Softball – Head  
Golf – Boys'  
Golf – Girls'  
Tennis – Girls'  
Tennis – Boys'  
Dance Team  
Clay Target  
Girls Lacrosse  
Boys Lacrosse

#### Advisor

Shelly Chambers  
TBD  
Erin Thompson  
Susi Manea  
Josh Bauer  
Beth Gadola, Amy Johnosn  
Heidi Anderson  
Trisha Bemboom  
Maria Burnham  
TBD  
Trisha Bemboom  
Jennie Weber, Lauren Hamilton  
Mary Levinski/Trude Sowada  
Joanie Hauck  
Mary Levinski  
Adam Johnson  
Zach Sander  
Justin Gapinski  
Zach Sander  
Brianna Koester  
Bill Fletcher  
Lauren Kaduk, Aaron Johnson  
Jenny Kenning, Jason Stock  
Jan Lefebvre  
Steven Mick  
Brady Roden  
Michael Bakken  
Phillip Klaphake  
Sandie Lahr  
Sandie Lahr  
Karen Beckmann  
Tash Neu  
Chris Rothstein  
Megan Dingmann/Whitney Weisz  
TBD  
Brady DeGagne  
Marty Anderson  
Derek Peterson  
Jon Roesch  
Derik Gilbertson  
Liz Walek  
Loren Finlayson  
Rod Fuchs  
Jeff Hille  
TBD  
John Gans  
Scott McCabe  
Jamie Hatlestad  
Jamie Hatlestad  
Ali Mohr  
Paul Fiereck  
Leah Summerville  
Jacob Sailor



## Daily Schedule

(Monday, Tuesday, Thursday)

Period One	8:20 a.m. - 9:31 a.m.
Period Two	9:38 a.m. - 10:48 a.m.
<u>Period Three</u>	<u>Lunch A</u> Lunch: 10:48 a.m. - 11:18 a.m. Class: 11:23 a.m. - 12:40 p.m.
	<u>Lunch B</u> Class: 10:55 a.m. - 11:23 a.m. Lunch: 11:23 a.m. - 11:53 a.m. Class: 11:58 a.m. - 12:40 p.m.
	<u>Lunch C</u> Class: 10:55 a.m. - 12:10 p.m. Lunch: 12:10 p.m. - 12:40 p.m.
Period Four	12:47 p.m. - 1:57 p.m.
Period Five	2:04 p.m. - 3:15 p.m.

## Connections

(Wednesday, Friday)

Period One	8:20 a.m. - 9:23 a.m.
Period Two	9:30 a.m. - 10:33 a.m.
Connections	10:40 a.m. - 11:10 a.m.
<u>Period Three</u>	<u>Lunch A</u> Lunch: 11:10 a.m. - 11:40 a.m. Class: 11:45 a.m. - 12:50 p.m.
	<u>Lunch B</u> Class: 11:17 a.m. - 11:45 a.m. Lunch: 11:45 a.m. - 12:15 p.m. Class: 12:20 p.m. - 12:50 p.m.
	<u>Lunch C</u> Class: 11:17 a.m. - 12:20 p.m. Lunch: 12:20 p.m. - 12:50 p.m.
Period Four	12:57 p.m. - 2:02 p.m.
Period Five	2:09 p.m. - 3:15 p.m.



## 2021-2022 School Calendar

Approved on 2/22/2021

### AUG/SEPT 18

T	W	TH	F	S
31	1	2	3	4
5	6	7	8	9
10	11	12	13	14
15	16	17	18	19
20	21	22	23	24
25	26	27	28	29
30				

### OCTOBER 18

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### NOVEMBER 19

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### DECEMBER 2 12

T	W	TH	F	S
	1	2	3	4
5	6	7	8	9
10	11	12	13	14
15	16	17	18	19
20	21	22	23	24
25	26	27	28	29
30	31			

### JANUARY 20

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### FEBRUARY 17

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### MARCH 8 14

T	W	TH	F	S
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

### APRIL 19

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### MAY/JUNE 23

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### Division of Teacher Work Days

1st Trimester	57
2nd Trimester	57
3rd Trimester	56
Instructional Days	170
Inservice Days	9.5
Conference Days	2.5
	12
Total Days	182

### Please Note

This is a district-wide calendar.  
For information regarding a specific school, please visit [www.isd47.org](http://www.isd47.org).

M	32
T	37
W	37
TH	35
F	29

### Calendar Key

	-Days of student attendance
	-August Bldg Inservice Flex
	-High School Conferences
	-Middle School Conferences
	-Elementary Conferences
	-2-Hour Early Out
	-End of Trimester
I	-Inservice
MEA	-Teachers' Convention (unpaid)
H	-Holiday; School Closed

### EMERGENCY CLOSINGS

The first emergency closing of the year will not be made up.  
The second and third emergency closing may be made up on 2/18/22, 4/18/22 or 6/3/22.  
Additional emergency closings will be made up via eLearning Days.

### Important Dates

<b>August 1-August 27</b> .5 Day Flexible Inservice for Teachers
<b>August 30-September 2</b> Back to School Teacher Inservice
<b>September 3</b> August Building Inservice Flex-.5 day
<b>September 6</b> No School; Labor Day
<b>September 7-10</b> 2021-2022 School Year Begins Please check your students' building website for specific scheduling information.
<b>September 13-17</b> Early Childhood Classes Begin
<b>October 6</b> 2-Hour Early Out See building calendar for times
<b>October 13</b> High School Conferences 4:00 p.m. to 8:00 p.m.
<b>October 18</b> High School Conferences 4:00 p.m. to 8:00 p.m.
<b>October 20-22</b> No School; MEA Break
<b>October 26</b> Middle School Conferences 4:00 p.m. to 8:00 p.m.
<b>October 28</b> Elementary Conferences See building calendar for times
<b>November 1</b> Middle School Conferences 4:00 p.m. to 8:00 p.m.
<b>November 3</b> Elementary Conferences See building calendar for times
<b>November 5</b> No School; ALL STAFF Inservice
<b>November 25-26</b> No School; Thanksgiving
<b>December 2</b> End of Trimester 1
<b>December 3</b> No School; Teacher Inservice
<b>December 22-December 31</b> No School; Winter Break
<b>January 12</b> 2-Hour Early Out See building calendar for times

### Important Dates cont.

<b>January 13</b> Middle School Conferences 4:00 p.m. to 8:00 p.m.
<b>January 17</b> No School;
<b>January 18</b> Martin Luther King, Jr. Day
<b>January 19-20</b> Middle School Conferences 4:00 p.m. to 8:00 p.m.
<b>January 22</b> High School Conferences 4:00 p.m. to 8:00 p.m.
<b>February 18</b> No School
<b>February 21</b> No School; President's Day
<b>February 22</b> No School; ALL STAFF Inservice
<b>March 10</b> End of Trimester 2
<b>March 11</b> No School; Teacher Inservice
<b>March 21</b> Elementary Conferences See building calendar for times
<b>March 29</b> Elementary Conferences See building calendar for times
<b>April 6</b> 2-Hour Early Out See building calendar for times
<b>April 15</b> No School; Holiday
<b>April 18</b> No School
<b>April 20</b> High School Conferences 4:00 p.m. to 8:00 p.m.
<b>April 25</b> Middle School Conferences 4:00 p.m. to 8:00 p.m.
<b>May 30</b> No School; Memorial Day
<b>May 31</b> Tentative Graduation Date
<b>June 2</b> Last Day of School
<b>June 3</b> No School; Teacher Inservice

### Building/Department Info

<b>Adult Basic Education</b> Office Hours: 8:00 a.m. to 4:00 p.m. Phone: 320-258-1111
<b>Community Education</b> Office Hours: 8:00 a.m. to 4:00 p.m. Phone: 320-258-1577
<b>District Office</b> Office Hours: 8:00 a.m. to 4:30 p.m. Phone: 320-253-4703
<b>Early Childhood and Family Education</b> Office Hours: 7:30 a.m. to 4:00 p.m. Phone: 320-255-8910
<b>Food Service Department</b> Office Hours: 7:00 a.m. to 3:30 p.m. Phone: 320-253-3628
<b>Mississippi Heights Elementary</b> School Hours: 7:40 a.m. to 2:15 p.m. Office Hours: 7:00 a.m. to 3:30 p.m. Phone: 320-252-0122
<b>Pleasantview Elementary</b> School Hours: 7:40 a.m. to 2:15 p.m. Office Hours: 7:00 a.m. to 3:30 p.m. Phone: 320-253-0506
<b>Rice Elementary</b> School Hours: 8:50 a.m. to 3:30 p.m. Office Hours: 7:30 a.m. to 4:00 p.m. Phone: 320-393-2177
<b>Sauk Rapids-Rice High School</b> School Hours: 8:20 a.m. to 3:15 p.m. Office Hours: 7:30 a.m. to 4:00 p.m. Phone: 320-253-4700
<b>Sauk Rapids-Rice Middle School</b> School Hours: 8:10 a.m. to 3:05 p.m. Office Hours: 7:30 a.m. to 4:00 p.m. Phone: 320-654-9073

Sauk Rapids-Rice Public Schools  
Handbook Addendum

School Board Policy 524 – *Internet Acceptable Use*, building and program handbooks, as well as the district's Code of Conduct expectations are applicable and effective for all students and staff regardless of the learning environment. Learning environments include, and may not be limited to, any/all of the three (3) learning scenarios identified by the Minnesota Department of Education (MDE) for the 2020 - 2021 school year;

- In-Person Learning;
- Hybrid Learning;
- Distance Learning;
- Online Learning;

as well as e-Learning days, which may be used for inclement weather/emergencies.


**Some questions to ask your child:**

1. Can you read me your updates from today and/or show me your upcoming calendar on Schoology?
2. Did you submit your assignments that are showing up in the calendar as due?
3. Can you show me your submitted assignment on Schoology?
4. What is due tomorrow or later this week? Please show me this in Schoology.

**Schoology vs. Skyward - Where should I Look?**

In general, Schoology is more proactive, while Skyward is reactive. In other words, having your child show you what is happening on Schoology will allow you to see what is coming next, rather than seeing a grade that has been entered in Skyward for something that has already happened.

**This a brief outline of each system**

 <b><u>Schoology</u> (<u>Learning Management System</u>)</b>	<b><u>Skyward</u> (<u>Student Information System</u>)</b>
<ul style="list-style-type: none"> <li>• Provides most current, accurate academic information.</li> <li>• Provides update of what happens daily in class.</li> <li>• Shows assignments that can be submitted online (and sometimes offline)</li> <li>• Lists upcoming calendar events like tests, activities, due dates, etc.</li> <li>• Gives feedback to student on how they can improve/ revise their submitted assignments</li> <li>• Provides support materials that may include: video clips to explain concepts, notes, vocabulary flashcards, directions for how to navigate Schoology, daily planner of current and past events, etc.</li> <li>• Allows parents to send a message to teachers</li> </ul>	<b><u>Academics:</u></b> <ul style="list-style-type: none"> <li>• view overall grade for a course</li> <li>• view missing assignments (ZAP reports)</li> </ul>
	<b><u>Other</u></b> <ul style="list-style-type: none"> <li>• schedule conferences</li> <li>• view student attendance</li> <li>• view student schedule</li> <li>• pay food service fees</li> <li>• view student discipline reports</li> <li>• view student locker information</li> <li>• view SkyAlert messages</li> <li>• view messages from teachers</li> </ul>

**Other points of emphasis:**

- Assignments submitted to Schoology need to be assessed by the teacher before being assigned a grade. This doesn't necessarily happen automatically or instantly.
- Assignments submitted to Schoology are "timestamped," meaning they show what time and date they were submitted.

## SRR Communication Guide

If you have a question about:	Call	Phone Number	Email Address
Activities registration, events, fees, et cetera.	Activities Secretary: Tammy Weis	258-1779	<a href="mailto:tammy.weis@isd47.org">tammy.weis@isd47.org</a>
Receptionist, parking permits, general info	Main Office: Susan Tretter	253-4700	<a href="mailto:susan.tretter@isd47.org">susan.tretter@isd47.org</a>
Media Center fines, overdue books, acceptable use plan, etc...	Media Center Checkout Desk: Pat Bauman	258-1624	<a href="mailto:pat.bauman@isd47.org">pat.bauman@isd47.org</a>
Requesting a transcript, transcript concerns, setting up a counseling appointment, ACT and SAT test dates, high school planning, post-high school planning, PSEO, vocational school programming for high school students, academic scholarship programs, etc...	Guidance Office Secretaries: Robyn Wolbersen or Stephanie Sparks  Or ask for your student's Guidance Counselor	258-1724  258-1725	<a href="mailto:robyn.wolbersen@isd47.org">robyn.wolbersen@isd47.org</a>  <a href="mailto:stephanie.sparks@isd47.org">stephanie.sparks@isd47.org</a>
Your student's medical records or specific student health issues/concerns	Health Office Secretary: RuthAnn Alvord	258-1729	<a href="mailto:ruthann.alvord@isd47.org">ruthann.alvord@isd47.org</a>
Your student's attendance or attendance records.	Attendance Secretary: Jennifer Jacobson	258-1711	<a href="mailto:jennifer.jacobson@isd47.org">jennifer.jacobson@isd47.org</a>
College catalogs, scholarships, and applications.	Guidance Counselors: Michelle Kremers *Last names A-F  Jen Petersen *Last names G-Li  Lisa Smith *Last names Lo-Ro  Cody Randt *Last names Ro-Z	258-1720  258-1721  258-1728  258-1722	<a href="mailto:michelle.kremers@isd47.org">michelle.kremers@isd47.org</a>  <a href="mailto:jen.petersen@isd47.org">jen.petersen@isd47.org</a>  <a href="mailto:lisa.smith@isd47.org">lisa.smith@isd47.org</a>  <a href="mailto:cody.randt@isd47.org">cody.randt@isd47.org</a>

# Sauk Rapids-Rice High School



	School-Wide
School Engagement	Actively and appropriately participate in all aspects of our school community
Respect	Show consideration and acceptance for all members of our school community
Responsibility	Demonstrate integrity in relationships, actions, and academics



## Staff List

Administration - District  
 Bradley D. Bergstrom, Superintendent  
 Tracey Fiereck, Director of Finance  
 Holly Schoenherr, Director of HR & Admin Services  
 Sandra Haller, Special Education Coordinator  
 Jenny Bushman, Director of Teaching and Learning  
 TBD, Assessment and Integration  
 Brad Berghuis, Director of Buildings and Grounds

Administration, High School  
 Karl Nohner, Principal  
 Sandy Logrono, Assistant Principal (Lo-Z)  
 Steve Wagner, Assistant Principal (A-Li)  
 NaDean Schroeder, Activities Director  
 Jennifer Kenning, Student Assistance  
 Tim Sigler, Liaison Officer

### AGRICULTURE

Heidi Anderson \* Ext 1670

### ART

Shelly Chambers \* Ext 1896

### BUSINESS/MARKETING

Josh Bauer \* Ext 1874      Shauna Seaman  
 Kayla Kahl

### COUNSELING

Michelle Kremers (A-F)  
 Jennifer Petersen (G-La)  
 \* Ext 1721

*(Assigned by last name)*

Cody Randt (Ro-Z)  
 Lisa Smith (Le-Ro)

### FAMILY & CONSUMER SCIENCE

Mary Levinski \* Ext 1646  
 Trude Sowada

### INDUSTRIAL TECH.

Adam Johnson\* **Ext**  
 Jake Masters

Kyle Williams  
 Gerard Kulzer

### LANGUAGE ARTS

April Buchanan      Janice Lefebvre  
 Maria Burnham      Cindy McMillan  
 Julie Christenson      Emily Peterson  
 Brenda Foy \* Ext 1840      Ray Nelson  
 Carey Johnson

### MATH

Brittany Benson  
 Kayla DeBoer  
 Joe Froelich  
 Lauren Hamilton  
 Aaron Karasch \* Ext 1862  
 Heather Kociemba

Chuck Kruger  
 Susi Manea  
 Bailey Pierskalla  
 Jon Roesch  
 Samantha Warga

### INSTRUCTIONAL COACH/MEDIA

Stephanie Schlangen \* Ext 1625  
 Glen Irvin

### MUSIC

Zach Sander, Music-Instrumental  
 Steven Mick Music-Vocal \*Ext 1771

### PHY ED/HEALTH

Chris Bemboom      Loren Finlayson  
 Karen Beckmann      Emily McEwan  
 Gail Bialke      Jeff Hille \* Ext 1827  
 Jill Emery

### SCIENCE

Zach Brown  
 Sam Engel  
 Jerry Foy \* Ext 1665  
 Mike Rogers  
 Erik Sivertson

John Solberg  
 Jason Stock \* Ext 1620  
 Amanda Thompson  
 Troy Thompson  
 David Zaske

### SOCIAL STUDIES

Win Anderson      Eric Johnson \* Ext 1653  
 Colin Botten      Dean Marlin  
 Bill Fletcher      Andrew Weber  
 Melissa Gebhardt      Brianne Wegter  
 Aaron Johnson

### SPECIAL EDUCATION

Garrett Atteberry  
 Trisha Bemboom  
 Eric Falk  
 Kelsey Frank  
 Amy Johnson  
 Lauren Kaduk  
 Ken Karna  
 Kristina Klatt  
 Joleen Koopman \* Ext 1661

Jennifer Kranz  
 Debra Kuzma  
 Lisa Paulsen-Trombley  
 Christie Prosser  
 Jean Suska  
 Ryan Szymanski  
 Whitney Weisz  
 Taylor Winter

### WORLD LANGUAGES

Brenna Meunier      Kris Schmitz  
 Kathy O'Brien \* Ext 1654      Lindsay Schwantes  
 Kevin O'Brien

### SOCIAL WORKER

Whitney Jarnot

### SPEECH CLINICIAN

Amy Gilbertson

**ALC PROGRAM**  
 Noah Grant  
 Beth Gadola \* Ext 1760  
 Terri Gorecki

**COMPASS PROGRAM**  
 Shelby Chollett

**ESL**  
 Mattea Moore

**PSYCHOLOGISTS**  
 Leo Pusateri  
 Ariel Ostrander

**DISTRICT NURSING TEAM**  
 Susan Cook  
 Amanda Pflipsen

**TECHNOLOGY TEAM**  
 Bryce Jensen  
 Glen Fugleberg  
 Scott McCabe

**ADMINISTRATIVE ASSISTANTS**  
 RuthAnn Alvord (Health)  
 Tisha Baird (Media)  
 Pat Bauman (Media)  
 Jennifer Jacobson (Main)  
 Katie Gruber (Main)

Susan Tretter (Main)  
 Joyce Townsend (STEPS)  
 Candyce Sunder (Main)  
 Tammy Weis (Activities)  
 Robyn Wolbersen (Counseling)  
 Stephanie Sparks (Counseling)

**PARAPROFESSIONALS**  
 Charlotte Braucks  
 Amy Dahl  
 Lisa Dickey  
 Barb Ellefson  
 Rod Fuchs  
 Bridget Grell  
 Diane Haakonson  
 Kay Haakonson  
 Beth Haus  
 Kerie Keller  
 Kim Koch  
 Suzy Kruger  
 Michelle Lambus  
 Julie Litzinger

Josh McGraw  
 Kirsty Moir  
 Christa Muzik  
 Seth Neidhardt  
 Meghan O'Hotto  
 Jodi Page  
 Tracy Pflueger  
 Abbie Reinert  
 Krista Santillana  
 Becky Schacherer  
 Cindy Spiczka  
 Jennie Weber

**CUSTODIAL**  
 Andrew Baumgartner (grounds)  
 Brandon Borst (eve)  
 Josh Elfering (eve)  
 Ryan Hammond (Asst. Lead/eve)  
 Doug Hince (eve)  
 John Janku (eve)  
 Rick Karboviak (grounds)

Kurt Kriefall (eve)  
 Tom May \* (day)  
 Jean Mrozek (day)  
 Kasha Pick (eve)  
 Lynn Sauer (eve)  
 Kevin Sweeny (eve)  
 Dave Thompson (day)  
 Tim Wasserman (eve)

**FOOD SERVICE**  
 Marcia Beck  
 Shauna Butenhoff  
 Connie Eframson  
 Sandy Erickson  
 Ann Griebel  
 Diane Haugen

Odele Maciej  
 Mary Partch  
 Renee Petron  
 Denise Rossman  
 Jill Schiller  
 Sharon Sweep  
 Bernice Thell

Tennessen Warning

## NOTICE TO STUDENTS

1. The purpose of this interview is to gather information in response to allegations that have been made against you or that you may have information about. The school district is asking you to provide information, which may include private information under State and Federal law.

2. The information collected during this interview may be used by the school district in determining whether the allegations against you are substantiated and what action, if any, should be taken. The information may be used in disciplinary proceedings involving you and/or others.
3. You are not legally required to provide the information the school district is requesting, and you may refuse to provide some or all of the information requested. However, this interview may be the only opportunity you will have to provide information prior to decisions being made by the school district in regards to whether or not the allegations are substantiated. If you choose not to provide information in response to a question, the school district may later assert that you have waived your right to rely on such information.
4. Providing false or misleading information during this interview will be considered insubordination and may result in disciplinary action against you.
5. The information you provide during this interview may be released to the School Board, the Superintendent, other supervisors who have a need to know the information, the school district's legal counsel, and other individuals directly or indirectly involved in the matters discussed. Upon proper request, the school district may release this information to various federal and state agencies including, but not limited to, law enforcement, the Minnesota Department of Education, the Minnesota Department of Human Rights, and the United States Department of Education.
6. Any form of retaliation or reprisals by you, or at your direction, against another person participating or involved in this investigation (including, but not limited to, any form of harassment, intimidation, or coercion) will be considered misconduct and may result in disciplinary action against you.
7. You are directed to not discuss this matter or any other student matter with other students or employees other than members of administration or staff members under administrative direction. Any discussion and/or involvement with others will constitute grounds for disciplinary action.

If you have any questions or concerns regarding this or any other matter, please contact me directly. I will be more than happy to answer your questions or provide you with assistance.

By signing below, you acknowledge that you have been given an opportunity to read this Notice prior to being interviewed. A copy will be provided to you upon request.

Dated:\_\_\_\_\_

Signature\_\_\_\_\_



## Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

### Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

### Why does participation matter?

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

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered "proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

### Academic Standards and Assessments

#### What are academic standards?

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

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

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

#### Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3-8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

#### ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K-12 in reading, writing, listening, and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

## Why are these assessments effective?

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

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

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

## Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

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

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

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

## When do students take the assessments?

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

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

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

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

## How much time is spent on testing?

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

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

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

## Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



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

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

**To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.**

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date \_\_\_\_\_ (This form is **only** applicable for the 20\_\_\_\_ to 20\_\_\_\_ school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

**Please initial to indicate you have received and reviewed information about statewide testing.**

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) ([education.mn.gov](http://education.mn.gov) > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

\_\_\_\_\_ MCA/MTAS Reading \_\_\_\_\_ MCA/MTAS Science

\_\_\_\_\_ MCA/MTAS Mathematics \_\_\_\_\_ ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

**I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."**

**If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.**

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only.

Student ID or MARSS Number \_\_\_\_\_