

Roseville Area High School

Go Raiders!

2	R elationships	2
0	A chievement	0
1	H igh Expectations	1
0	S uccess	1

1240 West County Road B2
Roseville, Minnesota 55113
Phone: 651-635-1660
Fax: 651-635-1699

Student Name: _____

Grade: _____

The information in this student handbook was updated in April 2010.
There may be possible additional information or changes during the
2010-2011 school year. The policies and procedures in this handbook stay
in effect until new rules are adopted.

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CLASS SCHEDULE

2010-2011 Daily Schedule

First Bell	8:05
Period 1	8:10 – 9:16
Announcements	9:16 - 9:20
Period 2	9:26 – 10:32
Period 3	10:38 – 12:16
Lunch A:	10:38 - 11:08
Lunch B:	11:01 - 11:31
Lunch C:	11:24 - 11:54
Lunch D:	11:46 - 12:16
Period 4	12:22 – 1:28
Period 5	1:34 – 2:40

School Colors
Silver and Black

School Mascot
Silver Fox

School Song
*Go Roseville Raiders.
Win for Roseville High,
We will lead you
on toward
Fame and victory (rah, rah, rah)
Onward and upward
we'll strive to the end!
So go, fight, win for Roseville High!*

EQUITY VISION

Roseville Area High School is committed to ensuring an equitable and respectful experience for every student, family, and staff member regardless of: gender, home or first language, ability, race, age, socioeconomic status, religion, sexual orientation or national origin.

WELCOME

Roseville Area High School welcomes you to the 2010-2011 school year. The faculty and staff hope that this year will be a successful one for you. This handbook is to help you, students and parents/guardians, become familiar with the programs offered and the procedures and regulations that govern the school. If you have any questions about the information in this book, please feel free to contact me. We always welcome new ideas that may help us improve our school. We hope you have an enjoyable school year.

Ms. Jenny Loeck
Principal

Board of Education

Lisa Edstrom, Chair
William Majerus, Treasurer
Tom Ring, Clerk

Shari Dion, Director
Kitty Gogins, Director
Mona Langston, Director

Roseville Area Schools

Dr. John Thein, Superintendent of Schools

Our Purpose

Quality Teaching and Learning for All...Equity in All We Do

Our Community Values

Equity	Curiosity
Integrity	Respect
Commitment	Responsibility
Compassion	Sense of Belonging

Vision-2015

Roseville Area Schools, working in partnership with all families and the community, is a learning organization of engaged, motivated and high achieving lifelong learners. We will demonstrate this vision when:

Each learner thrives in a safe, equitable, and respectful learning environment that fosters confidence, excellence and a sense of belonging while honoring difference.

Each learner receives high quality personally relevant instruction enhanced by all members of the learning community.

Each learner studies a challenging academic curriculum, which enhances social, emotional, physical and ethical development.

Each learner meets rigorous academic standards and is prepared for future learning and success in a multicultural society.

SCHOOL CONTACT INFORMATION

Main Office	651-635-1660
Attendance	651-604-1465
Registrar	651-635-1681
Student Administration Services	651-604-1466
Student Support Services	651-635-1662
Activities Office	651-635-1670
Career Center	651-635-1669
Nurse	651-604-1474
Police Liaison	651-604-1461
Staff Voicemail	651-604-1439
FAX	651-635-1699
Staff Email	firstname.lastname@isd623.org

OFFICE HOURS: 7:00 a.m. to 3:30 p.m.

SPEAK UP, CALL UP, WALK AWAY

A safe, helpful way to keep your school safe is to call

Tipline 651-604-1414.

Keep your school a safe place to learn.

SCHOOL INFORMATION SOURCES

Roseville Area High School offers a variety of ways to keep up with important news and information on your school and district.

Website

The school's website offers a wealth of information about the school including school news, classes/departments, student support services, athletic events, career center, academic events, and links to district information such as curriculum maps or Board meeting minutes. Make sure you regularly visit www.isd623.org/rahs.

Listserv

Receive news, announcements and updates from Roseville Area High School straight to your email inbox. To subscribe, go to www.isd623.org/rahs/, click on About RAHS, then on RAHS Parent E-mail Listserv.

Weather Related School Closings

Announcements regarding school closing due to inclement weather and/or hazardous conditions will be announced on WCCO radio (830 AM) and on the district website. The district will make a decision to close the schools by 6:30 am, and pass this information on to WCCO at that time. Do not call the school for school closing information.

CALENDAR OF EVENTS

September 7	First Day of School for 9 th Grade
September 8	First Day of School for 10 th -12 th Grade
October 21-22	No School – EM Workshop
November 24	Early Dismissal
November 25-26	No School – Thanksgiving Break
December 2	End of Trimester 1
December 3	No School – Teacher Work Day
Dec. 23 - Dec. 31	No School – Holiday Break
January 17	No School – Martin Luther King Jr.
January 31	No School – Staff Development
February 21	No School – President’s Day
February 22	No School – Staff Development
March 10	End of Trimester 2
March 11	No School – Teacher Work Day
March 14-18	No School – Spring Break
April 8	No School – Staff Development
April 22	No School
May 30	No School – Memorial Day
June 3	Graduation
June 10	Last Day of School

ACADEMIC PROGRAMS

Grading System

RAHS uses a 4.0 non-weighted grading system. The grade point average (GPA) for each student is figured each trimester by dividing the honor points earned by the number of credits. Students achieving a GPA of 3.0 or better are named to the honor roll for that trimester. A cumulative GPA for each student is also figured each trimester by dividing the total honor points earned since ninth grade, by the total number of credits taken since ninth grade. This cumulative GPA is used in determining the class rank and the Senior Honor Roll list.

The academic grades used on report cards, progress reports, and student records appear in letter form. Teachers may adopt academic regulations for their classroom as stated on their course syllabus. The numerical equivalency used to determine a student’s GPA is as follows:

Mark Grade Point					
A	4.00	C	2.00	P	= Pass
A-	3.67	C-	1.67	I	= Incomplete
B+	3.33	D+	1.33	NM	= No Mark
B	3.00	D	1.00	TO	= Test Out
B-	2.67	D-	0.67	Courses with “NC” or “P”	
C+	2.33	F	0.00	are not included in the GPA	

“No Mark” is used for students with extenuating circumstances that may prevent them from completing the work in a class before grades are put into the computer.

Students have the option of Pass/Fail grading. The forms are available online or from the Student Support Services Office.

Dual Honors Class Rank

Dual Honors Class Rank is an additional class rank system that is for students who take a minimum number of rigorous credits at RAHS. Qualifying courses include Honors/AP/CIS/Pre-AP. A dual rank will be given to students who earn a C or better in the minimum number of credits by the end of each year as outlined below.

Class of 2010:	
8 by end of eleventh grade	12 by end of twelfth grade
Class of 2011 and beyond:	
2 by end of ninth grade	6 by end of tenth grade
10 by end of eleventh grade	15 by end of twelfth grade

A student may qualify one year and not another depending on number of credits earned.

Courses/Credits Required for Graduation

<i>Subject</i>	<i>Credits</i>	<i>Subject</i>	<i>Credits</i>
Language Arts (2 each year)	8	Health	1
Social Studies (2 each year)	8	Phy. Ed.	3
Science	6	Fine Arts	2
Math	6	Electives	21
		Total	55

Testing Requirements for Graduation

Students in the class of 2010 and beyond must have a GRAD (Graduation Required Assessment for Diploma) test score at a specified level in writing, math and reading to receive a RAHS diploma.

Graduation Requirements

While it is the student's responsibility to see that he/she has all of the requirements necessary for graduation, the counselors will assist the students in monitoring requirements needed for graduation. Any student or parent/guardian who has a question regarding graduation status should contact their assigned counselor.

RAHS scheduled commencement exercises will be held in June. A student must be enrolled full time or participating in the diploma completion plan option in the third trimester to participate in the graduation ceremony.

Grading and Reporting/Report Cards

Progress reports will be mailed home or issued to the parent/guardian at conferences 5-6 weeks into each trimester.

Report cards will be mailed home the week following the end of the trimester.

School Center/Student Information Portal

Students and parents/guardians can access their grades online at School Center on the RAHS website. Attendance information can be accessed on the Student Information Portal (SIP) on the RAHS website.

Parent/Guardian-Teacher Communication

Parents/guardians are encouraged to contact the school to resolve academic or behavioral concerns. Teachers can be reached through e-mail or voicemail.

Parent/Guardian-Teacher Conferences – Conferences will be scheduled three times per year - midway through each trimester.

Course Summaries

A summary of each high school course including course outcomes, resources and assessments are available on the website under Teaching and Learning.

Class Schedules/Changing Schedules

Schedules will be given to students prior to the start of each trimester. Course changes will be considered through the first three days of each trimester and must fit the following requirements:

- Medical/physical restriction
- Missing the pre-requisite
- Inappropriate placement as determined by the counselor or teacher.
- Counselor discretion, based on class sizes.

Student Records

Permanent records include the student's scholastic achievements (grades and credits), standardized testing results, attendance, and health and immunization records.

A student and/or parents/legal guardians may see the student's record by making an appointment to do so with his/her counselor. The student and/or parents/legal guardians may place any statements or items in the record if it pertains to the student's school work. Students may request that items be removed from the file; however, the counselor may or may not grant the request. If the request is denied, an appeal may be made to the principal.

Summer School

Roseville Area Schools offers a summer school program of 5-6 weeks duration. Summer school is for make up of required course work. It is expected that students who do not make satisfactory progress in the regular program will do the make up in the summer program to stay on course for graduation. Two credits are the maximum a student can make-up each summer.

Withdrawal from Roseville

A student must have his/her parent/legal guardian's permission to withdraw. To withdraw, a student is to obtain a Withdrawal Form from the Student Support Services Office and have it signed by his/her teachers, counselor, nurse, media center specialist, activities director, and associate principal. All books and materials checked out are to be returned and the fines assessed due to damaged or lost materials paid.

Textbooks

Textbooks come in both soft and hard cover and may cost from \$3 to \$100. A textbook is expected to be used for six or seven years. Students are expected to take good care of them. A fee is not charged for their use but fines are assessed for lost and/or damaged books.

Recognition Programs

1. *Student of the Trimester* will be selected each trimester by each department. The criteria for selection may include academic achievement, improvement, leadership, classroom contributions, classroom cooperation and behavior. Students can be selected only once during their high school years.
2. *“On A Roll” Breakfast* recognizes students with the most improvement in GPA each trimester. These students and their families are invited for a breakfast where they are recognized with a certificate. This breakfast will be done after the end of the 1st and 2nd trimester.
3. *“A/B” Honor Roll* recognizes all “A”/”B” students for that trimester and is posted on www.isd623.org/rahs and on www.rosevillereview.com.
4. *Academic Letters* are presented to qualifying students at an academic awards program in January.
5. *National Honor Society Induction Ceremony* honors those students who meet the requirements of service, grade point average, and citizenship required by the school and national organization.
6. *Activity Letters* are awarded to students who letter in activities other than athletics such as Debate, Speech, Drama, Math Team, etc. and are awarded by the coaches and advisors of these activities.

Honor Roll

The Honor Roll is based on academic performance. To qualify for the “B” Honor Roll, a student must have achieved a GPA of 3.0 or better for the trimester just completed. Students with a GPA of 3.67 or better are recognized as “A” Honor Roll students.

Academic Letters

Academic letters are awarded at the end of the fourth, seventh, and tenth trimesters to students who are enrolled at RAHS fulltime with a cumulative GPA of at least 3.67 or honors rank equivalent. Students receive one academic letter and certificates there after.

National Honor Society - NHS

Membership in the National Honor Society is the highest formal academic honor conferred at Roseville Area High School. Selection to NHS is an honor accorded by the faculty, and is based on the student’s academic record, service record, leadership ability, and character.

Students who qualify academically are notified of their eligibility. A student must have a cumulative GPA of 3.7 based on our 4.0 point grading system, at the end of their seventh trimester. Students must provide evidence of performing a school or non-school service activity for which they have received no school credit or monetary payment. Continued service is important to membership in NHS. Each chapter must do a service project and members must be actively involved in service to school and community.

Students Graduating with Honors

The top ten percent of graduating senior students from the regular class rank and the dual honors class rank are identified from the cumulative grade point average (GPA) / class rank computer list after the second trimester of their senior year. These students wear a silver honor cord at graduation. The top one percent of the senior class from both class ranks are honored with a medallion.

For home school and FELLT (Fairview English Language Learning Transitions) students to be eligible for RAHS recognition of class rank, graduation honors, national honor society and academic letters, students need to have completed 75% of their credits at RAHS. Foreign exchange students are not eligible for these recognitions.

Post Secondary Enrollment Options – PSEO

Juniors and seniors have the option to complete some of their high school requirements at a PSEO participating college or university. Students must meet eligibility requirements established by the post secondary institution. Grades and credits earned are included on the high school transcript and are used in determining class rank. Students must follow the application process and timeline set by the post secondary institution.

Northeast Metro 916

The Northeast Metro Career and Technical Center is associated with Century Community and Technical College. Over thirty career and technical programs are open to high school juniors and seniors. To enroll in NE Metro, a student must have counselor and/or case manager approval. Students at Northeast Metro will earn high school credits and in some programs may earn college credits.

College Application Service

Students should stop in the Career Center for college information and applications. They should then meet with their counselor for the proper procedure and time line. A Student Information form and one Teacher Feedback form (obtained from the Student Support Services office) need to be provided for letters of recommendation. Students should allow two weeks for processing the letters. The Student Support Services office will need five days to process the Counselor Form and send it to the college of choice. In addition, the official high school transcript needs to be ordered from Docufide (see Transcripts).

Transcripts

Transcripts are available upon request from Docufide Secure Transcript. Students order transcripts directly from Docufide by going on the RAHS homepage and clicking on Links and Forms, then Order Transcripts then to www.docufide.com. There is a \$3.00 fee for each transcript.

Career Center

The Career Center offers a multitude of information for career planning. It is staffed by a career specialist and the RAHS counselors. The center is available to students and parents and is open daily and on scheduled evenings.

Students should begin to identify post high school choices early as admission requirements for post secondary institutions vary. The Career Center sponsors many programs and activities that encourage students to utilize their materials to enhance post secondary decision making. College representatives are scheduled through the Career Center. Visits to post secondary institutions can be arranged by contacting the admissions office of the college.

PLAN (Practice ACT Test) **Grade 10**
Given to 10th graders to assess educational and career goals.
October 16 at RAHS

ACT (American College Testing) (*dates subject to change*) **Grade 11/12**
Taken by students who plan to attend a 4 year college or university.
October 23, April 9, June 11 - at RAHS,
September 11, December 11 and February 12 - offsite

PSAT (Preliminary Scholastic Aptitude Test) **Grade 11**
For qualification for National Merit Scholarship recognition.
October 13^{at} RAHS or October 16 at Mounds View

SAT (Scholastic Aptitude Test) (*dates subject to change*) **Grade 11/12**
Required by limited colleges. Testing is offsite.
October 9-10, November 6-7, December 4-5, January 22-23, March 12-13,
May 7-8, June 4-5

AP TESTING **Grade 11/12**
May 2 to May 13

Interest Inventory Survey
Interest inventory survey computer tests are available in the career center.

STUDENT SUPPORT SERVICES

The Student Support Services Department is committed to supporting students, parents/guardians and staff in developing attitudes and skills that will enhance student's self-esteem, contribute to life long learning and promote successful relationships.

Student Support Team - *Michelle Edwards, Terry Johnson, John Kaiser, Melissa Stoessel, Tom Tillberry*

Counselors/social workers can be helpful to you in many situations such as: personal problems, questions about schools, classes, and going to work, college applications, vocational and business schools, and future career planning.

School Psychologist - *Emily Riebel*

The school psychologist is a resource for students and parents/guardians regarding psychological testing and special education placement.

Career Specialist - *Deb Hagen*

The career specialist is a resource for students who are enrolled in post secondary education options (PSEO), Northeast Metro 916 and advanced placement classes.

Chemical Health Counselor - *Jamie Hedin*

Registrar - *Rhonda Carlson*

The registrar is responsible for enrolling new students, student withdrawals, mark reporting and transcripts.

Police Liaison Officer - *Ben Rezny*

The police liaison officer is our community resource through the Roseville Police Department.

School Nurse - *Jane Schroeher/Ann DePaolis-Jones*

The school nurse is available to students who have health concerns that affect them at school. The nurse works with students, parents/guardians, school staff and community health agencies to help students with special health needs be successful at RAHS. The nurse offers consultation to students and parents/guardians and provides referrals to health services in the community. The school nurse also facilitates support groups.

Health Assistant - *Julie Wenner*

The health assistant, supervised by the school nurse, is available in the Health Office to care for students who become ill or injured during the school day.

Medical Appointments

Medical appointments should be made outside of school hours whenever possible. If the appointment falls during school hours, it needs to be cleared by the attendance office before first hour on the day of appointment. The student must bring a signed note from the parent/legal guardian indicating the clinic name, phone number, and the time the student is to be released for the appointment. Students will be expected to bring the original pass, signed by the clinic indicating the duration of the appointment, to the attendance office when they return to school to be readmitted.

Illness

When a student should stay home:

- * If a student has a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal.
- * If a student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode.
- * If the student has a rash that may be disease-related or cause is unknown, check with your family doctor before sending the student to school.
- * Students who return to school earlier than specified above may be sent home.

Medication at School

Students may self carry certain non-prescription pain medication in its original bottle only with written permission from a parent/guardian and the school health office. These medications are limited to acetaminophen and nonsteroidal anti-inflammatory drugs (NSAIDS). Contact the health office for information about what medication may be self carried and how to get the permission which is required by state law.

Any other medications including over the counter medications (cold medication, pain relievers, etc.) or prescription medications must be kept in the school health office in their original bottle. Over the counter medications require a form on file in the health office with the parent/guardian's signature. Prescription medications require a form on file with both physician and parent/guardian signatures.

A student who possesses non-prescription or prescription medication without following the procedure mandated by state law and school policy may be subject to disciplinary actions.

Homebound Instruction/Extended Illness

When a student's ability to attend the daily program is interrupted by illness or injury, they may become eligible for homebound instruction when the length of absence is anticipated to be fifteen or more school days. The application for homebound instruction is made through the school nurse. Allotted time is one

hour per day for each day missed. When students have extended illness that does not qualify for homebound instruction, they may request homework from teachers through the nurse or the counseling staff.

Immunization Records

Minnesota School Law requires that all schools have on file a current and complete record of immunizations for every student enrolled. Please note that students not up to date with required immunizations will be excluded from attending school during the 2009-2010 school year until immunizations are up to date or provide proof of exemption.

Chemical Related Support Groups

The High School has developed a program to combat alcohol, tobacco and other drug abuse. Support group offered at RAHS:

Insight Group - Students in this group will be currently having difficulty maintaining abstinence from mood-altering chemicals, be recovering from abusing mood-altering chemicals, or have a loved one who has difficulties with mood-altering chemicals. This group will explore and discuss obstacles to maintaining abstinence, identifying triggers to use, consequences of use, and education about the psychological and physiological effects of mood-altering substances.

ATHLETICS/ACTIVITIES

Roseville Area High School provides a varied and comprehensive program from which students may choose to participate. We would like to believe we have “something for everyone.” We encourage all students to seek programs of interest and get involved. Any student who wishes to participate in school activities/athletics must meet academic and MSHSL eligibility requirements. Contact the appropriate office for more information or visit <http://www.isd623.org/athletics>. Students must be enrolled in Roseville Area Schools sponsored academic programs to be eligible for co-curricular activities.

<u>MSHSL Fall</u>	<u>MSHSL Winter</u>	<u>MSHSL Spring</u>
Cross-Country Running (B/G)	Alpine Skiing (B/G)	Baseball
Football	Basketball (B/G)	Fast Pitch Softball
Soccer (B/G)	Dance Team (G)	Golf (B/G)
Sport Cheer	Gymnastics	Lacrosse
Swimming/Diving (G)	Hockey (B/G)	Tennis (B)
Tennis (G)	Nordic Ski Racing (B/G)	Track and Field (B/G)
Volleyball	Sport Cheer	Adaptive Softball
Adaptive Soccer	Swimming/Diving (B)	Speech
Debate	Wrestling	
	Adaptive Floor Hockey	
	Debate	
	Speech	

<u>Activities Fall</u>	<u>Activities Winter</u>	<u>Activities Spring</u>
Bowling Team	Fencing Club	Badminton/T. Tennis
Fall Dance Team	IM Basketball	Disc Golf
Fencing Club	Karate Club	Ultimate Frisbee
IM Volleyball	Math Team	
Karate Club	Ski/Snowboarding Club	

<u>Year-Round Activities</u>		
623 Productions	EARTH Group	Natl. Honor Society
Anime Club	Epicurious Foods	Peb Haiv
Art Club	Film Society	Peer Connections
Authors' Anonymous	Future Problem Solvers	Pottery Club
Beginning Bridge	Gamers Union	Q.U.E.S.T. for Power
Break Dance Club	Gay/Straight Alliance	Quiz/Knowledge Bowl
Chess Club	Hearts Against Hunger	Robotics Team
Colloquium	Hip-Hop Dance Group	School Newspaper
Competition Cheerleading	International Club	Student Council
D.A.N.G.	Karen Club	Vietnamese StuAssoc.
D.E.C.A.	Latino Club	Weight Lifting
Drama Groups	Music Groups	Yearbook

GENERAL INFORMATION

Academic Fraud, Plagiarism and Cheating

Student work is highly respected and important to academic success. For that reason academic fraud cannot be tolerated. Plagiarism is regarded as a serious offense. Plagiarism involves passing off other people's work as your own. Any copied or plagiarized work will be reviewed and may result in a zero for the assignment or appropriate consequences. If you are feeling extreme academic pressures, please contact your counselor. The RAHS staff wants all students to succeed using their own product or work.

Acceptable Use of School Technology

Students must conduct themselves in a responsible manner while using the school's technology. Computers and technology are being made available for educational use and the use of equipment is a privilege, not a right. Accessing or producing content that is vulgar, racist, profane, violent, obscene, or pornographic is subject to disciplinary action. Internet chat and game play is not allowed at any time. The school has a right to monitor use of school technology. (See District policy for complete guidelines.)

Accident Insurance

Insurance for accidents which occur in school or at school sponsored events is available to all students at a reasonable cost. Information and forms are available at the district office.

Activity Bus/Pass

Students are required to obtain a Daily Activity Bus Pass from their teacher or coach to ride the activity bus after school hours on Monday-Thursday. Activity buses do not follow the regular bus routes but will bring the students within the general area of their home.

Building Hours

All students are asked to leave the building once the school day ends. Students who are staying after school for schoolwork or school-related activities must be supervised. For safety reasons, any unsupervised students in the building after the 3:00 pm bell will be asked to leave the building. School consequences may be assigned to students who continue to violate this school policy.

Bus Transportation

Bus transportation is a service provided by this school district for the convenience and comfort of those students not living within walking distance of the school. Contact District Transportation for rider eligibility (651-635-1638). Bus transportation should be considered a privilege. Regulations for student behavior on school buses are sent to residents of our school district by the Board of Education. Deliberate violation of bus safety rules may result in the loss of bus privileges.

Cafeteria/Lunches

Lunch accounts are *prepaid* accounts. No cash will be accepted during lunch. Lunch money can be handed in at the breakfast line by 8:05 am or dropped off in the white Lunch Money box inside the Student Support Services office before 9:30 am to be entered into the account before lunch. Put first and last name of student and grade in the memo area of the check. One check may be used for all family members but all student's names and grades must be on the check. You may also use a major credit card to purchase meals by contacting 1-888-994-5100 or www.paypams.com. A menu is posted at the entrance to the cafeteria. RAHS students are also offered a variety of specialty items (salad bar, hamburger/french fry line, pizza, etc.

Student lunches should be eaten in the cafeteria. Students are expected to leave the tables, chairs, and floors in a clean condition and be respectful of self and others.

Dances

1. All dances are for students registered for class at RAHS
2. Tickets for all school sponsored dances are pre-sold.
3. ***Current school ID is required at the door.***
4. Sadie Hawkins Dance, Snow Dance, and Prom are the only dances where a guest (date) is allowed. Guests must be registered prior to the dance in the Activities Office and be able to show a valid ID. Prom is intended to be a special event for juniors and seniors. Freshman and sophomores may attend only if invited as a guest. Students who have been suspended from a school are not allowed to attend.
5. Unacceptable/unsafe behavior will result in removal from the dance.
6. Once students leave the dance, they are not readmitted.
7. Students are expected to leave the dance within 15 minutes of the end of the dance.
8. Most of the school dances are informal. Students may dress accordingly. Some dances are formal or provide the opportunity to dress in costume.
9. Alcoblows (breath analysis) will be given to all RAHS students entering all RAHS dances.

Data Privacy

Certain information has been classified as directory or public information. If you do not want this information disclosed, you must notify the District Office.

Display of Affection

There is a proper place and time for displaying physical affection. The place is not at school or school sponsored activities. Please refrain from intimate behavior (kissing, embracing, touching parts of the body, etc.). Teachers and other staff members are instructed to correct students if their behavior is not acceptable. Please accept these corrections in a constructive manner. It is the intent to maintain a proper atmosphere for all students in the building.

Display of Posters, Charts, Pictures, Announcements

In order to protect school property and to maintain an attractive building, posters, pictures, and similar material must have an administrator's authorization before being posted in the school building. Those posted without the proper authorization will be removed. Those students who post items are expected to remove posters in a timely manner.

Dress

It is the RAHS philosophy that good attitudes and behavior are directly related to appropriate dress and good grooming. Appearance and dress are to be in good taste at all times. Shoes or sandals must always be worn. For health reasons and community standards, proper school dress shall be enforced.

Head wear and sunglasses will be removed during school hours. Lockers are provided to each student for the storage of a coat. Students are encouraged to keep coats in their lockers. Individual teachers may make classroom policies regarding coats in order to create a classroom atmosphere that is safe and promote learning.

Inappropriate dress for male/female students includes but is not limited to shorts/skirts above mid-thigh, muscle shirts, tube tops, bare midriffs, bare backs, and T-shirts/blouses with inflammatory slogans and/or derogatory or offensive language promoting illegal activities or products (i.e. tobacco, drugs, or alcohol). Students wearing inappropriate dress may be asked to dress more appropriately.

Eighteen Year Olds

Minnesota Law 120.06 states that school districts may impose the same rules and regulations on students 18-21 years of age as those imposed on students under 18. All Roseville Area High School students are expected to adhere to the same set of policies and guidelines.

Electronic Devices/Cell Phones

Personal electronics are a distraction to the educational setting. Students are encouraged to have electronics devices (ipods, MP3s, CD players, headsets, pagers, etc.) turned off and put away during school hours. ***Cell phones, text messaging, cameras, etc. are to be turned off and out of sight while classes are in session.*** Taking photographs/pictures of students and staff without permission is prohibited. As with all valuable items, we discourage students from bringing these devices to school where they can be a temptation for theft. ***The school will not assume responsibility for investigating loss or theft of such articles.*** (Note: Individual teachers may make classroom policies regarding electronic devices in order to create a classroom atmosphere that is safe and promotes learning.)

Equal Opportunity, Statement of

Roseville School District 623 provides equal educational opportunity for all learners. The school district does not unlawfully discriminate on the basis of

race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. In compliance with the law, procedures have been established for resolving complaints alleging discrimination in these areas and Robert Rygh, Director of Personnel, has been designated Equal Opportunity Officer. Any person who feels he/she has been discriminated against is encouraged to follow reporting procedures. Copies of the policy and the regulation are available in the Principal's Office and from Robert Rygh at the 623 District Center.

Expected Behavior at School Sponsored Events

The same rules for expected behavior in school, other than for dress, are to be practiced at school sponsored events. The event determines what should be worn. Students asked to leave a school sponsored event will be suspended until a plan for returning to school is worked out with his/her parents/legal guardians. An administrator (or staff member in charge) will try to reach a parent/legal guardian the same afternoon or evening should a student have to be asked to leave an event.

Freedom of Expression and Speech

There will be no effort of censorship on the part of RAHS staff. Each RAHS staff member will communicate with respect and the students will be expected to do the same. Students will be encouraged to use speech and written expression as a respectful means of communication. Students who use profanity, disrespectful slang, or graffiti will be asked to correct the behavior.

Gambling

Gambling or any game played that involves the exchange of money is prohibited.

Identification - School ID's

Students should be able to show ID if asked by a staff member during the school hours. Student ID's are used in the library and to get into dances and will be issued to each student at RAHS. Lost and stolen cards are replaced for a \$5.00 fee in the main office. If it is broken, you must turn in the pieces to get a free replacement. Any additional card made costs \$5.00. They can be paid for with cash or check.

Latex Allergy Procedure

For the protection of students/staff that have latex allergies, no latex balloons are allowed in schools. Latex products have been removed from health offices.

Library/Media Center Services

The Media Center is open for students to complete schoolwork from 6:30 am to 4:00 pm, Monday through Thursday. Many resources are available to help students with homework.

Books may be checked out for four weeks. Reference materials, calculators, and laptops (for word processing) may be checked out OVERNIGHT and must be returned to the media center before first hour the following school day.

Fines for late returns:

Books - see media staff

Laptops - \$5.00 per day

Calculators - \$1.00 per day

Lockers/Locks

School lockers are property of District 623 and are loaned to students for their use. School officials have the legal right to access lockers and search them at any time, for any reason, and without notice. Students are to use only the locker assigned to them. Students are not to share their combination or locker with another student and are responsible for their own possessions. The school will not assume responsibility for lost or stolen articles. School insurance does not cover personal loss or theft. ***Valuables and money should NOT be brought to school nor kept in lockers.***

For safety and security, locks are required on each hall and physical education locker. Locks may be purchased from the Student Support Services office for \$5. It is expected these locks be used for the entire high school experience and are the possession of the student. Students enrolled in physical education will need two locks – one for the hall locker (V695 or V617) and a red lock for the P.E. locker (V63). Padlocks will be on sale for \$5 from your physical education teacher as well as Student Support Services office.

If the location of your locker is a problem, please see the Student Support Office.

Only the official school locks may be placed on high school lockers. We will not make refunds at the end of the school year.

Athletic Locker - Athletic lockers and lock combinations are assigned by the equipment manager. The assignments are for the sport season only.

Lost and Found

The Lost and Found Department is in the Student Support Services office. Found items should be turned in there. Check in the SSS office when you have lost an item. Textbooks which are found will be returned to the teacher who assigned the book to a student. Check with your teacher if you have lost a textbook.

Parking/Parking Permits

All permits are issued through the Activities Office. ***All fines must be paid from the previous year before a new parking permit is issued.***

Parking Regulations

Students who receive parking permits must observe the following rules. Violation of any of these rules will result in the forfeiture of the parking permit. NO refunds.

1. Student parking is allowed in designated areas only i.e. 2 lower lots and Grace Church lot. Students who park in the staff lot or other non-designated areas, will have their cars booted or possibly towed at their expense.
2. All students driving to school must have their valid parking permit affixed to the vehicle. Vehicles without a permit will be booted or towed which will result in substantial costs to the student.
3. The school does not carry liability insurance to cover damage or theft of student, staff, or visitor's vehicles and/or contents.
4. Car trouble will not be accepted as an excuse for tardiness. Any unreasonable speed or reckless driving on or near school premises will be reported to the police liaison officer. Suspension of parking privileges is possible.
5. Students are not to be in the parking lot or cars during school hours.
6. The parking permit cannot be transferred or sold to anyone else. The student for which the permit is issued is liable for violations under that permit number.

Consequences for parking violations: (No warning tickets will be given.)

1st = boot+ \$25 fine for removal or tow at owner's expense.

2nd = boot + \$50 fine for removal or tow at owner's expense.

3rd = boot + \$100 fine for removal or tow at owner's expense.

Fine payment is due prior to boot being removed from vehicle in the form of cash or check made out to RAHS. Fines must be paid by 3:30 pm that day in order to guarantee boot is removed from vehicle.

Parents/Legal Guardians: Please encourage your student/s to use our district transportation and be familiar with parking regulations and procedures.

Permission to Leave - School Hours

Every student who leaves the building during the school day and did not bring a permission note from a parent/guardian before school, must have the written permission of either the nurse for reasons of illness or the written permission of an associate principal or dean for all other reasons. If either pass states a return time, the student is to sign back into school by presenting the signed (by a health professional) Medical Appointment Pass or the Permit to Leave the Building Pass to the attendance personnel.

Pledge of Allegiance

According to state statute, all public school students shall recite the Pledge of Allegiance to the United States of America one or more times each week. Anyone who does not wish to participate may elect not to do so and students must respect another person's right to make that choice.

Protective Drills (Fire, Evacuation, Tornado, Lockdown)

Protective drills are conducted several times throughout the school year. Each classroom will have a sign posted telling the students where they should report for tornado and lockdown emergencies, and how they exit the building for evacuation drills (fire, gas leak, broken water main, electrical outages, etc.). *All drills are serious matters and should be treated as such.*

Fire Drill

Students exit the building as a class by following their teacher through the assigned exit to an area approximately 100 feet away from the building. Coats and books should be left behind. Students will return to the classroom when the all-clear bell rings. Students should not leave the school grounds during a fire drill.

Evacuation Drill

During an evacuation, students will remain as a class and follow their classroom teacher to a designated location outside of the building.

Tornado Drill

Tornado drills and warnings will be announced over the intercom. When drills are announced, teachers will take their classes to the assigned shelter areas. Students are to remain together as a class. The students are to sit next to the wall. In case of an actual tornado, students should sit on the floor and cover their heads for protection from flying glass and objects.

Lockdown Drill

A designated tone will sound and an audio announcement will be made by an administrator to make students and staff aware of this kind of situation. A video announcement will help remind students to stay in their classroom or go to the nearest secure location. Students will move away from windows and doors and sit on the floor. No one will be allowed to leave the building unless there is no other option. An “all clear” from administration or police will be given to leave the building or resume class time.

Drill Procedures for Evacuation of Handicapped Students

Evacuation plans are on file with each case manager. The handicapped student will report to a predetermined location.

School Store – Raider Avenue

The store sells a variety of snacks/beverages, school supplies, and Roseville Raider clothing.

School Visitors

Students- RAHS has a no-visitor policy. Students are not allowed to bring guests into school during school hours.

Adults - Parents or legal guardians who wish to see a teacher, counselor, or administrator are to call ahead to schedule a meeting time and location. All adults are to report to the main office to sign in and receive their name tag. This includes students who attended RAHS during a previous school year.

ATTENDANCE POLICY

A pattern of regular attendance will benefit the learner now and will lead to success in future schooling or the work place. Instructional time lost due to absence is not easily regained. Our goal is for students to be in school all day, every day to achieve their maximum educational opportunities. Students and parents/guardians are encouraged to work with Roseville Area High School in a partnership to reach this goal. Minnesota State Law and the Department of Education regulations require daily school attendance.

Attendance Responsibilities

Student's Responsibilities

- Attend all classes on time each day
- When absent, meet with teacher to obtain and complete missed assignments
- Use attendance office sign-out procedures when leaving school grounds during day
- Monitor own attendance

Parent's/Guardian's Responsibilities

- Monitor your child's attendance on Student Information Portal (SIP). Attendance records can also be made available upon request.
- Encourage students to attend class regularly
- Limit absences by scheduling appointments, vacations, college visits, etc. on non-school time.
- Call attendance office to report all absences each day that child is absent from school.
- Parents/guardians must notify the Attendance Office of a student absence by
 - calling 24 hour attendance line (651-604-1465) OR
 - sending a note to attendance before or the day following the absence.*

*Please be sure to include the full name of student, date(s) of absence, parent/guardian signature, date and daytime phone number.
- Extended absences for trips should be pre-arranged with administration.

Teacher's Responsibilities

- Explain to students how attendance will affect course grade
- Take daily attendance and maintain attendance records for each class
- Inform students periodically of their tardies and unexcused absences
- Communicate with parent(s)/guardian(s) if a student's attendance is affecting his or her learning and achievement.

Administrator's Responsibilities

- Distribute the district attendance policy to all students, parents/guardians and staff
- Plan interventions for students with excessive attendance issues.

Excused absences:

- School authorized absences (field trips, music lessons, support groups, student council meetings, etc.)
- Official religious holidays
- Death in the immediate family (parent, sibling, grandparent)
- College visits that are pre-approved through the Attendance Office (preferably a week in advance). The parent/guardian verification AND the teacher signed pre-approval form (obtained from the Attendance Office) must be completed prior to the absence. If the visit was not pre-approved through the Attendance Office, the student will need to bring proof of the college visit date and time.
- Vacations pre-approved through the attendance office. It is left to teacher's discretion if make-up work is assigned prior to vacation or after returning. Due date should be agreed upon at the time of assignment. However, vacations should preferably be taken during non-school days.
- Extended illnesses confirmed by medical professional in writing. This confirmation note needs to be submitted promptly to inform the student's teachers, counselor and administrator. Fax this medical confirmation to the nurse at 651-635-1693.

Notification of Absences and Tardies

- An automated calling system will notify parents daily by telephone of tardies and unverified absences. Notification by mail follows. In addition, students are reminded of their attendance irregularities by classroom teachers.
- Absences that are not excused are reported as unverified. Unverified absences will transfer to a Cut/Truancy within two school days.
- ***NOTE: If you have a block on your phone, the calling system may be unable to deliver the message.***

Attendance Interventions

If a student has unexcused absences or tardies, there are several possible interventions options, but not limited to as assigned by classroom teacher and/or building administrator:

- Student Conference
- Parent/Guardian Contact or Conference
- Removal from class and/or before and after school events
- Suspension from extra-curricular activities
- Consequences according to the bylaws and rules of the Minnesota State High School League
- In-School Monitoring
- Loss of School Privileges
- Modified school schedule
- In School Suspension
- Out of School Suspension
- Referral to Ramsey County Truancy Intervention Program as defined by Minnesota Statute 260A.03

Any student with an unexcused absence or tardies may be subject to differentiated opportunity for make-up work.

Cultural Liaisons for help with attendance issues:

Hmong - Maider Lee 651-604-1422
Latino - Cecilia Martino 651-604-1489
African American – Keary Saffold 651-635-1660 ext. 8402

State Tournament Attendance Procedures

These guidelines are intended to help maintain responsible attendance of all RAHS students during tournament play. RAHS students will be allowed to attend the following:

- State tournaments with a RAHS team in competition.
- State tournaments with individual Roseville team members in competition.
- Athletic tournaments that correspond to the participating athlete's sport.
- Student must bring a note from a parent/guardian excusing him/her for the event. The note must be delivered to the Attendance Office one day prior to the tournament.

DISCIPLINE POLICY

Belief Statement

Roseville Area Schools believe a fair and equitable district-wide student behavior policy will contribute to the quality of a student's educational experience. This discipline policy is reviewed yearly as part of revising this student handbook. Based on the following commitments:

- A self-disciplined citizenry is essential for the maintenance of a free society.
- All students, parents/guardians, educators, and members of the community have a right to expect a safe, stimulating and productive learning environment in our schools.
- The school's primary responsibility is to provide such an environment for learning for all students.
- An individual's needs are considered within those limits of behavior which adversely affect the learning opportunities for the other students.

Student Behavior Expectations

To insure quality education for all, Roseville Area High School students will:

- Treat all students and staff with respect.
- Be on time to all classes.
- Come to all classes prepared for the day's activities.
- Carry agenda/passbook when in the halls during class; courteously identifying yourself when asked.
- Participate in all classroom activities in a positive manner.
- Do schoolwork as assigned, be honest with yourself and others about your work.
- Know and follow school and classroom rules.
- Respect the right of all students to receive an education.
- Respect all school property, and the property of others.
- Help keep the entire school building and grounds clean and attractive.
- Keep your parents/guardians informed about progress at school and school events.

RAHS Rules of Conduct

Unacceptable behavior is subject to disciplinary action. This applies to all District 623 students at school, on school grounds, at school-sponsored activities, on a school bus, and at school-related events. These unacceptable behaviors include but are not limited to:

1. Possession of a Weapon

The Gun-Free Schools Act of 1994 states that any student who is determined to have brought a weapon to school, to a school-sponsored activity, or onto school property, will be expelled for a period of one calendar year. The student will also be referred to local law enforcement. (See School Board Policy JD)

A weapon is defined as any firearm whether loaded or unloaded; any device designed as a weapon or through its use capable of threatening or causing bodily harm or death; or any device or instrument which is used to threaten or cause bodily harm or death.

Examples include, but are not limited to: guns (including air guns, pellet guns, BB guns, look-alike guns such as water pistols or toys that could be mistaken for real, and non-functioning guns that could be used to threaten others), knives or other blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunitions.

Possession is having a weapon on one's person in school, on school grounds, on school buses or at school sponsored and school-related activities.

2. Assault

Physical Assault: An act which is intended or which should reasonably be expected to inflict bodily harm upon another.

Examples of physical assault include, but are not limited to: direct attack upon another with or without a weapon; fighting, pushing, shoving, spitting, biting or threat of physical assault.

Fighting will be defined as an act including two or more persons engaging in behavior which intentionally inflicts or attempts to inflict bodily harm upon each other. When does an assault become a fight? When the victim of an assault physically retaliates against the person who initiated the assault.

Oral/Written Assault: Abusive, threatening, profane, or obscene language by a student toward a staff member or another student. This act may include conduct which degrades people because of their race, religion, sex, ethnic background, physical or mental handicaps, or other personal characteristics.

3. Sexual Violence

Physical act of aggression or force involving non-consensual sexual contact with a person of the opposite or same sex. Sexual violence is a criminal activity and referrals will be made to local law enforcement.

4. Bullying

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school -related functions. (See District Policy CTNDC)

5. Vandalism and Theft

Vandalism is damaging or destroying school property, property of staff members, or the property of others. This can take place on or off school grounds.

Theft is the act of taking, using, transferring, concealing, or retaining possession of property of another without his/her consent or the finding of lost property and not making reasonable effort to find the owner. This can take place on or off school grounds.

Students involved in vandalizing or defacing of property (i.e. graffiti, writing on lockers, etc.), will be prosecuted in the following manner. Restitution will be paid for the actual cost of time and materials for the repair. If a reward is used for apprehension, offender will be responsible for repayment of the reward.

6. *Chemical distribution, possession, use and abuse of substance prohibited by law (includes Chapter 691 Chemical Referral Notification by Law Enforcement Agencies)*

Distribution of chemicals is defined as being in possession of chemicals with intent to sell and/or distribute. Possession, use, abuse examples include, but not limited to: alcohol, controlled substances, mood-altering substances, misuse of prescription drugs, over the counter medications, tobacco, paraphernalia.

7. *Tobacco Free District, Students and Staff*

Tobacco Free District #623 is spelled out in district policy and states that the use of tobacco in any form by students and adults alike is prohibited in or on all district property. Possession and/or use of tobacco in or around school property by students, even though eighteen years or older, is illegal under State Law 609.685 and enforced by School District Policy.

8. *Harmful and Nuisance Articles*

Use or possession of articles that are nuisances, illegal, or that may cause harm to persons or property. Includes, but not limited to: chemicals, beepers, cell phones, electronic devices, water balloons, squirt guns.

9. *Threats and Disruptions*

Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist. Disruptions include disturbance or interruption of the peace, normal functioning and good order of the school or school-sponsored activities.

10. *Harassment*

Physical harassment includes, but is not limited to bullying and intimidation. Oral/written harassment includes, but is not limited to, abusive, threatening, profane, or obscene language directed toward another person. This may include conduct which degrades people because of their race, religion, sex, ethnic background, or physical characteristics or mental handicaps. Sexual harassment includes unwelcome sexual advances, request for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature which creates a hostile

environment. Also included are clothes and other apparel that are disrespectful of others or that exhibit sexual connotations.

Sexual harassment is behavior which interferes with an individual's working/learning performance or creates an intimidating, hostile, or offensive working/learning environment.

What to Do If You Are Being Sexually Harassed:

1. Tell the harasser what your feelings are and that you expect the behavior to stop, or write them a note. If this is too difficult to do alone, seek help from a friend, parent/guardian, teacher, nurse, counselor/advisor, or administrator.
2. If the behavior is repeated or is a major offense, report the behavior to a RAHS adult. Reporting sexual harassment will not affect grades or assignments. Both the reporter and the accused have the right to confidentiality.
3. After an investigation that proves the report true, a student will be subject to the discipline code which may include suspension and/or police involvement which may lead to legal charges.

Behaviors that are inconsistent with these expectations will result in the referral process being followed. A pattern of such behavior may result in suspension/expulsion/referral to an alternative education setting. (For District Harassment Policy: CTNDA)

11. Willful Disobedience

Examples include, but not limited to: not identifying self or refusal to follow staff directive, insubordination or disrespect for authority, use of profanity, and refusing to comply with a reasonable request.

12. Hazing

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. RAHS will investigate all complaints of hazing that occur on or off school property and during and after school hours.

Definition of hazing: Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk or harm to a person, in order for the student to be initiated into or affiliated with a student organization, or any other purpose. "Student organizations" means a group, club or organization having students as its primary members or participants. It includes grade level, classes, teams, activities, or particular school events. (Refer to School District Policy CTNDB)

Examples of prohibited behaviors include, but are not limited to: any type of physical brutality, sleep deprivation, exposure to weather, confinement in restricted area, calisthenics, consumption of any alcohol, drug, tobacco or

substance that affects the health and safety of the student, any acts of ostracism, embarrassment, shame, humiliation, littering and writing on public or private property or involvement in tasks which are illegal or in violation of school district policies or regulations.

13. *Discipline Referrals for Infractions*

Behavior that detracts from the learning environment will not be tolerated. Teachers/staff members will refer students who violate school rules to an administrator by completing a Discipline Referral form. The student and his/her parent or legal guardian will be notified of the infraction and the action taken by the school on the referral. A copy of the Discipline Referral will be mailed to the parent/legal guardian. Questions about a Discipline Referral should be directed to the administrator. If a major infraction should occur, the administrator will telephone the parent or legal guardian.

14. *Driving Violations on School Grounds (see pg. 23)*

15. *Personal Possession Searches*

Personal possessions of students whether on their person, in desks, lockers or cars parked in the school parking lot may be subject to a reasonable search when the school district has a reasonable suspicion that evidence will be produced showing that the student violated the law or school rules.

16. *Disciplinary Action*

The building administrator will exercise his/her professional judgment in determining an appropriate punishment. Disciplinary action for acts of unacceptable behavior may include any or all of the following, but are not limited to the following: student conference, parent/guardian contact, parent/guardian conference, removal from class or activities, suspension from co-curricular activities, detention, in-school monitoring, loss of course credit, loss of school privileges, modified school program, in school suspension, referral to in-school support services, referral to community service or outside agency services, assignment to another learning program or school, suspension under Pupil Fair Dismissal Act, expulsion under Pupil Fair Dismissal Act, exclusion under Pupil Fair Dismissal Act, reference to police or other law enforcement agencies for criminal action, petition County Court for juvenile delinquency adjudication penalties according to the bylaws and rules of the Minnesota State High School League, mediation, fine assessed. Repeated violations may result in greater level of consequence. Disciplinary actions are recorded in the high school's student database (SASI).