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| **ROCK RIDGE SCHOOL DISTRICT** |
| **EVELETH-GILBERT SENIOR HIGH**  **STUDENT HANDBOOK**  **2020-2021**  **Golden Bears**  **Golden Bear logo.jpg** |
|  |
| Angie Williams, Principal  Laura Tassoni, Secretary  Charles Pillsbury, School Counselor |
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**EVELETH-GILBERT SENIOR HIGH** **STUDENT HANDBOOK**

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# Introduction

DUE to the global COVID-19 Pandemic, items in this handbook are subject to change and many of the items pre-COVID-19 have been purposefully left in this document. Text that has a strikethrough is text pre-COVID-19. Please keep up to date, as changes may occur rapidly throughout the year. Rock Ridge School District has sent out a Back to School Guide regarding the start of the school year and will also send periodic messages with updates and information as it changes.

To: Students/Parents/Guardians:

The student manual should be used as a source of regulations, policies, and information for the student while attending Eveleth-Gilbert Senior High. Students should read the manual carefully, review it with their parents/guardians, and keep it as a reference.

*Students are responsible for knowing and following the rules, regulations, policies, and procedures contained in this manual and on the district website.*

The rules, regulations, procedures, and articles described in this handbook have been established to create the best possible atmosphere for the education of all students. Your good use of this information will be to your advantage and will help Eveleth-Gilbert High School continue to maintain the standards we have all come to expect. All students should remember that they can write their high school record but once, and, once written, that record cannot be changed. The importance of a good high school record cannot be overemphasized. An excellent record in attitude, grades, attendance, citizenship, personality and character should be every student’s goal.

This handbook is not intended to represent a complete description of all district policies. A detailed description of all policies adopted by ISD 2909 is accessible on the main website. ([www.rrps.org](http://www.rrps.org)). A printed copy is available upon request.

This handbook may be changed or amended during the school year. Changes will be posted in the office of the Principal and relayed to the students by means of the Daily Bulletin. Any questions on the policies herein should be addressed to the Principal.

The block schedules below are being implemented due to the COVID-19. Students will have four (4) 89 minute classes M, T, Th and F and four (4) 74 minute classes on early release (Wednesday). This reduces cross contamination and makes it easier if we are forced to switch to hybrid or distance learning.

## 

## Daily Schedule Early Release

**M, T, Th, F Wednesday**

Block 1 8:15-9:44 (89) Block 1 8:15-9:29 (74)

Block 2 9:51-11:20 (89) Block 2 9:36-10:50 (74)

Block 3 11:27-1:29 (122) Block 3 10:57-12:44 (107)

Group A Group A

11:27-12:00 Lunch (33) 10:57-11:30 Lunch (33)

12:00-1:29 Class (89) 11:30-12:44 Class (74)

Group B Group B

11:27-12:17 Class (50) 10:57-11:37 Class (40)

12:17-12:50 Lunch (33) 11:37-12:10 Lunch (33)

12:50-1:29 Class (39) 12:10-12:44 Class (34)

Block 4 1:36-3:05 (89) Block 4 12:51-2:05 (74)

Dial into the District phone (744-2211) and put in the following extension number to leave a message for the instructor.

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| --- | --- | --- |
| Bauman, Jeanine - 6306 JH/1144 HS | FACS | [jeannine.bauman@rrps.org](mailto:jeannine.bauman@rrps.org) |
| [Boe, Elisa- 1153](mailto:ebiondich@isd2154.k12.mn.us) | English/REACH | [elisa.boe@rrps.org](mailto:elisa.boe@rrps.org) |
| Brainard, Paul- 6096 | Physical Education/Special Education | [paul.brainard@rrps.org](mailto:paul.brainard@rrps.org) |
| Burritt, Kevin - 1324 | Social Studies | [kevin.burritt@rrps.org](mailto:kevin.burritt@rrps.org) |
| Chad, Christopher - 1127 | Math | [chris.chad@rrps.org](mailto:chris.chad@rrps.org) |
| Custer, Deborah – 1006 | Art | [deborah.custer@rrps.org](mailto:deborah.custer@rrps.org) |
| [Deedrick, Rebekah - 1224](mailto:dcuster@isd2154.k12.mn.us) | [Special Education/History](mailto:dcuster@isd2154.k12.mn.us) | [rebekah.deedrick@rrps.org](mailto:rebekah.deedrick@rrps.org) |
| Ellefson, Susan - 1231 | Social Studies/Post Secondary Planning | [susan.ellefson@rrps.org](mailto:susan.ellefson@rrps.org) |
| Forsman, Reida - 6206 | Vocal Music | [reida.forsman@rrps.org](mailto:reida.forsman@rrps.org) |
| [Gritzmacher, Jack – 1238](mailto:jgritzmacher@isd2154.k12.mn.us) | [English](mailto:jgritzmacher@isd2154.k12.mn.us) | [jack.gritzmacher@rrps.org](mailto:jack.gritzmacher@rrps.org) |
| Hinrichs, Robert – 1141 | [Health/Physical Education](mailto:ebiondich@isd2154.k12.mn.us) | [robert.hinrichs@rrps.org](mailto:robert.hinrichs@rrps.org) |
| Honkola, Craig – 6203 | Industrial Technology (Woods) | [craig.honkola@rrps.org](mailto:craig.honkola@rrps.org) |
| Krebs, Aimee – 1322 | Social Studies | [aimee.krebs@rrps.org](mailto:aimee.krebs@rrps.org) |
| Larson, Cathy – 1323 | Spanish | [catherine.larson@rrps.org](mailto:catherine.larson@rrps.org) |
| Menze, Orlend – 6203 | Industrial Technology (Small Engines) | [orlend.menze@rrps.org](mailto:orlend.menze@rrps.org) |
| Peshel, Tara – 1154 | Math | [tara.peshel@rrps.org](mailto:tara.peshel@rrps.org) |
| Pillsbury, Charles -1908 | School Counselor | [charles.pillsbury@rrps.org](mailto:charles.pillsbury@rrps.org) |
| Scott, JoJo –1912 | Activities Director | [jojo.scott@rrps.org](mailto:jojo.scott@rrps.org) |
| Strasser, Tim – 1145 | Science | [tim.strasser@rrps.org](mailto:tim.strasser@rrps.org) |
| Szumal, Kevin – 1926 | Band | [kevin.szumal@rrps.org](mailto:kevin.szumal@rrps.org) |
| Tassoni, Laura –1906 | Secretary | [laura.tassoni@rrps.org](mailto:laura.tassoni@rrps.org) |
| Ufford, Todd - 1147 | Science | [todd.ufford@rrps.org](mailto:todd.ufford@rrps.org) |
| Walls, Donna - 1221 | English | [donna.walls@rrps.org](mailto:donna.walls@rrps.org) |
| Wilcox, Sheila - 1926 (6201Gilbert voicemail) | Orchestra | [sheila.wilcox@rrps.org](mailto:sheila.wilcox@rrps.org) |
| Williams, Angie - 1907 | Principal | [angie.williams@rrps.org](mailto:angie.williams@rrps.org) |
| Zasadni, Deb - 1925 | Media Center | [debra.zasadni@rrps.org](mailto:debra.zasadni@rrps.org) |

Direct Dial Phone Numbers – EG Senior High and Virginia Offices

Athletic Office 744-7712 Supt. Secretary 742-3901

Band Office 744-7726 Media Center 744-7725

Bus Garage Eveleth 744-7748 Nursing Office 744-7711

Bus Garage Gilbert 744-7788 H.S. Principal 744-7707

Business Office 744-7705 H.S. Secretary 744-7706

Counseling Office 744-7708 Superintendent 742-3900

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| Eveleth-Gilbert Schools 2020-2021 Activity Calendar  \*\*Activity Calendar Subject to Change due to COVID-19\*\* | | | | | |
| Aug 31, 2020 | Monday | Teacher In-Service | Feb 11-12, 2021 | Thur-Fri | State One Act |
| Sep 1, 2020 | Tuesday | Teacher In-Service | Feb 15, 2021 | Monday | NO SCHOOL Spring Break |
| Sep 2, 2020 | Wednesday | Teacher In-Service | Feb 16, 2021 | Tuesday | EGV JV Speech Invitational @ EGHS, 4 pm |
| Sep 3, 2020 | Thursday | Teacher In-Service | Feb 18, 2021 | Thursday | JH/SH Conferences Appts Only, 3:30-7 pm |
| Sep 3, 2020 | Thursday | Open House | Feb 22, 2021 | Monday | Orchestra gr. 5-8 Concert, 7 pm, VHS Aud. |
| Sep 7, 2020 | Monday | Labor Day, No School | Mar 8-9, 2021 | Mon-Tues | Section 7A Music Contest @ ME 8am-4pm |
| Sep 8, 2020 | Tuesday | First Day of School | Mar 11, 2021 | Thursday | SH Band/Orchestra/Choir Concert 7 pm EGHS |
| Sep 22, 2020 | Tuesday | SH Pictures (Retakes Nov. 5) | Mar 13, 2021 | Saturday | EGV Varsity Speech Meet @ EGHS/Franklin |
| Oct 5-9, 2020 | Mon-Fri | Homecoming Week | Mar 15, 2021 | Monday | Conference comp day, no school |
| TBD | TBD | 5-8 School Pictures (Retakes Nov 14) | Mar 25, 2021 | Thursday | End of Quarter 3 |
| Oct 13, 2020 | Tuesday | Franklin School Pictures (Retakes Nov. 19) | Mar 26, 2021 | Friday | Teacher In-Service |
| Oct 15-16 | Thurs-Fri | Education Conference, No School | TBD | Tuesday | ACT Test (Juniors and Seniors) |
| Oct 24, 2020 | Saturday | Turnabout@Eveleth Auditori, Dinner at 6 | Mar 25-28, 2021 | Thurs-Sun | VEG Musical, Goodman Aud, 7pm (2pm on 28th) |
| Oct. 22-23, 25 | Thurs, Fri, Sun | Fall Play (Th & Fri: 7pm; Sunday: 1 pm) | Mar 29, 2021 | Mon | Speech Sub 7A-2 North @ Cherry HS, 4:00 pm |
| TBD | TBD | Senior Financial Aid Night, starts 4:30 pm | Mar 30, 2021 | Tuesday | SH Chamber Music Concert 7 EGHS Media Center |
| Nov 5, 2020 | Thursday | Senior High Picture Retakes | Apr 1-5, 2021 | Thurs-Mon | NO SCHOOL Spring Break |
| Nov 6, 2020 | Friday | End of Quarter 1 | Apr 5-11, 2021 | Mon-Sun | Florida Band Trip |
| Nov 9, 2020 | Monday | Teacher In-Service Day | TBD | Tuesday | Makeup ACT Test |
| Nov 12, 2020 | Thursday | JH/SH Conferences, 3:30-7 pm | Apr 15,17-18 | Th, Sat-Sun | Spring Play, Boardman Auditorium, 7pm/2pm |
| Nov 9 & 11, 2020 | Mon & Wed | Nelle Shean Conferences, 3:30-7 pm | Apr 16, 2021 | Friday | Section 7A Speech, Marshall School Duluth, 3:00 |
| Nov 10 & 12, 2020 | Tues & Thurs | K-4 Conferences, 3-7 pm Tues/3-6 Thurs | Apr 23-24, 2021 | Fri-Sat | MSHSL State Speech |
| Nov. 9 & 10, 2020 | Mon & Tue | Junior High Fall Play, 7 pm | May 1, 2021 | Saturday | Prom |
| Nov 12, 2020 | Thursday | Senior High Band and Choir Concert, 7 pm | May 4, 2021 | Tuesday | Junior High Band and Choir Concert, 7pm |
| Nov 19, 2020 | Thursday | Franklin Picture Retakes | May 7, 2021 | Friday | Franklin Grades K-2 Spring Sing, 1:00 pm |
| Nov 26-27, 2020 | Thurs-Fri | Thanksgiving, No School | May 10, 2021 | Monday | Orchestra Pops Concert gr. 5-12 @ VHS, 7 pm |
| Dec 1, 2020 | Tuesday | Junior High Band and Choir Concert, 7 pm | May 14, 2021 | Friday | Nelle Shean Spring Sing, 1:00 pm |
| Dec 2, 2020 | Wednesday | 11th Grade ASVAB Testing | May 16, 2021 | Sunday | Senior High Band and Choir Concert, 7 pm |
| Dec 3, 2020 | Thursday | Orchestra Concert, 6-12 Gilbert Aud. 7 | May 17-21, 2021 | TBD | Orientation for Incoming Freshman, Day TBD |
| Dec 11, 2020 | Friday | Grades 3-4 Holiday Concert, 1:00 pm | May 17-21, 2021 | TBD | Senior High Awards Program, Day/Time TBD |
| Dec 23-Jan 1 | Wed-Friday | Winter Break, No School | May 26-27 | Wed-Thurs | Track & Field K-2 (26th)-3-4 (27th)Make-up 28th |
| Jan 4, 2021 | Monday | Classes Resume | May 27, 2021 | Thursday | Memorial Day Program |
| Jan 18-22 | Mon-Fri | Snow Week | May 21, 2021 | Friday | NS Track and Field (Tues May 26 Rain Date) |
| Jan 18, 2021 | Monday | Teacher Inservice No School | May 31, 2021 | Monday | Memorial Day, No School |
| Jan 22, 2021 | Friday | End of Quarter 2/Semester 1 | Jun 3, 2021 | Thursday | End of Quarter 4/Semester 2 |
| Jan 23, 2021 | Saturday | Preview of Plays Fest @ EGHS Aud, 9-4:30 | Jun 4, 2021 | Friday | Teacher In-Service |
| Jan 30, 2021 | Saturday | One Act Sub-Sections @ EGHS Aud, 9-4:30 | Jun 4, 2021 | Friday | Graduation Ceremony, 7 pm |

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# General Information

All school information can be found on the district website:

[www.rrps.org](http://www.rrps.org)

Parents and students are encouraged to check online prior to calling the office with questions. Links include

* Lunch Menus
* Activity Schedules
* Coming Events
* District Calendar
* Teacher Website Links
* Parent Portal of PowerSchool
* School Board Policies
* Registration Information and Forms
* Student Handbooks
* School Board Meeting Agendas and links to recorded board meetings

## Before and After School Hours

~~Students may not be in the Media Center, classrooms, etc. unless a teacher or advisor is present before 8:00 a.m. or after 3:00 p.m. Students may NEVER be in the gymnasiums, pool areas, or weight room without a teacher or coach present. Unless a student is staying after for detention, an extracurricular activity, or to meet with a teacher, they should leave campus when school dismisses.~~

Students should arrive at school in time to report directly to their first hour class (8:15 am). Students eating breakfast may enter the building at 8:00 am to eat in the cafeteria, and then should report directly to their first hour class. Students will need to leave the building as soon as their last class is dismissed.

## Cafeteria Information

**Closed lunch**: ~~Ninth graders must report to the cafeteria by 11:50 and may not leave until 12:12. Ninth graders must remain on campus during the entire lunch period.~~

Ninth graders must remain on campus during the entire lunch period. 10th through 12th grade students may leave campus. All students will eat lunch in their class they have that precedes lunch. Meals from the cafeteria will be delivered to the classrooms. If the district moves to a hybrid model, lunch will be closed for 10th through-12th grade students.

Lunch is served daily in the cafeteria. Cost for the meal is $2.70 for students and $4.10 for adults. Free and reduced lunches are also available to qualified students; application forms for this program may be picked up in the office.

~~Food is not to be taken out of the cafeteria or commons area. Ala carte items will be sold in the Commons area. Only with the cooperation of all students can we keep the corridors neat and orderly in appearance. Students are to eat in the cafeteria or commons during lunch hour. Students are not to eat lunch in classrooms, corridors, stairways, or the Media Center.~~

## Food and Drinks in Classrooms

Food items and beverages other than water are not allowed in the classrooms, hallways, computer labs, or Media Center! ~~Open containers should not be stored in lockers.~~

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## Out-of-the-Building Passes/Signing Out

To leave the school during the school day, a student will need a yellow student pass from the office and sign out. To obtain this pass, a student must have a parent/guardian call, email or give a written request into the high school office. Students leaving the building without signing out will be considered truant. This pass is given out, but not limited to: court appearances, probation visits, dentist and clinic appointments, church participation activity, family emergencies, funerals, and illness during the day. (We will not be using paper passes during this year and we will limit all hallway traffic as much as possible.)

## Hall Passes

Students must have a signed student pass from a teacher or the office when they go from place to place in the building during the day, unless they are directly supervised by a teacher. This includes passes to the Media Center. Students who are allowed to go to the Media Center from any class or study hall are expected to be actively working in the Media Center. If you are not you will be sent back to your classroom. (We will not be using paper passes during this year and we will limit all hallway traffic as much as possible.)

## School Dress Code

It is the policy of this school district to encourage students to be dressed appropriately for school and school related activities in keeping with community standards. This is a joint responsibility of the student and the student’s parent or guardian. Inappropriate body markings and clothing at school and school related activities includes, but is not limited to the following:

1. Masks are required. Masks may be removed for PE class, and during breakfast/lunch. A mask will be provided to students, but we recommend supplying your own.
2. Showing cleavage is not appropriate
3. “Short shorts”, skimpy tank tops, tops that expose the midriff
4. Pants/shorts/skirts that do not fit around the waist, are not belted, are torn above the mid-thigh or drag on the floor
5. Clothing, face paint, or markings to the body with words or visuals that are sexually suggestive, lewd, vulgar, obscene, profane, abusive, degrading or discriminatory
6. See-through or sexually suggestive apparel, which exposes the body in an inappropriate or suggestive manner
7. Undergarments or bra straps that are visible.
8. Pajamas, unless part of a school approved activity.
9. HATS are not to be worn in the building unless part of a special dress event.
10. ~~JACKETS and COATS should not be worn to class.~~
11. ~~PURSES, BACKPACKS and BAGS should be left in lockers.~~
12. Due to limiting locker use, JACKETS and COATS will be allowed in the classrooms.
13. Due to limiting locker use, PURSES, BACKPACKS and BAGS will be allowed in the classrooms

## 

## Public Displays of Affection

The public display of affection is not acceptable school behavior. Respect yourself and the rights of others by demonstrating appropriate school behavior. Students are expected to refrain from intimate behavior including kissing, embracing, intimate touching, etc, and other inappropriate contact in the halls, classrooms, on school grounds and at school events. Staff may correct students if their behavior is not acceptable. Students should accept redirection in a constructive manner in an effort to maintain a proper, respectful, and educational atmosphere for all students and employees in the building.

## Attendance Policy

## 

Attendance will continue to be required and encouraged. We understand during COVID-19 there may be situations that arise that may require students to quarantine. We will work individually with students who have recurring absences to create an attendance improvement plan.

~~Students who miss more than ten (10) days of any class may lose credit for the class. Exceptions are made for extenuating circumstances only.~~

~~If a student misses more than ten (10) days of a class, the Principal may grant permission to make-up the hours missed. If approved, all make-up hours must be served in the detention room before or after school. Semester grades will be held (a grade of “H”) until all seat time is made up. Held grades must be cleared within one semester or they will revert to Fs.~~

## Student Admits/Clearing Absences

Students in grades 9-12 are assigned the following attendance codes. Parents should check PowerSchool frequently to make sure their child is attending all classes regularly and on time.

A \*Absent Excused: parent has contacted the school via note, email, or phone call, and the absence was excused by office staff

X \*Absent Unknown: the student did not arrive in class and the office has not received parent communication

T Tardy: student was 1-9 minutes late arriving for class. ***~~Detention issued on the 4th tardy per semester.~~***

S School Activity: no note is required, student was absent with school group or team

M Medical: Student was at an appointment and an excuse was provided by the facility they visited

(This includes doctor, dentist, orthodontist, therapist, etc. Please have the front desk provide you

with an appointment slip when you arrive or leave in order for it to be entered as an “M”.) This is the

code students will be given if the office has been provided with a doctor’s note for an extended

absence, as well. Dates must be specific.

U \*Unexcused Absence: parent may have contacted school, absence was determined unexcused by school staff. ***~~Detention issued for an unexcused absence.~~***

G \*TRUANT: Student is absent; parents and school were unaware of student whereabouts.

I ISS: Student was assigned In School Suspension

O OSS: Student was assigned Out of School Suspension

H Homebound: student is receiving homebound instruction deemed necessary by school

R Religious Release: student is at religious event, documentation is required

\*\*\*A parent or guardian must call the school by 9:00 AM when a student is absent. We prefer a phone call or email the day of the absence but will accept a call/email/note the following day. **A student has 2 days after their return to bring in a note or the absence may be unexcused.** The office will not call home upon the student's return to clear the absence. It is the responsibility of the student and family to clear absences.

Excessive absences, whether excused or unexcused, cause significant disruption and academic hardship. ~~Students who accumulate more than 10 absences in a semester (X, A, U, and G codes above are counted in this total) may lose credit for the class. Exceptions are made for extenuating circumstances only. The principal MAY grant permission to make up the hours missed.~~

\*Students who accumulate more than seven (7) unexcused absences (X, G, or U) will be referred to the Multi-Agency Truancy Review Team. **At the secondary level, absences accumulate per class period, not just per day.** This means that a student who is absent unexcused for one or more class periods on seven different days may be referred for Truancy Review Services. **Teachers have the right to deny make-up work for any student who has an unexcused absence.**

Students will have one day to make up any missed work for every day of an excused absence. At that time, the assignment would be considered late and individual classroom late work policies will apply. Students have two weeks to make-up any earned incompletes.

***Please remember that the following absences must be PRE-APPROVED by the building principal in order to be considered excused: Vacation or family trips (no matter the length), work during the school day (including babysitting family members), and college visits. Approval may not be granted to students who have already accumulated multiple absences.***

**\*\*Note –Students will have two (2) days to produce a written note, phone call or email for all absences, or detention may be issued. ~~They may receive one (1) hour of detention for each class period missed. Students may receive detention for any absences not cleared within two (2) days, even if a note is provided after the two~~**

**~~day deadline.~~ \*\*MEDICAL EXCUSES MUST BE SUBMITTED IN A TIMELY MANNER OF THE ABSENCE. Blanket excuses may not be accepted. The date and reason for the absence must be documented with an appointment slip or signed letter from the healthcare professional responsible for treatment. As with all excuses, it remains the principal’s right to accept or deny any medical excuses.**

## 

## Daily Bulletin

Events of the day will be printed in the daily bulletin. The Daily Bulletin may be accessed from PowerSchool, the school’s website and will be posted on television screens throughout the school during the day. The office will read the bulletin each day at 10:45 AM. Items for the bulletin must be in the office by 9:00 a.m. that morning. All items for the bulletin must be concerned with school business.

## School Health Services

The Health Office is located in the Franklin Elementary School and is staffed by a registered nurse. Students with special health concerns should notify the school nurse and the high school office. If a student will need medication administered during school hours or needs emergency medication kept at school, please contact the school’s registered nurse to receive a medication administration consent form or print off one online at [www.rrps.org](http://www.rrps.org). Students are to report to the Senior High Office if they are ill. If they desire to leave school, they may be sent to the nurse's office for evaluation and a phone call to their parents. They must return to the senior high to check out if the school nurse feels they need to go home.

## Immunizations

As required by Minnesota Statutes Section 121A.15, children enrolled in a Rock Ridge Public Schools must receive immunizations required per the Minnesota School Immunization Law. Proof of immunizations must be provided prior to the student’s first date of attendance. All students entering grade 7 must show proof of 2 MMR vaccines, a series of 3 Hepatitis B vaccines, 1 Tdap vaccine, 3 polio vaccines, 1 Meningococcal vaccine and 2 Varicella vaccines or certify that the student had chicken pox. If immunization is medically contraindicated or if a parent or guardian wishes to be exempt based on beliefs from one or more immunization requirements then section 2 of the "Student Immunization Form" available on our school website must be completed and provided to the school health office. Students not in compliance will not be allowed to attend school.

## School Lockers and School Assigned Locks

Lockers will not be assigned to students. Students will be allowed to bring backpacks and light jackets to class. Bags and backpacks may be subject to search.

~~School lockers are assigned according to grade. Students will be~~ ***~~required~~*** ~~to~~ *~~keep the locker they are assigned~~*~~. They should report to the office if they have a legitimate reason to request a change of locker assignment. Locks are recommended and students may only use the locks provided by the school. The student is responsible for keeping his/her locker neat, orderly, and safe. Any vandalism to the lockers will be cleaned and/or repaired by the students or by a custodian with the student providing restitution for materials and labor.~~ **~~Any unapproved locks will be cut off by maintenance staff.~~**

**~~\*Students may check out a lock from the office for their locker. Students are expected to keep this SCHOOL OWNED lock until they graduate or transfer. If the lock is lost or broken, students will be charged a $10 replacement fee.~~**

**~~The school district is not responsible for any valuables that are placed in lockers and are lost or stolen, including district issued equipment. If students must carry valuables to school, they should check them in for safe-keeping with office personnel.~~** ~~Students are responsible for items found in their assigned locker and are not allowed to move to a different locker without permission. Students should not share lockers. If they choose to share, both parties will be held accountable if there are any violations. iPads must be secured at all times. Students are responsible for their iPads at all times.~~

~~Students and parents should familiarize themselves with the district policy relating to the search of student lockers located in the policy section of the website. (See Policy 502.)~~

## Parking Lot

The parking lot is considered part of the school grounds and all rules and regulations of the school apply, including search policies. Students are not permitted to enter any car in the student parking lot when school is in session

without prior approval from the office. The parking lot is to be used for student, staff, visitors, maintenance, and handicapped parking. Students are not to park in the reserved teacher, visitor and handicapped areas. Also, there is no parking in the center of the key or along the yellow curb at any time. Vehicles displaying offensive flags, bumper stickers, etc. will not be allowed in the lot. Students must leave the fire lanes open.

Students should not speed and/or drive recklessly on or near school property. Students should avoid use of horns or revving engines in the school parking lot.

\*\*Students who are participating in extracurricular activities may get a temporary parking pass from the office on days when an away game or event results in a return time after dark. We would prefer they request a temporary permit prior to the team leaving rather than walk to cars parked on the street late at night.

Students and parents should familiarize themselves with the district policy regarding student use and parking of motor vehicles (See Policy 527.)

As per city ordinance the City Council approved “No Parking” along the west curb of Fayal Avenue from Jones street south for approximately seventy feet.

## Courtesy Phone

A courtesy phone for student use is located in the office. Students should request access to the phone in the office if they need to use it.

## Cell Phones/iPads/Other Electronic Devices

\*Students are responsible for following all policies detailed in the Technology User Agreement and iPad Policy Handbook.

Increased student cell phone/electronic device usage in school has created several problems including: text messaging during testing, unauthorized picture taking, and general classroom disruptions. These occurrences are all detrimental to the learning environment.

Therefore, student cell phone usage will be restricted as follows:

* Cell phones must be kept out of sight in the student's pockets or backpacks, except during lunch or passing time.
* Classroom teachers may allow limited use of devices for school-related tasks. Students are responsible for following classroom rules during these times.
* **Cell phones and electronic devices must be turned off to prevent ringing or vibration during class periods.**
* Use of any electronic device capable of picture taking is strictly prohibited in restrooms and locker rooms.
* Teachers may implement further restrictions approved by the principal.

***Students who violate this policy will have their electronic devices confiscated and receive one (1) hour of detention. No warnings will be given. The device will be turned in to the office and parents will be required to pick it up. The student is responsible for notifying the parent. Students who refuse to give their cell phone or electronic device to a staff member when requested to do so, will be referred to the office immediately for insubordination, and additional consequences will be imposed.***

## Appointments with School Personnel

Anyone desiring a conference with a staff member or a conversation regarding the progress of their son/daughter should contact the instructor. It is strongly preferred that you email the instructor. Email addresses can be found on page three (3) of this handbook. If you do not have access to email, please call the office and ask to be connected to the teacher’s voicemail. The direct dial line for the senior high office is 218-744-7706.

## Dances

~~To attend the Prom and Turnabout dances, a student may not have any outstanding disciplinary consequences, including detentions or seat time. ALL SEAT TIME AND DETENTION HOURS MUST BE SERVED BEFORE STUDENTS WILL BE ALLOWED TO PURCHASE A TICKET. All other infractions will follow the district wide discipline policy for the length of that violation.~~ Only students in 11-12 grades may go to the Prom. Students in tenth grade may attend if asked by a student in 11-12 grades. Only students under the age of twenty-one (21) may attend. Ninth grade students will be eligible to attend Turnabout, but not Prom.

The visitor policy for dances requires any guests to be within the age and grade restrictions listed above. They must be currently enrolled in a school and their principal must be contacted to determine if they are in good standing at their home school. The required form must be completed with all signatures and turned in to the high school office on time. Guests who have already graduated must still have this form filled out by the principal of the school they graduated from. Permission for visitors may only be granted by the high school principal and may be denied even if the form is signed and returned. Any unapproved guests or guests in violation of rules or expectations will be removed from the event immediately as will the student who invited them.

# Extracurricular Activities

Students are encouraged to participate in extracurricular activities whenever possible. The following activities are available:

|  |  |  |  |
| --- | --- | --- | --- |
| \*Alpine Skiing | Fishing Club | \*Nordic Skiing | Student Council |
| \*Baseball | \*Golf | \*One Act Play | \*Swimming & Diving |
| \*Basketball | \*Football | Orchestra | \*Tennis |
| Book Club | \*Hockey | Pep Band | \*Track |
| \*Cheerleading | Knowledge Bowl | Prom Committee | \*Visual Arts |
| Choir/\*Choir Contest | Marching Band | \*Soccer | \*Volleyball |
| Concert Band/\*Band Contest | Math Team | \*Softball | \*Wrestling |
| \*Cross Country | Minnesota Honor Society | \*Speech | Yearbook |
| Fall Play | Musical Theater | Spring Play |  |
| Poms (w/Marching and Pep Band) | | Youth in Action (YIA) | |

\*Indicates Minnesota State High School League Activities

# Academic Eligibility

In order to be and remain eligible to participate in extracurricular activities, a student must receive a passing grade in all subjects. Upon receiving a failing grade (F) in one or more subjects on a quarter report card, a student is ineligible for 20% of the scheduled contests in the current activity. Eligibility will be restored on a probationary basis by the principal if the student is passing at mid-quarter with a grade of D- or above in ALL classes. If at mid-quarter the student (ineligible student) is failing one or more classes, he/she is ineligible for the remainder of the quarter. Fourth quarter grades will determine eligibility for the fall quarter.

Incompletes - An incomplete shall be treated as a failure until it is made up as a passing grade. The student shall remain ineligible until that date unless a plan has been developed by the athletic director and or coach, student, teacher, and principal.

An ineligible student, at the discretion of the activity director or coach, may be allowed to practice, but is still subject to disciplinary rules and regulations.

***Students who are ineligible and want to remain part of the activity should attend all practices and events. Ineligible students will NOT be released early from school for a home or away game. Ineligible students must remain on campus and attend all classes.***

# Student Fees for Athletic Participation; Season and Individual Tickets for Athletic Events

The fee for senior high students participating in athletics is $125.00 per sport. The fee for students participating in non-athletic events is $75.00 per activity. Non-athletic events requiring participation fees include One Act Play, Speech, and Fall and Spring Plays. The fee for Knowledge Bowl, Poms, Cheer, and Math Team is $35.00. The family maximum per year for athletic and non-athletic participation is $500.00.

Student and adult season tickets will be on sale in the Activities Director’s Office located on the Eveleth-Gilbert Senior High Campus. Students attending Rock Ridge Public Schools will be able to attend all Eveleth-Gilbert and Virginia home athletic events at no charge. Season tickets for all other students are $30.00; adult season tickets for all events are $65.00; family season tickets are $160.00; senior citizen (age 62) season tickets are $30.00; adult season hockey tickets are $55.00. Tickets for students not attending Rock Ridge Public Schools are $4.00 per event; adult tickets are $6.00. Senior citizens (age 62) are $4.00.

# Counseling and Guidance

Charles Pillsbury, Licensed School Counselor

The Eveleth-Gilbert High School Counselor will be available at the school Monday through Friday. The counselor may also be reached by email and voicemail. Take care of your counseling questions prior to the start of the school day, during the lunch period, or between classes and make sure they are taken care of well in advance of a deadline. Scholarship and college information will be available in the office. You may reach the counselor by phone/voicemail at 744-7708 or by email at charles.pillsbury@rrps.org.

## Students’ Future Plans

With more students each year interested in attending college and vocational schools, it is advisable to make plans early, and also to be aware of the increased competition, which one may encounter in his/her endeavors to enroll at a good college or vocational school. As early as possible, one should begin thinking about his/her preparation for post-high school training because admission competition is bound to increase. It is advisable to include in your course selection not only the required English and Social Studies courses but languages, math, and science as well. Applicants with good scholastic records throughout high school will have less difficulty in making the transition to college. Colleges primarily consider grade point average and class rank when a student applies. Averages are earned

in high school; it is the responsibility of the student to be well prepared each day in order to have a strong background and a good average.

Scholarship information is available in the office. See the counselor if you have any questions on scholarships. It is the responsibility of the student to complete a scholarship application – not the counselor.

Students should contact the counselor to make arrangements for taking the college entrance tests. Juniors who are interested in attending a military academy should contact the counselor to take these tests during their junior year.

## ACT and SAT Test Dates

**Students are not required to take the ACT in high school. It will be OFFERED during the school day, here at school-date TBD. If you have questions about ACT testing, please contact Mr. Pillsbury.**

## Schedule Changes

Schedule Change Policy:

Students will be held to their registration choices that were made during the scheduling process during the last school year. No changes will be allowed except for the following reasons:

* The student has a written doctor’s excuse and cannot take the class.
* The class has been determined by the teacher to be beyond the student’s ability. Staff will examine the student’s potential (grades and test scores) to determine the student’s acceptance into the class.
* The student has been accepted into a special program.

Any changes to student schedules for these reasons must be made within the first week of the semester. Changes will only be made on an emergency basis during the second or subsequent weeks. **Any student who drops a course after the first week of the semester will receive an F for the quarter and semester.**

Pass/Fail grade: Collaboration between the student, teacher and counselor will need to take place midway between semesters to determine the availability of a pass/fail option. The P/F is recorded on the student’s transcript and a P holds a 1.333 point value. Upon completing all the pass requirements, the student will receive a passing grade.

# Academic Information

# Graduation Policy

To graduate from the Eveleth-Gilbert High School each student must have completed 24 credits in grades 9-12.

Minnesota students are required to complete two kinds of requirements by the time they graduate. Students must:

* Satisfactorily complete the state course credit requirements under Minnesota Statutes, section 120B.024.
* Satisfactorily complete all state academic standards or local academic standards where state standards do not apply.

The following high school coursework must be completed for students graduating in 2021, 2022, 2023:

Subject Area State of Minnesota Graduation and Eveleth-Gilbert Senior High Requirements

Language Arts 4.0 Credits

Social Studies 4.0 Credits - World History 9, US History 10, .5 Geography/.5 Civics (combined

into Modern World Studies 11 at EGHS), .5 Economics 12 and .5 American Government 12

Math 3.0 Credits - encompassing a minimum of Algebra I, Geometry, Algebra II, and Statistics &

Probability (covered in Algebra II)

Science 3.0 Credits – must include Biology and EITHER Chemistry or Physics (Food Science

counts as a Chemistry credit at EGHS)

Health 0.5 Credits (Health 10)

Physical Education 0.5 Credits (PE 9)

Postsecondary Planning 0.5 Credits (Grade 9)

Elective 8.5 Elective Credits, 1 of which must be in the arts (visual arts, music, theater, dance or

media arts).

Total Credits 24.0

The following high school coursework must be completed for students graduating in 2024 (current 9th graders):

Subject Area State of Minnesota Graduation and Rock Ridge High School Requirements

Language Arts 4.0 Credits

Social Studies 3.5 Credits - Social Studies Foundations 9, World History 10, US History 11, .5 American Government 12

Math 3.0 Credits - encompassing a minimum of Algebra I, Geometry, Algebra II, and Statistics &

Probability (covered in Algebra II).

Science 3.0 Credits – must include Intro to Physics and Chemistry, Biology and one science elective

Fine Arts 11.0 Credit (visual arts, music, theater, dance or media arts)

Health 0.5 Credit (Health 10)

Physical Education 0.5 PE 9 Elective

Career Exploration 0.5 Credit (Grade 9)

Elective 8.0 Elective Credits

Total Credits 24.0

Students are required to take a minimum of 6.0 credits per year. Courses, especially in the math-science areas must be chosen in a timely fashion to ensure that the requirements will be met by graduation.

Student’s files will be reviewed annually by the counselor for any deficiencies in the credit count. The parent/student will be notified via phone call and/or mail of the deficiency and the remedial options available.

## Students Expecting to Graduate

At the end of the first quarter or third quarter of a student’s senior year, parents of students who are in danger of not graduating will be notified by phone call or email. Beyond this point, it is strictly the responsibility of the parents and students to see that they meet graduation requirements.

In order to graduate and “walk the stage” at the ceremony and receive a diploma, seniors must:

* Have successfully completed at least 24 credits, including all graduation requirements
* **Served all detention and seat time hours prior to the last day of school.**
* Paid all fines and fees
* Returned all district property, including:
  + Books
  + Calculators
  + iPads and charging cables
  + School issued locks
  + Any other district owned equipment
* **Attend graduation practice**. THIS IS MANDATORY. Anyone not taking part in practice will not be allowed to participate in the graduation ceremony.

Additional Graduation Information: **Honor Tassel** - Students with a high school Cumulative Grade Point Average (GPA) of 3.5 or better at the end of semester one are eligible to receive a gold honor tassel. **Foreign exchange students** will receive an Eveleth-Gilbert diploma marked “Honorary Diploma” as exchange students have not met the academic standards of Eveleth-Gilbert High School. **Students moving to the Bridge to Independence Program** in Virginia following their years at E-G will also receive an honorary diploma until they have completed the Bridge to Independence Program.

## Academic Progress Procedure

Students must earn the following number of credits to be considered a sophomore, junior, or senior:

5.0 credits for Sophomore status

11.00 credits for Junior status

17.00 credits for Senior status

24.00 credits for Graduation

**Until a student achieves the number of credits for advancement, the student may remain at the same grade level. This means a student will be assigned to that grade level for all reporting purposes, such as locker assignment and yearbook status**. Yearbook pictures are completed early in the fall and a student’s picture will be placed in the yearbook according to his/her status at that time. The senior class picture is usually completed in September. Senior class pictures are due to the yearbook in the fall. This means that students must have the 17 credits at that time to be in the senior class picture and placed in the senior section of the yearbook. Students may be enrolled in different grade level classes at the same time, and students may make up credits in night school, summer school, and in our online credit recovery course.

## Failures

If a student fails a required class in grades 9-12, he/she must repeat that class the following year provided the credit was not made up during the summer. Credits may also be made up through school-approved online courses or night classes offered at the high school. Students will not be allowed to graduate if all the requirements are not met. Refer to the current Graduation Policy.

**Any student who drops a course after the first week of the semester will receive an F for the quarter and semester. (Extenuating circumstances may apply.) Additional policies apply for year long courses such as band, choir, and orchestra.**

## Credit Recovery

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## Night School

The Eveleth-Gilbert High School will offer night school for any student who has failed a required class. The night school class meets twice a week from 3:05-4:05 for 60 sessions. The start date is approximately the beginning of October. Night school will end mid-May. Students with assignments that need corrections or revisions will have until then to turn in the corrected or revised work to the instructor. Students who do not meet these deadlines will have their assignments and time transferred toward summer school credit if they wish to complete the credit during summer school.

## Summer School

The Eveleth-Gilbert High School will offer summer school for any student who has failed a required class. Summer school will meet for two 3 week-long sessions. The start date is approximately the beginning of June.

## Grade Point Average Computation

Grades in all subjects are used to determine the student’s grade point average. Grade point average (GPA) equals the total number of honor points divided by the total number of credits (grades from the two-credit classes are counted twice) for grades 10-12.

Point Values of Letter Grades (Grades 9-12)

A = 4.000 B = 3.000 C = 2.000 D = 1.000

A- = 3.667 B- = 2.667 C- = 1.667 D- = .667

B+ = 3.333 C+ = 2.333 D+/P = 1.333 F = 0

**The top 10% of the senior class will be determined after the completion of the 1st semester of their senior year based on the cumulative semester GPAs from grades 9-12.**

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## Honor Roll System

Exemplary Honor Roll 4.0

“A” Honor Roll 3.67 – 3.99

“B” Honor Roll 3.00 – 3.66

Honor Roll determination is made each quarter and is based solely on the GPA for that quarter. Cumulative GPAs are not taken into account for quarterly Honor Roll.

Only those subjects meeting five days each week will be used in determining grade point average. Only students enrolled in four or more one-credit classes (or courses totaling 4 credits) at EGHS are eligible for the honor roll. Any student with an “Incomplete” grade will not be considered for the honor roll. **A student will not be considered for the honor roll if they have any D’s or F’s in the current reporting term.**

## Mid-Quarter Grades and Quarter Grades

Mid-Quarter Grades and Quarter Grades can be viewed through the Parent Portal of PowerSchool.

If parents or legal guardians do not have access to the Internet, you may request, in writing, to have paper report cards mailed home for the year. You only need to make this request once per year. If you would like to cancel that request later in the year, please contact the office.

# Academic Honesty and Integrity

Eveleth-Gilbert Senior High students must understand the importance of academic honesty. School assignments and tests are measures of a student’s academic performance. All work submitted for credit is expected to be original work created by the student submitting it. The following information explains the core expectations and consequences for violations of this policy. Teachers may detail additional expectations and consequences in their course syllabus. Students and families are responsible for understanding the protocol, conditions, types of violations, and consequences outlined in this handbook. When in doubt the student should always ask the teacher.

## Definitions

*Academic Dishonesty*: any behavior that results in, or may result in, a student gaining an unfair advantage in school. This includes but is not limited to plagiarism, collusion, duplication of work, cheating, and fabricating data or work.

1. Plagiarism: to steal or pass of the work or idea of someone else as your own work or by using another’s work without citing the source
   1. Examples:
      1. Turning in work that was completed in any way by someone else
      2. Failing to indicate the use of another person’s exact words
      3. Failing to cite the source of paraphrases and quotations
      4. Failing to identify the source of elements of nonverbal work that are derived from the work of others (this includes copying artwork, parts of songs, etc.)
2. Collusion: supporting academic dishonesty by another student or assisting them in dishonesty
   1. Examples:
      1. Doing work for someone else
      2. Allowing some to copy of a test, homework assignment, or other assessment
      3. Sharing information about what will be on an assessment
      4. Additional restrictions may be included for CEP and ALI courses
3. Cheating: the use or attempted use of unauthorized materials during any type of assessment
   1. Examples:
      1. Copying answers from some else, notes, homework assignments, etc.
      2. Providing work to someone else knowing that it will be copied
      3. Communicating in any way with someone other than the teacher during an assessment without permission from the teacher
      4. Using unauthorized materials during an assessment
      5. Obtaining or viewing a copy of a test or quiz before it is administered
4. Fabrication: creation of false data or citations
   1. Examples:
      1. Inventing or creating data of a lab experiment or other project
      2. Altering a graded piece of work and re-submitting it to the instructor claiming an error in grading
      3. Falsely claiming to have turned in an assignment on time
      4. Falsely accusing an instructor of losing an assignment

## Procedures for Reporting

1. If a staff member has reason to believe that a student has violated the academic honesty policy, s/he will meet with the student to discuss the incident.
2. Following this conference if the teacher still believes the student acted dishonestly, he or she will complete a Discipline Log Entry in PowerSchool.
3. The teacher will determine the appropriate consequence, in consultation with the principal, and the teacher will contact the parent or guardian via telephone or schedule a face-to-face meeting.
4. A follow up meeting may be necessary to review the student’s actions subsequent to the incident.
5. The violation will be entered in the student's discipline record.
6. Violations in CEP or ALI courses may require additional procedures as determined by the college issuing credit.

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## Consequences

Offenses accumulate through the entire course, including year long courses even when the hour or instructor changes at semester 2. Physical evidence is not necessarily required. If the behavior warrants, the principal may increase the level of consequences based on the facts and the violations of other policies. Acts of academic dishonesty are also subject to MSHSL Code of Conduct Rules.

Consequences for individual classes, including CEP and ALI, may be more stringent than the following guidelines. Teachers will detail any additional procedures, expectations, or consequences in their course syllabus.

First Offense:

On an assessment (test, quiz, exam, or other as determined by teacher):

1. The student will receive a 0 on the assessment.
2. If the student is a National Honor Society Member, the Faculty Council will convene to discuss the infraction. The student may be removed from the NHS.
3. Conferencing and reporting procedures will be followed as detailed above.

On a homework assignment or work completed in class, any one or combination of the following

consequences may apply:

1. Re-do the assignment (with a strict submission due date)
2. Reduce the grade for the assignment
3. Zero for the assignment
4. Write a letter of apology
5. Student explains the offense to parents in a conference with the teacher
6. Referral to administration
7. ~~Detention~~
8. Loss of NHHS membership
9. Loss of EGHS Scholarship opportunities
10. Revocation or refusal of letters of recommendation

Second Offense:

1. Any combination of the consequences for the first offense may be imposed.
2. The student will receive a 25% reduction in their quarter grade.
3. The teacher will schedule a meeting with the parent, student, and principal to discuss the second offense and consequences.

Third Offense:

1. Any combination of the consequences for the first offense may be imposed.
2. The student will receive an F for the quarter in that course.
3. The principal will contact the parents to discuss the offense and consequences.

Fourth Offense:

1. The student will be removed from the course and will receive an F.
2. The student will retake the course in the following semester or year.

# Concurrent Enrollment

The Eveleth-Gilbert High School offers the Concurrent Enrollment Program (CEP) classes for Senior High Students. Concurrent Enrollment (college classes within the high school setting) allows the student the opportunity to earn high school and college credits without leaving the Eveleth campus.

The CEP program is a collaborative effort among Eveleth-Gilbert High School, Mesabi Range Community College, Vermilion Community College, and Lake Superior College. CEP provides the following benefits:

* Qualified students are able to fulfill high school graduation requirements and earn college credit concurrently at no cost to the student.
* CEP students stay within the safe confines of EGHS and follow all policies.
* Students are challenged.

The CEP program is open to 11th grade students with a minimum GPA of 3.0 and to 12th grade students with a minimum GPA of 2.5. Students ***must*** pass the Computer Placement Testing (Accuplacer) administered by Mesabi Range Community College. If 51% or more of the class does not meet these requirements, credit cannot be offered by the college. Students should make EVERY possible effort to achieve eligibility prior to class starting. If they are struggling to pass the college placement test, contact the counseling office for possible options.

Contact the Counselor with any questions.

## Eligibility for Concurrent Enrollment (CEP) College Courses

CEP courses require students to pass certain assessments in order to be eligible for college credit. Students have until the high school drop/add date to meet these requirements in order to remain enrolled in the CEP course. If a student has failed to meet these requirements, they may file an appeal in the counseling office requesting to remain in the course for high school credit only. This appeal must be signed by the parent or guardian stating their understanding that no college credit will be awarded. The instructor and counselor must also sign this appeal accepting the student in the course for high school credit only. Space is limited for students not eligible for college credit and appeals will be denied and students will be removed from the class if those spaces are full.

## Post Secondary Enrollment Options

All students must meet with the School Counselor if they wish to enroll in PSEO. The counselor will work with the student and family to determine eligibility, to ensure that all forms are filled out, and that students enroll in sufficient courses to meet all EGHS graduation requirements.

Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the

campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. 11th and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders may initially take one Career and Technical Education (CTE) PSEO course. If 10th graders taking a CTE PSEO course earn at least a grade C in that class, they may take additional CTE PSEO courses. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, she/he may continue to participate in PSEO.  
  
There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Enrolling in a PSEO course does not prohibit a student from participating in activities sponsored by the high school. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses.  
  
School districts must allow a PSEO student reasonable access to the high school building, computers and/or other technology resources during regular school hours to participate in PSEO courses, whether online or on campus.  
  
Each year, districts must publish their grade-weighting policy on their website, including a list of courses for which students can earn weighted grades.  
  
By March 1 of each year, schools must provide PSEO information to all students in grades 8-11 and their families. To assist the district in planning, 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 Educations’ Postsecondary Enrollment Options (PSEO) webpage.

**Policy**

1. PSEO students, intending to earn diplomas from Eveleth-Gilbert High School, must successfully complete all course outcomes required for graduation.
   1. Junior year PSEO must include College Writing I, Interpersonal Communications or Public Speaking, College Algebra or Calculus (or Algebra II at EGHS), Science with lab, American History, a minimum of 24 college credits must be earned in the junior year
   2. Senior year PSEO must include College Writing II, Literature (preferably British), American Government, Economics, a minimum of 24 college credits must be earned in the senior year
   3. In some circumstances, there may be a need for students to request to substitute for the above courses, these substitutions must be approved by the high school office
2. PSEO students are encouraged to meet with the School Counselor before applying to a post secondary institution:
   1. To confirm their high school enrollment status
   2. To ensure that the intended institution is a qualified PSEO institution as listed in Section I above
   3. To ensure that courses taken meet or exceed the high school course outcomes required for graduation.
3. Students must fill out the application form, Notice of Student Registration, which can be obtained from either the high school or the post secondary institution. One application must be filled out for each quarter or semester. Both the student and his/her parents/guardians must sign the statement indicating that all information on the program has been received and that the student is aware of his/her responsibilities.
4. It is the student’s responsibility to ensure that the courses taken for high school graduation credit at the post secondary institution meet or exceed the high school’s course outcomes. Post secondary courses that do not meet or exceed the high school course outcomes will not count towards completion of the parallel high school course.
5. It is the student’s responsibility to provide the high school with a copy of grades earned at the post secondary institution once the coursework has been completed.
6. The high school determines the amount of credit to be awarded. The high school principal is responsible for determining the appropriateness of the transferred credit toward meeting or exceeding the district’s course outcomes.

# Vocational and Orchestra Classes

Students who take vocational courses, as well as students who take Orchestra, are transported to Virginia, Gilbert, Mt. Iron, or the Eveleth Mesabi Range College campus. The following regulations apply:

“Student attending classes offered at other educational sites are required to ride the bus provided unless a signed Permission and Release of Liability form has been signed by the parent and/or student. The Principal reserves the right to revoke driving privileges if the student demonstrates irresponsible behavior while driving to off-site locations.”

Students who drive themselves to off-campus courses are **required to be in their next class on time**. Occasionally, students who take the bus are a few minutes late for their next class because the bus has to make multiple stops. **Students who drive themselves will not be excused for late entry into the next class**. They have plenty of time to travel and be in class on time. Any student who is late 3 times for their next class will have their driving privileges revoked and will then have to ride the bus to vocational classes off-campus.

# Study Halls

Seniors and Juniors may be excused from attending their study hall if passing all their classes and with parental permission. Grades will be checked at mid-quarter and quarter to make sure students remain eligible. Seniors and juniors who are excused from attending study halls must be off campus during that period. Seniors and Juniors are required to attend five classes throughout the year, with a minimum of two classes per semester.

~~During a student’s senior and junior year, students may take four semester study halls, up to two per semester. Seniors need 19 credits entering their senior year and a 2.0 cumulative GPA. Juniors need 14 credits entering their junior year and a 3.0 cumulative GPA. Seniors and juniors who passed all classes on the previous report card AND who have a cumulative GPA of 2.0 (Seniors), cumulative GPA of 3.0 (Juniors) AND have no outstanding seat time or detention may be excused from attending this study hall with parent permission. Grades will be checked at mid-quarter, quarter, and semester to make sure students remain eligible. Seniors and juniors who are excused from attending study halls must be off campus or seated in the commons area during that period. Eligibility denied due to detention and seat time may be restored once the hours have been served.~~

**Eveleth-Gilbert High School Media Center**

## Mission Statement

The mission of the Eveleth-Gilbert High School Media Center is to provide a learning environment with diversified materials and resources to support the curriculum and to promote lifelong learning and literacy.  Through interaction and cooperation with faculty, students will learn how to retrieve, interpret and synthesize information from a variety of sources to meet their individual needs.

## Hours

The Media Center is open Mon, Tues, Thur, Fri from 8:015- 2:45 and Wed from 8:15 - 2:00

## Services

1.   The print collection includes approximately 13,000 books, subscriptions to current magazines, and ebooks.

2.    The non-print collection includes a variety of DVD/videos and CDs.

3.    Online resources include Internet access, the Minnesota Career Information System, and other research databases.

4.  Access to materials, including print, non-print and database access, through the Arrowhead Library System, which includes school, academic, special, and public libraries in Northeast Minnesota.

5. Access to materials through MnLink for items from Minnesota public, school, state government, and university libraries.

6.    Lamination, video and sound production and duplication, letter/dye cutting, bookbinding and many other production services are available upon request.

7.    Software and computer access is available for word processing, creating databases, spreadsheets, and other computer generated presentations.

## Student Access to the Media Center

Individual students or students in small groups may use the Media Center from classes with a written pass from an instructor.  These passes must be presented at the circulation desk and must be signed by Media Center personnel. Students will return to their class before the end of a class period with their signed pass. Individual instructors will arrange class use of the Media Center in advance.

Students using the Media Center are expected to:

1.      Observe school rules regarding attire, food and beverages, radios, headsets, etc.

2.      Display appropriate behavior, which is non-disruptive to others in the area.

3.      Show proper respect for other persons and property, school district materials, equipment, furniture and

supplies.

4.      Follow other procedures for signing out and returning materials.

5.      Use computers with complete knowledge and understanding of school district policies.

Disrespectful or disturbing behavior or abuse of materials or equipment will not be tolerated.  Students will be verbally warned and may be temporarily restricted from using the Media Center as a consequence for misbehavior.

# Technology Resource Acceptable Use Policy

A copy of the *524 Technology Resource Acceptable Use Policy* is available on the district web site or a copy may be obtained from the high school secretary (744-7706).

# Bullying Prohibition Policy

For a full copy of the policy, please refer to the district website.

This handbook includes portions of the full policy.

## General Statement of Policy

* 1. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber-bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
  2. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
  3. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
  4. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
  5. False accusations or reports of bullying against another student are prohibited.
  6. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district’s policies and procedures, including the school district’s discipline policy (See MSBA/MASA Model Policy 506).

The school district may take into account the following factors:

* + 1. The developmental ages and maturity levels of the parties involved;
    2. The levels of harm, surrounding circumstances, and nature of the behavior;
    3. Past incidences or past or continuing patterns of behavior;
    4. The relationship between the parties involved; and
    5. The context in which the alleged incidents occurred.

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

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

Definitions

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

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

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

1. “Cyber-bullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. “Immediately” means as soon as possible but in no event longer than 24 hours.

1. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following
   1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
   2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
   3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

## Reporting Procedure

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

## School District Action

1. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
2. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students, or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
3. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
4. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibitedconduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.
5. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action
6. taken, to the extent permitted by law.

## Retaliation or Reprisal

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

## 413 Harassment and Violence

**I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is free from 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, or disability.

**II. GENERAL STATEMENT OF POLICY**

A. The policy of the school district is to maintain a learning and working environment that is free from 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, or disability. The school 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, or disability.

B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication 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, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel 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, or disability.

D. 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, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

**III. DEFINITIONS**

A. “Assault” is: 1. an act done with intent to cause fear in another of immediate bodily harm or death; 2. the intentional infliction of or attempt to inflict bodily harm upon another; or 3. the threat to do bodily harm to another with present ability to carry out the threat.

B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;

2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or

3. otherwise adversely affects an individual’s employment or academic opportunities.

C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who: a. has a physical, sensory, or mental impairment which materially limits one or more major life activities; b. has a record of such an impairment; or c. is regarded as having such an impairment.

2. “Familial status” means the condition of one or more minors being domiciled with: a. their parent or parents or the minor’s legal guardian; or b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, 413-3 includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.

5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.

7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when: a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;

d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual’s employment or educational status;

e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment or educational status; or

f. unwelcome behavior or words directed at an individual because of gender.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another’s intimate parts, or forcing a person to touch any person’s intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

a. touching, patting, grabbing, or pinching another person’s intimate parts, whether that person is of the same sex or the opposite sex;

b. coercing, forcing, or attempting to coerce or force the touching of anyone’s intimate parts;

c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or

d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

**IV. REPORTING PROCEDURES**

A. Any person who believes he or she has been the target or victim 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, or disability by a student, teacher, administrator, or other school 413-5 district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. In Each School Building. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that

this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written 413-6 form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

G. In the District. The school board hereby designates Jeff Carey as the school district human rights officer to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed with the High School Principal.

H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter’s future employment, grades, work assignments, or educational or work environment.

J. Use of formal reporting forms is not mandatory.

K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district’s legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.

N. False accusations or reports of violence or harassment against another person are prohibited.

O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district’s policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

**V. INVESTIGATION**

A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

**VI. SCHOOL DISTRICT ACTION**

A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will 413-8 be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child’s individualized education program (IEP) or Section 504 team, allow the child’s IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child’s disability to allow the child to respond to or not to engage in acts of harassment or violence.

**VII. RETALIATION OR REPRISAL**

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

**VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

**IX. HARASSMENT OR VIOLENCE AS ABUSE**

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.

B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

**413-9 X. DISSEMINATION OF POLICY AND TRAINING**

A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.

B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

C. This policy shall appear in the student handbook.

D. The school district will develop a method of discussing this policy with students and employees.

E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

F. This policy shall be reviewed at least annually for compliance with state and federal law.











