

# Red Wing High School Student Handbook 2023-2024

Supplement to the Red Wing Public Schools  
Student & Parent Handbook



2451 Eagle Ridge Drive – 651-385-4600

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# RED WING PUBLIC SCHOOLS

## CREATIVE • COURAGEOUS • UNITED

### Welcome to Red Wing High School

The staff and administration of Red Wing High School welcome you to the 2023-2024 school year. RWHS offers a comprehensive educational program through academics, athletics, and activities to allow all students to explore and pursue their individual interests and talents. The Student Handbook is designed to help students and parents become familiar with RWHS. The handbook offers information that will be useful throughout the school year.

### Red Wing High School Wingers 2023-2024

Joshua Fuchs, Principal

Robin Pagel, Assistant Principal (Grades 9 and 11)

Mandy Stokes, Assistant Principal (Grades 8, 10, 12)

Kara Gulbro, 8th Grade Counselor

Brian Buechner, Counselor (Grades 9 and 11)

Amber Pauley, Counselor (Grades 10 and 12)

Paul Hartmann, Activities Director

Kayla Awolpe, Assistant Director of Special Education

**Are you or someone you know in crisis?**

**Help is available now!**

Suicide & Crisis Lifeline: 988

Crisis text line: Text MN to 741741

Mobile Crisis Response: 844-274-7472

# Red Wing Public Schools | 2023-2024 School Calendar

- 21: New Teacher Orientation
- 22: New Teacher Orientation
- 23: New Teacher Orientation
- 24: Staff Duty Day
- 25: Staff Duty Day
- 28: Staff Duty Day
- 29: Staff Duty Day
- 30: Staff Duty Day
- 31: Staff Duty Day

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- 9: Teacher In-Service Sunnyside & Burnside (no school for elementary students)
- 19: No School: All Students

- 5: First Day of School Grades 1-12
- 5&6: Kindergarten First Days
- 7: Pre-K Begins

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 4: CFC Conferences (no school for Colvill)
- 7: Conferences: CFC, SES, BES, TBMS, RWHS (no school for all students)
- 18-22: No School Students/Staff
- 28: End of 3rd Quarter
- 29: No School Students/Staff

- 19 & 20 No School Students/Staff

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 26: No School Students/Staff

- 2: CFC Conferences (no school for Colvill)
- 3: End of 1st Quarter
- 3: No School: All Students
- 6: Conferences: CFC, SES, BES, TBMS, RWHS (no school for all students)
- 23&24: No School Students/Staff

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 27: No School Students/Staff
- 30: CFC Last Day of School
- 31: End of 4th Quarter/2nd Semester
- 31: Graduation & Last Day of School for SES, BES, TBMS, RWHS (½ day for students)

- 8: Teacher In-Service Sunnyside & Burnside (no school for elementary students)
- 25-29 No School Students/Staff

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 3: Staff Duty Day
- 4: Staff Duty Day
- 5: Staff Duty Day

- 1: No School Students/Staff
- 15: No School: All Students
- 19: End of 2nd Quarter/1st Semester
- 19: No School: All Students

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	New Teacher Orientation		Colvill Conferences (no school for Colvill)
	Teacher In-Service (no school for all students)		Conferences (no school for all students)
	School Closed/Holiday		Teacher In-Service Sunnyside & Burnside (no school for elementary students)
	First Day of School (Grades 1-12)		Graduation & last Day of School (½ day for students)



## Escuelas Públicas Red Wing | Calendario Escolar 2023-2024

- 21: Orientación para maestros nuevos
- 22: Orientación para maestros nuevos
- 23: Orientación para maestros nuevos
- 24: Día laboral del personal
- 25: Día laboral del personal
- 28: Día laboral del personal
- 29: Día laboral del personal
- 30: Día laboral del personal
- 31: Día laboral del personal

AGOSTO 2023						
D	L	M	M	J	V	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRERO 2024						
D	L	M	M	J	V	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	d16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- 9: Maestro en servicio en Sunnyside y Burnside (no hay clases para estudiantes de primaria)
- 19: No hay clases: todos los estudiantes

- 5: Primer día de clases Grados 1-12
- 5 y 6: Primer día Kindergarten
- 7: Inician las clases Pre-K

SEPTIEMBRE 2023						
D	L	M	M	J	V	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARZO 2024						
D	L	M	M	J	V	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 4: Conferencias CFC (no hay clases para Colvill)
- 7: Conferencias: CFC, SES, BES, TBMS, RWHS (no hay clases para todos los estudiantes)
- 18-22: No hay clase Estudiantes /Personal
- 28: Fin del 3er trimestre
- 29: No hay clases estudiantes/personal

- 19 y 20 No hay clases Estudiantes/Personal

OCTUBRE 2023						
D	L	M	M	J	V	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

ABRIL 2024						
D	L	M	M	J	V	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 26: No hay clases estudiantes/personal de la escuela

- 2: Conferencias CFC (No hay clases para Colvill)
- 3: Final del 1er Trimestre
- 3: No hay clases: todos los estudiantes
- 6: Conferencias: CFC, SES, BES, TBMS, RWHS (no hay clases para todos los estudiantes)
- 23 y 24: No hay clase Estudiantes/Personal

NOVIEMBRE 2023						
D	L	M	M	J	V	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAYO 2024						
D	L	M	M	J	V	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	d16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 27: No hay clases estudiantes/personal
- 30: Último día de clases de CFC
- 31: Fin del cuarto trimestre/segundo semestre
- 31: Graduación y último día de clases para SES, BES, TBMS, RWHS (½ día para estudiantes)

- 8: Maestros en servicio Sunnyside y Burnside (no hay clases para estudiantes de primaria)
- 25-29 No hay clases Estudiantes/personal

DICIEMBRE 2023						
D	L	M	M	J	V	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNIO 2024						
D	L	M	M	J	V	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 3: Día laboral del personal
- 4: Día laboral del personal
- 5: Día laboral del personal

- 1: No hay clases estudiantes/personal
- 15: No hay clases: todos los estudiantes
- 19: Fin del 2do Trimestre/1er Semestre
- 19: No hay clases: todos los estudiantes

ENERO 2024						
S	ME	T	EN	el	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	Orientación para los maestros nuevos
	Maestro en servicio (no hay clases para todos los estudiantes)
	Escuela Cerrada/Día Festivo
	Primer día de clases grados 1-12)

	Conferencias Colvill (no hay escuela para Colvill)
	Conferencias (no hay escuela para todos los estudiantes)
	Maestro en servicio Sunnyside y Burnside (no hay clases para estudiantes de primaria)
	Graduación y último día de clases (½ día para estudiantes)

## 8-12 Schedule

**Period 1 8:40-9:25**

**Period 2 9:30-10:15**

**Period 3 10:20-11:05**

**Period 4 11:10-12:50**

**A Lunch 11:10-11:35**

**Class 11:40-12:50**

**B Lunch 11:45-12:10**

**Class 11:10-11:45 and 12:15-12:50**

**C Lunch 12:25-1:40**

**Class 11:10-12:20**

**Period 5 12:55-1:40**

**Period 6 1:45-2:30**

**Period 7 2:35-3:20**

# Academic & Counseling Information

Each student will be assigned to a counselor based on grade level. The counseling services are available to help students meet their academic, personal, and social needs:

- Individual counseling for academic, personal, and social concerns
- Winger Flight Path including course registration and internships
- College and Career Planning including ACT, PSAT, Accuplacer, and SAT exam information
- Peer mediation

## ACADEMIC INFORMATION

**GRADING/CREDIT:** All 9-12 grade classes grant credit on a semester basis. Students receive .5 credit per course for 3.5 credits per semester.

**GRADING:** All courses are graded on a minimum of a 70:30 weighted system. That means a minimum of 70% of the students grade will be scored on assessments/projects and 30% on daily assignments.

**MISSING ASSIGNMENTS/TEST RETAKES:** All students have the opportunity to turn in any missing assignment and retake any assessment within **10 SCHOOL DAYS** of the assignment/assessment being posted in StudentVUE/ParentVue. Students will need to make arrangements with the teacher to retake any assessment and may need to complete additional coursework to show they are prepared to retake the assessment.

**INCOMPLETE WORK:** At the end of the first semester students and/or parents will be notified of an Incomplete Grade. Students have **10** school days to complete and turn in the missing work. If sufficient work has not been completed at the end of 10 days, an **F** will be assigned for that grade. At the end of semester 2, all work must be completed by the last day of school.

**FAILED CORE CLASSES:** Any student who earns 35% or less in a core class is not eligible for Credit Recovery. The student will need to enroll in the core class the following school year.

**CREDIT RECOVERY:** If a student fails a core class with 36% - 59% of the points earned or an elective credit class the student is eligible for Credit Recovery/Summer School. Students will be notified by the assigned counselor and given the enrollment paperwork. If the core class is not completed through Credit Recovery before the semester the failed class was originally enrolled, the student will be scheduled into the core class to earn the credit. For example, a student earned an F in World History semester one of 9th grade and has not completed Credit Recovery, World History semester one will be added to the student's schedule during semester one of 10th grade.

## **ACADEMIC INCENTIVE OPPORTUNITIES**

Red Wing High School encourages all students to reach their highest level of excellence in everything they do. RWHS offers several recognition and incentive programs to encourage high academic achievement.

**NATIONAL HONOR SOCIETY (NHS):** Students may apply to become members of the NHS. Successful candidates must have a GPA of 3.5 or higher for 10th and 11th graders. Students must also demonstrate high performance in Leadership, Character, Scholarship, and Service.

**ATTENDANCE:** Research shows that attendance is a key factor in high student achievement. Please encourage your student to attend class on time everyday. Students with 90% attendance or higher are entered into a drawing each month for prizes.

**HONOR STUDENTS:** Students whose GPA is 3.50 or higher are considered Honor Students. GPA is determined at the end of each semester. A GPA of 3.66 - 3.82 is considered Honors, 3.83-3.92 Distinction, and 3.93-4.0 Highest Distinction.

**STUDENT OF THE MONTH:** Teachers in all academic areas have the opportunity to nominate students for STUDENT OF THE MONTH. Students are nominated based on their academic performance and/or leadership qualities. Teachers can also choose to nominate students who have shown significant growth in their academic studies.

## **ACADEMIC INTEGRITY**

Our desire at Red Wing Public Schools is to increase students' critical thinking abilities and communication skills. Therefore, we expect students to produce work that is their own. Students must pursue knowledge with integrity—doing otherwise is considered academic dishonesty.



## **ACADEMIC DISHONESTY/PLAGIARISM**

### **What constitutes academic dishonesty?**

Academic dishonesty is any way of presenting work that is not your own as your original work. This includes copying or allowing another to copy your work, looking at others' answers, using notes when not explicitly permitted by the instructor, receiving credit on a project in which you have done no work, submitting work from previous classes for a different class, working together on an assignment meant to be done individually, employing AI to generate words or ideas, or plagiarizing (presenting others' words or ideas without attribution or acknowledgement of the original source; any use of an outside source, including web resources and study guides, without giving credit is plagiarism).

### **How is academic dishonesty detected?**

The school uses several tools, including originality reports and AI-specific checkers, to detect academic dishonesty.

### **What are the consequences of academic dishonesty?**

The first offense will result in redoing the assignment with a maximum of 55% earned and a major referral.

For any infraction thereafter, the student may complete the assignment for feedback but not for a grade. Instead, the student will receive a zero for the assignment and a major referral.

Repeated instances of academic dishonesty may result in further forms of disciplinary action on the part of the school.

**ACADEMIC ELIGIBILITY:** Please see pages 28-30 in the activity section of this handbook for the full academic eligibility policy.

**AUTOMATED INFORMATION SYSTEM:** The automated alert system has the capability of providing important messages electronically via computer, phone and/or text messaging. The system is used daily for student attendance and emergency situations (ex: school closings or delays). Please make sure your contact information is up to date through ParentVue.

**RWHS GRADUATION CREDIT REQUIREMENTS:** credits may be altered due to School Board action.

<b><u>COURSE:</u></b>	<b><u>CREDIT:</u></b>
<b>ELA</b>	<b>4.0</b>
Language Arts 9/ Honors LA 9 - 1 & 2	1.0
Language Arts 10/Honors LA 10 - 1 & 2	1.0
11th Grade Options	
American Literature 1 & 2	1.0
Mythology*	0.5
Speech*	0.5
AP Language & Composition 1 & 2	1.0
12th Grade Options	
World Literature 1 & 2	1.0
AP Literature & Composition 1 & 2	1.0
* Mythology and Speech can be taken either 11th or 12th grade.	
<b>MATH*</b>	<b>3.0</b>
Intermediate Algebra 1 & 2	1.0
Geometry 1 & 2	1.0
Algebra II 1 & 2	1.0
<b>SOCIAL STUDIES</b>	<b>3.5</b>
World History - 9th grade	1.0
US History - 10th grade	1.0
Economics & World Geography - 11th grade	1.0
American Government - 12th grade	0.5
<b>SCIENCE</b>	<b>3.0</b>
Earth Science - 9th grade	1.0
Biology/AP Biology - 10th grade	1.0
Chemistry - 11th grade	1.0
<b>PHYSICAL EDUCATION</b>	<b>0.5</b>
<b>HEALTH</b>	<b>0.5</b>
<b>FINE ARTS</b>	<b>1.0</b>
<b>FLIGHT PATH CAPSTONE</b>	<b>0.5</b>
<b>ELECTIVES</b>	<b>9.0 (Class of 2024)</b>
	<b>8.0 (Class of 2025+)</b>
<b>Total Credits</b>	<b>25 (Class of 2024)</b>
	<b>24 (Class of 2024+)</b>

\*Students in honors math take intermediate algebra in 8th grade and will need to enroll in an additional math course (Stats, pre-Calculus) their junior year to earn the required credits for graduation.

## **CONCURRENT ENROLLMENT**

Please refer to the Course Catalog for concurrent requirements and PSEO (Post- Secondary Enrollment Option) classes. **Colleges may have a minimum GPA requirement in order to be eligible for PSEO. Students/parents should check with college for eligibility requirements.** Students must complete college placement exam(s) if required. Students need to meet with their counselor by April 30 to complete PSEO & MDE forms. Students are responsible for bringing their college schedule to their counselor.

PSEO classes are college courses being taken through another school and therefore RWHS counselors/staff do not have access to grades and/or student's progress in the class. It is the responsibility of the student to connect with the college counselor if he/she/they have any questions about class concerns, class registration, and transcripts.

## **CLASS/LAB FEES**

Various fees may be included with some courses; including Industrial Technology, Art, and FACS courses.

## **HONOR ROLL**

The honor roll is compiled at the end of each grading period using semester GPA. Student's whose grade point average is 3.0 or higher will be on the honor roll. The following point system is used to average grades:

A = 4.00	B- = 2.66	D+ = 1.33
A- = 3.66	C+ = 2.33	D = 1.00
B+ = 3.33	C = 2.00	D- = .66
B = 3.00	C- = 1.66	F = 0

## **ASSIGNMENT MAKE-UP POLICY**

It is the responsibility of students to request make-up work for an absence. Students are responsible for requesting, arranging and completing make-up work. Students have 1 day for every day of absence to complete the work assigned during the time the student was absent.

## **PARENT/TEACHER CONFERENCES**

Parent teacher Conferences are scheduled for November 6, 2023, and March 7, 2024.

Parents will be able to discuss their students' progress with teachers during this time. Parents are able to access academic progress online at any point in time through ParentVue. Any concerns regarding a student's progress can be addressed with the individual teacher at any time during the school year through email or asking for a meeting with the teacher, counselor, and/or administrator.

## **SCHEDULE CHANGE**

Once a student has a schedule established, changing courses and/or time periods becomes a difficult task. Therefore, student requests for schedule change are discouraged. Typically, these changes will relate to schedule conflicts or failing a sequential course and will be on a seat-available basis.

Students requesting a schedule change during the school year will need to fill out a Schedule Change Request form and turn it in to their counselor. The counselor will decide whether or not the request will be granted according to the following guidelines:

1. \*Within four (4) days of the start of the semester, the student can change classes for the following reasons;
  - A. Computer error
  - B. Short of credits
  - C. Inappropriate placement
  - D. Courses out of sequence

**\*\*Teacher preference or changing the period of a class is not a reason to make a schedule change\*\***

THIS IS THE ONLY TIME A STUDENT CAN ADD A CLASS INCLUDING 5 RIVERS ONLINE.

## **WINGER STUDY**

Winger Study is an after-school option for all students who need to complete missing assignments, make up tests, or reteaching of core subjects. Winger Study meets in the IMC on Tuesday, Wednesday, and Thursday each week from mid-September through the third week of May.

# General Information

## District:

### **DIRECTORY INFORMATION/TENNESSEN NOTICE**

Certain directory information regarding students is not public information. Directory information is public unless a request has been received from a parent or student that certain designated directory information items are not to be disclosed without their prior written consent.

A TENNESSEN notice informs an individual of why the data is being collected, how the agency intends to use the information, whether the individual may refuse or is legally required to supply the information, any consequences to the individual of either supplying or refusing to supply the information and the identities of other persons or entities authorized by law to receive the information.

### **STUDENT SEARCHES**

School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of the law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.

### **DRESS AND APPEARANCE**

The faculty and Board of Education are concerned about students' dress and appearance. A student's dress and appearance must be in the best interest of the school with respect to the health, welfare, and safety of the individual and the student body. Proper student dress is the responsibility of the student and parent. However, dress and appearance styles that create a disruption of the learning process will not be allowed.

#### ➤ **Appropriate clothing includes:**

- Clothing for the weather
- Clothing that does not create a health or safety hazard
- Clothing appropriate for the activities for physical education/classroom

#### ➤ **Inappropriate clothing includes, but is not limited to:**

- Clothing bearing a message that is lewd, vulgar, or obscene. Examples include, but are not limited to, clothing with sexual or violent messages or images.
- Apparel promoting products or activities that are illegal for use by minors. Examples include clothing with tobacco, drug, and alcoholic themes.



- Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing, jewelry, or personal belongings, communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or is a historical symbol of intolerance or hate, including but not limited to the Confederate Flag, Swastikas, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Policy 413 Harassment and Violence.
- Any apparel or footwear that would damage school property.

Students whose dress and appearance do not conform to these standards will be referred to the principal, dean, and/or counselor. The student will be advised as to the proper adjustments that must be made. If the student fails to remedy the problem the parent will be contacted, and the student will be sent home for the remainder of the day.

## **DRIVERS EDUCATION/COMMUNITY EDUCATION**

Driver's education is offered through Community Education & Recreation. For classroom instruction and Behind-the-Wheel classes please contact Community Ed at 651-385-4565.

## **EIGHTEEN YEAR OLD PROCEDURES**

At Red Wing High school, all students regardless of age must adhere to the same rules and regulations. Persons between the ages of 18 and 21 must follow the same regulations as those students under 18 years of age. RWHS requires that students 18 years and older must provide parental verification of absences and other documentation.

## **FOOD & NUTRITION SERVICES**

### **ACCOUNTS**

- Each student is assigned a personal number to be used to access their individual account. Students use the same number each year. The personal number is used when depositing monies on account for second entrée or ala carte purchases.
- Students may receive one (1) breakfast and one (1) lunch each day at no charge.
- For security purposes and to meet with federal and state guidelines, students are not permitted to use another student's account.

## **PAYING FOR SNACKS/ALA CARTE**

- It is preferred that one check be written for each student's food service account. However, if more than one student attends the same school, one check may be written. Please indicate the children's names and the amount that goes into each account on the check.
- SchoolCafe is the system that will allow you to prepay online @ [www.schoolcafe.com/register](http://www.schoolcafe.com/register) to create your account.

## **CHARGING AND LOW BALANCE**

Nutrition Services staff will provide a verbal notice to the student at the cash register when the balance is low. Students will not be allowed to charge ala carte items or second meals/entrees. Balances remain on accounts and follow the students to the next school year.

## **EDUCATIONAL BENEFITS**

Families must complete a new Application for Educational Benefits each school year. A copy of the application is available at [www.schoolcafe.com](http://www.schoolcafe.com). A completed application can be mailed or dropped off at the district office or to the school office where your child attends. You may apply for benefits at any time during the school year.

## **MENUS**

The school's menus are available online via the District Website [www.rwps.org](http://www.rwps.org) or [www.schoolcafe.com](http://www.schoolcafe.com). All menus and portions are planned to meet the Meal Pattern Requirements for breakfast and lunch established by the USDA. If your student has special dietary needs, please contact the Food Service Office.

Please call Student Nutrition Services at 651-385-4583 with any questions or concerns you have regarding the program.

## **GUEST POLICY**

No student visitors and/or former students will be allowed to visit students or staff during the school day. Please make appointments to see staff prior to coming to the high school building.

## HALL PASSES

Once classes have started, hall passes are not given out for the first 10 minutes of each period. (Study hall students are the only exception). After the 10 minutes, students given permission by a staff member to leave their classroom must have a valid pass. A staff member may check any student in the hall during class, and, if the student does not have a pass, they will be sent back to their classroom. Passes are required by all students going to their locker, the IMC, bathroom, etc. An exception to this will be made when a teacher is escorting a student or a group of students.

## HOMEWORK REQUESTS

Homework requests will be granted if a student is absent two or more days. Students can access missed work using Google Classroom or contacting their teacher directly. Homework/class supplies that are needed in addition to online can be picked up during building hours Monday-Friday until 3 p.m. in the front office.

## HEALTH OFFICE & SERVICES

**\* Please remember to update your student's emergency information via the School Vue parent access site each year to provide school staff with current emergency contact numbers.** Report any significant health concerns to the health assistant at the high school health office at 651-385-4611. Students who become ill during the school day must report to the school health office for care and prior to leaving in order for the absence to be excused. The student will be excused for the following school day for fever above 100°, and for vomiting and diarrhea until symptoms have resolved. Please contact the school nurse for assistance with specific disease exclusion guidelines. It is important to note that school health assistants are not able to diagnose illness or injury. Parents who are in doubt as to the condition of their child are encouraged to consult with their doctor or clinic.

## MEDICATIONS

Prescription and non-prescription medications taken during the school day must be dispensed through the health office. Medications must come in the original container accompanied by written permission from the parent and physician. Medication authorization forms are available in each of the school health offices and at most of the area clinics. Note: When getting prescriptions filled, ask the pharmacist for two bottles or two inhalers (one for school and one for home). Students may self-carry an asthma inhaler with written authorization from

the parent and physician and after demonstrating the skills to safely possess and use medication with the licensed school nurse.

## **IMMUNIZATIONS**

All students must have an up-to-date Pupil Immunization Record on file in the school health office.

Students in the 7th – 12th grades should have evidence of the following immunizations on file:

A Tdap adult booster, 3 dose series Hepatitis B, 3 Polio, 2 MMR, 1 Meningococcal and 2 Varicella (or year of disease). Seniors are required to have a Meningococcal booster vaccination.

Students transferring into the district have 30 days to submit documentation from their physician, public clinic, or parent statement of their immunization. Minnesota's Pupil Immunization Record has areas for completion if an exemption is requested.

## **INAPPROPRIATE DISPLAY OF AFFECTION**

Recognizing high school students become more social during this time of adolescence, it is necessary to remind students that boundaries between each other must conform to rules of good taste. Inappropriate displays of affections such as hugging, kissing or touching will be addressed with both students by teachers and/or administration. Parent contact will be made if students are unwilling to abide by this guideline.

## **LOCKERS**

Every student in grades 8-11 will be assigned a locker for the year, seniors may request a locker assignment if wanted. Each locker has its own combination. Do not share lockers or combinations with anyone else. The student will pay any damage done to the locker assigned. Each locker is inspected prior to the start of the year. Report a locker problem to the administration office IMMEDIATELY.

CAUTION: Do not leave any valuable items or money in your locker.

Please be aware that lockers remain the property of the school and are subject to search by staff/administration and canine at any time. It is the student's responsibility to remove all items from the assigned locker at the end of the school year or at the time you leave the district.

The following is also a policy of the State of Minnesota (section 11. [121a.72]): "School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for

the convenience of students. School authorities for any reason may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules."

## **LOST OR STOLEN ITEMS/LOST AND FOUND**

If a student's property appears to be lost or stolen the school is not responsible for such items. We ask students not to keep money or extremely valuable property in lockers. Should a student lose property, he/she is encouraged to report this to the school administration. Textbooks that are found will be returned to the teacher who assigned the book. Check with your teacher if you have lost a textbook. The school will charge an appropriate replacement fee for textbooks, workbooks, or library books lost or destroyed by students. A lost and found area is kept in the Student Services Office.

## **PLEDGE OF ALLEGIANCE**

Red Wing High School, in compliance with state statute, will be reciting the Pledge of Allegiance once a week on Mondays at the beginning of the day. Any student or staff may decline to participate in recitation of the Pledge of Allegiance. Students and staff are to respect the personal choice of everyone whether to recite the Pledge of Allegiance or not.

## **PHOTOGRAPHY AND VIDEO/AUDIO RECORDING**

Parents are permitted to record or photograph students at public events on school property (e.g. day or evening concerts, plays, programs, athletic events, field days, parades, etc.). In accordance with the MN Government Data Practices Act, parents may not film or photograph students during routine activities occurring within a typical school day (e.g. classroom instruction, lunch, recess, physical education classes, etc.). Other situations not listed would need to have prior approval by the Principal of the school and classroom teacher.

## **SCHOOL BUS TRANSPORTATION**

First Student provides bus transportation for the students of Red Wing Public Schools. Students will be expected to show appropriate respect for the drivers, treat school buses with care, and contribute to a safe and orderly environment while using the bus service. The high



school will assist the school bus operators in maintaining safe transportation for the students. Riding the school bus is a privilege. Improper conduct will result in that privilege being denied. Consequences for school bus misconduct apply to regular routes, field trips and extracurricular activity trips. Decisions regarding a student's ability to ride the bus will be at the sole discretion of the transportation department/school district. Consequences will be assigned on a case by case basis and parents will be notified from the transportation department.

Students are not allowed to ride different buses other than the bus assigned to the student without prior approval. Riding the school bus is a privilege. Improper conduct will result in the privilege being denied. Students are required to ride their assigned bus and board/exit the bus at assigned stops.

## **SCHOOL DANCES**

RWHS student council, school staff and administration believe that dances held at school provide a safe, healthy environment for students to socialize and enjoy being together. Because the RWHS Student Council hosts all dances at RWHS, they developed the following dance behavior guidelines and dress code to ensure the enjoyment and safety of all students at school dances. Within these guidelines, appropriateness of both behavior and attire are at the discretion of the chaperones. Guidelines include, but are not limited to:

### **➤ DANCE BEHAVIOR GUIDELINES (APPLY ON AND OFF THE DANCE FLOOR).**

- Students are only admitted into the dance during the first hour and a half of the dance.
- Upon entry, the student must show their current student identification card and/or driver's license.
- Students are advised to leave coats, purses, bags and other valuables at home. RWHS and the Student Council are not responsible for lost or stolen items.
- "The Good Night" policy applies. Once a student leaves a school dance he/she will not be readmitted to the activity and must leave the school or event location grounds.
- Regular high school behavior policies and their consequences apply to all school dances.
- Any student on suspension may not participate in school dances or other student council events.
- Dancing must be appropriate and in good taste. No dancing of any style that contains overtly sexual actions will be permitted. Use the guideline "face to face and leave some space".
- Students are expected to be responsive and respectful of adult chaperones. As a group, dancers will maintain sufficient space between each other to allow chaperones to circulate.

- Students asked to leave dances must leave school property/event location. When students are asked to leave a reasonable attempt to notify their parents/guardians will be made, regardless of the hour.
- Students removed or denied entry will not be given refunds.

## **DRESS CODE – School Dances**

### **HOMECOMING, SNOW WEEK, PROM**

If attire is altered once students are admitted into the dance in such a way as to make it violate the specified dress code standards, the students(s) may be removed from the dance. No student may wear attire that depicts the use of tobacco, alcohol and illegal substances. If you are unsure if your attire meets the following guidelines, please see an administrator prior to the event.

### **GUEST POLICY – HOMECOMING & SNOW WEEK**

RWHS students may invite a guest to a dance who is a current high school student in grades 9-12.

The following guidelines must be met for the guest to participate.

- All guests attending RWHS dances must complete a Guest Form and must have this form approved by administration the day before the event.
- All guests must show a picture ID at the door.
- Invited guests are expected to arrive at the dance and remain with their host while attending the dance.
- Administration reserves the right to refuse guests to enter/attend the dance for any reason.
- Guests must follow all school rules. Students are responsible for the behavior of their guests.

### **PROM**

The Junior-Senior Promenade is a formal event sponsored by the junior class in honor of the graduating class. Attending is a privilege, not a right. Attendees will be expected to adhere to the following guidelines:

- One member of the couple must be a RWHS junior or senior, and are allowed one guest.
- The attending guest must be a minimum age of 10th grade.
- No guest over the age of 20 will be allowed.

- All guests attending RWHS dances must complete a Guest Form and must have this form approved by administration the day before the event.
- Any student, who has been placed on all day in school or out of school suspension, which carries through the prom weekend, **WILL NOT** be eligible to attend.

## **PROM TICKET SALES**

- Prom is May 11, 2024.
- More information will be shared with students in the spring of 2023 on ticket sales,

location, and other important details.

Refunds cannot be issued if you are not eligible to attend prom because of an all-day in school or out of school suspension that carries through the weekend of prom.

## **SCHOOL TECHNOLOGY/ELECTRONICS**

Red Wing Public Schools supplies ChromeBooks, internet access and other technology support to enhance student's education. These supports are for educational purposes. Users are reminded that the district monitors all internet use. An individual search of usage and files may occur if there is reasonable suspicion of misuse. Users have limited expectation of privacy in the contents of their personal files, communication files, and record of web research. Routine maintenance and monitoring, using both technical monitoring systems and staff monitoring, may lead to the discovery that a user has violated district policy or the law. The use of the internet and computer equipment is a privilege, not a right.

Every individual using school equipment and networks must follow the technology policy. Inappropriate, illegal, or unauthorized use of the internet could result in the cancellation of those privileges. Anyone who engages in the practice of sending, receiving, or possessing sexually explicit photos or messages (sexting) or inappropriate material is subject to discipline up to and including expulsion. Any use of the internet or other communication methods that convey inappropriate information can result in consequences both in school and in the legal system. Students should also be aware that placing personal information on the internet may jeopardize their future employment, eligibility status, or other opportunities. Students are prohibited from photographing, recording, or making any electronic record of other students, staff, or visitors without express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students during the school day,

instructional and non-instructional time, or while participating in school events.

Individual electronic devices that are brought to school are the responsibility of the student. Such devices are susceptible to theft and misuse. Cell phones, laptops/Chromebooks, earbuds, etc., are allowed in classrooms and in the media center for the educational purpose and will be limited as RWHS staff deem necessary.

## **SYNERGY STUDENT INFORMATION SYSTEM**

ParentVUE & StudentVUE gives parents and students easy access to current information on their students. This portal lets parents and students see; grades, attendance, homework assignments, test scores, health information, daily schedule, etc. Teachers are expected to update their grades in a timely fashion after receiving the assignment from the student. At times, the update may take longer due to the length of a major project/paper. If you have questions or are having difficulty logging in, please contact the administrative office at 651-385-4603.

## **SENIOR PORTRAIT POLICY FOR YEARBOOK**

Senior portraits that do not meet yearbook specifications or are submitted after deadline date will not be published. We can only accept vertical portraits in a JPEG file format. We have a set policy regarding the submission of senior pictures:

- JPEG (.jpg) digital image format is required.
- 300 DPI or higher for the actual size of the photo. (In other words, we need high resolution image files for printing purposes)
- All pictures must be submitted in full color (no sepia or black-and-white)
- Pictures need to be a head and shoulder, or waist up only format. Please no full body poses.
- Vertical portraits only.
- Have your photographer leave enough space around your face to allow for the yearbook staff to feature you at your best within the design.
- Note: pictures with “soft focus” appear blurred upon reproduction.
- The yearbook staff has the right to request a different photograph if the above guidelines are not met.

Seniors may select the photographer of their choice provided the yearbook portrait photograph conforms to the above standards and the photograph is received on/or before the end of the first semester. Students who do not submit a senior portrait will have their 11th grade school portrait included by default.

## **VEHICLE PERMITS**

All cars parked on school grounds must have a RWHS permit visibly displayed. The approved permission slip (available in Admin. office) for you to pick up and complete. All students should park in the Student Parking Lot and not in the visitor/staff parking lots.

Student vehicles are subject to search if there are reasonable grounds to suspect stolen property, drugs, weapons, alcohol, or other contraband is present in the vehicle.

## **SCHOOL RESOURCE OFFICER**

The Red Wing Public Schools and the Red Wing Police Department work together to ensure students have a safe environment in which to learn. The officer is available to assist students with their concerns and to promote a positive relationship between the school, police department and students. The officer also helps with school sporting events and other activities for students.

## **ATTENDANCE PROCEDURES**

Regular attendance is the foundation of a successful school experience and essential to the educational program at RWHS. Classroom experiences are valuable and essential. Time lost from class cannot be regained and absences will result in the loss of valuable opportunities to learn. Research has clearly indicated that the amount of time a student is involved in instruction has a direct relationship to his or her academic achievement.

## **ABSENCE FROM SCHOOL**

Please contact the attendance office as soon as possible of your student's absence by calling the attendance line at 651-385-4660 or e-mail [rwhsattendance@rwps.org](mailto:rwhsattendance@rwps.org). All absences without communication from a parent/guardian are unexcused absences. An absence not excused by note, phone or email within 3 school days of the absence will be recorded as unexcused and considered truant.

### **➤ CLASSIFICATION OF ABSENCES**

A. **Excused Absences** – Absences called/emailed in to the attendance office by a parent/guardian will be considered excused if the absence is for an illness, health appointment, family emergency, or funeral. Students should request any notes/assignments from the teacher upon the return to school. If a student is absent for any



type of health appointment please request a note from your provider and bring it to the attendance office when returning to school.

**B. Family Vacations** - Red Wing Public Schools allows 7 days per school year for a pre-approved vacation. Students may request assignments prior to leaving but must allow one day notice for every day the student is absent, i.e. 7 school days notice for a 7 day vacation.

**C. Unexcused Absences** - Any student absence where the school does not receive communication from a parent/guardian is an unexcused/truant absence. An unexcused absence is an absence for reasons that are not recognized by the school authorities as legitimate.

Examples for unexcused absence/tardiness are:

- overslept; alarm did not work
- shopping
- needed at home
- leaving school during regular school day without prior approval
- babysitting
- missed school bus
- work
- others as determined by school administration

**D. Tardies** - teachers will report tardies to record patterns of habitual tardiness. Tardies of 15 minutes or more will become unexcused absences. Students that accumulate excessive tardies or unexcused absences in each term will be subject to the following:

1. All absences from school must be verified by a parent/guardian through written note to excuse the student, a telephone call to our attendance office 651-385-4660 or email [rwhsattendance@rwps.org](mailto:rwhsattendance@rwps.org).
2. If a student has been absent without an excuse for **three or more partial or full days**, a Telephone call will be made to the parent/guardian to discuss the unexcused absences with a follow-up letter sent from the school office.
3. When a student has been absent without an excuse for **seven partial or full days** a letter will be sent to the parent/guardian from the school office and the student may be referred to the Goodhue County Health and Human Services. A social worker from the county will communicate with the parents/guardians to set up services. If attendance does not improve the student will be referred to Goodhue County Court.
4. Excessive excused absences is defined as **10 or more** days of absence in a school year. Parents/guardians will be notified of excessive excused absences when their student has reached 7 full days of absence. If the student has 10 or more days of excused absences a doctor's note can be required to excuse the student's absence.

## **STUDENT CONDUCT AND DISCIPLINE**

### **I. STATEMENT OF POLICY**

It is the position of the school district that a fair and equitable school discipline policy will contribute to the quality of a student's educational learning experience. Therefore, this discipline policy has been adopted.

It is the responsibility of the school board, administrators, teachers and employees to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with State Statutes, State Board of Education regulations, and this policy in a fair and consistent manner.

Parents and guardians have the legal responsibility for the behavior of their children as determined by law and community practice. Parents/guardians are expected to exercise required controls so that the student's behavior will be conducive to the development of self-discipline and will not be disruptive to the school's educational program.

### **II. DISCIPLINARY GUIDELINES**

The goal of discipline is to create a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct. School staff and administration will work together with the student and family to develop goals for improving behavior at school. However, there may be situations where other actions must be taken, this may include but is not limited to, removal from class, detention or suspension.

### **EMERGENCY PROCEDURES**

In the event of an emergency students need to follow the directions of the classroom teacher or other adult nearest to them. Fire, tornado, and lockdown drills are completed throughout the school year so students know and understand the expectations and procedures in the event of an emergency.

A map of the school showing where your classroom moves to in case of this emergency is displayed in each room. Students are urged to refer to the building directory for location of these exits and to the fire exit maps posted on classroom walls.

## **Winger Activities Information**

Red Wing High School offers a variety of activities and athletics for students. A full list of these can be found at <https://www.gowingers.com/> along with registration information.

For additional information contact Taylor Becker in the Activities Office: 651-385-4614

**ATTENDANCE IN SCHOOL:** To participate in practice or games/meets-students must be in school by 11:00 AM with an excused absence. Any exception to this must be approved by the Activities Director.

## **ACADEMIC ELIGIBILITY & PROBATION**

The purpose of this academic eligibility policy is to monitor, motivate and assist the students who participate in co-curricular activity programs, in order for the student to be academically successful. While the school's co-curricular programs are a vital part of the total education of our students, our primary mission is academics. While academically ineligible a student may practice with the team or activity but may not participate in MSHSL interscholastic athletic, academic, or performing arts competitions. The same consequence is in effect for those students participating in non-MSHSL activities (no public performance) for the duration of the consequence. If a student regains eligibility after a period of ineligibility the student is not guaranteed his/her original role. The role will be determined by the coach/adviser/director.

### **2023-24 Progress Report Process and Dates**

Progress reports of students with failing grades will be sent to each head coach or advisor by the Activities Office on the progress dates listed below, with the expectation that the head coach/advisor will communicate with the impacted student and inform them to contact their teacher to resume progress in that class.

**Grade checks will take place 3 times per quarter, 6 times per semester.**

*Example – progress reports sent on Friday, September 29. Student is failing one class.*

Process -

1. Coach notifies the student of failing grade(s).
  - a. NOTE: This should not be the first time the student has learned of this, as we hope teachers have conversations with students regarding progress.
2. The student makes up work and/or contacts the teacher(s) to make a plan for missing work. This **should** happen Friday, but the student has until Tuesday to complete this.

3. As in previous years, the student will need to pick up a “purple” slip from the Activities Office, the student takes the slip to the teacher to be filled out. The student then brings the slip back to the Activities Office where their progress will be updated.
4. If no plan is made OR grade is still failing, the student **must** attend the **Winger After School Program** on Tuesday of the following week.
  - a. If no progress is made Tuesday, the student **must** attend the **Winger After School Program** on Wednesday of that week.
  - b. If no progress is made Wednesday, the student **must** attend the **Winger After School Program** on Thursday of that week.
  - c. If neither of the above is accomplished, the student will be ineligible for competitions until the grades are rectified and/or progress is made.

### **Semester 1**

September 29

October 18

November 2 (end of quarter)

November 22

December 15

January 12

Semester ends January 19

### **Semester 2**

February 9

March 1

March 28 (end of quarter)

April 12

May 3

May 24

Semester ends May 31

## **SCHOOL SUSPENSION**

Any student who is assigned in-school suspension or out of school suspension for any time period shall not participate in student activities that day or evening.

## **TRANSPORTATION TO EXTRACURRICULAR ACTIVITIES**

All students involved in Red Wing activities (athletics and fine arts) are required to ride in school transportation to and from an event. Parents or guardians can take home their child when prior notification is given to the coach, advisor and teacher.

## **STATE TOURNAMENT INFORMATION**

Athletes who are participants in a state tournament will be excused from school by the activities director. Should an athletic team from Red Wing High School make the Minnesota State High School Tournament in

their appointed sport, the student body is allowed to be in attendance to support their peers. Students will need to be excused by parents/guardians prior to attending the tournament.

Further information regarding Red Wing Activities and MSHSL rules can be found at [gowingers.com](http://gowingers.com).